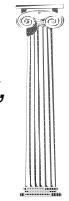
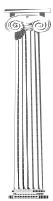


City of Lake Stevens Vision Statement

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



WORKSHOP MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, October 24, 2017 – 6:00 p.m.

- Third Quarter Financial Update
- 2018 Proposed Budget

CITY COUNCIL REGULAR MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, October 24, 2017 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE		Council President
ROLL CALL:		
APPROVAL OF AGENDA:		Council President
CITIZEN COMMENTS:		
COUNCIL BUSINESS:	New Agenda Format – For Discussion Subcommittee Reports	Council President
MAYOR'S BUSINESS:		
CITY DEPARTMENT REPORT:	Update	
CONSENT AGENDA:	*A Approve 2017 Vouchers *B Approve October 10, 2017 City Council Regular Meeting Minutes *C Approve Interagency Agreement with Washington Traffic Safety Commission re Traffic Emphasis Enforcement *D Approve ILA with Snohomish County re Interlocal Child Abduction Response Team (ICART)	Barb Barb John John

Lake Stevens City Council Regular Meeting Agenda

October 24, 2017

*E Approve Association of Washington Cities Master Agreement Teri/Barb

ACTION ITEMS: *A Approve Resolution 2017-17 Supporting Library Bond Gene
*B Approve Ordinance 1003 re Interim Zoning Russ
Regulations for Retail Marijuana Sales
*C Approve Ordinance 1004 re Moratorium on Siting of Russ
Supervised Drug Consumption Facilities
*D Approve Resolution 2017-16 re Frontier Heights Jim
Community Park Community Development Block Grant

DISCUSSION ITEMS: November 14, 2017 Workshop with Dave Somers Mayor

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
------------------	---------------------------------	---------------------------

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) 334-1012, 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

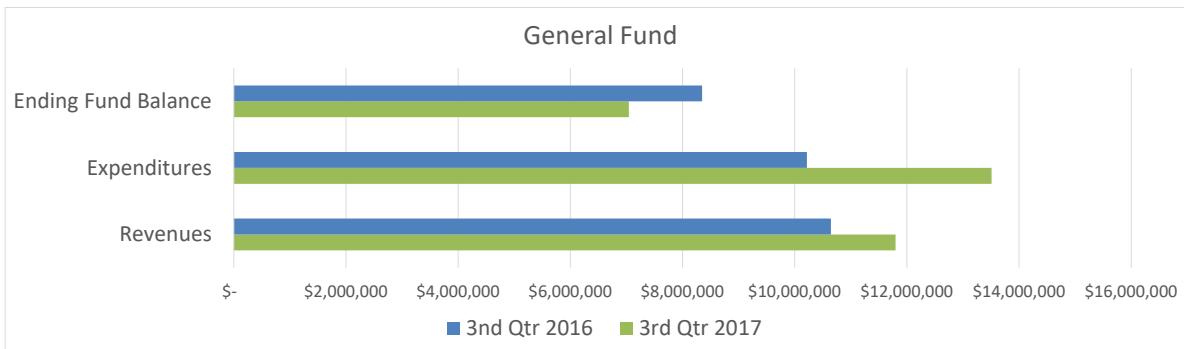
CITY OF LAKE STEVENS
2017 3rd Quarter Financial Summary

General Fund - Summary

Description	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Beginning Cash Balance	\$ 7,922,111	\$ 8,870,034	\$ 8,755,489	98.7%
Revenues	\$ 10,645,687	\$ 15,229,923	\$ 11,798,015	77.5%
Expenditures	\$ 10,218,228	\$ 18,463,143	\$ 13,511,213	73.2%
Ending Fund Balance	\$ 8,349,570	\$ 5,636,814	\$ 7,042,291	

Total revenues are approximately 77.5% of budget prior year was at 79%.

Total expenditures are approximately 73% of budget, prior year was 73%.



General Fund - Revenues

Revenue Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Taxes	\$ 5,152,749	\$ 8,315,534	\$ 5,739,203	69.0%
Licenses & Permits	\$ 1,709,851	\$ 1,628,350	\$ 924,245	56.8%
Grants & State Remit	\$ 606,410	\$ 1,037,504	\$ 769,028	74.1%
Charges for Services	\$ 517,926	\$ 404,765	\$ 522,161	129.0%
Fines and Forfeits	\$ 108,491	\$ 156,100	\$ 141,071	90.4%
Miscellaneous	\$ 86,589	\$ 86,370	\$ 109,224	126.5%
Non-Revenue/Other	\$ 2,463,671	\$ 3,601,300	\$ 3,593,083	99.8%
Total	\$ 10,645,687	\$ 15,229,923	\$ 11,798,015	77.5%

Total Receipts are approximately 77.5% of budget and are currently within budget expectations

Taxes are at 69% of budget

Licenses & Permits are currently 56.8% of budget. Building permits make up the largest portion of this balance and are currently 55% of the total budget for the year.

Grants & State Remit are 74.1% of budget. This revenue type includes grants, liquor profits, liquor taxes, criminal justice and City assistance funds, as well as PUD tax which is an annual tax that has not yet been received.

Service Charges are currently 129% of budget.

The majority of this balance is made up of passports, and photos, and land use fees which are all exceeding expectations. This line also includes the monthly receipts for School Resources Officers services

Fines and Forfeiture are 90.4% of budget and correlate with the municipal court expenditures.

Non-revenues/other includes the sale of property that correlates with a property purchase expenditures

General Fund - Expenditures

Expenditure Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Elected	\$ 138,370	\$ 219,404	\$ 136,605	62.3%
Administration	\$ 145,366	\$ 200,412	\$ 141,513	70.6%
City Clerk	\$ 119,670	\$ 204,469	\$ 121,462	59.4%
Finance	\$ 180,038	\$ 480,707	\$ 296,124	61.6%
Human Resources	\$ 84,033	\$ 157,440	\$ 102,983	65.4%
IT Services	\$ 176,798	\$ 315,114	\$ 182,541	57.9%
Planning & Building	\$ 882,198	\$ 1,499,066	\$ 912,124	60.8%
Law Enforcement	\$ 4,099,537	\$ 6,689,164	\$ 4,681,313	70.0%
Parks	\$ 279,302	\$ 715,350	\$ 425,042	59.4%
Legal	\$ 286,462	\$ 554,274	\$ 363,988	65.7%
Community Services	\$ 45,808	\$ 80,657	\$ 23,113	28.7%
General Government	\$ 3,780,646	\$ 7,347,087	\$ 6,124,405	83.4%
Total	\$ 10,218,228	\$ 18,463,143	\$ 13,511,213	73.2%

Expenditure Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Salaries & Benefits	\$ 4,372,621	\$ 7,570,918	\$ 5,274,732	69.7%
Supplies	\$ 204,847	\$ 675,710	\$ 304,224	45.0%
Services	\$ 1,645,541	\$ 2,800,272	\$ 1,726,161	61.6%
Gov't Payments	\$ 457,216	\$ 825,299	\$ 602,170	73.0%
Capital Projects	\$ 2,612,936	\$ 5,292,444	\$ 4,758,481	89.9%
Other Fund Decreases	\$ -	\$ 500	\$ -	0.0%
Interfund Transfers	\$ 925,067	\$ 1,298,000	\$ 845,445	65.1%
Total	\$ 10,218,228	\$ 18,463,143	\$ 13,511,213	73.2%

Expenditures are 73% of total annual budget, within expectations

Salaries & Benefits are within expectations

Supplies are 45% of budget. This expenditure includes supplies for offices, facilities, parks, clothing, fuel, and minor equipment. Many of these items will be needed later in the year.

Service Charges are 62% of budget. These expenditures include professional service contracts, utilities, insurance, travel, and repairs & maintenance services.

Payments to other government include storm drainage and animal control fees as well as jail, court, and police dispatch costs, many of which are accounted for within the Police department budget.

Capital includes a large portion of the temporary City Hall, as well as the property purchase, which are both within the General Government department.

The City Clerk and Finance Departments are within budget expectations. Both department include budgeted items that will occur later in the year, including the State Audit, and a portion of the purchase of an Enterprise Content Management system.

The Parks Department has some major improvement projects that have not yet been completed.

Community Service includes the contribution to the Senior Center as well as Arts Commission payments for Music on the Lake.

General Government includes a property purchase that correlates with a sale of property.

Street Fund - Summary

Description	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Beginning Fund Balance	\$ 3,811,559	\$ 3,343,147	\$ 3,343,147	100.0%
Revenues	\$ 1,500,565	\$ 1,944,773	\$ 1,243,007	63.9%
Expenditures	\$ 2,462,949	\$ 3,266,844	\$ 2,137,831	65.4%
Ending Fund Balance	\$ 2,849,175	\$ 2,021,076	\$ 2,448,323	

Total revenues are approximately 64% of budget, prior year was at 65%.

Total expenditures are approximately 65% of budget, versus 70% in the prior year.

Street Fund - Revenues

Revenue Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Taxes	\$ 957,398	\$ 1,257,673	\$ 667,462	53.1%
License & Permits	\$ 19,012	\$ 20,000	\$ 23,766	118.8%
Grants & State Remits	\$ 98,816	\$ 646,500	\$ 529,719	81.9%
Charges for Service	\$ 896	\$ 1,500	\$ 1,371	91.4%
Miscellaneous	\$ 20,349	\$ 14,100	\$ 20,688	146.7%
Other Financing	\$ 4,095	\$ 5,000	\$ -	0.0%
Total	\$ 1,100,566	\$ 1,944,773	\$ 1,243,007	63.9%

Total Receipts are at 64% of budget.

Taxes are 53% of the current budget. The TBD has been removed from the budget.

License & Permits include Right of Way permits which are currently at 119% of budget.

Grant & State Remits are approximately 82% of budget. This revenue source includes the fuel tax receipts which are currently ahead of budget.

Miscellaneous and Other Financing revenues include ROW assessments and insurance recovery funds received for street related incidents which are unpredictable.

Street Fund - Expenditures

Expenditure Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Salaries & Benefits	\$ 720,134	\$ 1,193,335	\$ 897,698	75.2%
Supplies	\$ 69,419	\$ 120,191	\$ 84,729	70.5%
Services	\$ 737,445	\$ 1,055,358	\$ 380,207	36.0%
Other Gov't Payments/Debt	\$ 8,780	\$ 9,964	\$ 9,013	90.5%
Capital Projects	\$ 285,863	\$ 289,696	\$ 251,334	86.8%
Interfund Transfers	\$ 641,308	\$ 598,300	\$ 514,850	86.1%
Total	\$ 2,462,949	\$ 3,266,844	\$ 2,137,831	65.4%

Total Expenditures are approximately 65% of budget.

Salaries & Benefits are slightly above expectations. Overtime exceeds budget due to various road events.

Supplies are 71% of budget. This expenditure includes supplies for office, traffic control, snow & ice, and sidewalk repair supplies. Many of these items will be needed later in the year.

Service Charges are 36% of budget. These expenditures include items such as street sweeping, traffic studies, utilities, insurance, travel, and repairs & maintenance services. Overlays are the largest portion of this category which will be utilized during the 3rd and 4th quarter.

Government payments include storm drainage fees and debt service for the Public Works Trust Fund emergency loan for the Catherine Creek Bridge repair in 2010.

Capital includes portions of the temporary City Hall which is underway, and the city shop remodel, grade road, and traffic control equipment/signs.

Surface/Storm Water Fund - Summary

Description	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Beginning Fund Balance	\$ 1,796,590	\$ 1,746,837	\$ 1,746,837	100.0%
Revenues	\$ 875,814	\$ 1,533,820	\$ 900,875	58.7%
Expenditures	\$ 1,066,813	\$ 2,248,113	\$ 1,383,256	61.5%
Ending Fund Balance	\$ 1,605,591	\$ 1,032,544	\$ 1,264,456	

Total revenues are approximately 59% of budget, slightly more than prior year.

Total expenditures are approximately 62% of budget, prior year was at 68%.

Surface/Storm Water Fund Revenues

Revenue Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
State Grants	\$ 6,005	\$ 19,000	\$ 18,995	100.0%
Charges for Services	\$ 864,325	\$ 1,511,820	\$ 872,887	57.7%
Miscellaneous	\$ 5,485	\$ 3,000	\$ 8,993	299.8%
Total	\$ 875,814	\$ 1,533,820	\$ 900,875	58.7%

Total Receipts are at 59% of budget.

Grant revenues includes revenues from the 2016 Capacity Grant.

Charges for Services includes Surface water management charges which are at 58% of the budget.

These charges are billed on the property tax statements. As such, the majority is received in May and November.

Miscellaneous revenues include investment interest which is exceeding prior expectations.

Surface/Storm Water Fund Expenditures

Expenditure Category	3rd Qtr 2016	2017 Amended Budget	3rd Qtr 2017	Percent +/- of 2017 Budget
Salaries & Benefits	\$ 617,979	\$ 1,087,133	\$ 620,139	57.0%
Supplies	\$ 44,159	\$ 68,041	\$ 149,820	220.2%
Services	\$ 129,673	\$ 354,028	\$ 139,388	39.4%
Inter Gov't Payments	\$ 89,742	\$ 87,370	\$ 58,938	67.5%
Debt Service	\$ 10,700	\$ 10,700	\$ 10,700	100.0%
Capital	\$ 44,572	\$ 150,696	\$ 127,668	84.7%
Operating Transfers	\$ 129,988	\$ 490,145	\$ 276,602	56.4%
Total	\$ 1,066,813	\$ 2,248,113	\$ 1,383,256	61.5%

Total Expenditures are 62% of budget.

Salaries & Benefits are below budget expectations due to allocations amounts of open positions.

Supplies are significantly over budget due to the storm damage and the work that needed to be done to make repairs. The current amount is estimated at \$60,000. An amendment may be needed for these costs.

Service expenditures are currently 39% of budget as the lake phosphorus will occur during the 4th quarter.

Other Governmental includes payment for SW billing to Snohomish County and the DOE annual permits.

Debt Service payment is for the Lundein Parkway Creek Restoration project paid during a later quarter.

Capital includes portions of the temporary City Hall, the city shop remodel, and some equipment

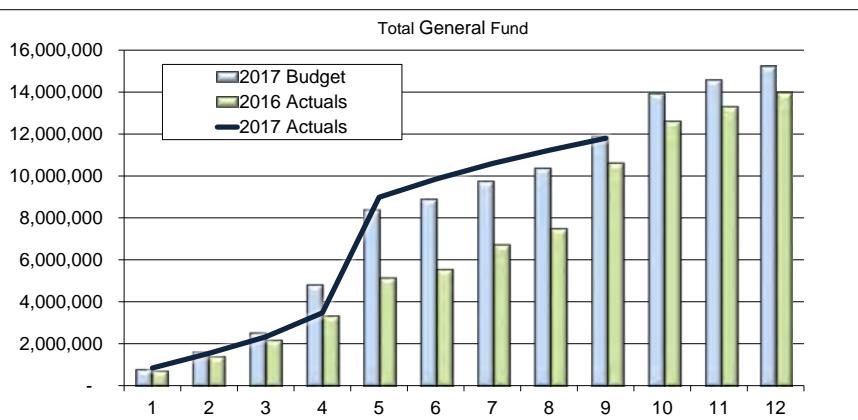
10/17/2017	2017 - 3rd Quarter - All Funds									
No.	Fund Name	2016 3rd Quarter ACTUAL REVENUES	2016 3rd Quarter ACTUAL EXPENDITURES	2017 Beginning Cash Balance	2017 Budgeted Revenues	2017 3rd Quarter ACTUAL REVENUES	2017 Budgeted Expenditures	2017 3rd Quarter ACTUAL EXPENDITURES	2017 Budgeted Ending Cash Balance	3rd Quarter ENDING CASH/INVEST BALANCE
001	General Fund	\$10,645,687	\$10,218,228	\$8,870,034	\$15,229,923	\$11,798,015	\$18,463,143	\$13,511,213	\$5,636,814	\$7,156,836
002	Reserve Fund	\$686,223	\$2,461,824	\$1,758,362	\$807,600	\$808,665	\$8,050	\$0	\$2,557,912	\$2,567,027
101	Street	\$1,500,565	\$2,462,949	\$3,343,147	\$1,944,773	\$1,243,007	\$3,266,844	\$2,137,831	\$2,021,076	\$2,448,323
103	Street Reserve	\$5	\$0	\$1,533	\$5	\$9	\$0	\$0	\$1,538	\$1,542
111	Drug Seizure & Forfeiture Fund	\$12,327	\$922	\$45,997	\$9,120	\$755	\$40,000	\$1,982	\$15,117	\$44,770
112	Municipal Arts Fund	\$36	\$0	\$11,398	\$20	\$67	\$0	\$0	\$11,418	\$11,465
210	2008 Bonds	\$59,409	\$59,409	\$0	\$354,395	\$54,553	\$354,395	\$54,553	\$0	\$0
212	2010 LTGO Bonds	\$37,082	\$37,082	\$0	\$74,165	\$37,082	\$74,165	\$37,082	\$0	\$0
213	LTGO Bond 2015	\$7,150	\$7,150	\$0	\$93,908	\$6,304	\$93,908	\$6,304	\$0	\$0
301	Cap. Proj.-Dev. Contrib.	\$1,363,678	\$362,298	\$5,559,009	\$1,111,580	\$477,524	\$4,357,000	\$2,508,713	\$2,313,589	\$3,527,819
302	Park Mitigation		\$0	\$0	\$2,872,000	\$2,570,783	\$771,000	\$51,981	\$2,101,000	\$2,518,802
303	Cap. Imp.-REET	\$893,532	\$72,989	\$1,669,143	\$602,500	\$776,064	\$1,136,897	\$69,166	\$1,134,746	\$2,376,041
304	Cap. Improvements REET 2	\$898,296	\$613,890	\$2,727,136	\$1,265,700	\$780,015	\$3,397,915	\$37,082	\$594,921	\$3,470,068
309	Sidewalk Capital Project	\$748,520	\$442,397	\$798,179	\$317,190	\$321,710	\$19,750	\$0	\$1,095,619	\$1,119,889
310	20th Street SE Corridor CP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
401	Sewer	\$1,246,747	\$1,241,609	\$278,072	\$1,336,782	\$955,102	\$1,335,295	\$951,379	\$279,560	\$281,796
410	Storm and Surface Water	\$875,814	\$1,066,813	\$1,746,837	\$1,533,820	\$900,875	\$2,248,113	\$1,383,256	\$1,032,544	\$1,264,456
501	Unemployment	\$324	\$2,924	\$95,919	\$300	\$563	\$30,000	\$385	\$66,219	\$96,097
510	Equipment Fund - Computers	\$113,355	\$70,284	\$295,258	\$150,600	\$78,737	\$320,000	\$153,599	\$125,858	\$220,396
515	Equipment Fund--Vehicles	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	\$0
520	Equipment Fund-Police	\$153,489	\$211,736	\$311,211	\$196,700	\$99,309	\$266,100	\$197,982	\$241,811	\$212,537
530	Equipment Fund-PW	\$255,705	\$271,486	\$281,826	\$838,200	\$659,946	\$698,918	\$249,323	\$421,108	\$692,450
540	Aerator Equipment Replacement	\$10,415	\$0	\$129,890	\$170,143	\$14,847	\$300,000	\$0	\$33	\$144,736
621	Refundable Deposits	\$17,866	\$23,397	\$24,591	\$61,000	\$66,876	\$85,591	\$21,801	(\$0)	\$69,666
633	Treasurer's Trust	\$135,799	\$105,791	\$14,714	\$201,200	\$160,096	\$215,914	\$156,557	\$0	\$18,253
Total All Funds		\$19,662,024	\$19,733,178	\$27,962,257	\$29,181,624	\$21,810,901	\$37,482,998	\$21,530,187	\$19,660,883	\$28,242,971

Monthly General Fund Revenue Graphs
As of September 30th, 2017

% thru year 75.0%

Total General Fund Revenues		
	2017 Budget	2017 Actuals
January	818,388	842,001
February	1,661,834	1,543,433
March	2,582,830	2,329,495
April	4,865,433	3,468,253
May	8,420,660	8,985,352
June	8,928,513	9,850,959
July	9,779,614	10,591,683
August	10,391,888	11,224,842
September	11,889,099	11,798,015
October	13,931,328	
November	14,582,991	
December	15,229,923	

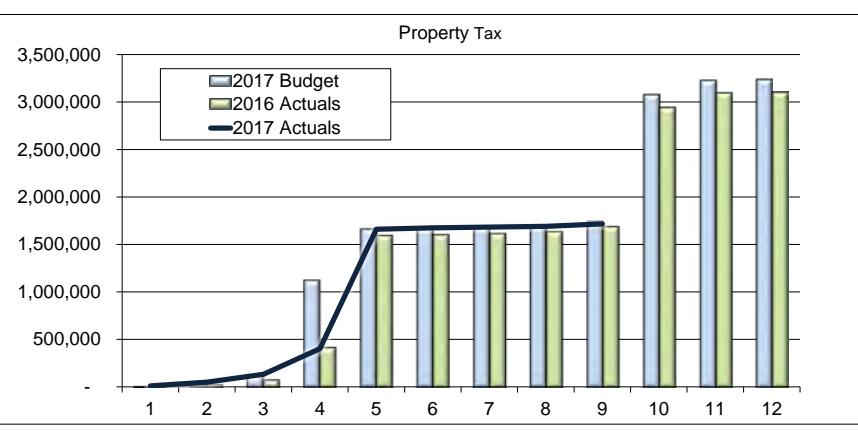
Percent collected to date 77.47%



Total General Fund revenues.

Property Tax		
	2017 Budget	2017 Actuals
January	8,081	9,985
February	29,519	49,041
March	131,069	131,969
April	1,128,371	401,969
May	1,666,827	1,660,887
June	1,676,029	1,674,715
July	1,687,800	1,683,007
August	1,702,384	1,691,193
September	1,747,524	1,716,331
October	3,077,268	
November	3,224,756	
December	3,234,016	

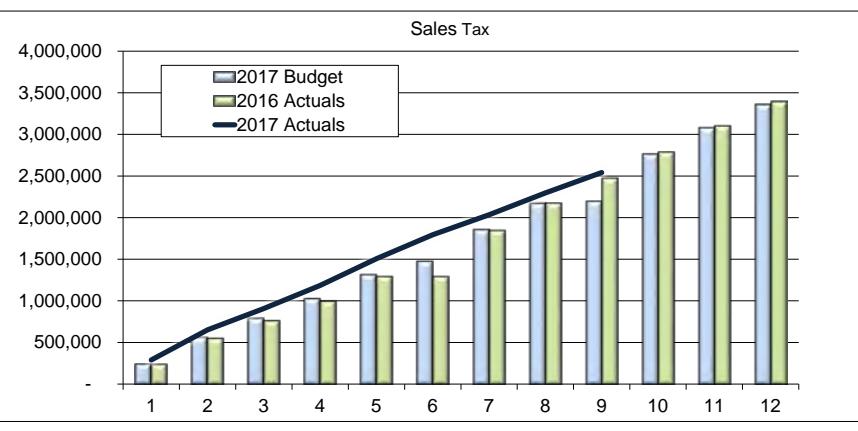
Percent collected to date 53.1%



Property Tax are paid twice a year (in May and November). Most of the property taxes are accounting for in the General Fund, however property taxes are also found in Fund 101 - Street, where 28% of property taxes are received.

Sales Tax		
	2017 Budget	2017 Actuals
January	247,757	289,302
February	567,635	651,770
March	795,406	908,251
April	1,030,568	1,185,731
May	1,317,630	1,505,624
June	1,478,142	1,794,424
July	1,857,587	2,034,357
August	2,173,800	2,296,441
September	2,198,318	2,541,922
October	2,763,477	
November	3,079,777	
December	3,357,718	

Percent collected to date 75.70%



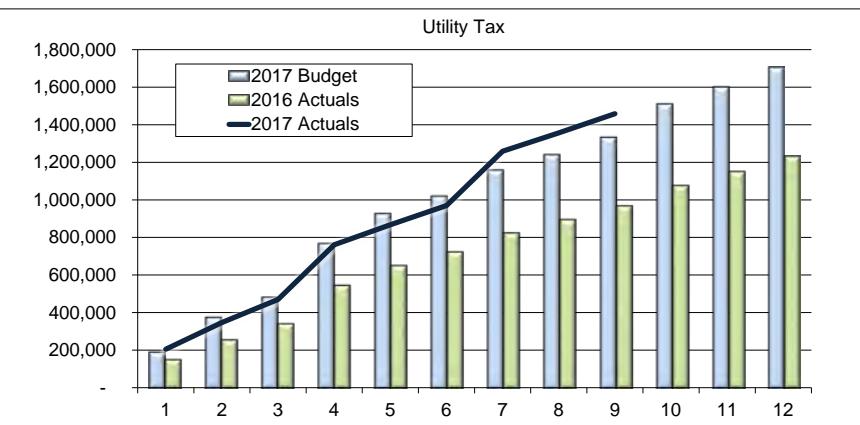
The total sales tax rate is 8.9% of the value of the sale of which .85% comes to the city. Most of the rest - 6.5% - goes to the State. Taxes are collected by the state and sent to the city about two months after the actual transaction. This includes \$300,000 of new construction related sales tax which is transferred into the reserve account. This account has Criminal justice sales tax, which is 1/10 of 1% or .1% of sales in the city. (10 cents per \$100 in sales).

Monthly General Fund Revenue Graphs
As of September 30th, 2017

% thru year 75.0%

Utility		11.18% of total GF Revenues
	2017 Budget	2017 Actuals
January	198,916	204,762
February	383,321	346,794
March	489,562	469,783
April	773,125	761,205
May	930,922	867,497
June	1,023,205	970,131
July	1,160,937	1,258,942
August	1,241,960	1,356,912
September	1,333,507	1,458,729
October	1,509,554	
November	1,598,900	
December	1,703,200	

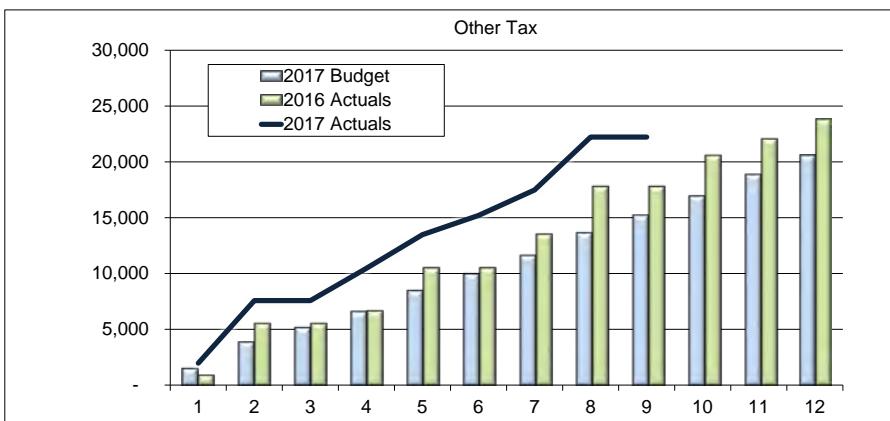
Percent collected to date 85.65%



The utility tax rate is 6% on the gross revenue of telephone, and 5% on gross revenues of gas and electric. The City does not have a utility tax on cable, instead using a franchise fee.

Other Taxes		0.14% of total GF Revenues
	2017 Budget	2017 Actuals
January	1,538	1,965
February	3,895	7,569
March	5,190	7,569
April	6,622	10,472
May	8,503	13,478
June	9,998	15,197
July	11,637	17,482
August	13,665	22,223
September	15,250	22,223
October	16,958	
November	18,879	
December	20,600	

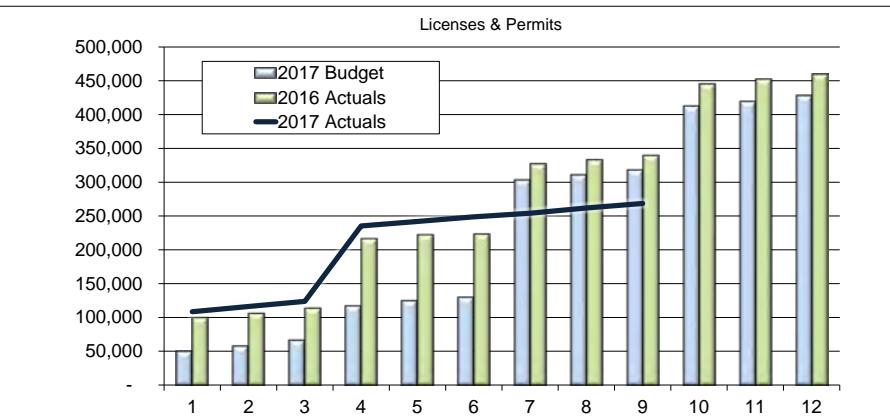
Percent collected to date 107.88%



This account includes gambling taxes which include pull tabs and amusement games. The tax is 5% of gross sales.

Licenses & Permits / Other Licenses		2.81% of total GF Revenues
	2017 Budget	2017 Actuals
January	50,785	108,408
February	58,290	116,161
March	67,115	123,733
April	117,681	235,314
May	125,316	242,023
June	130,447	248,700
July	303,531	254,180
August	311,032	261,808
September	318,256	268,559
October	412,864	
November	419,601	
December	428,350	

Percent collected to date 62.70%

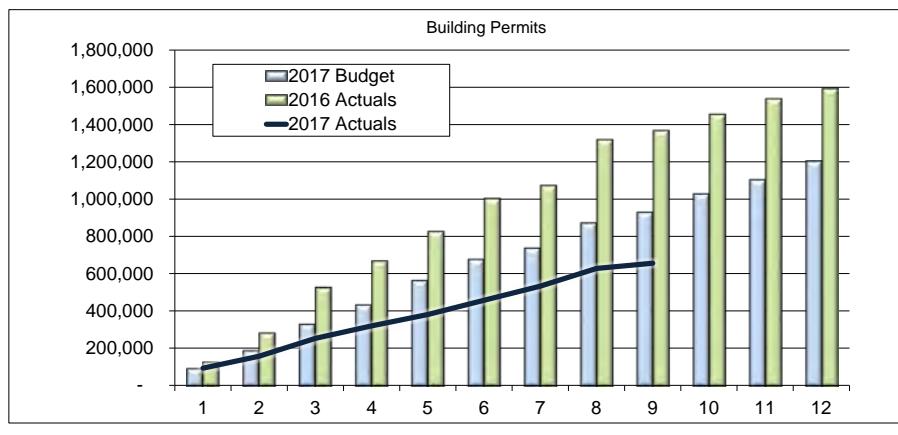


This account has Business Licenses, and Cable Franchise fees.

Monthly General Fund Revenue Graphs
As of September 30th, 2017

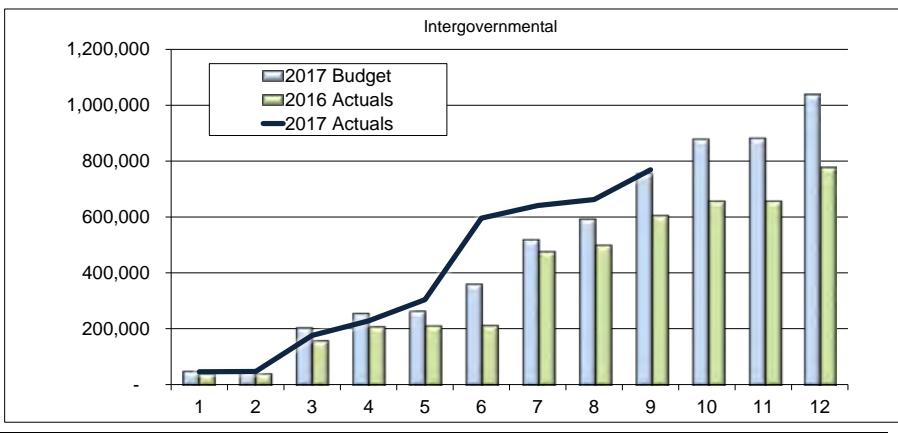
% thru year 75.0%

Building Permits		
	7.88% of total GF Revenues	
	2017 Budget	2017 Actuals
January	95,133	92,239
February	190,674	156,220
March	331,191	252,043
April	434,918	319,207
May	564,657	380,109
June	677,327	456,604
July	737,061	532,208
August	871,051	627,967
September	928,163	655,686
October	1,025,767	
November	1,101,848	
December	1,200,000	
Percent collected to date	54.64%	



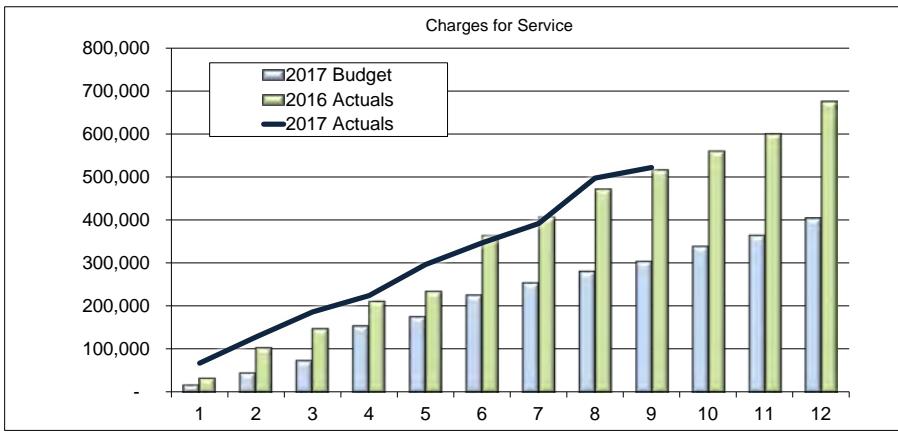
Permits related to development.

Intergovernmental		
	6.81% of total GF Revenues	
	2017 Budget	2017 Actuals
January	51,402	45,778
February	53,795	47,098
March	209,053	176,127
April	260,301	228,103
May	268,469	303,843
June	364,056	595,743
July	522,068	640,875
August	595,371	662,596
September	756,958	769,028
October	878,776	
November	882,549	
December	1,037,504	
Percent collected to date	74.12%	



Intergovernmental revenues include state support for criminal justice, state shared revenues for liquor taxes, liquor profits, and marijuana enforcement. Also included are PUD privilege taxes, and City-County assistance. Various types of grants are also included.

Charges for Service		
	2.66% of total GF Revenues	
	2017 Budget	2017 Actuals
January	17,552	66,632
February	45,896	127,692
March	74,637	185,998
April	154,984	223,897
May	176,203	296,330
June	226,665	346,782
July	254,653	391,754
August	281,564	497,466
September	304,593	522,161
October	339,497	
November	364,949	
December	404,765	
Percent collected to date	129.00%	



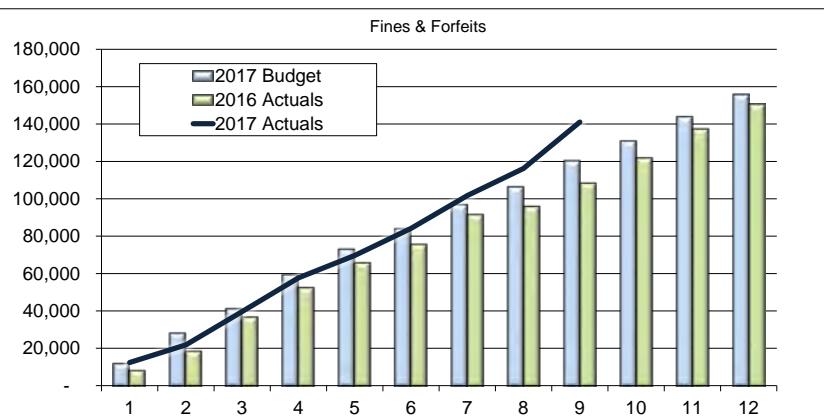
Charges for service include zoning development services, passport services and law enforcement services mainly the School Resource Officer.

Monthly General Fund Revenue Graphs
As of September 30th, 2017

% thru year 75.0%

Fines & Forfeits		
	1.02% of total GF Revenues	
	2017 Budget	2017 Actuals
January	12,520	12,372
February	29,042	21,790
March	42,090	39,639
April	60,118	57,709
May	73,716	69,664
June	84,599	84,188
July	97,554	101,748
August	106,861	116,264
September	120,770	141,071
October	131,315	
November	144,298	
December	156,100	

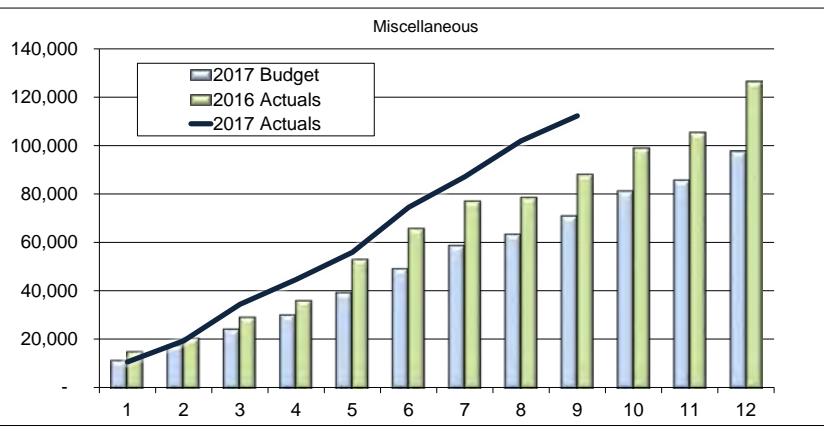
Percent collected to date 90%



Fines and Forfeits collected by the district court on behalf of the city for violations of city codes (traffic infractions).

Miscellaneous		
	0.64% of total GF Revenues	
	2017 Budget	2017 Actuals
January	11,493	10,558
February	17,797	19,297
March	24,352	34,384
April	30,198	44,645
May	39,413	55,896
June	49,234	74,476
July	58,861	87,129
August	63,440	101,972
September	71,039	112,306
October		
November		
December	97,670	

Percent collected to date 115%

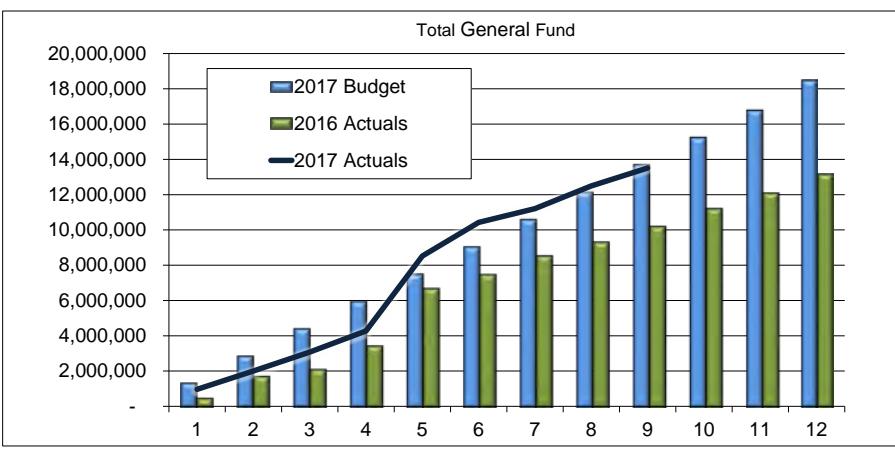


Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories.

Monthly General Fund Expenditure Graphs
As of September 30th, 2017

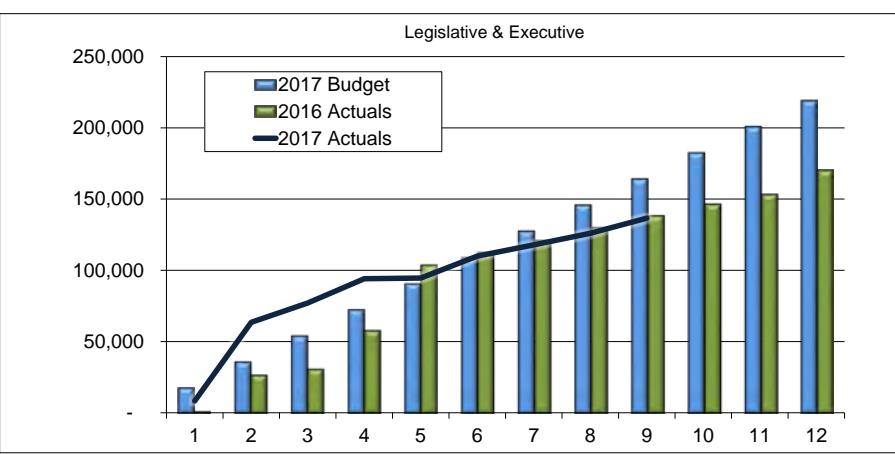
% thru year 75.0%

Total General Fund Expenditures		
	2017 Budget	2017 Actuals
January	1,389,803	963,933
February	2,928,398	2,001,959
March	4,466,993	3,070,839
April	6,005,588	4,275,953
May	7,544,184	8,522,713
June	9,082,779	10,428,060
July	10,621,374	11,206,025
August	12,159,970	12,495,926
September	13,698,565	13,511,213
October	15,237,160	
November	16,775,755	
December	18,463,143	
% spent		73.18%



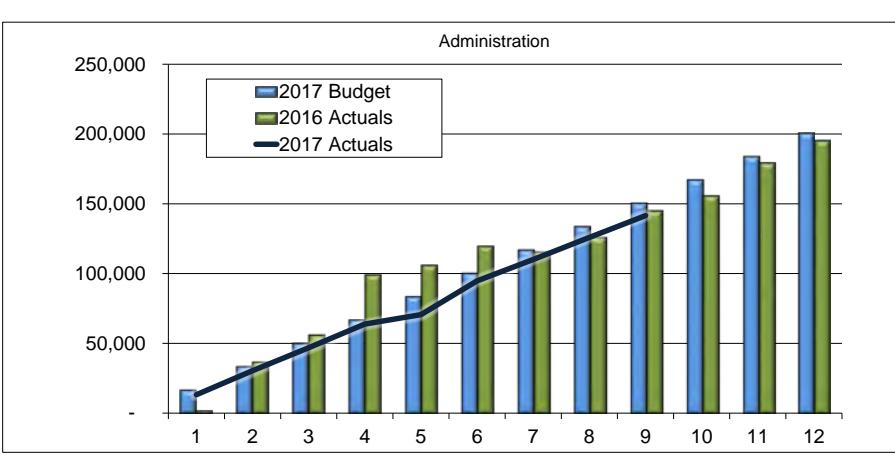
Total General Fund Expenditures.

Legislative & Executive		
	2017 Budget	2017 Actuals
January	18,284	8,302
February	36,567	63,502
March	54,851	77,074
April	73,135	94,063
May	91,418	94,524
June	109,702	109,946
July	127,986	117,834
August	146,269	125,933
September	164,553	136,605
October	182,837	
November	201,120	
December	219,404	
% spent		62.26%



Includes activities related to the legislative and executive departments. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration		
	2017 Budget	2017 Actuals
January	16,701	13,214
February	33,402	30,416
March	50,103	46,881
April	66,804	63,857
May	83,505	70,618
June	100,206	94,725
July	116,907	110,112
August	133,608	125,925
September	150,309	141,513
October	167,010	
November	183,711	
December	200,412	
% spent		70.61%

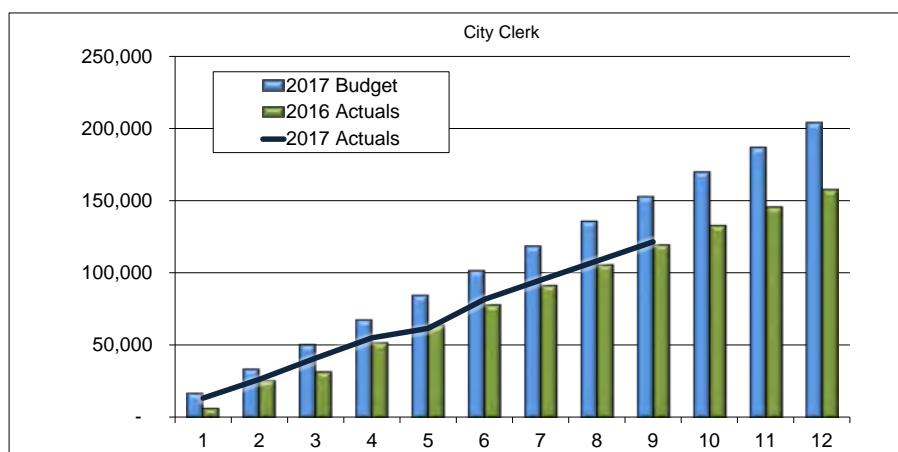


Includes the salary of the City Administrator. Also included are professional services related to Prothman. (City Administrator Salary is 74% General Fund, 15% street, 1% sewer, and 10% to Storm Water)

Monthly General Fund Expenditure Graphs
As of September 30th, 2017

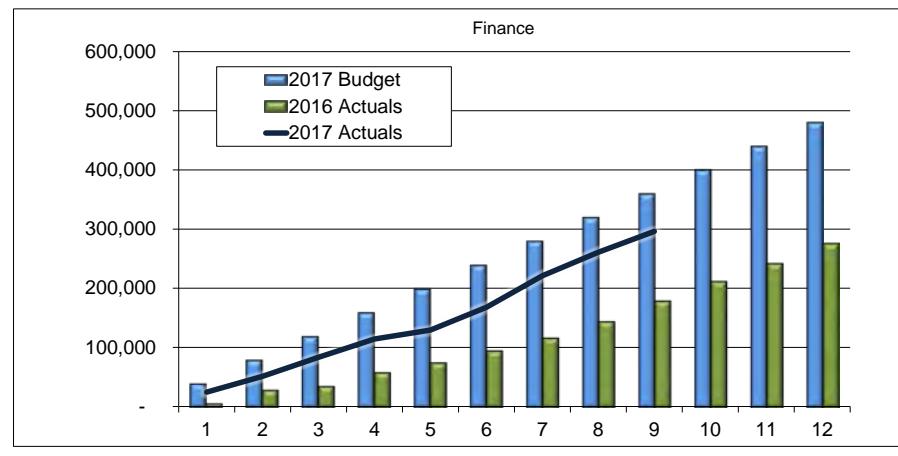
% thru year 75.0%

City Clerk		
	1.11% of total GF Exp	
	2017 Budget	2017 Actuals
January	17,039	13,159
February	34,078	26,153
March	51,117	40,898
April	68,156	54,918
May	85,195	61,462
June	102,234	81,562
July	119,273	94,962
August	136,313	108,122
September	153,352	121,462
October	170,391	
November	187,430	
December	204,469	
% spent		59.40%



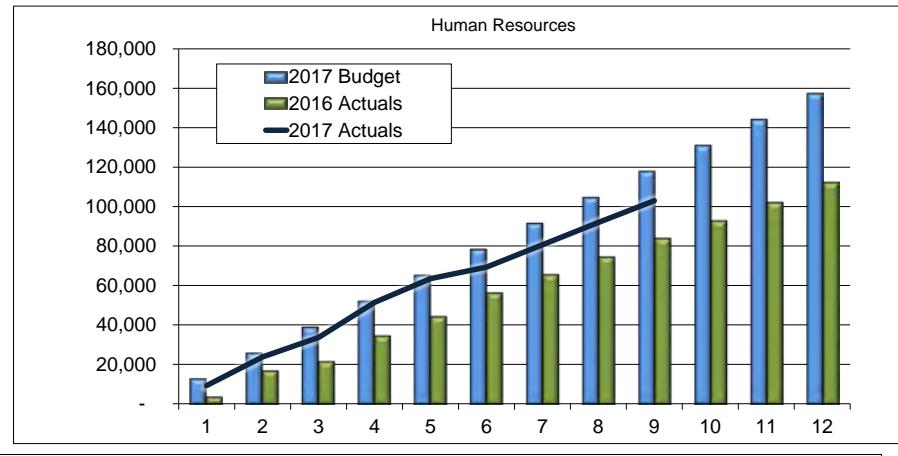
Includes City Clerk Activities. Mainly salaries and benefits.

Finance		
	2.60% of total GF Exp	
	2017 Budget	2017 Actuals
January	40,059	24,311
February	80,118	51,181
March	120,177	83,296
April	160,236	114,202
May	200,295	129,197
June	240,354	167,770
July	280,413	221,165
August	320,471	260,904
September	360,530	296,124
October	400,589	
November	440,648	
December	480,707	
% spent		61.60%



Finance provides for accounting, payroll processing, purchasing/payments, financial planning, and treasury. Planned expenditures include professional services including relating to the State Audit and Financial Consulting Services.

Human Resources		
	0.85% of total GF Exp	
	2017 Budget	2017 Actuals
January	13,120	9,237
February	26,240	23,792
March	39,360	33,601
April	52,480	51,425
May	65,600	63,442
June	78,720	69,333
July	91,840	80,597
August	104,960	91,964
September	118,080	102,983
October	131,200	
November	144,320	
December	157,440	
% spent		65.41%

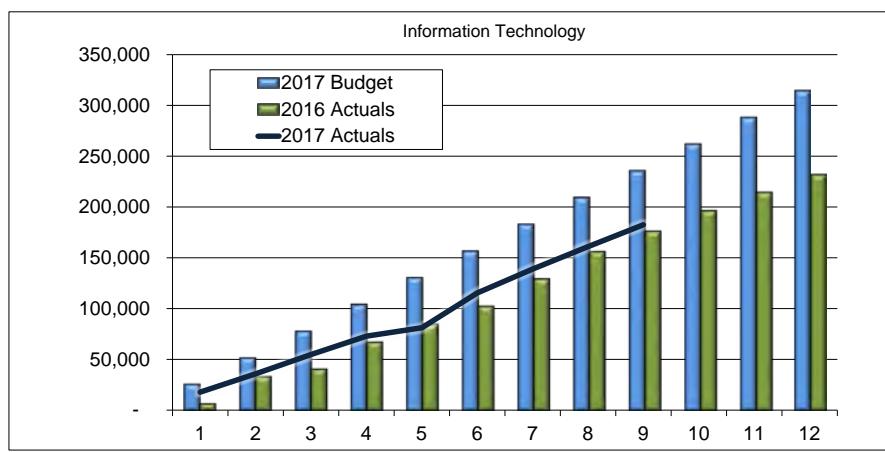


Human Resources accounts for personnel, recruitment and related functions

Monthly General Fund Expenditure Graphs
As of September 30th, 2017

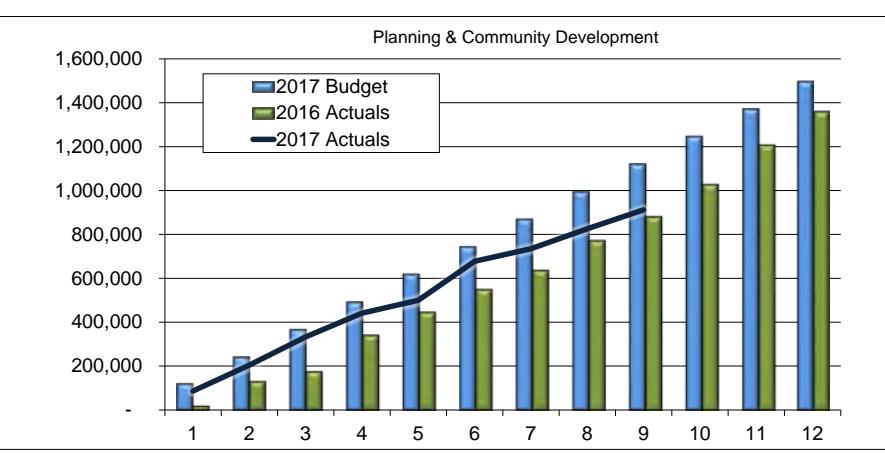
% thru year 75.0%

Information Technology		
	1.71% of total GF Exp	
	2017 Budget	2017 Actuals
January	26,259	17,739
February	52,519	35,693
March	78,778	54,743
April	105,038	72,909
May	131,297	81,106
June	157,557	115,432
July	183,816	138,875
August	210,076	160,975
September	236,335	182,541
October	262,595	
November	288,854	
December	315,114	
% spent		57.93%



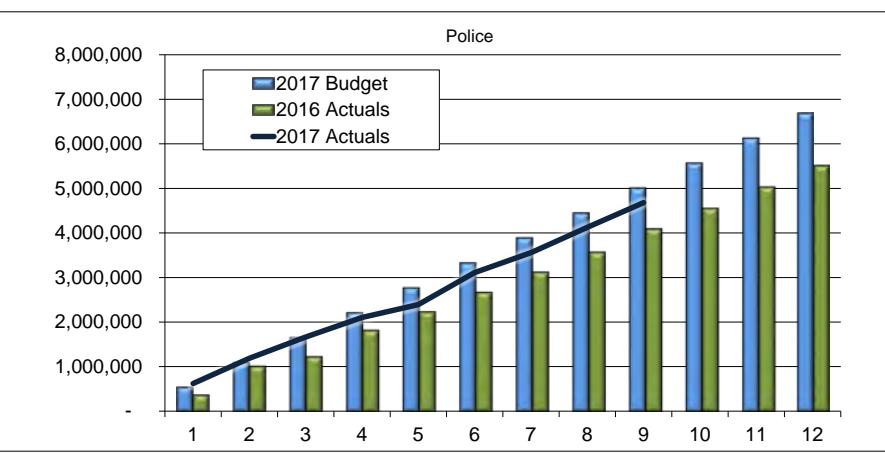
Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Providing technology training, responding to technical support requests, administrating the city website and intranet.

Planning & Community Development		
	8.12% of total GF Exp	
	2017 Budget	2017 Actuals
January	124,922	86,509
February	249,844	204,474
March	374,766	332,911
April	499,689	441,554
May	624,611	500,091
June	749,533	677,656
July	874,455	734,961
August	999,377	826,039
September	1,124,299	912,124
October	1,249,221	
November	1,374,143	
December	1,499,066	
% spent		60.85%



Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development related activities.

Police		
	36.23% of total GF Exp	
	2017 Budget	2017 Actuals
January	557,430	620,283
February	1,114,861	1,186,714
March	1,672,291	1,665,009
April	2,229,721	2,102,693
May	2,787,152	2,391,621
June	3,344,582	3,111,196
July	3,902,012	3,559,811
August	4,459,443	4,125,966
September	5,016,873	4,681,313
October	5,574,303	
November	6,131,734	
December	6,689,164	
% spent		69.98%

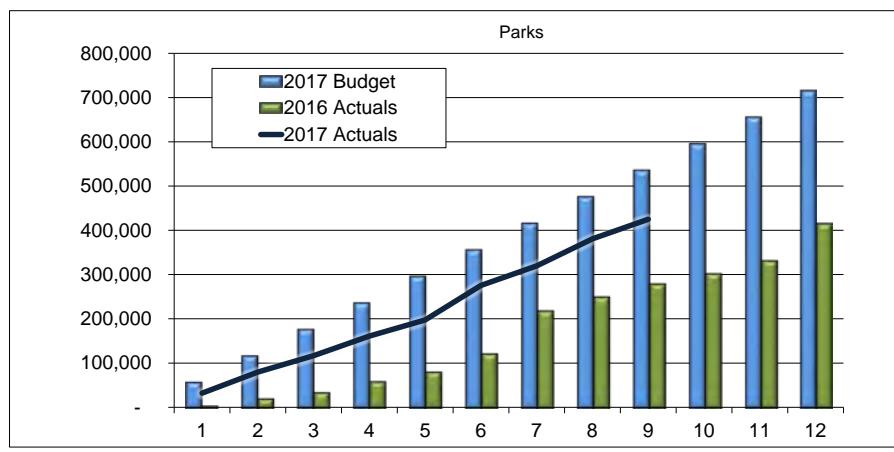


The Police Department Services.

Monthly General Fund Expenditure Graphs
As of September 30th, 2017

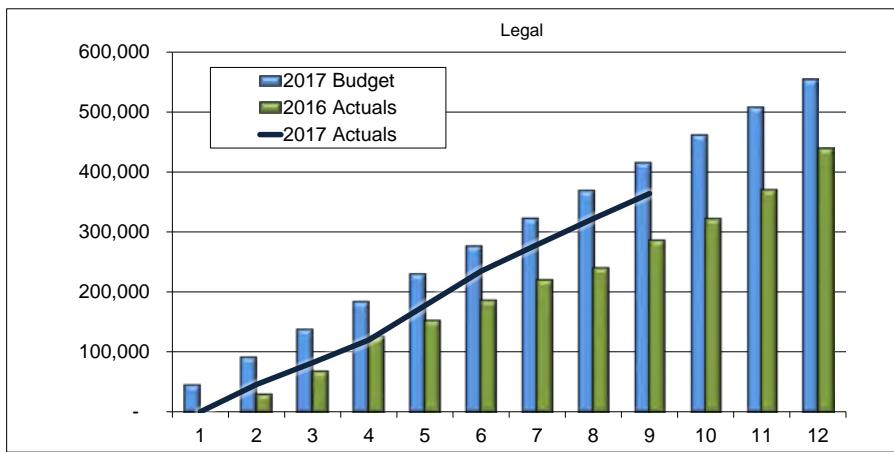
% thru year 75.0%

Parks		
	3.87% of total GF Exp	
	2017 Budget	2017 Actuals
January	59,613	32,002
February	119,225	79,696
March	178,838	116,641
April	238,450	160,835
May	298,063	197,503
June	357,675	275,502
July	417,288	319,589
August	476,900	380,913
September	536,513	425,042
October	596,125	
November	655,738	
December	715,350	
% spent		59.42%



Parks within the General Fund includes personnel, park maintenance, and capital outlay. Lundein park restoration plan was partially complete in 2016. The remaining budget will be transferred to 2017.

Legal		
	3.00% of total GF Exp	
	2017 Budget	2017 Actuals
January	46,190	-
February	92,379	45,581
March	138,569	81,996
April	184,758	119,788
May	230,948	177,258
June	277,137	234,610
July	323,327	278,905
August	369,516	322,071
September	415,706	363,988
October	461,895	
November	508,085	
December	554,274	
% spent		65.67%

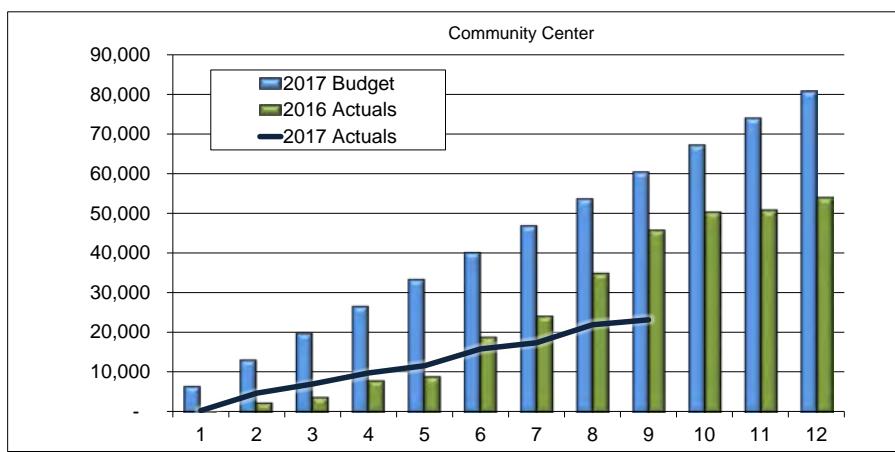


Includes our contracted City Attorney with Weed Graafstra & Associates, Prosecuting Attorney with Zachor and Thomas, and General Indigent Defense (public defender) with Feldman and Lee

Monthly General Fund Expenditure Graphs
As of September 30th, 2017

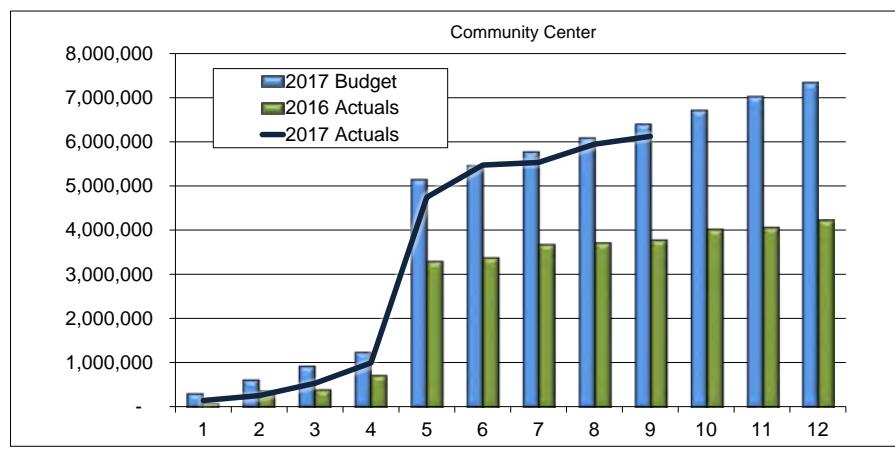
% thru year 75.0%

Community Center		
	0.44% of total GF Exp	
	2017 Budget	2017 Actuals
January	6,721	203
February	13,443	4,604
March	20,164	6,947
April	26,886	9,710
May	33,607	11,539
June	40,329	15,776
July	47,050	17,337
August	53,771	21,876
September	60,493	23,113
October	67,214	
November	73,936	
December	80,657	
% spent		28.66%



Includes the Visitor Information Center (VIC), Library operating costs, Art Commission, and Community Center operating costs.

General Government		
	39.79% of total GF Exp	
	2017 Budget	2017 Actuals
January	313,049	138,976
February	626,098	250,152
March	939,147	530,842
April	1,252,196	990,000
May	5,155,245	4,744,354
June	5,468,293	5,474,553
July	5,781,342	5,531,878
August	6,094,391	5,945,238
September	6,407,440	6,124,406
October	6,720,489	
November	7,033,538	
December	7,346,587	
% spent		83.36%



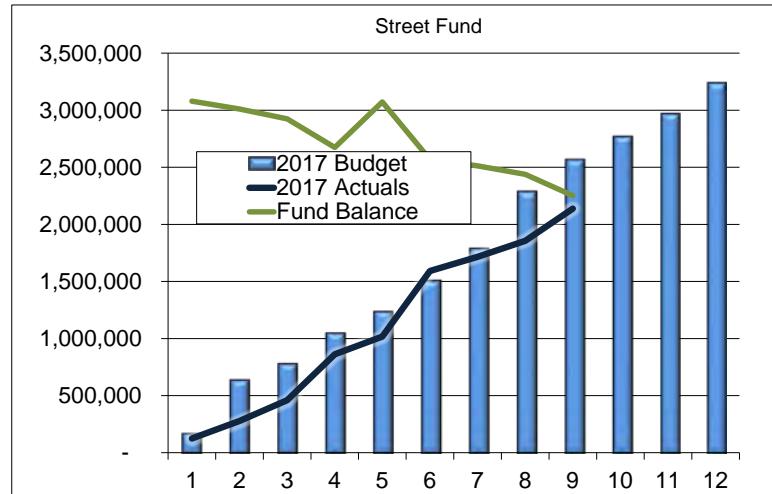
General Government includes insurance payments, transfers to reserve, payment to the district court, and other general city payments, as well as the Chapel Rock property purchase.

Monthly Other Fund Expenditure Graphs
As of September 30th, 2017

% thru year 75.0%

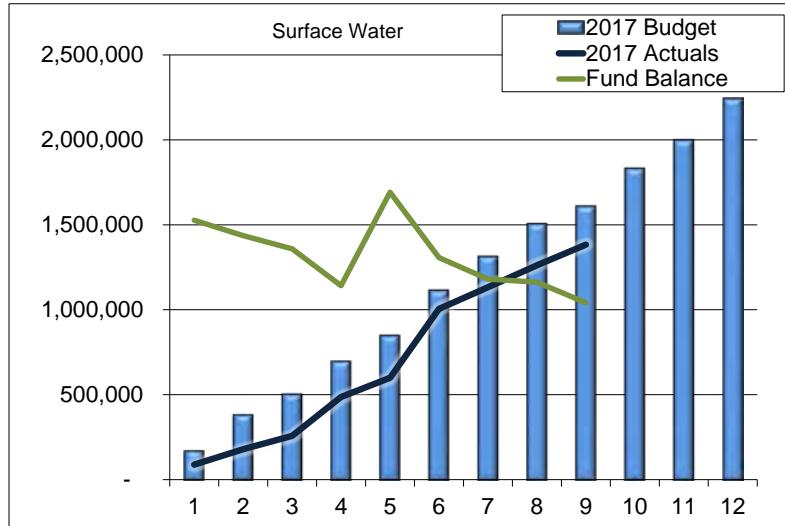
Street (Fund 101) Expenditures

	Budget	Actual
January	179,006	124,140
February	656,061	277,856
March	797,740	459,653
April	1,063,872	862,628
May	1,250,887	1,016,622
June	1,521,332	1,592,157
July	1,800,633	1,715,074
August	2,297,420	1,855,022
September	2,574,721	2,137,831
October	2,774,717	
November	2,974,079	
December	3,241,744	
BTD Status		65.95%



Storm & Surface Water (Fund 410) Expenditures

	Budget	Actual
January	174,868	88,306
February	386,310	179,307
March	507,497	257,866
April	700,400	486,349
May	852,263	600,108
June	1,116,867	1,004,581
July	1,315,146	1,132,926
August	1,506,667	1,261,633
September	1,610,263	1,383,256
October	1,831,432	
November	1,998,320	
December	2,241,543	
BTD Status		61.71%



CITY OF LAKE STEVENS
FINANCIAL REPORT - ALL OTHER FUNDS
As of September 30th, 2017

Fund	Revenues			Expenditures		
	2017 Estimated Revenue	2017 Revenue Collected	2017 % of Estimate Collected	2017 Budgeted Expenditures	2017 Expended	2017 % of Budget Expended
General Fund						
Council Contingency	807,600	808,665	100.1%	8,050	0	0.0%
SPECIAL REVENUE FUNDS:						
Street	1,944,773	1,243,007	63.9%	3,266,844	2,137,831	65.4%
Street Reserve	5	9	179.8%	0	0	0.0%
Drug Seizure & Forfeiture	9,120	755	8.3%	40,000	1,982	5.0%
Municipal Arts	20	67	335.5%	0	0	0.0%
DEBT SERVICE FUNDS:						
LTGO 2008A Bond	354,395	54,553	15.39%	354,395	54,553	15.39%
LTGO 2010 Bond	74,165	37,082	50.0%	74,165	37,082	50.00%
2015 LTGO Bond (REF)	93,908	6,304	6.7%	93,908	6,304	6.7%
CAPITAL PROJECT FUNDS:						
Cap Project-Developer Contributions	1,111,580	477,524	43.0%	4,357,000	2,508,713	57.6%
Park Mitigation Fund	2,872,000	2,570,783	89.5%	771,000	51,981	
Real Estate Excise Tax I	602,500	776,064	128.8%	1,136,897	69,166	6.1%
Real Estate Excise Tax II	1,265,700	780,015	61.6%	3,397,915	37,082	1.1%
Sidewalk Capital Project	317,190	321,710	101.4%	19,750	0	0.0%
ENTERPRISE FUNDS:						
Sewer	1,336,782	955,102	71.4%	1,335,295	951,379	71.2%
Storm & Surface Water	1,533,820	900,875	58.7%	2,248,113	1,383,256	61.53%
INTERNAL SERVICE FUNDS:						
Unemployment	300	563	187.6%	30,000	385	1.3%
Capital Equipment - Computer	150,600	78,737	52.3%	320,000	153,599	48.0%
Capital Equipment - Vehicle Replacement	10,000	0			0	
Capital Equipment - Police	196,700	99,309	50.5%	266,100	197,982	74.4%
Capital Equipment - PW	838,200	659,946	78.7%	698,918	249,323	35.7%
Aerator Equipment Replacement	170,143	14,847	8.7%	300,000	0	0.0%
FIDUCIARY FUNDS:						
Refundable Deposits	61,000	66,876	109.6%	85,591	21,801	25.5%
Treasurer's Trust	201,200	\$ 160,096	79.6%	215,914	156,557	73%

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.

WORKSHOP MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, October 24, 2017 – 6:00 p.m.

- Third Quarter Financial Update
- 2018 Proposed Budget

CITY COUNCIL REGULAR MEETING AGENDA

**Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens**

Tuesday, October 24, 2017 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE		Council President
ROLL CALL:		
APPROVAL OF AGENDA:		Council President
CITIZEN COMMENTS:		
COUNCIL BUSINESS:		Council President
MAYOR'S BUSINESS:		
CITY DEPARTMENT REPORT:	Update	
CONSENT AGENDA:	*A Approve 2017 Vouchers *B Approve October 10, 2017 City Council Regular Meeting Minutes *C Approve Interagency Agreement with Washington Traffic Safety Commission re Traffic Emphasis Enforcement *D Approve ILA with Snohomish County re Interlocal Child Abduction Response Team (ICART) *E Approve Association of Washington Cities Master Agreement	Barb
		Barb
		John
		John
		Teri/ Barb

Lake Stevens City Council Regular Meeting Agenda

October 24, 2017

ACTION ITEMS:	<u>Admin Subcommittee</u>	Councilmember McDaniel
	*A Approve Resolution 2017-17 Supporting Library Bond	Gene
	<u>Economic Development Subcommittee</u>	Councilmember Tageant
	*D Approve Ordinance 1003 re Interim Zoning Regulations for Retail Marijuana Sales	Russ
	*E Approve Ordinance 1004 re Interim Moratorium on Siting of Supervised Drug Consumption Facilities	Russ
	<u>Parks Subcommittee</u>	Councilmember Holder
	*G Approve Resolution 2017-16 re Frontier Heights Community Park Community Development Block Grant	Jim
DISCUSSION ITEMS:	November 14, 2017 Workshop with Dave Somers	Mayor

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
------------------	---------------------------------	---------------------------

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) 334-1012, 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



**CITY DEPARTMENT REPORT
OCTOBER 24, 2017 CITY COUNCIL
MEETING**

- Human Resources
 - Guild negotiations continue
- Planning
 - Long Range
 - The Director attended the Master Builders Housing Summit – primary topics included housing inventory trends, housing diversity and housing attainability.
 - Staff has prepared interim ordinances for marijuana retail zoning and safe injection sites for Council's consideration.
 - Planning and Public Works staff briefed the Planning Commission on proposed revisions to the municipal code to promote low impact development as part of the mandatory stormwater code update.
 - Current Projects
 - Current planning and building activity remains high.
 - The city received two petition annexations for the southeast part of the city.
 - Clock Tower mini-storage is nearing completion.
 - All new homes at the Whispering Meadows (102nd Ave NE) and Brookside (South Lake Stevens Road) neighborhoods are permitted and nearing completion.
 - Homes at the Eagle Glen (99th Ave SE) neighborhood are under construction.
 - One of the Permit Specialists attended the State Permit Technician's Conference.
 - Code Enforcement
 - In coordination with the PD, a squatter house was vacated and secured.



This page left blank intentionally

**BLANKET VOUCHER APPROVAL
2017**

Payroll Direct Deposits	10/13/2017	\$186,957.43
Payroll Checks	43644-43648, 43655-43656	\$7,555.34
Tax Deposit(s)	10/13/2017	\$78,878.19
Electronic Funds Transfers	ACH	\$182,197.74
Claims	43649-43654, 43657-43776	\$440,035.92
Void Checks	43647, 42210, 43584	(\$8,930.15)
Total Vouchers Approved:		\$886,694.47

This 24th day of October 2017:

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

Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember

October 24th, 2017



City Expenditures by Type on this voucher packet

Personnel Costs	\$ 194,513	22%
Payroll Federal Taxes	\$ 78,878	9%
Quarterly L&I	\$ 39,886	4%
Standard Insurance	\$ 207	0%
Medical Benefits - Employer	\$ 126,980	14%
Employer paid Benefits - By Check	\$ 6,987	1%
Employee paid benefits - By Payroll	\$ 10,456	1%
Supplies	\$ 27,562	3%
Professional Services*	\$ 260,397	29%
Intergovernmental Services	\$ 71,356	8%
Capital **	\$ 78,402	9%
Void Check	\$ (8,930)	-1%
Total	\$886,694.47	100%

Large Purchases

* 24th Street SE Extension Design - \$71,659.89

* Pavement Markings - \$88,109.18

** Irrigation at City Hall - \$20,579.15

** Modular installation New City Hall - \$25,191.19



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Ace Hardware	43657	10/19/2017	56459	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Padlock for Community Gardens	\$23.95	
			56482	101-016-544-90-31-02	ST-Operating Cost	Fittings for new truck PW56	\$12.67	
				410-016-531-10-31-02	SW-Operating Costs	Fittings for new truck PW56	\$12.66	
			56488	101-016-544-90-31-02	ST-Operating Cost	Fittings for new truck PW56	\$9.24	
				410-016-531-10-31-02	SW-Operating Costs	Fittings for new truck PW56	\$9.24	
			56489	101-016-544-90-31-02	ST-Operating Cost	Fittings for new truck PW56	\$8.91	
				410-016-531-10-31-02	SW-Operating Costs	Fittings for new truck PW56	\$8.92	
			56501	001-013-594-18-60-02	GG - City Hall Demo	Cable ties/cord channel	\$44.62	
			56509	001-012-575-51-47-00	CS-Grimm House Expenses	Crack sealer	\$22.63	
			56517	001-013-594-18-60-02	GG - City Hall Demo	Return cable HDMI	(\$21.77)	
			56545	001-012-575-50-31-00	CS-Community Center-Ops	Air fresheners for Community Center	\$8.16	
			56549	001-012-575-50-31-00	CS-Community Center-Ops	Air fresheners for Community Center	\$10.00	
			56557	001-012-575-50-31-00	CS-Community Center-Ops	Faucet wrench - Community Center	\$16.32	
			56565	001-012-575-50-31-00	CS-Community Center-Ops	Faucet & Lines- Community Center	\$64.22	
			56581	001-010-576-80-31-03	PK-Lundeen-Op Costs	Carriage bolts & nuts fence at Lundeen	\$4.31	
			56583	001-013-594-18-60-02	GG - City Hall Demo	Keys and foam for City Hall shed	\$19.00	
			56594	001-013-518-20-48-00	GG-Repair & Maintenance	PVC cap/hacksaw/PVC Glue 20th St Demo	\$23.71	
			56605	001-008-521-20-31-02	LE-Minor Equipment	Key and key ring	\$7.60	
Adamson Police Products	43658	10/19/2017	INV255789	001-008-521-20-31-01	LE-Fixed Minor Equipment	Sig Sauer Tel sight/5.56MM Suppressor	Check Total \$3,909.51	
							\$3,909.51	
Advance Auto Parts	43659	10/19/2017	2421-265373	101-016-544-90-31-02	ST-Operating Cost	Wheel bearing assy - PW61	\$71.69	
				410-016-531-10-31-02	SW-Operating Costs	Wheel bearing assy - PW61	\$71.68	
			2421-265447	101-016-544-90-31-02	ST-Operating Cost	Push Pins PW3	\$1.76	
				410-016-531-10-31-02	SW-Operating Costs	Push Pins PW3	\$1.76	
			2421-265475	101-016-544-90-31-02	ST-Operating Cost	Grease Tubes	\$19.11	
				410-016-531-10-31-02	SW-Operating Costs	Grease Tubes	\$19.11	
			2421-265578	101-016-544-90-31-02	ST-Operating Cost	Steel Mirror - PW65	\$20.01	
				410-016-531-10-31-02	SW-Operating Costs	Steel Mirror - PW65	\$20.00	
			2421-265579	101-016-544-90-31-02	ST-Operating Cost	Spot Mirror - PW65	\$54.95	
				410-016-531-10-31-02	SW-Operating Costs	Spot Mirror - PW65	\$54.95	



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advance Auto Parts	43659	10/19/2017	2421-265581	101-016-544-90-31-02	ST-Operating Cost	Wire Terminal clamp - PW65	\$3.92
				410-016-531-10-31-02	SW-Operating Costs	Wire Terminal clamp - PW65	\$3.92
			2421-266061	101-016-544-90-31-02	ST-Operating Cost	Oil - PW21	\$28.68
				410-016-531-10-31-02	SW-Operating Costs	Oil - PW21	\$28.69
			2421-266268	101-016-544-90-31-02	ST-Operating Cost	Air regulator	\$33.76
				410-016-531-10-31-02	SW-Operating Costs	Air regulator	\$33.75
Advantage Building Services	43660					Check Total	\$793.25
		10/19/2017	3279	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$30.00
				001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$30.00
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Janitorial Services	\$315.00
				001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$20.00
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$120.00
				001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$280.00
				101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$20.00
				410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$20.00
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$41.75)
Alpine Fire and Safety Sys Inc	43661					Check Total	\$218.18
		10/19/2017	10168	101-016-544-90-31-02	ST-Operating Cost	First aid supplies	\$109.09
				410-016-531-10-31-02	SW-Operating Costs	First aid supplies	\$109.09
Alternative Blasters	43662					Check Total	\$330.58
		10/19/2017	27168	001-010-576-80-31-00	PK-Operating Costs	Sand blast buoy	\$110.20
				101-016-544-90-31-02	ST-Operating Cost	Sand blast buoy	\$110.19
				410-016-531-10-31-02	SW-Operating Costs	Sand blast buoy	\$110.19
Assoc of Washington Cities EFT	0					Check Total	\$126,980.21
		10/12/2017	092917	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$126,980.21
Astral Communications Inc	43663					Check Total	\$243.94
		10/19/2017	171277	510-006-518-80-31-00	Purchase Computer Equipment	Dual LTE Multiband Antenna	\$243.94
James Barnes	43664					Check Total	\$95.00
		10/19/2017	031617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Sergeants Academy-Barnes	\$95.00
Gene Brazel	43665					Check Total	\$372.00
		10/19/2017	100917	001-002-513-11-43-00	AD-Travel & Meetings	Per Diem-NLC-Brazel	\$372.00



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$95.00
Cindy Brooks	43666	10/19/2017	070717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Property & Evidence Officer Training-Everett WA-CBrooks		\$95.00
Adam Bryant	43667	10/19/2017	042617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-BAC Draeger Basic Training-Bryant		\$38.00
Business Card	43668	10/19/2017	0597 1017	001-008-521-20-49-00	LE-Dues & Memberships	IPMBA membership 2017-2018 Summers		\$60.00
		1923 1017	001-006-518-80-31-00	IT-Office Supplies	Misc tools			\$175.79
			001-006-518-80-49-01	IT-Staff Development	ACCIS 2017 Fall conference - T Stevens			\$250.00
		4396 1017	001-004-514-23-43-00	FI-Travel & Meetings	Hotel-WFOA-Roundy			\$324.54
			001-008-521-20-43-00	LE-Travel & Per Diem	Toll - PT38			\$2.75
				LE-Travel & Per Diem	Toll - PT41			\$31.75
		4517 1017	001-001-513-10-49-05	Executive - Board/Staff Apprec	Boards & Commission Appreciation event supplies			\$84.71
			001-005-518-10-43-00	HR-Travel & Meetings	Hotel-Bremerton-Smith			\$242.00
			001-005-518-10-49-01	HR - Staff Development	2017 WAPELRA Fall Conference-Smith			\$160.00
			001-008-521-20-41-00	LE-Professional Services	Background check-Civil Service Commission			\$24.00
			001-013-518-20-31-00	GG-Operating	Lagitech Laptop Webcam			\$40.29
		5187 1017	001-007-558-50-43-00	PL-Travel & Mtgs	Meal-Reviving Rural Downtown Workshop-Ritzville-Ashe			\$11.67
				PL-Travel & Mtgs	Hotel-Reviving Rural Downtown Workshop-Ritzville-Ashe			\$124.50
				PL-Travel & Mtgs	Parking - Ashe			\$3.00
		5428 1017	001-007-558-50-49-01	PL-Staff Development	Reviving Rural Downtowns Workshop-Ashe			\$37.22
		6863 0917	001-008-521-20-41-00	LE-Professional Services	Uniform cleaning			\$39.48
		6863 1017	001-008-521-20-31-02	LE-Minor Equipment	Trauma kit supplies			\$217.67
			001-008-521-20-31-02	LE-Minor Equipment	SWAT Equipment			\$172.81
				LE-Minor Equipment	Trama kit supplies			\$173.74
				LE-Minor Equipment	Firearm Instructor Equipment			\$191.31
			001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Vancouver WA-Heinemann			\$919.50
				LE-Travel & Per Diem	Room chgs-Camp Rilea OMD-SWAT			\$413.88
				LE-Travel & Per Diem	Hotel-DuPont WA-Fiske			\$271.14
				LE-Travel & Per Diem	Hotel-Vancouver WA-SWAT-Michael			\$919.50
			001-008-521-40-49-04	Finance Charges	Bank Card Finance Charge - R Brooks			\$25.63
		7280 1017	001-008-521-20-31-02	LE-Minor Equipment	Meodymium Magnet hooks			\$15.17



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	43668	10/19/2017	7280 1017	001-008-521-20-31-02	LE-Minor Equipment	Corrugated Boxes/Door chime	\$65.71
					LE-Minor Equipment	Circular Convex Security Mirror	\$46.77
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Friday Harbor-J Anderson	\$178.13
				001-008-521-20-49-00	LE-Dues & Memberships	Safe Kids Worldwide recertification - J Anderson	\$50.00
				001-008-521-30-31-00	LE-Community Outreach Supplies	Halloween events supplies	\$164.03
			7638 1017	001-008-521-20-31-01	LE-Fixed Minor Equipment	Dummy Safety training Ammo	\$69.89
					LE-Fixed Minor Equipment	Shooting Targets	\$65.56
					LE-Fixed Minor Equipment	Stylus Touch Screen Pens for Total Station	\$15.98
				001-008-521-20-31-02	LE-Minor Equipment	Internal Desktop Hard Drive/HDD Docking Station	\$87.50
				001-008-521-20-41-00	LE-Professional Services	Uniform cleaning - Parnel	\$13.88
			7988 1017	001-010-576-80-49-01	PK-Staff Development	2017-2018 Western WA Recert-Durpos	\$120.00
				001-013-594-18-60-02	GG - City Hall Demo	Extra Large Magic Eraser Sponges	\$18.19
					GG - City Hall Demo	LED Outdoor lights - New City Hall	\$692.51
				101-016-542-30-49-01	ST-Staff Development	2017 IACC Conference registration - Durpos	\$92.50
				101-016-544-90-31-01	ST-Office Supplies	Spiral Notebooks	\$5.23
				410-016-531-10-31-01	SW-Office Supplies	Spiral Notebooks	\$5.23
				410-016-531-10-49-01	SW-Staff Development	2017 IACC Conference registration - Durpos	\$92.50
			8171 1017	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Friday Harbor WA-Thomas	\$178.13
					LE-Travel & Per Diem	Ferry-Friday Harbor WA-Thomas	\$90.25
			8232 1017	001-002-513-11-43-00	AD-Travel & Meetings	MAG meeting 9/19/17	\$14.12
			8484 1017	001-007-558-50-41-02	PL-Software Maint.	Intl Zoning Code Soft Cover	\$63.11
				001-007-558-50-41-03	PL-Advertising	Postcard mailing-LUA2017-0135	\$38.04
					PL-Advertising	Postcard mailing-LUA2017-0084	\$47.11
				001-007-558-50-43-00	PL-Travel & Mtgs	Fuel-Leavenworth WA	\$39.39
					PL-Travel & Mtgs	Hotel-Seattle WA-Wright	\$191.96
					PL-Travel & Mtgs	Hotel-Chelan WA-Wright	\$268.44
				001-007-558-50-49-01	PL-Staff Development	PermitTrax User Conference-Fenrich/Meyers	\$300.00
				001-007-559-30-49-01	PB-Staff Development	ICC Residential Bldg Inspector-Farmer	\$750.00
				001-013-518-20-31-00	GG-Operating	Keys for key lockbox	\$9.92
			8877 0917	001-008-521-20-31-02	LE-Minor Equipment	ID Tents	\$119.24
			8877 1017	001-008-521-20-31-00	LE-Office Supplies	Memory card	\$88.51
				001-008-521-20-31-02	LE-Minor Equipment	Truck bed mat	\$108.88



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	43668	10/19/2017	8877 1017	001-008-521-20-41-00	LE-Professional Services	Records request-AK courts-case 17-04653	\$5.00
					LE-Professional Services	Database searches	\$54.45
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-DuPont WA-Parnell	\$948.99
				001-008-521-22-31-00	LE- Investigation Ops Costs	Return of Folding Table	(\$47.98)
				001-008-521-40-49-01	LE-Registration Fees	WAPRO 2017 registration fees-Fox	\$200.00
					LE-Registration Fees	WAPRO 2017 registration fees-Starkenburg	\$200.00
				001-008-521-40-49-04	Finance Charges	Bank Card Finance Charge - Ubert	\$42.16
			9438 1017	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Friday Harbor-Barnes	\$178.13
			9455 1017	001-008-521-20-31-01	LE-Fixed Minor Equipment	Dual Headliner Mounting Bracket	\$19.99
					LE-Fixed Minor Equipment	Triple Display Docking Station	\$371.32
					LE-Fixed Minor Equipment	Folding Table	\$190.36
				001-008-521-20-31-02	LE-Minor Equipment	Vehicle registration PT-17-75	\$49.75
					LE-Minor Equipment	Key ID Label Tags	\$8.97
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Service Game camera - 1500 thumbnails/month	\$9.99
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Richland-Wachtveitl	\$324.54
Cadman Materials Inc	43669	10/19/2017	9436378993			Check Total	\$13,021.20
				101-016-542-67-41-00	ST-Street Cleaning	Disposal of street sweepings	\$3,998.93
				410-016-531-10-41-03	SW-Street Cleaning	Disposal of street sweepings	\$3,998.94
			9436402054	101-016-542-67-41-00	ST-Street Cleaning	Disposal of street sweepings	\$2,511.67
				410-016-531-10-41-03	SW-Street Cleaning	Disposal of street sweepings	\$2,511.66
						Check Total	\$275.06
CDW Government Inc	43670	10/19/2017	KHC8377	001-006-518-80-48-00	IT-Repair & Maintenance	Samsung 850 EVO 250GB/WD Elements Portable 1TB USB	\$345.54
			KKH3652	001-006-518-80-48-00	IT-Repair & Maintenance	Startech SFP Transceiver	(\$46.43)
			KKH3654	001-006-518-80-48-00	IT-Repair & Maintenance	Tripp 6ft Mini Adapter	(\$24.05)
						Check Total	\$2,180.83
Central Welding Supply	43671	10/19/2017	EV244458	001-010-576-80-31-00	PK-Operating Costs	ME-Plasma cutter	\$709.02
				101-016-544-90-31-02	ST-Operating Cost	ME-Plasma cutter	\$709.03
				410-016-531-10-31-02	SW-Operating Costs	ME-Plasma cutter	\$709.03
			EV2444682	001-010-576-80-31-00	PK-Operating Costs	ME-Plasma cutter tips	\$12.34
				101-016-544-90-31-02	ST-Operating Cost	ME-Plasma cutter tips	\$12.34
				410-016-531-10-31-02	SW-Operating Costs	ME-Plasma cutter tips	\$12.34



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Central Welding Supply	43671	10/19/2017	RN09171015	101-016-544-90-31-02	ST-Operating Cost	Argon gas cylinder rental	\$8.37
				410-016-531-10-31-02	SW-Operating Costs	Argon gas cylinder rental	\$8.36
Child Support Services Division	43649					Check Total	\$110.56
		10/12/2017	04018714	001-000-284-00-00-00	Payroll Liability Other	Child Support - 10/13/17	\$110.56
CHS Engineers LLC	43672					Check Total	\$2,885.08
		10/19/2017	371703-1709	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2017-0136 Chapel 5	\$783.04
			371704-1709	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0071 McKay Plat	\$291.72
			371706-1709	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2017-0131 Eagle Glen North	\$478.80
			371713-1709	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0058 Gaines SP	\$112.20
			371718-1709	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2017-0132 Tyler Plat	\$478.80
			371722-1709	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0100 Hartford Industrial	\$740.52
CIC Valuation Group Inc	43673					Check Total	\$5,164.90
		10/19/2017	17-3098	001-013-518-20-41-00	GG-Professional Service	Appraisal & Consulting - Old Town Center	\$5,164.90
City of Everett	43674					Check Total	\$2,405.00
		10/19/2017	I17001956	001-008-554-30-51-00	LE-Animal Control	Animal shelter services	\$1,295.00
			I17002326	001-008-554-30-51-00	LE-Animal Control	Animal shelter services - August 2017	\$1,110.00
City of Marysville	43675					Check Total	\$31,450.31
		10/19/2017	17-017	001-013-512-50-41-00	GG-Municipal Court Fees	Municipal court fees	\$15,123.98
			POLIN11-0857	001-008-523-60-51-00	LE-Jail	Prisoner Medica EMS Transport 6/6/17	\$453.30
			POLIN11-0858	001-008-523-60-51-00	LE-Jail	Prisoner Medica EMS Transport 7/12/17	\$243.86
			POLIN11-0861	001-008-523-60-51-00	LE-Jail	Prisoner Housing-Yakima-Aug 2017	\$2,750.79
			POLIN11-0862	001-008-523-60-51-00	LE-Jail	Prisoner housing-August 2017	\$12,805.25
			POLIN11-0865	001-008-523-60-51-00	LE-Jail	Prisoner SCORE Medical-July 2017	\$73.13
City of Monroe	43676					Check Total	\$436.80
		10/19/2017	0042232	001-012-573-20-31-00	CS-Arts Commission	Stage Preformance Riser Sections	\$436.80
Clarks Native Trees & Shrubs	43677					Check Total	\$1,795.99
		10/19/2017	16727	302-010-576-90-31-00	Tree Mitigation Expenditures	Trees at city hall	\$249.39
			16728	302-010-576-90-31-00	Tree Mitigation Expenditures	Trees at city hall	\$1,061.99
Co Op Supply	43678					Check Total	\$696.20
		10/19/2017	615560/4	101-016-543-30-42-00	ST-Communications	Propane	\$6.02



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Co Op Supply	43678	10/19/2017	615560/4	410-016-531-10-42-00	SW-Communications	Propane	\$6.02
			615605/4	001-013-518-20-48-00	GG-Repair & Maintenance	Straw for 20th St Demo	\$423.78
			615617-4	001-013-518-20-48-00	GG-Repair & Maintenance	Straw for 20th St Demo	\$260.38
Code Publishing Co Inc	43679						Check Total \$174.95
		10/19/2017	57849	001-003-514-20-41-00	CC-Professional Services	Ordinances 995 998 101	\$174.95
Comcast	43680						Check Total \$95.68
		10/19/2017	0808840 0917	001-010-576-80-42-00	PK-Communication	Internet Services - City Shop	\$31.89
				101-016-543-30-42-00	ST-Communications	Internet Services - City Shop	\$31.89
				410-016-531-10-42-00	SW-Communications	Internet Services - City Shop	\$31.90
	43681						Check Total \$106.18
		10/19/2017	0692756 0917	001-008-521-20-42-00	LE-Communication	Internet services - Market Place	\$106.18
	43682						Check Total \$145.68
		10/19/2017	0991976 0917	001-010-576-80-42-00	PK-Communication	Internet services - Park & Rec Office	\$145.68
	43683						Check Total \$160.68
		10/19/2017	1012996 0917	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Signal Control	\$160.68
Comdata Corporation	43684						Check Total \$530.83
		10/19/2017	20277228	001-008-521-20-32-00	LE-Fuel	Fuel	\$530.83
Cory De Jong and Sons Inc	43685						Check Total \$3,601.87
		10/19/2017	Y247776	001-013-594-18-60-02	GG - City Hall Demo	Topsoil for planting at City Hall	\$646.87
			Y247783	001-013-594-18-60-02	GG - City Hall Demo	Topsoil for planting at City Hall	\$323.43
			Y247786	001-013-594-18-60-02	GG - City Hall Demo	Topsoil for planting at City Hall	\$727.72
			Y247790	001-013-594-18-60-02	GG - City Hall Demo	Bark/Topsoil for planting at City Hall	\$664.02
			Y261919	001-013-594-18-60-02	GG - City Hall Demo	Chips for planting at City Hall	\$1,038.91
			Y261950	001-013-594-18-60-02	GG - City Hall Demo	Bark for planting at City Hall	\$200.92
Crystal Springs	43686						Check Total \$407.02
		10/19/2017	5249844100117	001-007-558-50-42-00	PL-Communication	Bottled Water	\$61.05
				001-007-559-30-42-00	PB-Communication	Bottled Water	\$61.05
				001-010-576-80-42-00	PK-Communication	Bottled Water	\$61.06
				001-013-518-20-42-00	GG-Communication	Bottled Water	\$101.75
				101-016-543-30-42-00	ST-Communications	Bottled Water	\$61.05
				410-016-531-10-42-00	SW-Communications	Bottled Water	\$61.06



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Dataquest LLC	43687						Check Total	\$52.00
		10/19/2017	3547	001-007-558-50-41-00	PL-Professional Servic	Background checks-Senior Planner		\$52.00
Day Wireless Systems	43688						Check Total	\$568.44
		10/19/2017	447046	001-008-521-20-31-01	LE-Fixed Minor Equipment	Flexible Ear Inserts - Christensen		\$14.25
			447244	001-008-521-20-31-01	LE-Fixed Minor Equipment	Flexible Ear Inserts-Brooks/Beazizo/Wells/Bryant		\$554.19
Dept of Labor and Industries	0						Check Total	\$40,324.32
		10/19/2017	Q3 2017	001-000-281-00-00-00	Payroll Liability Taxes	Q3 2017 Workers Comp Insurance		\$39,886.20
				001-008-521-20-24-00	LE-Workmans Compensation	Q3 2017 Workers Comp Insurance		\$15.57
				001-010-576-80-24-00	PK-Workmans Compensation	Q3 2017 Workers Comp Insurance		\$150.28
				001-013-518-30-24-00	GG-Workers Compensation	Q3 2017 Workers Comp Insurance		(\$0.32)
				101-016-542-30-24-00	ST-Workmans Compensation	Q3 2017 Workers Comp Insurance		\$138.89
				410-016-531-10-24-00	SW-Workmans Compensation	Q3 2017 Workers Comp Insurance		\$133.70
	43689						Check Total	\$23.30
		10/19/2017	289564	001-012-569-00-47-00	CS-Aging Services-Utilities	Boiler Certification - Senior Center		\$23.30
Dept of Natural Resources	43690						Check Total	\$17.40
		10/19/2017	9122475	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Forest Land Assessment-Eagle Ridge Park		\$17.40
Dept of Retirement (Deferred Comp)	0						Check Total	\$2,995.00
		10/12/2017	101317	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre		\$2,995.00
Dicks Towing Inc	43691						Check Total	\$630.80
		10/19/2017	161429	001-008-521-20-41-00	LE-Professional Services	Evidence Towing services - Case 2017-17762		\$126.16
			170183	001-008-521-20-41-00	LE-Professional Services	Evidence Towing services - Case 2017-22276		\$126.16
			170827	001-008-521-20-41-00	LE-Professional Services	Evidence Towing services - XMT52369D		\$126.16
			170844	001-008-521-20-41-00	LE-Professional Services	Evidence Towing services - BFB3945		\$126.16
			174014	001-008-521-20-41-00	LE-Professional Services	Evidence Towing services - Case 2017-7701		\$126.16
Electronic Federal Tax Pmt System EFTPS	0						Check Total	\$78,878.19
		10/12/2017	101317	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes		\$78,878.19
Electronic Business Machines	43692						Check Total	\$295.41
		10/19/2017	AR80473	001-008-521-50-48-00	LE-Facility Repair & Maint	Copier repair & maint		\$260.86
			AR81423	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maint		\$8.64
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maint		\$8.63
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & maint		\$8.64



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Electronic Business Machines	43692	10/19/2017	AR81423	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & maint	\$8.64
Everett Bayside Marine	43693					Check Total	\$53.24
		10/19/2017	1-112935	001-008-521-21-31-00	LE-Boating Minor Equipment	Washer/spacer/pincotter	\$53.24
Feldman and Lee	43694					Check Total	\$10,000.00
		10/19/2017	Sept2017	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services Sept 2017	\$10,000.00
Financial Consulting Solutions Group	43695					Check Total	\$3,883.34
		10/19/2017	2563-21709050	001-004-514-23-41-00	FI-Professional Service	Annexation Study	\$3,883.34
Frontier	43696					Check Total	\$68.87
		10/19/2017	4253979674 1017	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic control modem	\$68.87
Glens Welding and Machine Inc	43697					Check Total	\$48.97
		10/19/2017	S10638	001-010-576-80-31-00	PK-Operating Costs	Weedeater deflector kits	\$16.33
				101-016-544-90-31-02	ST-Operating Cost	Weedeater deflector kits	\$16.32
				410-016-531-10-31-02	SW-Operating Costs	Weedeater deflector kits	\$16.32
Grainger	43698					Check Total	\$4,990.75
		10/19/2017	9568549662	101-016-544-90-31-02	ST-Operating Cost	AC Adapter for P-touch labeler	\$34.19
			9569869093	101-016-544-90-31-02	ST-Operating Cost	Wall calendar - yearly	\$33.56
			9570678673	001-013-594-18-60-02	GG - City Hall Demo	Round pedestal table	\$1,838.85
			9573361400	101-016-544-90-31-02	ST-Operating Cost	USB power port extension	\$50.24
			9574567757	001-013-594-18-60-02	GG - City Hall Demo	Picnic tables for City hall	\$1,710.08
			9578820210	001-012-575-50-31-00	CS-Community Center-Ops	Toilet seat cover dispenser	\$273.77
			9580133768	001-010-576-80-31-00	PK-Operating Costs	Full body harnesses	\$219.69
				101-016-544-90-31-02	ST-Operating Cost	Full body harnesses	\$219.69
				410-016-531-10-31-02	SW-Operating Costs	Full body harnesses	\$219.68
			9580133784	001-010-576-80-31-00	PK-Operating Costs	Fall Safety Lanyards	\$130.34
				101-016-544-90-31-02	ST-Operating Cost	Fall Safety Lanyards	\$130.33
				410-016-531-10-31-02	SW-Operating Costs	Fall Safety Lanyards	\$130.33
Granite Construction Supply	43699					Check Total	\$2,231.30
		10/19/2017	262_00069638	001-010-576-80-31-00	PK-Operating Costs	Laser Dual Slope/Grade Rod	\$716.34
				101-016-544-90-31-02	ST-Operating Cost	Laser Dual Slope/Grade Rod	\$716.34
				410-016-531-10-31-02	SW-Operating Costs	Laser Dual Slope/Grade Rod	\$716.34



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Granite Construction Supply	43699	10/19/2017	262_00069859	101-016-544-90-31-02	ST-Operating Cost	Decals for PW65	\$41.14
				410-016-531-10-31-02	SW-Operating Costs	Decals for PW65	\$41.14
Great Floors	43700	10/19/2017	823506	001-013-594-18-60-02	GG - City Hall Demo	Carpet for City Hall Annex	\$6,542.35
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Great Floors-Carpet for City Hall Annex	(\$327.12)
Chris L Griffen	43701	10/19/2017	7Z0511228	001-011-515-91-41-00	LG-General Indigent Defense	Publice Defender services	\$300.00
				7Z0516953	001-011-515-91-41-00	LG-General Indigent Defense	\$262.50
HB Jaeger Co LLC	43702	10/19/2017	191877/1	410-016-531-10-31-02	SW-Operating Costs	Pipe drain sleeve	\$102.55
Honey Bucket	43703	10/19/2017	0550453549	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket rental-Swim beach	\$117.50
				0550453550	001-010-576-80-45-00	PK-Equipment Rental	\$218.00
HW Lochner Inc	43704	10/19/2017	3	301-016-544-40-41-02	TIZ3 - 24th St Design	24th Street SE Extension project	\$71,659.89
Iron Mountain Quarry LLC	43705	10/19/2017	0268986	410-016-531-10-31-02	SW-Operating Costs	2x4 inch Rock - Vernon project	\$134.68
				0269030	410-016-531-10-31-02	SW-Operating Costs	\$317.11
Dennis Irwin	43706	10/19/2017	060717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Taser Recertification-Irwin	\$19.00
J Thayer Company Inc	43707	10/19/2017	1183546-0	001-007-558-50-31-00	PL-Office Supplies	Storage boxes	\$32.50
				001-007-559-30-31-00	PB-Office Supplies	Storage boxes	\$32.51
Jeffrey D. Goldman	43708	10/19/2017	1319	001-008-521-20-41-00	LE-Professional Services	Drawer organizer	\$30.49
				1184080-0	001-008-521-20-31-00	LE-Office Supplies	\$20.22
				1184098-0	001-008-521-20-31-00	LE-Office Supplies	\$670.70
				1186450-0	001-008-521-20-31-00	Paper/Toner/Report jacket	



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$26.00
Mary Kaloger	43709	10/19/2017	E772160	633-000-389-30-00-02	Gun Permit Fees	Refund overpayment of CPL		\$26.00
King County Directors Association Purchasing Dept	43710	10/19/2017	300215783	001-013-594-18-60-02	GG - City Hall Demo	Modular installation- New City Hall		\$25,191.19
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-KCDA-Modular installation-City Hall		(\$1,259.56)
Lake Industries LLC	43711	10/19/2017	273913	001-010-576-80-31-00	PK-Operating Costs	Screened Pit Run		\$27.73
				101-016-544-90-31-02	ST-Operating Cost	Screened Pit Run		\$27.73
				410-016-531-10-31-02	SW-Operating Costs	Screened Pit Run		\$27.72
		273924		001-010-576-80-31-00	PK-Operating Costs	Screened Pit Run/Minus Crushed Rock		\$45.61
				101-016-544-90-31-02	ST-Operating Cost	Screened Pit Run/Minus Crushed Rock		\$45.62
				410-016-531-10-31-02	SW-Operating Costs	Screened Pit Run/Minus Crushed Rock		\$45.62
		273942		001-010-576-80-31-00	PK-Operating Costs	Minus Crushed Rock		\$31.12
				101-016-544-90-31-02	ST-Operating Cost	Minus Crushed Rock		\$31.12
				410-016-531-10-31-02	SW-Operating Costs	Minus Crushed Rock		\$31.12
		273952		001-010-576-80-31-00	PK-Operating Costs	Minus Crushed Rock/Screened Pit Run		\$69.31
				101-016-544-90-31-02	ST-Operating Cost	Minus Crushed Rock/Screened Pit Run		\$69.30
				410-016-531-10-31-02	SW-Operating Costs	Minus Crushed Rock/Screened Pit Run		\$69.30
		34059		001-010-576-80-31-00	PK-Operating Costs	Fill Hauled In-By the Yard		\$7.50
				101-016-544-90-31-02	ST-Operating Cost	Fill Hauled In-By the Yard		\$7.50
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled In-By the Yard		\$7.50
		34065		001-010-576-80-31-00	PK-Operating Costs	Fill Hauled In-By the Yard		\$15.00
				101-016-544-90-31-02	ST-Operating Cost	Fill Hauled In-By the Yard		\$15.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled In-By the Yard		\$15.00
		34069		001-010-576-80-31-00	PK-Operating Costs	Fill Hauled In-By the Yard		\$22.50
				101-016-544-90-31-02	ST-Operating Cost	Fill Hauled In-By the Yard		\$22.50
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled In-By the Yard		\$22.50
		34079		001-010-576-80-31-00	PK-Operating Costs	Fill Hauled In-By the Yard		\$15.00
				101-016-544-90-31-02	ST-Operating Cost	Fill Hauled In-By the Yard		\$15.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled In-By the Yard		\$15.00
Lake Stevens Mini Mart	43712	10/19/2017	Sept2017	001-008-521-21-32-00	LE-Boating-Fuel	Boat Fuel		\$280.66



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Lake Stevens Police Guild	43650						Check Total	\$1,050.50
		10/12/2017	101317	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues		\$1,050.50
Lake Stevens Sewer District	43713						Check Total	\$1,032.00
		10/19/2017	1017	001-008-521-50-47-00	LE-Facility Utilities	Sewer - Police Station		\$86.00
					LE-Facility Utilities	Sewer - N Lakeshore Dr		\$86.00
				001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park		\$172.00
				001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library		\$86.00
				001-013-518-20-47-00	GG-Utilities	Sewer - City Hall		\$172.00
					GG-Utilities	Sewer - Vacant Houses 20th St SE		\$172.00
					GG-Utilities	Sewer - Family Center		\$86.00
					GG-Utilities	Sewer - Permit Center		\$86.00
				101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property		\$86.00
	43714						Check Total	\$125.00
		10/19/2017	20171016	001-013-518-20-48-00	GG-Repair & Maintenance	LS District Capping Permit-20th St SE Demo		\$125.00
Lakeside Industries	43715						Check Total	\$1,579.05
		10/19/2017	27164	101-016-544-90-31-02	ST-Operating Cost	EZ Cold patch		\$1,579.05
Language Line Svc Inc	43716						Check Total	\$55.96
		10/19/2017	4165865	001-008-521-20-41-00	LE-Professional Services	Over the phone Translation services		\$55.96
Lemay Mobile Shredding	43717						Check Total	\$14.16
		10/19/2017	4538117	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Shredding services		\$9.44
			4538118	001-013-518-20-41-00	GG-Professional Service	Shredding services		\$4.72
Life Media Inc	43718						Check Total	\$997.00
		10/19/2017	343587LM	001-005-518-10-41-00	HR-Professional Services	Recruiting Advertisement		\$997.00
LN Curtis & Sons	43719						Check Total	\$528.46
		10/19/2017	INV123186	001-008-521-20-31-02	LE-Minor Equipment	Armorskin short sleeve shirts-Barnes		\$148.11
			INV131139	001-008-521-20-31-01	LE-Fixed Minor Equipment	Tactical Holster-SWAT		\$344.41
			INV131182	001-008-521-20-31-02	LE-Minor Equipment	Hobble - Beazizo		\$35.94
Login IACP Net	43720						Check Total	\$525.00
		10/19/2017	30609	001-008-521-20-49-00	LE-Dues & Memberships	IACP membership 2017-2018		\$525.00
Teresa Meyers	43721						Check Total	\$168.00
		10/19/2017	100917	001-007-558-50-43-00	PL-Travel & Mtgs	Per Diem/parking-WSAPT 2017 Fall Ed Conference-Meyers		\$168.00



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$
Alexander Michael	43722	10/19/2017	101717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Interview Techniques Training-Michael	\$222.00	
Modern Marketing	43723	10/19/2017	MMI124271	001-008-521-30-31-00	LE-Community Outreach Supplies	Just Say No Lollipops	\$233.24	
Monrow Shed Depot	43651	10/12/2017	17104	001-013-594-18-60-02	GG - City Hall Demo	Storage Shed at City Hall	\$6,237.95	
Nationwide Retirement Solution	0	10/12/2017	101317	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$2,819.81	
O Reilly Auto Parts	43724	10/19/2017	2960-379598	001-008-521-20-31-02	LE-Minor Equipment	WashWax/brush	\$30.89	
Office of The State Treasurer	43725	10/19/2017	0917	633-000-353-10-20-01	Distracted Driving Prevention	September 2017 State Court Fees	\$2.23	
				633-000-589-30-00-03	State Building Permit Remit	September 2017 State Court Fees	\$202.50	
				633-000-589-30-00-04	Vehicle License Fraud Account	September 2017 State Court Fees	\$3.40	
				633-000-589-30-00-07	Public Safety And Ed. 1986	September 2017 State Court Fees	\$10,166.24	
				633-000-589-30-00-08	Public Safety And Education	September 2017 State Court Fees	\$6,191.61	
				633-000-589-30-00-09	Judicial Information System-Ci	September 2017 State Court Fees	\$3,509.10	
				633-000-589-30-00-12	Trauma Care	September 2017 State Court Fees	\$1,019.03	
				633-000-589-30-00-13	School Zone Safety	September 2017 State Court Fees	\$148.07	
				633-000-589-30-00-14	Public Safety Ed #3	September 2017 State Court Fees	\$143.63	
				633-000-589-30-00-15	Auto Theft Prevention	September 2017 State Court Fees	\$1,462.81	
				633-000-589-30-00-16	HWY Safety Act	September 2017 State Court Fees	\$67.62	
				633-000-589-30-00-17	Death Inv Acct	September 2017 State Court Fees	\$17.39	
				633-000-589-30-00-18	WSP Highway Acct	September 2017 State Court Fees	\$98.70	
Out West Landscape & Irrigation	43726	10/19/2017	17-889	001-013-594-18-60-02	GG - City Hall Demo	Irrigation at City Hall	\$20,579.15	
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Outwest Landscape-Irrigation at City Hall	(\$1,028.96)	
Pacific Logging LLC	43727	10/19/2017	22070	001-013-518-20-48-00	GG-Repair & Maintenance	Transport Excavator to 20th St SE Demo	\$300.00	
PACLAB	43728	10/19/2017	100117	001-008-521-20-41-00	LE-Professional Services	Employee drug screen	\$15.50	



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$
Performance Marine Inc	43729	10/19/2017	17176	001-008-521-21-48-00	LE-Boating Repair & Maint	250 Hr service North River Yamaha	\$823.86	
Pitney Bowes	43730	10/19/2017	3304529513	001-013-518-20-45-00	GG-Equipment Rental	Q3 2017 postage machine rental	\$295.63	
Powerplan	43731	10/19/2017	10647596	101-016-544-90-31-02	ST-Operating Cost	Radiator/V-belt-PW31	\$818.44	
				410-016-531-10-31-02	SW-Operating Costs	Radiator/V-belt-PW31	\$818.44	
		10649727		101-016-544-90-31-02	ST-Operating Cost	Suction Fan - PW31	\$118.62	
				410-016-531-10-31-02	SW-Operating Costs	Suction Fan - PW31	\$118.62	
		10660209		101-016-544-90-31-02	ST-Operating Cost	Tension Belt - PW31	\$80.94	
				410-016-531-10-31-02	SW-Operating Costs	Tension Belt - PW31	\$80.94	
Puget Sound Energy	43732	10/19/2017	24316495 1017	001-010-576-80-47-00	PK-Utilities	Natural Gas - City Shop	\$35.31	
				101-016-543-50-47-00	ST-Utilities	Natural Gas - City Shop	\$11.77	
				410-016-531-10-47-00	SW-Utilities	Natural Gas - City Shop	\$11.77	
	43733	10/19/2017	3723810 1017	001-008-521-50-47-00	LE-Facility Utilities	Natural Gas - N Lakeshore Drive	\$78.13	
Purchase Power	43734	10/19/2017	092417	001-007-558-50-42-00	PL-Communication	Postage	\$608.72	
				001-013-518-20-42-00	GG-Communication	Postage	\$241.98	
				101-016-543-30-42-00	ST-Communications	Postage	\$364.06	
				410-016-531-10-42-00	SW-Communications	Postage	\$1.34	
Republic Services 197	43735	10/19/2017	0197-002158243	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop	\$1,167.57	
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$317.15	
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$108.07	
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$317.14	
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$317.14	
	43736	10/19/2017	0197-002158912	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall	\$108.07	
				001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$116.58	
							\$16.20	



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Republic Services 197	43737	10/19/2017	0197-002158058	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundein Park	\$437.48	
				001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundein Park		\$20.42
Right On Heating & Sheet Metal Inc	43738	10/19/2017	22810	001-013-518-20-48-00	GG-Repair & Maintenance	Fall HVAC services all city buildings	\$500.00	
								\$500.00
John Rongerude PS	43739	10/19/2017	7Z0511224	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
								\$300.00
Rotary Club of Lake Stevens	43740	10/19/2017	106	001-008-521-20-49-00	LE-Dues & Memberships	Prorata dues from 9/15-12/31/2017	\$144.00	
								\$144.00
SCCFOA	43741	10/19/2017	102617	001-004-514-23-43-00	FI-Travel & Meetings	SCCFOA mtg 10/26/17	\$40.00	
								\$40.00
Christopher Schedler	43742	10/19/2017	101717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Interview Techniques Training-Schedler	\$222.00	
								\$222.00
SirennetCom	43743	10/19/2017	0220276-IN	520-008-594-21-63-00	Capital Equipment	Amplifier Control Module-Cencom Carbide	\$1,007.33	
								\$1,007.33
Six Robblees Inc	43744	10/19/2017	14-357771	101-016-544-90-31-02	ST-Operating Cost	LED worklights for sweeper PW65	\$101.54	
								\$101.54
Skyline Communications Inc	43745	10/19/2017	7937	001-013-594-18-60-02	GG - City Hall Demo	Installation of fiber optic cabling in new City Hall	\$9,298.53	
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Ratainage-Skyline Communications		(\$489.40)
Smarsh Inc	43746	10/19/2017	INV00279485	510-006-518-80-49-00	License Renewal - Annual Maint	Archiving Platform Content Usage-NetGuard Cloud	\$300.00	
								\$300.00
Marion T Smith	43748	10/19/2017	100917	001-005-518-10-43-00	HR-Travel & Meetings	Mileage & Meals WALPELRA Conference-T Smith	\$94.17	
								\$94.17
Deborah Smith	43747	10/19/2017	070717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Property & Evidence Officer Training-Smith	\$95.00	
								\$95.00
Snohomish County Health District	43749	10/19/2017	SHD-04 OCT-DEC	001-013-518-90-49-09	GG - Snohomish Health District	Q4 2017 Contribution	\$7,725.00	
								\$7,725.00
Snohomish County PUD	43652	10/12/2017	W0100012379	001-013-594-18-60-02	GG - City Hall Demo	Service Disconnect - Old City Hall	\$155.00	
								\$155.00



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$16,707.67
Snohomish County PUD	43750	10/19/2017	100321485	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$10,516.94	
			104761003	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$277.35	
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$194.04	
			104761033	001-013-518-20-47-00	GG-Utilities	200245215 Family Center	\$121.23	
			108087861	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$6.74	
			111387947	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$124.85	
			111392483	001-010-576-80-47-00	PK-Utilities	200748721 Parks	\$48.24	
			121343456	001-013-518-20-47-00	GG-Utilities	201783685 Annex	\$176.13	
			124653910	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$395.43	
			127950897	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$72.59	
			127950900	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$81.29	
			127954417	001-010-576-80-47-00	PK-Utilities	201513934 Parks	\$17.01	
		131265747	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum		\$19.28	
			001-012-575-51-47-00	CS-Grimm House Expenses	202289237 Grimm House		\$19.29	
		131267820	001-013-518-20-47-00	GG-Utilities	200206019 City Hall		\$226.24	
			134553768	001-013-518-20-47-00	GG-Utilities	221412273 New City Hall		\$46.37
			137769856	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting		\$17.92
			154239062	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights		\$74.53
			154244574	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights		\$44.10
			160633112	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd		\$53.46
			163843286	001-012-557-30-40-01	CS - VIC Utilities	205395999 Visitor Center		\$65.03
			163847131	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights		\$186.22
			163849167	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation		\$2,285.79
			163849238	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights		\$1,215.46
			163850573	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter		\$170.04
			167105199	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal		\$180.04
			167105474	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial		\$26.04
			167105533	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights		\$46.02
Snohomish County PW S	43751						Check Total	\$1,889.84
		10/19/2017	1000448946	101-016-542-30-48-00	ST-Repair & Maintenance	Sign & signal repair August 2017		\$1,889.84



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Snohomish County Treasurer	43752						Check Total	\$342.53
		10/19/2017	Sept2017	633-000-589-30-00-06	Crime Victims Compensation	September 2017 Crime Victims Compensation		\$342.53
Snopac	43753						Check Total	\$28,355.38
		10/19/2017	9390	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services		\$26,988.62
			9409	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment		\$1,366.76
Sound Publishing Inc	43754						Check Total	\$144.72
		10/19/2017	EDH778683	001-007-558-50-41-03	PL-Advertising	LUA2014-0084 Robert & Colleen Turner		\$72.36
			EDH780509	001-007-558-50-41-03	PL-Advertising	LUA2017-0147 A&J Builders		\$72.36
Sound Safety Products Co Inc	43755						Check Total	\$693.53
		10/19/2017	154823/1	001-010-576-80-31-00	PK-Operating Costs	New employee clothing-Boyd		\$193.88
				101-016-544-90-31-02	ST-Operating Cost	New employee clothing-Boyd		\$193.88
				410-016-531-10-31-02	SW-Operating Costs	New employee clothing-Boyd		\$193.88
			161117/1	001-010-576-80-31-00	PK-Operating Costs	Gloves		\$37.29
				101-016-544-90-31-02	ST-Operating Cost	Gloves		\$37.30
				410-016-531-10-31-02	SW-Operating Costs	Gloves		\$37.30
Sound Security Inc	43756						Check Total	\$241.87
		10/19/2017	865080	001-013-518-20-41-00	GG-Professional Service	Fire monitoring/maintenance Oct 2017		\$241.87
Springbrook Nursery	43757						Check Total	\$500.00
		10/19/2017	117653	001-013-518-20-48-00	GG-Repair & Maintenance	Tractor/Lowboy Rental-20th St SE Demo		\$250.00
			17-093012	001-013-518-20-48-00	GG-Repair & Maintenance	Tractor/Lowboy Rental-20th St SE Demo		\$250.00
Standard Insurance Company	0						Check Total	\$6,293.10
		10/12/2017	092917	001-000-284-00-00-00	Payroll Liability Other	Life/Disability Ins Premiums		\$206.50
				001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums		\$65.37
				001-003-514-20-20-00	CC-Benefits	Life/Disability Ins Premiums		\$105.79
				001-004-514-23-20-00	FI-Benefits	Life/Disability Ins Premiums		\$184.14
				001-005-518-10-20-00	HR-Benefits	Life/Disability Ins Premiums		\$70.67
				001-006-518-80-20-00	IT-Benefits	Life/Disability Ins Premiums		\$141.89
				001-007-558-50-20-00	PL-Benefits	Life/Disability Ins Premiums		\$455.89
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums		\$219.87
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums		\$3,058.00
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums		\$269.08



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Standard Insurance Company	0	10/12/2017	092917	001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$120.47
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$751.59
				401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$12.94
				410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$630.90
Staples	43758						Check Total \$997.48
		10/19/2017	3353768561	001-013-594-18-60-02	GG - City Hall Demo	Dry Erase boards new City Hall	\$997.48
Stericycle Inc	43759						Check Total \$10.36
		10/19/2017	3004005687	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Hazardous Waste Disposal	\$10.36
Steuber Distributing Co	43760						Check Total \$185.47
		10/19/2017	2846386	101-016-544-90-31-02	ST-Operating Cost	Shade Tarps	\$185.47
Stripe Rite Inc	43761						Check Total \$83,703.72
		10/19/2017	44744DM	101-016-542-64-48-02	ST-Traffic Control - Striping	Pavement Markings	\$88,109.18
				621-000-389-20-00-01	Retainage - Street Project	Retainage-Strip Rite - Pavement Markings	(\$4,405.46)
Robert Summers	43762						Check Total \$38.00
		10/19/2017	042617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-BAC Draeger Basic Training-Summers	\$38.00
Superior Septic Service LLC	43763						Check Total \$733.38
		10/19/2017	1893333	001-013-518-20-48-00	GG-Repair & Maintenance	Drain Septic - 20th St SE Demo	\$733.38
SVR Inc	43764						Check Total \$5,801.70
		10/19/2017	18822	001-013-518-20-48-00	GG-Repair & Maintenance	Dumpster pickup/delivery-20th St SE Demo	\$1,094.50
				18833	001-013-518-20-48-00	Dumpster pickup/delivery-20th St SE Demo	\$1,147.10
				18849	001-013-518-20-48-00	Dumpster pickup/delivery-20th St SE Demo	\$1,164.65
				18856	001-013-518-20-48-00	Dumpster pickup/delivery-20th St SE Demo	\$2,395.45
Tacoma Screw Products Inc	43765						Check Total \$34.30
		10/19/2017	18177347	001-010-576-80-31-00	PK-Operating Costs	Lock washers/connectors	\$11.44
				101-016-544-90-31-02	ST-Operating Cost	Lock washers/connectors	\$11.43
				410-016-531-10-31-02	SW-Operating Costs	Lock washers/connectors	\$11.43
Marcus Tageant	43766						Check Total \$372.00
		10/19/2017	100917	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem - NLC - Charlotte NC - Tageant	\$372.00
UPS	43767						Check Total \$36.41
		10/19/2017	74Y42397	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$14.74
				74Y42407	001-008-521-20-42-00	LE-Communication	\$21.67



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$
Vantagepoint Transfer Agents - 108991	43653	10/12/2017	101317	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$460.44	
Vantagepoint Transfer Agents - 307428	43654	10/12/2017	101317	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$694.71	
Washington Dept of Ecology	43768	10/19/2017	2018	410-016-531-10-51-01	SW-DOE Annual Permit	2018 Permit WAG994197 Aquatic Pest Control	\$585.00	
Washington State Criminal Justice	43769	10/19/2017	201128991	001-008-521-40-49-01	LE-Registration Fees	Registration FTO-Fiske	\$95.00	
Washington State Dept of Enterprise Svcs	43770	10/19/2017	73167639	001-008-521-20-31-00	LE-Office Supplies	Business cards-Bassett/Adams/Heineman/Office	\$213.12	
Washington State Patrol	43771	10/19/2017	118002234	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons permit background checks	\$312.00	
Washington State Support Registry	0	10/12/2017	101317	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$313.50	
Washington Teamsters Welfare Trust EFT	0	10/12/2017	092917	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$2,471.80	
Watch Systems	43772	10/19/2017	35038	001-008-521-20-41-00	LE-Professional Services	Community sex offender notification	\$124.87	
Wave Broadband	43773	10/19/2017	03387385	001-002-513-11-42-00	AD-Communications	Telephone Service	\$13.41	
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$26.82	
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$26.83	
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$13.42	
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$40.23	
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$87.22	
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$13.41	
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$456.20	
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$13.41	
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$13.41	
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$53.65	
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$77.19	



Checks to be Approved for 10/6/2017 to 10/19/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Wave Broadband	43773	10/19/2017	03387385	410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$77.19
			03391460	510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New Workd Connection	\$650.94
Neil Chad Wells	43774						Check Total \$19.00
		10/19/2017	060717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Taser Recertification-Snohomish WA-C Wells	\$19.00
West Marine Pro	43775						Check Total \$787.54
		10/19/2017	6793	001-008-521-21-31-00	LE-Boating Minor Equipment	Throw rope bags/personal floatation devices	\$787.54
Wide Format Co	43776						Check Total \$544.50
		10/19/2017	101269	001-007-558-50-48-00	PL-Repairs & Maint.	Rapair on HP Plotter	\$136.13
				001-007-559-30-48-00	PB-Repair & Maintenance	Rapair on HP Plotter	\$136.13
				101-016-542-30-48-00	ST-Repair & Maintenance	Rapair on HP Plotter	\$136.13
				410-016-531-10-48-00	SW-Repairs & Maintenance	Rapair on HP Plotter	\$136.11
Total							\$701,111.85

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

Tuesday, October 10, 2017

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:01 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kathy Holder, Rauchel McDaniel, Marcus Tageant

ELECTED OFFICIALS ABSENT: Councilmembers Kurt Hilt, Todd Welch (7:35 p.m.)

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Teri Wright, Deputy City Clerk Kathy Pugh, City Attorney Grant Weed, Economic Development Coordinator Jeanie Ashe, Senior Planner Josh Machen. Police Commander Jeff Beazizo, Police Records Specialist Ariane Fox, School Resource Officer Dennis Irwin, Corporal Chad Christensen, Sgt. Dean Thomas, Corporal Brandon Fiske, Officers Phil Bassett and Alex Michael, Records Supervisor Jennifer Anderson, Records Evidence Specialist Deb Smith, Records Specialists Megan Leblanc and Michelle Vanderwalker

OTHERS:

Pledge of Allegiance: Mayor Spencer led the Pledge of Allegiance.

Roll Call: Moved by Councilmember Tageant, seconded by Councilmember McDaniel, to excuse Councilmembers Hilt and Welch from the meeting. On vote the motion carried (5-0-0-2).

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to approve the agenda. On vote the motion carried (5-0-0-2).

Citizen Comments: None.

New Employee Introductions:

Community Development Director Russ Wright introduced Senior Planner Josh Machen, who was previously with the City of Bainbridge Island and has been in the planning profession for about twenty-three years. He has held various positions at Bainbridge Island, including Planning Manager, and Director Wright said he will bring a lot of experience to the Community Development and Planning Department.

Director Durpos said he will reschedule introduction of the new Public Works crew workers as they were not able to attend this evening.

Police Chief Dyer introduced Police Records Specialist Ariane Fox. Ms. Fox comes from SnoPac where she worked for four and a half years, and she brings a lot of experience from SnoPac that is applicable to her current position.

Employee Anniversaries:

Mayor Spencer recognized Corporal Chad Christensen, who has been with the Police Department for fifteen years, and School Resource Officer Dennis Irwin for ten years of service to the City. Mayor Spencer thanked both Corporal Christensen and Officer Irwin for their service.

Employee Recognition:

Chief Dyer thanked the Council and community for their support of the Lake Stevens Police Department. He then highlighted the business side of the Police Department and recognized Support Services Commander Jeff Beazizo. Chief Dyer distributed a handout highlighting some of the accomplishments in bringing the Police Department in line with current business practices and said that Commander Beazizo has been instrumental in developing and implementing these improvements, including asset tracking, electronic tracking of use of force complaints and emergency operations management.

Commander Beazizo reviewed the accomplishments to date and said this modernizes the department and helps the department meet its goals and mission.

Mayor Spencer thanked all officers in attendance this evening.

Council Business:

- Councilmember Petershagen: Snohomish County Tomorrow (SCT), City Board Recognition, Planning Commission, Parks Subcommittee. Regarding the Planning Commission, the marijuana issue is taking front and center. The Planning Commission has had an in-depth discussion and reached the same conclusion as in June, there is no support for a second retail location. All involved are looking for some resolution of this discussion.

Mayor Spencer reviewed this history of the discussion and direction of Council regarding marijuana retail locations, including the discussion of changing the code to allow marijuana retail in commercial zones. Mayor Spencer summarized there is no support for this change.

Confirming Councilmember Tageant's comment, Mayor Spencer said that the Council previously determined not to revisit this discussion until 2018, however an application for a second retail location was submitted, and Council directed the application be submitted to the Planning Commission for a recommendation.

Director Wright reviewed the options for moving forward and how the three options are processed. He then responded to Councilmembers' questions.

Councilmember Tageant favors Council taking emergency action to resolve this matter. There was concurrence among Council to take emergency action.

MOTION: Councilmember Petershagen moved, seconded by Councilmember Daughtry, to direct staff to bring back an interim zoning regulation limiting marijuana sales from any zone other than the General Industrial and Light Industrial zone. On vote the motion carried (5-0-0-2).

- Councilmember McDaniel: Planning Commission, Economic Development subcommittee.
- Councilmember Holder: Family Center, Economic Development subcommittee. Parks Subcommittee: Frontier Heights now belongs to the City and the Homeowners Association is asking that the City pay for the legal fees they incurred in this process; the Park Board and subcommittee are in favor of this. The park has been cleaned up and the playground inspected; they are moving toward design now. Regarding Cavelero Park, the ILA is still being worked on. Eagle Ridge Park has had lots of improvements and looks great. There is currently a Request for Qualifications for improving the grading and drainage at Lundein Park. Halloween and Winterfest planning is under way.
- Councilmember Daughtry: SCT, Veterans Commission, Eagle Ridge Park work party, Historical Society meeting regarding the Museum, Economic Development subcommittee.
- Councilmember Welch (arrived at 7:35 p.m.): No report.
- Councilmember Tageant: Boards and Commissions Reception, Economic Development subcommittee: looked at expanding the traffic impact incentive, job creation incentive, annexation update, trip report, reviving the role of downtown including connectivity and marketing.

Mayor's Business: Executive Dave Somers would like to schedule a time to meet with Council for discussion, with his primary interest being to partner with cities on how to deal with growth. Mayor Spencer suggested this could be a workshop meeting at either the first or second meeting in November. Mayor Spencer next commented on the Snohomish County Tomorrow (SCT) organization, and said that the Puget Sound Regional Council (PSRC) is beginning the update on its growth plan for the years 2040-2050. He added that SCT is focusing almost exclusively on growth in 2018 and how Snohomish County deals with growth in the next five to ten years. This focus will allow Snohomish County cities to be out in front of the PSRC plan and not simply responding to the PSRC plan.

Economic Development Coordinator Jeanie Ashe updated the Council on Economic Development Initiatives. She said the marketing and recruiting efforts are yielding positive results. Regarding the 20th Street SE corridor, the city is seeing ongoing site visits and inquiries from developers, real estate agents and retailers, both regionally and nationally. Also there has been significant interest from apartment builders. The surplus property is also being looked at by both a national retailer and a manufacturer. Property owners on Soper Hill are close to reaching a development agreement with a large commercial project. Also, in the commercial district where SR 204 and SR 9 meet there are active tenant improvements for vacant retail space. Finally, Bartell's construction project is going along very smoothly, and they are also actively working to bring a family restaurant into the project as well.

City Department Report.

- Director Durpos: Stormwater projects, new sweeper is here and in use, the slide area in the Vernon Road area is fixed, demolition of the houses on 20th SE under way, Callow Road improvements bid packet will hopefully go out next week.
- Chief Dyer: Halloween event, conditional offer for lateral employee.

- Director Smith: NeoGov contract implementation is October 31, Guild negotiations, employee benefits for 2018, Wellness Committee Benefits Fair, WCIA Audit.
- Director Stevens: Budget subcommittee; October 24 Council meeting will include a third quarter budget update and 2018 budget workshop; State Audit beginning November 6 and will last approximately three weeks; Budget Public Hearings are scheduled for November 14 and November 28.
- City Administrator Brazel: 2018 Council Retreat.

Consent Agenda:

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Holder, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$169,390.88, Payroll Checks 43532-43537 totaling \$10,047.00, Tax Deposits of \$68,207.56, Electronic Funds Transfers (ACH) of \$99,472.25, Claims Check Nos. 43538-43643 totaling \$710,878.30, Void Check Nos. 43329, 41816, 43515, 43387 totaling \$16,724.65, Total Vouchers Approved: \$1,041,271.34], (B) City Council Workshop Meeting Minutes of September 26, 2017, (C) City Council Regular Meeting Minutes of September 26, 2017, (D) City Council Special Meeting Minutes of October 3, 2017, (E) WAVE Dark Fiber Order and (F) WAVE Service Agreement for Order for Internet and Phone Services. On vote the motion carried (6-0-0-1).

Action Items:

Approve Professional Services Agreement with KPG, P.S. re Beautification Plan: Assistant Planner Jill Meis presented the staff report and said that approval of this professional services agreement will allow the City to move forward with a comprehensive Beautification Plan in order to create a distinctive identity and community aesthetic that both identifies and unifies established neighborhood centers and public places for Lake Stevens. She then responded to Councilmembers' questions.

MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Welch, to approve the Professional Services Agreement with KPG, P.S. to develop a beautification plan for Lake Stevens in the amount of \$24,895.00.

Responding to Councilmember Holder's question, Ms. Meis said that KPG did present sample work from other cities that they have worked with, and their qualifications are excellent.

Mayor Spencer commented this has been under consideration for approximately a year and a half. Two things important to the City are wayfinding and creating a better image of the City as people enter the City.

Councilmember Petershagen asked how long the work will take. Ms. Meis responded the scope of work included a timeline of three to six months, and implementation will take longer.

Councilmember Tageant suggested working with Kimco to put directions on how to get to Highway 9 and I-5, and Ms. Meis responded this firm specializes in wayfinding.

Councilmember Welch wondered if one meeting with City staff is enough, and Ms. Meis responded that the City has completed some public outreach already; this firm is willing to adjust the outreach as needed.

VOTE: On vote the motion carried (6-0-0-1).

Approve Part Time Position for Planning & Community Development: Director Wright presented the staff report and said that if this proposal is approved, Planning and Community Development will re-purpose a full-time Senior Planner position to a part-time (.60) position. This will provide the City with 1.6 full-time equivalent Senior Planners. The part-time position would focus on complex and time-sensitive projects, including large commercial projects, at the Senior Planner level. A current employee is interested in this part-time position, and approval will benefit the City by retaining a highly-skilled employee. This staffing change has been approved by the Administrative subcommittee. Director Wright then responded to Councilmembers' questions.

Responding to Councilmember McDaniel's question, Director Wright said this position will be reviewed annually in conjunction with the budget. Councilmember McDaniel asked if there are enough desks to support a part time person and another full-time person, and Director Wright responded that there are.

Responding to Councilmember Welch's question, Director Smith said that the City has not considered whether this position is eligible for telecommuting; the position is viewed as part of team with staff and may not be eligible because of that.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Welch, to approve a part-time Senior Planner position. On vote the motion carried (6-0-0-1).

Approve Amendment to Contract with Republic Services: Director Durpos presented the staff report and said that approval of Amendment No. 3 to the contract with Republic Services will result in this contract being extended to 2021 and expiring at the same time as the contract with Waste Management for garbage service. At that point the City can determine whether it wants to go out to bid for a single provider. He then responded to Councilmembers' questions.

In response to Councilmember Daughtry's question, Mayor Spencer reviewed the history of this contract and the one with Waste Management, and said that moving forward with this amendment will allow the City an opportunity in the future when it is time to rebid the contracts.

Councilmember Tageant said Republic Services is an excellent community partner, and he supports this amendment.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to Approve Amendment No. 3 to the Garbage, Recyclables and Yard Collection Contract with Republic Services of Lynnwood. On vote the motion carried (6-0-0-1).

Discussion Items:

Councilmember Daughtry asked if the yellow tagging seen around the City can be cleaned up, and Director Durpos responded it is on the list to do.

Responding to Councilmember McDaniel's question, Director Durpos said that the thermoplastic application is about 70% completed.

Councilmember Welch asked regarding the trees that were brought up by a citizen at the last meeting, whether those trees are the City's responsibility or the neighborhood's. Director Durpos said the trees are located in the right-of-way in the planter strip and the neighborhood does not have a homeowners association. Director Durpos did meet with the citizen and inspected the trees and concluded they were a poor choice for that location. Public Works is trying to work with the neighbors for a solution, including possibly removing the trees and replacing them with a better variety; funds for this approach would come from the tree mitigation fund.

Responding to Councilmember Holder's question, Director Durpos said the City is working with the Lake Stevens School District to resolve the problems with Lake Drive.

Executive Session: None.

Study Session: None.

Adjourn:

Moved by Councilmember Tageant, seconded by Councilmember Daughtry to adjourn the meeting at 8:08 p.m. On vote the motion carried (6-0-0-1).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 24, 2017

Subject: Washington Traffic Commission Grant

Contact Person/Department:	John Dyer/Police Department	Budget Impact:	None
-----------------------------------	-----------------------------	-----------------------	------

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize Mayor to Approve Interlocal Agreement with the Washington Traffic Commission.

SUMMARY/BACKGROUND:

Every year, the State traffic commission awards grants for emphasis patrols throughout the year. The emphasis patrol revolves around:

- DUI Emphasis
- Distracted Driving Emphasis
- Motorcycle Safety Emphasis
- Seat Belt Emphasis

The amount awarded to Lake Stevens for 2018 is \$11,500. The program works with the LSPD offering overtime to Officers to work these emphasis patrols. The officers work the patrol, the City pays them their overtime rate, and then is reimbursed through the grant. We monitor the amount given so that we do not exceed the grant amount.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: This is a pass through grant, with expenditures matched by the revenue

ATTACHMENTS:

- A. Grant



INTERAGENCY AGREEMENT

BETWEEN THE

WASHINGTON TRAFFIC SAFETY COMMISSION

AND

City of Lake Stevens

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and the City of Lake Stevens, hereinafter referred to as "SUB- RECIPIENT."

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

1. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Catalog of Federal Domestic Assistance (CFDA) numbers 20.600 and 20.616, for traffic safety grant project 2018-HVE-2399-City of Lake Stevens, specifically to provide funding for the SUB-RECIPIENT to conduct overtime multijurisdictional high-visibility enforcement (HVE) traffic safety emphasis patrols as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic-related deaths and serious injuries.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both Parties, but not earlier than October 1, 2017, and remain in effect until September 30, 2018, unless terminated sooner, as provided herein.

3. STATEMENT OF WORK

Note: This statement of work applies only in the areas that your agency has received funding for specific mobilizations.

GOAL: To reduce traffic related deaths and serious injuries through education of impaired driving, occupant protection, speeding and distracted driving multijurisdictional HVE patrols throughout the state.

SCOPE OF WORK: The statewide high visibility enforcement patrols are paired with media participation to engage, deter, and educate drivers about the impacts of making unsafe decisions when driving.

Law enforcement officers will complete an Emphasis Patrol Activity Log within 48 hours of the completion of the patrols.

Statewide Impaired Driving:

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaigns:

- Holiday DUI Patrols – December 13 – January 1
- Drive Sober or Get Pulled Over – August 17 – September 3

The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Whenever possible statewide mobilization patrols shall begin after 4:00 p.m. and will occur Friday-Sunday.

Statewide Seat Belts:

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- Click It or Ticket – May 14 – June 3

These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Whenever possible these patrols shall occur in areas with the lowest seat belt use.

Statewide Distracted Driving:

The agency will engage in multijurisdictional HVE patrols, as part of the national effort, for all or part of the following campaign:

- On the Road Off the Phone – April 2 - 14

With the State of Washington's new distracted driving law, these patrols will be important to ensure through education and enforcement that drivers understand and are following the new law. These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Wherever possible these patrols shall occur in areas with the highest number of past distracted driving violations.

Motorcycle Safety Patrols (July 6 - 22):

These motorcycle safety patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Patrols should focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes speeding, impaired riding, and following too closely.

Patrols should also focus on the illegal and unsafe driving actions of all other motor vehicles when relating to motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.

Whenever possible, AGENCY should include motorcycle officers in these patrols.

Target Zero Teams Patrols:

The agency will engage in impaired driving multijurisdictional HVE patrols. The DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.

Whenever possible the Target Zero Teams patrols shall begin after 4:00 p.m. Only work done on Task Force/TZM pre-approved dates will be considered for reimbursement. Funds may be used toward impaired driving training purposes, on a case by case basis. Requests should be made in writing prior to the training, submitted to the TZM, and approved by the WTSC.

Flex Patrols:

The local Task Force may coordinate local HVE impaired driving, seatbelt, distracted driving, or speeding patrols during the contract period. Refer to each section above for the scope of work for each category.

Dates may not coincide with statewide patrol periods. Dates of local patrols will be reported in advance to the WTSC on a quarterly basis by the county Target Zero Manager. Refer to

Exhibit B for patrol plan due dates. Only work done on Task Force/TZM pre-approved dates will be considered for reimbursement.

Standardized Field Sobriety Testing (SFST) Training Requirement:

The agency certifies that all officers participating in these patrols are SFST trained and meet the following requirement:

- Officer must be BAC certified and have passed the SFST refresher training within the prior three years, or
- Officer must have successfully completed Advanced Roadside Impaired Driving Enforcement (ARIDE), or
- Officer must be a certified Drug Recognition Expert.

Media Contacts:

All of these patrols are conducted as part of a highly publicized, educational statewide effort. Publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. **At least one individual must be available for weekend media contacts, beginning at noon on Fridays before mobilizations.**

3.1. MILESTONES AND DELIVERABLES

Mobilization

	Dates
DUI Holiday Patrols	December 13 – January 1
Distracted Driving	April 2 - 14
Click It or Ticket	May 14 – June 3
Motorcycle Safety Patrol	July 6 - 22
DUI Drive Sober or Get Pulled Over	August 17 – September 3

3.2. COMPENSATION

3.2.1. Compensation for the overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed \$11,500.00. Payment for satisfactory performance of the overtime work shall not exceed this amount unless the Parties mutually agree to a higher amount in a written Amendment to this Agreement executed by both Parties. Comp-time is not considered overtime and will not be approved for payment.

3.2.2. Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the allocation amounts may be increased or decreased without amending the IAA. HVE grant funds are managed in a

collaborative approach between the sub recipient and the TZM.

3.2.2.1. These alterations must be documented through email communication between all involved parties, including the TZM, and the WTSC Fiscal Analyst.

3.2.2.2. This communication should include the amount of the revised budget total and the names of the agencies impacted by the change in that particular mobilization.

3.2.2.3. Funds within the same budget category only, can be increased and decreased across parties, so long as the modified total does not exceed the regional total allocation per funding category.

3.3. SUMMARY OF PROJECT COSTS

Funds break down into the following enforcement categories:

EMPHASIS PATROL

Statewide Impaired Driving Patrols (Section 402)	\$1,500.00
Statewide Distracted Driving Patrols (Section 402)	\$1,500.00
Statewide Click it or Ticket (Section 402)	\$1,000.00
Statewide Speeding Patrols (Section 402)	\$0.00
Flex Funding (Local DUI, Speed, Distracted, and Seat Belt Patrols) (Section 402)	\$2,000.00
Motorcycle Safety (Section 402)	\$2,000.00
Target Zero Teams (DUI) (Section 405d)	\$3,500.00

3.3.1. WTSC will reimburse for personnel overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, including FICA, Medicare, Worker's Compensation, and Unemployment Insurance. The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, breath testers, etc.) to participate in the emphasis patrols.

3.3.2. The funds issued under this Agreement are only to be used for the specified category

and shall not be commingled between categories.

APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS: 4.

4. PARTICIPATION REQUIREMENTS AND CONDITIONS

For each of the overtime emphasis patrols listed in the Statement of Work, the SUB-RECIPIENT will follow all protocols detailed in the “Multijurisdictional High Visibility Enforcement Protocols,” which will be provided by the WTSC. Exceptions to these protocols must be pre-approved by the WTSC prior to the emphasis patrol(s).

5. PERFORMANCE STANDARDS

Participating law enforcement officers working overtime hours are required to make a minimum of three self-initiated contacts per hour of enforcement. The WTSC recognizes that some contacts may result in time- consuming enforcement-related activities, and these activities are reimbursable. Other activities, such as collision investigations or emergency response that are not initiated through emphasis patrol contact WILL NOT be reimbursed.

6. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit officer Emphasis Patrol Logs through the Washington Enterprise Management System (WEMS), or by other pre-approved means, within 48 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the “BILLING PROCEDURE” section.

7. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

8. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written Amendment to this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties.

9. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto.

10. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law,

including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

11. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each Party agrees to bear its own attorney fees and costs.

12. BILLING PROCEDURE

The SUB-RECIPIENT shall submit monthly invoices for reimbursement to WTSC with supporting documentation as WTSC shall require. All invoices for reimbursement shall be submitted using:

- Form A-19 provided by WTSC or its pre-approved equivalent
- Emphasis Patrol Log
- Overtime approval sheets signed by the officer's supervisor

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2018, **must be received by WTSC no later than August 10, 2018**. All invoices for goods received or services performed between July 1, 2018, and September 30, 2018, **must be received by WTSC no later than November 15, 2018**.

13. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

14. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

15. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

16. DISPUTES

16.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the Parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

16.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

17. GOVERNANCE

17.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

17.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- 17.2.1.** Applicable federal and state statutes and rules
- 17.2.2.** Terms and Conditions of this Agreement
- 17.2.3.** Any Amendment executed under this Agreement
- 17.2.4.** Any SOW executed under this Agreement
- 17.2.5.** Any other provisions of the Agreement, including materials incorporated by reference

18. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, and that income must be applied to project purposes or used to reduce project costs.

19. INDEMNIFICATION

19.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent

acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

19.2. The SUB-RECIPIENT waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend, and hold harmless the WTSC, its officers, employees, or agents.

19.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

20. INDEPENDENT CAPACITY

The employees or agents of each Party who are engaged in the performance of this Agreement shall continue to be employees or agents of that Party and shall not be considered for any purpose to be employees or agents of the other Party.

21. INSURANCE COVERAGE

21.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

21.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB- RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

22. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB- RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

23. RECORDS MAINTENANCE

23.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel

of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

23.2. Records and other documents, in any medium, furnished by one Party to this Agreement to the other Party, will remain the property of the furnishing Party, unless otherwise agreed. The receiving Party will not disclose or make available this material to any third Parties without first giving notice to the furnishing Party and giving them a reasonable opportunity to respond. Each Party will utilize reasonable security procedures and protections to assure that records and documents provided by the other Party are not erroneously disclosed to third Parties.

24. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB- RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

25. RIGHTS IN DATA

25.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called “Work Product”) pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

25.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

25.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

26. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30- day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new funding limitations or conditions.

27. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

28. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

29. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

30. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB- RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15- day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

31. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either Party may terminate this Agreement,

without cause or reason, with 30 days written notice to the other Party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

32. TREATMENT OF ASSETS

32.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB- RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

32.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

32.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

32.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

32.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

32.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub-contractors.

33. WAIVER

A failure by either Party to exercise its rights under this Agreement shall not preclude that Party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

34. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

35. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

35.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1300.

35.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

35.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

35.4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Covered Transactions sections of 2 CFR part 180.

35.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

35.6. The lower tier participant further agrees by signing this Agreement that it will include the

clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1300.

35.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

35.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

35.9. Except for transactions authorized under paragraph 35.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

35.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

35.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

36. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

36.1. The SUB-RECIPIENT shall:

36.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and shall

specify the actions that will be taken against employees for violation of such prohibition.

36.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB-RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

36.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 36.1.1. of this section.

36.1.4. Notify the employee in the statement required by paragraph 36.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

36.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 36.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

36.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

37. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

38. FEDERAL LOBBYING

38.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

38.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a

Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

38.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

38.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

38.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

39. NONDISCRIMINATION

39.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

39.1.1. To comply with all federal nondiscrimination laws and regulations, as may be amended from time to time.

39.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non- discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

39.1.3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA.

39.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such

contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

39.1.5. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub-contract or sub-agreement that receives federal funds under this program.

40. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

41. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

42. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

43. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the Parties for all communications, notices, and reimbursements regarding this Agreement:

The Contact for the SUB-RECIPIENT is:	The Contact for WTSC is:
Stacey McShane target.zero@snoco.org 425388381	Erika Mascorro emascorro@wtsc.wa.gov 360-725-9860 ext.

44. AUTHORITY TO SIGN

The undersigned acknowledgment that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligation set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

City of Lake Stevens

Signature

Printed Name

Title

Date

WASHINGTON TRAFFIC SAFETY COMMISSION

Signature

Printed Name

Title

Date



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 24, 2017

Subject: ICART (Interagency Child Abduction Response Team)

Contact Person/Department:	John Dyer/Police Department	Budget Impact:	None
-----------------------------------	-----------------------------	-----------------------	------

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize Mayor to enter into Interlocal Agreement with the Snohomish County Establishing Interagency Child Abduction Response Team (ICART).

SUMMARY/BACKGROUND:

Through the efforts of the Snohomish County Sheriffs and Police Chiefs Association, a proposal to initiate a Interlocal Child Abduction Response Team has been made.

The purpose of this team will be to bring the needed resources together in cases of child abduction or children missing through suspicious circumstances. This program will work along the lines of the County-wide SMART team, which brings investigators together to investigate Officer Involved Shootings.

Individual agencies, if they are able to, will assign personnel and equipment to the team. Personnel assigned to this program will be available to respond to a call out of the team when they are needed. Each individual agency with members on the team will be responsible for the cost of using these resources.

This is a very cost effective way to ensure that if this situation were to happen in Lake Stevens, the City would have all of the resources needed to address it. While the City would not be required to add resources to the team in order to receive the service, the intention would be to assign a detective to the team, as the City's way of contributing to the common goal.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: The cost to Lake Stevens would be in the form of providing overtime to Officer responding to a call out, and any training needed to participate in the team.

ATTACHMENTS:

- Agreement Establishing the Snohomish County Interagency Child Abduction Response Team (ICART)

Agreement Establishing the Snohomish County Interagency Child Abduction Response Team (ICART)

This Interagency Agreement establishing the Snohomish County Child Abduction Response Team (ICART) (“Agreement”) is entered into by and between Snohomish County, a political subdivision of the State of Washington, the City of Arlington, a municipal corporation of the State of Washington, the City of Bothell, a municipal corporation of the State of Washington, the City of Brier, a municipal corporation of the State of Washington, the City of Edmonds, a municipal corporation of the State of Washington, the City of Everett, a municipal Corporation of the State of Washington, the City of Gold Bar, a municipal corporation of the State of Washington, the City of Granite Falls, a municipal corporation of the State of Washington, the City of Lake Stevens, a municipal corporation of the State of Washington, the City of Lynnwood, a municipal corporation of the State of Washington, the City of Marysville, a municipal corporation of the State of Washington, the City of Mukilteo, a municipal corporation of the State of Washington, the City of Monroe, a municipal corporation of the State of Washington, the City of Mountlake Terrace, a municipal corporation of the State of Washington, the City of Mill Creek, a municipal corporation of the State of Washington, the City of Snohomish, a municipal corporation of the State of Washington, the City of Stanwood, a municipal corporation of the State of Washington, the City of Sultan, a municipal corporation of the State of Washington, the Stillaguamish Tribe of Indians, a federally recognized Indian Tribe, the Washington State Department of Corrections, an agency of the State of Washington, the Washington State Patrol, an agency of the State of Washington, SNOPAC, an agency created by inter-local agreement, SNOCOM, an agency created by inter-local agreement, the Snohomish County Department of Emergency Management, the Child Advocacy Center of Snohomish County at Dawson Place, a Washington nonprofit corporation, Compass Health, a Washington nonprofit corporation, and Providence Health and Services, a Washington nonprofit corporation (collectively referred to as “ICART Participants”).

Whereas, participants to this agreement believe it to be in the best interest of the community to join together in a multi-discipline team for the purpose of locating and rescuing missing or abducted children when the appropriate circumstances exist; and

Whereas, participants agree to allocate resources to this collective effort and agree to utilize any and all applicable federal laws, state laws, and/or local codes and ordinances to prosecute identified perpetrators as appropriate.

Now Therefore, in consideration of the covenants, conditions, performances, and promises hereinafter contained, ICART Participants agree as follows:

- 1. ICART Goal.** A timely and effective response is critical to locating an abducted or missing child. The goal of the ICART is to coordinate human and physical resources in order to quickly locate and recover children who have been abducted or who are missing under suspicious circumstances.
- 2. TERM.** The term of this Agreement shall be from June 1, 2017, through May 31, 2018. This agreement is automatically renewed on June 1 of each subsequent year unless terminated or modified by the ICART Participant as provided in this Agreement.
- 3. GENERAL ADMINISTRATION.**
 - a. There is hereby created an ICART Board consisting of five (5) voting members and one (1) non-voting member selected from the ICART Participants.
 - i. The voting Board Members shall be:
 1. The Snohomish County Sheriff (or designee)
 2. The Everett Police Chief (or designee)
 3. The WSP District 7 Captain (or designee)
 4. A Chief of Police (or designee) from the municipalities in North and East Snohomish County. This Chief will be selected by a majority of the North and East County ICART Participants.
 5. A Chief of Police (or designee) from the municipalities in South Snohomish County. This Chief will be selected by a majority of the South County ICART Participants.
 - ii. The non-voting Board Member shall be the Snohomish County Prosecuting Attorney (or designee).
 - b. Three (3) voting Board Members shall constitute a quorum. Any action taken by the Board under this Agreement shall be based on a majority vote.
 - c. The Board shall meet in January of each year this ICART Agreement is in effect. The purpose of the meeting will be to receive a report from the ICART Commander concerning activities of ICART over the past year, address issues pertaining to the operation and support of the Team, address changes to the ICART Protocol, appoint/replace ICART Commanders, conduct elections of the Chairman of the Board, and address any other ICART business as necessary.
 - d. The Chairman of the Board may call a special meeting at any time during the year. Special meetings may also be requested by the ICART Commander to address situations where timely decisions by the Board are necessary.
 - e. Each ICART participant shall adopt the ICART Protocol. The ICART Protocol may be amended by a majority vote of the ICART Board.
 - f. The parties do not intend that this Agreement will create a separate legal entity subject to suit.

4. ICART ORGANIZATION.

- a. ICART is a multi-jurisdictional team comprised of local, state, and tribal law enforcement agencies as well as private agencies. ICART will follow a management system for the shared coordination and direction of personnel as well as equipment, technical, and material resources as stated in this Agreement.
- b. The ICART Board will annually appoint two individuals from ICART law enforcement Participants, with a rank of captain or lieutenant, to serve as the ICART Commander and Assistant Commander.
- c. ICART Participants will contribute personnel or material resources to this team as they have the capacity and ability to do so. Nothing in this Agreement shall restrict the ability of ICART Participants to remove contributed personnel or material resources.
- d. Law Enforcement personnel and/or material resources assigned to ICART shall be directed in their ICART duties by the ICART Commander. Non-law enforcement personnel contributed by an ICART Participant will be subject to supervision by the ICART Commander (or designee). All participants remain subject to their own agency's policies and chain of command.
- e. Personnel assigned to this team by an ICART Participant remain employees of their agency. All rights, duties, and obligations of the employer and the employee shall remain with that individual jurisdiction. Each ICART Participant shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, with regard to its employees.

5. COSTS. Each ICART Participant shall be responsible for all costs associated with its participation as stated herein, including employee compensation.

6. EQUIPMENT.

- a. For purposes of this Agreement, the term "Equipment" shall refer to all materials, tools, machinery, equipment, vehicles, supplies, and facilities used by ICART in performing its purpose and function.
- b. Upon termination of this Agreement, any equipment provided to ICART by an ICART Participant will be returned to that participant as soon as practical.

- 7. AMENDMENT.** ICART Participants reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all ICART Participants with the same formality as this Agreement.
- 8. TERMINATION.** Any ICART Participant may terminate its participation in this Agreement by providing thirty (30) days written notice to the other ICART Participants. In the event an ICART Participant terminates its participation, all equipment contributed by that participant will be returned as soon as practical.
- 9. INSURANCE.** All ICART Participants are required, to the best of their ability, to coordinate their liability insurance coverage and/or self-insurance coverages to the extent possible to fully implement and follow the Agreement. However, the consent of any liability insurance carrier or self-insurance pool is not required to make this Agreement effective as between the participants.

10. HOLD HARMLESS.

- a. Each party to this Agreement shall indemnify, defend, and hold the other parties and its agents, employees, and contractors harmless from and against any and all costs, liabilities, suits, losses, damages, claims, expenses, penalties or charges, including, without limitation, reasonable attorneys' fees and disbursements, that the other party may incur or pay out by reason of: any accidents, damages or injuries to persons or property occurring during the Term of this Agreement, but only to the extent the same are caused by any negligent or wrongful act of the indemnifying party.
- b. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend any such matter to the extent allowed by law. An ICART Participant that has terminated its participation in ICART assumes no responsibility for the actions of the remaining participants arising after the date of withdrawal, but shall remain liable for claims of loss or liability arising prior to the effective date of termination.

11. LIMITED WAIVER OF TRIBAL SOVERIGN IMMUNITY.

- a. The Stillaguamish Tribe expressly reserves all of its inherent sovereign rights as a sovereign Tribe, including its rights as a federally-recognized Tribe to sovereign immunity from suit in any state, federal or tribal court without the Tribe's explicit consent. By entering into this Agreement, the Tribe hereby grants a limited waiver of sovereign immunity to the ICART Participants only, subject to and conditioned on the following:
 - i. This limited waiver of sovereign immunity shall not extend to or be used for or to the benefit of any other person or entity of any kind or description whatsoever, including any successor of an ICART Participant.
 - ii. Nothing contained in this Agreement shall be deemed as consent to levy of any judgment, lien or attachment upon any assets, property or interest of the Tribe except as specifically described herein.
 - iii. Nothing in this Agreement nor any activity of the Tribe shall implicate or in any way involve the trust assets or credit of the Tribe or any of its members.
- b. The Tribe hereby expressly waives sovereign immunity to suit only with respect to claims made relating to, or arising under, this Agreement by any ICART Participant, to interpret or enforce the terms of this Agreement, or upon a claim of indemnification by an ICART Participant pursuant to Section 11 of this Agreement. The limit for any claim of indemnification will be the insurance limit set forth in Section 9 of this Agreement. The parties agree that in discharging this indemnification obligation, where the required insurance is procured, the County shall look only to the proceeds of the insurance procured by the Tribe herein, and the policy of insurance obtained by the Tribe shall prohibit the insurer from asserting a defense of sovereign immunity to a claim made under the policy.
- c. The Tribe agrees to assign over to the ICART Participant seeking indemnity, at its request, any and all of its rights against the insurer to effectuate a payment of its indemnification provision. Should the Tribe fail to procure and maintain the insurance required by this Agreement, the Tribe hereby waives any claim of immunity or exemption for any assets it holds that are not subject to a restriction against alienation up to the amount necessary to discharge the indemnity obligation and the costs of collection.

12. DISPUTE RESOLUTION. Any dispute arising under this Agreement will be forwarded to the ICART Board for resolution. The determination made by the ICART Board shall be final and conclusive as between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in section 10 and the waiver of sovereign immunity in section 11 of this Agreement.

13. GOVERNING LAW AND VENUE. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles. The venue of any suit between the parties arising out of this agreement shall be in the Superior Court of Snohomish County, Washington.

14. INTEGRATION. This Agreement constitutes the entire agreement among the parties as to the ICART and no other understandings, oral, or otherwise, regarding the ICART shall be deemed to exist or bind the parties.

15. EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS. This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the ICART Participants.

16. SEVERABILITY. If any part of this Agreement is unenforceable for any reason the remainder of the agreement shall remain in full force and effect.

APPROVED AT THE DIRECTION OF THE PARTICIPATING AGENCY:

Signature

Date

Title

Jurisdiction/Entity

ATTEST:

Jurisdiction Clerk

Date

APPROVED AS TO FORM:

Jurisdiction Attorney

Date



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 10/24/17
Date: _____

Subject: Employee Benefit Changes – AWC Medical and Dental

Contact	Teri Smith/Human Resources	Budget	N/A
Person/Department:	_____	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Mayor to sign Employer Master Participation Agreement between AWC Employee Benefit Trust and City of Lake Stevens

SUMMARY/BACKGROUND:

The City has utilized AWC (Association of Washington Cities) to administer the employee medical, dental and vision plans for over a decade. AWC annually reviews plan options to make adjustments to plan designs, adjust rates, and periodically will eliminate plan options altogether. Often changes are due to events in the health care arena, such as the Affordable Care Act (ACA) and rising costs of healthcare. Over a year ago, AWC announced they were eliminating the Regence Healthfirst and Kaiser \$10 copay plan options effective 12/31/17; these are the medical plans offered to our employees. Generally, the plans were at or above the “Cadillac tax” value, which was a driving decision to eliminate the plans.

The employees and/or their bargaining representatives were notified of the elimination of the plans and provided information about the move to the next best options, Regence Healthfirst 250 and Kaiser 200. These plans represent a lower cost in 2018 than our current plans in 2017. The new plans represent an increased out of pocket cost to employees in the form of deductibles (from \$0 to \$250 per person) and higher co-insurance (from 10% to 20%). However, the premium cost savings will afford the city the opportunity to increase the dental and orthodontia benefits. We will move from Delta Dental Plan A to Plan F; we will also move from Orthodontia Plan I to Plan V. The dental plan enhancements increase the maximum plan benefit from \$1,000 to \$1,500, with several diagnostic and preventative care benefits not counting toward the maximum limit. The new orthodontia plan increases from \$500 to \$2,000 benefit maximum, and will cover adults as well as children.

We have also had some employees express interest in a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). We will be including this plan as an option for employees to select in 2018.

This topic was discussed during the October 19, 2017 Budget Committee meeting and was recommended for approval.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$0 -

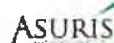
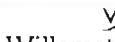
ATTACHMENTS:

- Employer Master Participation Agreement

Employer Master Participation Agreement

awcnet.org

The AWC Employee Benefit Trust is a plan sponsor for health coverage through the following insurance carriers:

Medical	Dental	Vision	EAP	Life & LTD	
   1800 Ninth Ave Seattle, WA 98101  528 E Spokane Falls Blvd, Suite 301 Spokane, WA 99202  601 Union Street, Suite 3100 Seattle, WA 98101	 Delta Dental of Washington 9706 Fourth Ave NE Seattle, WA 98115	 Willamette Dental Group 6950 NE Campus Way Hillsboro, OR 97124	 3333 Quality Drive Rancho Cordova, CA 95670	 NBC Tower 455 N. Cityfront Plaza Drive Chicago, IL 60611-5322	 Standard Insurance Company 1100 SW 6th Ave Portland, OR 97204

Employer: City of Lake Stevens Date form completed: 10/19/2017

Initial Employer Master Participation Agreement Effective date: _____
 Change to existing Employer Master Participation Agreement The effective date of the change is: 1/1/2018

The change to the existing Employer Master Participation Agreement is: Add HDHP plan option; move to Delta Dental

Form completed by: (name, title) Teri Smith, Human Resources Director

Total number of full-time employees eligible for ANY employer sponsored health coverage: 81

Total number of full-time employees:	Eligible	Enrolled
AWC sponsored medical plans	<u>79</u>	<u>79</u>
AWC sponsored dental plans	<u>79</u>	<u>62</u>
AWC sponsored vision plans	<u>79</u>	<u>62</u>

Total number of LEOFF I actives: Fire dept: 0 Police dept: 0

Total number of LEOFF I retirees: Fire dept: 0 Police dept: 0

Do you provide health coverage for your elected officials? Yes No

Total number of elected officials:	Eligible	Enrolled
AWC sponsored medical plans	<u> </u>	<u> </u>
AWC sponsored dental plans	<u> </u>	<u> </u>
AWC sponsored vision plans	<u> </u>	<u> </u>

Do you provide health coverage for your part-time employees? Yes No

If yes, provide your definition of minimum hours worked per week in order for part-time employees to be eligible for benefits. (Cannot be less than 20 hours/week.) 20

Total number of part-time employees:	Eligible	Enrolled
AWC sponsored medical plans	<u>2</u>	<u>2</u>
AWC sponsored dental plans	<u>2</u>	<u>2</u>
AWC sponsored vision plans	<u>2</u>	<u>2</u>

Eligibility criteria:

EMPLOYEES:

1. Employees are covered the first day of the month after date of hire. Yes No
2. Employees have a _____ probationary period and then are covered the first of the month following the date probationary period is completed. Waiting period and enrollment cannot be longer than 90 days. (Written employer policy must be submitted to AWC.)
3. If an employee's hire date is the first day or first working day of the month - is your policy to (check one):
 A. Start the employee's insurance on the first of that month or
 B. Start the employee's insurance on the first of the month *following date of hire*
4. Employee's insurance coverage terminates the first of the month following the date of termination/date of retirement.
 Yes No
If no, please explain employer policy below. (Written employer policy must be submitted to AWC.)

DEPENDENTS:

1. Spouse/Domestic partners are eligible to be covered on the employer's plan. Yes No
2. Domestic partner health care coverage is required by state law. If you have a more generous domestic partner policy than required by Washington state law (RCW 48.44.900), attach the policy.

Joining the Trust:

1. Newly enrolling cities/groups commit to a minimum of three years participation in the Trust.

Plan additions OR plan changes:

1. Written notification of change and/or addition of plan(s) should be sent to the AWC Trust office 30-days prior to the change and/or addition. This will be accomplished by completing a new Master Participation Agreement.

Coverage termination:

1. Written notification of total city coverage termination must be sent to the AWC Trust office as outlined in the Trust Agreement.
2. Cities of any size terminating a group or line of coverage must notify the Trust a minimum of 60 days prior to termination in order to facilitate a smooth transition. Terminations are allowed the first of any month following the 60 day notification period.

Employers should refer to the Trust Agreement which governs the AWC Employee Benefit Trust and is the legal document that guides the Trust. It contains information and requirements on joining and participating in the Trust. A copy is provided upon joining the Trust and re-issued when the agreement is amended and restated.

I have provided these answers as part of the procedure required by the AWC Employee Benefit Trust to provide or change any AWC Trust-sponsored insurance coverage for our employees. I certify that all information completed on this form is true, correct, and complete. I understand that the AWC Trust will rely on each answer to ensure underwriting rule compliance. It is a crime to knowingly provide false, incomplete, or misleading information to the Board of Trustees for the purposes of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits. In addition, the Board of Trustees will have the right to collect any claims payments or other damages.

Signed

Date

Title

Plan offerings

Complete **one sheet for each work group or bargaining unit** (i.e. public works, police guild, finance, etc.) If all employees are on the same plans - write "all employees."

Name of work/bargaining unit Non-Represented # employees eligible 31 (incl 2 PT)

AWC plan offerings

Medical # enrolled 31

 **Regence**

1800 Ninth Ave
Seattle, WA 98101

Regence BlueShield

- AWC HealthFirst® 250
- AWC HealthFirst® 500
- High Deductible Health Plan
- Plan A - LEOFF I only
- Medicare Advantage - LEOFF I retiree only


ASURIS
NORTHWEST HEALTH
528 E Spokane Falls Blvd, Suite 301
Spokane, WA 99202

Asuris Northwest Health

- AWC HealthFirst® 250
- AWC HealthFirst® 500
- High Deductible Health Plan
- Plan A - LEOFF I only
- Medicare Advantage - LEOFF I retiree only


KAIER PERMANENTE
601 Union Street, Suite 3100
Seattle, WA 98101

Kaiser Permanente

- \$200 deductible plan
- \$500 deductible plan
- High Deductible Health Plan
- No copay - LEOFF I only

Kaiser Foundation Health Plan of Washington Options, Inc.

- Access PPO

Dental # enrolled 31

 **DELTA DENTAL**

Delta Dental of Washington
9706 Fourth Ave NE
Seattle, WA 98115

Delta Dental of Washington Basic (0177)

- Plan A
- Plan B
- Plan C
- Plan D
- Plan E
- Plan F
- Plan G
- Plan J

Orthodontia

- Option I
- Option II
- Option III
- Option IV
- Option V


Willamette

Dental Group
6950 NE Campus Way
Hillsboro, OR 97124

Willamette Dental of Washington, Inc.

- \$10 copay
- \$15 copay

Vision # enrolled 31

 **VSP**

3333 Quality Drive
Rancho Cordova, CA 95670
Vision Service Plan

- No deductible (0001)
- \$10 deductible (0002)
- \$25 deductible (0005)
- Low option plan
- Second pair rider

Employee Assistance Program

enrolled 31

 **COMPSPYCH**

The GuidanceResources Company™
NBC Tower
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322

ComPsych

- 1-3 sessions - Included when enrolled on any AWC Trust plan.

- 1-5 sessions
- 1-8 sessions

Include coverage for:

- Not covered by AWC Trust plan, describe:

Life # enrolled 0

 **The Standard**

1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- Basic life
- Accidental Death & Dismemberment
- Dependent life
 - Plan option 1
 - Plan option 2
 - Plan option 3
 - Plan option 4

- Employee additional life
- Spouse additional life

Long-term Disability

enrolled 0

 **The Standard**

1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- 90-day: 60% benefit
- 90-day: 67% benefit
- 180-day: 60% benefit
- 180-day: 67% benefit

Other (non-AWC) plan offerings

	Name of plan/sponsor	# employees eligible	# employees enrolled
Medical			
Dental			
Vision			
EAP			
Life	Standard Insurance	31	31
LTD	Standard Insurance	31	31

Plan offerings

Complete **one sheet for each work group or bargaining unit** (i.e. public works, police guild, finance, etc.) If all employees are on the same plans - write "all employees."

Name of work/bargaining unit	Guild	# employees eligible	33
------------------------------	-------	----------------------	----

AWC plan offerings

Medical	# enrolled	Dental	# enrolled	Vision	# enrolled	Life	# enrolled
 Regence	<u>33</u>	 Delta Dental	<u>33</u>	 VSP 3333 Quality Drive Rancho Cordova, CA 95670 Vision Service Plan	<u>33</u>	 The Standard 1100 SW 6th Ave Portland, OR 97204 Standard Insurance Company	<u>0</u>
<input checked="" type="checkbox"/> Regence BlueShield		<input type="checkbox"/> AWC HealthFirst® 250		<input type="checkbox"/> No deductible (0001)		<input type="checkbox"/> Basic life	
<input type="checkbox"/> AWC HealthFirst® 250		<input type="checkbox"/> AWC HealthFirst® 500		<input type="checkbox"/> \$10 deductible (0002)		<input type="checkbox"/> Accidental Death & Dismemberment	
<input type="checkbox"/> High Deductible Health Plan		<input type="checkbox"/> Plan A - LEOFF I only		<input checked="" type="checkbox"/> \$25 deductible (0005)		<input type="checkbox"/> Dependent life	
<input type="checkbox"/> Plan A - LEOFF I only		<input type="checkbox"/> Medicare Advantage - LEOFF I retiree only		<input type="checkbox"/> Low option plan		<input type="checkbox"/> Plan option 1	
<input type="checkbox"/> Medicare Advantage - LEOFF I retiree only		<input type="checkbox"/> Plan J		<input type="checkbox"/> Second pair rider		<input type="checkbox"/> Plan option 2	
 528 E Spokane Falls Blvd, Suite 301 Spokane, WA 99202		Orthodontia		Employee Assistance Program	<u>33</u>	<input type="checkbox"/> Plan option 3	
<input type="checkbox"/> Asuris Northwest Health		<input checked="" type="checkbox"/> Option I		 ComPsych The GuidanceResources Company™		<input type="checkbox"/> Plan option 4	
<input type="checkbox"/> AWC HealthFirst® 250		<input type="checkbox"/> Option II		NBC Tower 455 N. Cityfront Plaza Drive Chicago, IL 60611-5322		<input type="checkbox"/> Employee additional life	
<input type="checkbox"/> AWC HealthFirst® 500		<input type="checkbox"/> Option III		ComPsych		<input type="checkbox"/> Spouse additional life	
<input type="checkbox"/> High Deductible Health Plan		<input type="checkbox"/> Option IV		<input checked="" type="checkbox"/> 1-3 sessions - Included when enrolled on any AWC Trust plan.			
<input type="checkbox"/> Plan A - LEOFF I only		<input type="checkbox"/> Option V		<input type="checkbox"/> 1-5 sessions			
<input type="checkbox"/> Medicare Advantage - LEOFF I retiree only				<input type="checkbox"/> 1-8 sessions			
 601 Union Street, Suite 3100 Seattle, WA 98101		Willamette Dental Group		Include coverage for:			
<input checked="" type="checkbox"/> Kaiser Permanente		6950 NE Campus Way Hillsboro, OR 97124		<input type="checkbox"/> Not covered by AWC Trust plan, describe:			
<input checked="" type="checkbox"/> \$200 deductible plan		Willamette Dental of Washington, Inc.		<hr/> <hr/>			
<input type="checkbox"/> \$500 deductible plan		<input checked="" type="checkbox"/> \$10 copay					
<input type="checkbox"/> High Deductible Health Plan		<input type="checkbox"/> \$15 copay					
<input type="checkbox"/> No copay - LEOFF I only							
<input type="checkbox"/> Kaiser Foundation Health Plan of Washington Options, Inc.							
<input type="checkbox"/> Access PPO							

Other (non-AWC) plan offerings

	Name of plan/sponsor	# employees eligible	# employees enrolled
Medical			
Dental			
Vision			
EAP			
Life	Standard Insurance	33	33
LTD	Standard Insurance	33	33

Plan offerings

Complete **one sheet for each work group or bargaining unit** (i.e. public works, police guild, finance, etc.) If all employees are on the same plans - write "all employees."

Name of work/bargaining unit Teamsters # employees eligible 17

AWC plan offerings

Medical

enrolled

1800 Ninth Ave
Seattle, WA 98101 **Regence BlueShield**

- AWC HealthFirst® 250
- AWC HealthFirst® 500
- High Deductible Health Plan
- Plan A - LEOFF I only
- Medicare Advantage - LEOFF I retiree only

528 E Spokane Falls Blvd, Suite 301
Spokane, WA 99202 **Asuris Northwest Health**

- AWC HealthFirst® 250
- AWC HealthFirst® 500
- High Deductible Health Plan
- Plan A - LEOFF I only
- Medicare Advantage - LEOFF I retiree only

601 Union Street, Suite 3100
Seattle, WA 98101 **Kaiser Permanente**

- \$200 deductible plan
- \$500 deductible plan
- High Deductible Health Plan
- No copay - LEOFF I only

 Kaiser Foundation Health Plan of Washington Options, Inc.

- Access PPO

Dental

enrolled



Delta Dental of Washington
9706 Fourth Ave NE
Seattle, WA 98115
Delta Dental of Washington
Basic (0177)

- Plan A
- Plan B
- Plan C
- Plan D
- Plan E
- Plan F
- Plan G
- Plan J

Orthodontia

- Option I
- Option II
- Option III
- Option IV
- Option V

Willamette Dental Group
6950 NE Campus Way
Hillsboro, OR 97124

Willamette Dental of Washington, Inc.

- \$10 copay
- \$15 copay

Vision

enrolled



3333 Quality Drive
Rancho Cordova, CA 95670
Vision Service Plan

- No deductible (0001)
- \$10 deductible (0002)
- \$25 deductible (0005)
- Low option plan
- Second pair rider

Employee Assistance Program# enrolled 17

The GuidanceResources Company™
NBC Tower
455 N. Cityfront Plaza Drive
Chicago, IL 60611-5322

ComPsych

- 1-3 sessions - Included when enrolled on any AWC Trust plan.

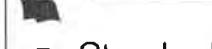
- 1-5 sessions
- 1-8 sessions

Include coverage for:

- Not covered by AWC Trust plan, describe: _____

Life

enrolled



1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- Basic life
- Accidental Death & Dismemberment
- Dependent life
 - Plan option 1
 - Plan option 2
 - Plan option 3
 - Plan option 4

- Employee additional life
- Spouse additional life

Long-term Disability# enrolled 0

1100 SW 6th Ave
Portland, OR 97204
Standard Insurance Company

- 90-day: 60% benefit
- 90-day: 67% benefit
- 180-day: 60% benefit
- 180-day: 67% benefit

Other (non-AWC) plan offerings

	Name of plan/sponsor	# employees eligible	# employees enrolled
Medical			
Dental	Washington Teamsters Welfare Trust	17	17
Vision	Washington Teamsters Welfare Trust	17	17
EAP			
Life	Standard Insurance	17	17
LTD	Standard Insurance	17	17



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: October 24, 2017

Subject: Approve Resolution 2017-17 Supporting the Sno-Isle Library Bond Measure

Contact	Gene Brazel, City Administrator	Budget	N/A
Person/Department:		Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2017-17 Requesting a Special Election Relating to the Issuance of Not More Than \$17,000,000 General Obligation Bonds by the Lake Stevens Library Capital Facility Area (LSCFA) to Finance the Acquisition, Construction, Furnishing and Equipping of a Library Capital Facility and the Imposition of an Excess Levy to Retire Said Bonds

SUMMARY/BACKGROUND: The City and the Library District entered into an Interlocal Agreement for Joint Planning and Development of Public Library and City Civic Facilities, dated August 22, 2016.

On October 11, 2016, the City approved Resolution 2016-19 requesting the Snohomish County Council (the “County Council”) to place two propositions, one establishing a LSCFA to be known as the Lake Stevens Library Capital Facility Area (the “LSCFA”) and one providing for the issuance of general obligation bonds and the imposition of an excess levy to retire said bonds, on the ballot at a special election held on February 14, 2017.

The special election vote was in favor of the establishment of the LSCFA, but the number and proportion of voters required by law to adopt the issuance of the general obligation bonds and the imposition of the excess levy fell short.

The City reaffirms its previous finding that a new library facility in the City is essential to the public welfare and to the residents of the City and the residents of Snohomish County in the areas surrounding the City and supports a request that the Snohomish County Council and the LSCFA Governing Body submit to the voters of the LSCFA a ballot proposition at a special election to be held on February 13, 2018.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

- **Resolution 2017-17**
- **Joint Request for Bond Election**

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2017-17

A RESOLUTION OF THE CITY OF LAKE STEVENS REQUESTING A SPECIAL ELECTION RELATING TO THE ISSUANCE OF NOT MORE THAN \$17,000,000 GENERAL OBLIGATION BONDS BY THE LAKE STEVENS LIBRARY CAPITAL FACILITY AREA (LCFA) TO FINANCE THE ACQUISITION, CONSTRUCTION, FURNISHING AND EQUIPPING OF A LIBRARY CAPITAL FACILITY AND THE IMPOSITION OF AN EXCESS LEVY TO RETIRE SAID BONDS.

WHEREAS, library service to the residents of the City of Lake Stevens (the "City") and the residents of the area surrounding the City is provided through a facility (the "Lake Stevens Library") owned by the City and operated by the Sno-Isle Intercounty Rural Library District (the "Library District"); and

WHEREAS, the City and the areas surrounding the City have experienced a rapid growth in the number of residents; and

WHEREAS, the growing population has resulted in increased usage of the existing Lake Stevens Library; and

WHEREAS, the existing Lake Stevens Library cannot accommodate the larger collection needs of the growing population, cannot support events and programs requested by community members, and cannot be expanded at its current location; and

WHEREAS, the City and the Library District have entered into an Interlocal Agreement for Joint Planning and Development of Public Library and City Civic Facilities, dated August 22, 2016 (the "Joint Development Agreement"), pursuant to which the City and the Library District will jointly develop a public campus (the "Campus") consisting of a new stand-alone library facility, other civic facilities and shared supporting facilities on certain parcels that are currently owned or will be acquired by the City and the Library District, respectively; and

WHEREAS, chapter 27.15 RCW permits, upon the request of the City and the Library District and the approval of the voters, the creation of a library capital facility area (LCFA) to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, on October 11, 2016, the City approved Resolution 2016-19 requesting the Snohomish County Council (the "County Council") to place two propositions, one establishing a LCFA to be known as the Lake Stevens Library Capital Facility Area (the "LSCFA") and one providing for the issuance of general obligation bonds and the imposition of an excess levy to retire said bonds, on the ballot at a special election held on February 14, 2017; and

WHEREAS, on October 24, 2016, the Library District approved Resolution 16-05 requesting the County Council to place two propositions, one establishing the LSCFA and one

providing for the issuance of general obligation bonds and the imposition of an excess levy to retire said bonds, on the ballot at a special election held on February 14, 2017; and

WHEREAS, on November 28, 2016, the County Council approved Motion No. 16-487 calling for a special election within the boundaries of the proposed LSLCFA on February 14, 2017, relating to the establishment thereof, the issuance of the general obligation bonds thereby, and the imposition of an excess levy to retire said bonds; and

WHEREAS, at such special election, the number and proportion of the voters required by law for the adoption thereof voted in favor of the establishment of the LSLCFA, but not the issuance of the general obligation bonds and the imposition of the excess levy; and

WHEREAS, the Library District and the City reaffirm that (a) the new library facility on the Campus will be developed in accordance with the Joint Site Development Plan to be adopted pursuant to Section 2 of the Joint Development Agreement, under the supervision and control of the Project Coordinating Committee described in Section 11 of the Joint Development Agreement; (b) except as otherwise provided in the Joint Development Agreement or Joint Site Development Plan, the Library District shall be responsible for designing, administering the construction, furnishing and equipping of, and owning, operating and maintaining the new Lake Stevens Library to be financed by the approved ballot propositions as set forth in the Memorandum of Understanding between the Library District and the City (attached hereto as Exhibit B); and (c) the LSLCFA Governing Body will enter into an appropriate interlocal agreement with the City and the Library District agreeing to such arrangements; and

WHEREAS, RCW 27.15.050 provides in part that a library capital facility area may contract indebtedness or borrow money to finance library capital facilities and may issue general obligation bonds for such purpose not exceeding an amount, together with any existing indebtedness of the library capital facility area, equal to one and one-quarter percent of the value of the taxable property in the district and impose excess property tax levies to retire the general indebtedness as provided in RCW 39.36.050 if a ballot proposition authorizing both the indebtedness and excess levies is approved by at least three-fifths of the voters of the library capital facility area voting on the proposition, and the total number of voters voting on the proposition constitutes not less than forty percent of the total number of voters in the library capital facility area voting at the last preceding general election;

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

1. Reaffirmation of Finding. The City reaffirms its previous finding that a new library facility in the City is essential to the public welfare and to the residents of the City and the residents of Snohomish County in the areas surrounding the City.

2. Request to the County Council and the LSLCFA. The City requests that the Snohomish County Council and the LSLCFA Governing Body, pursuant to RCW 27.15.050 and RCW 39.36.050, submit to the voters of the LSLCFA a ballot proposition at a special election to be held on February 13, 2018, which shall read substantially as follows:

Proposition 1: The Snohomish County Council adopted Motion No. ___, and the Governing Body of the Lake Stevens Library Capital Facility Area adopted Resolution No. ___, each concerning a proposition to finance a library facility. This proposition would authorize the Lake Stevens Library Capital Facility Area to acquire, construct, furnish and equip a new library in Lake Stevens; to incur indebtedness to finance such improvements through the issuance of up to seventeen million dollars (\$17,000,000) in general obligation bonds maturing within 20 years; and to levy annual excess property taxes to repay such bonds. Should this proposition be:

APPROVED REJECTED

3. Approval of Joint Request. The City approves the Joint Request for Bond Election (the "Joint Request"), attached hereto as Exhibit A.

4. Election Costs. The Library District shall pay all of the costs of submitting the ballot proposition to the voters of the LSLCFA.

5. Condition of Request. This request is conditioned upon the adoption and receipt of a similar resolution from the Library District.

6. Authorization to Submit Resolution to the Snohomish County Council and LSLCFA. The Mayor and City Clerk are hereby authorized and directed to certify a copy of this resolution and submit it to the County Council and the LSLCFA Governing Body with the Joint Request.

Passed by the City Council and approved by the Mayor of the City of Lake Stevens, Washington, at a regular meeting thereof held this ___ day of _____, 2017.

CITY OF LAKE STEVENS, WASHINGTON

By: _____
John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Exhibit A

JOINT REQUEST FOR BOND ELECTION

**Joint Request of the City of Lake Stevens and
the Sno-Isle Intercounty Rural Library District**

WHEREAS, library service to the residents of the City of Lake Stevens (the "City") and the residents of the area surrounding the City is provided through a facility (the "Lake Stevens Library") owned by the City and operated by the Sno-Isle Intercounty Rural Library District (the "Library District"); and

WHEREAS, the City and the areas surrounding the City have experienced a rapid growth in the number of residents; and

WHEREAS, the growing population has resulted in increased usage of the Lake Stevens Library; and

WHEREAS, the existing Lake Stevens Library cannot accommodate the larger collection needs of the growing population, cannot support events and programs requested by community members, and cannot be expanded at its current location; and

WHEREAS, the City and the Library District have entered into an Interlocal Agreement for Joint Planning and Development of Public Library and City Civic Facilities, dated August 22, 2016 (the "Joint Development Agreement"), pursuant to which the City and the Library District will jointly develop a public campus (the "Campus") consisting of a new stand-alone library facility, other civic facilities and shared supporting facilities on certain parcels that are currently owned or will be acquired by the City and the Library District, respectively; and

WHEREAS, chapter 27.15 RCW permits, upon the request of the City and the Library District and the approval of the voters, the creation of a library capital facility area to construct, acquire, maintain and remodel library capital facilities; and

WHEREAS, the cost of developing a new library on the Campus to replace the existing Lake Stevens Library can most fairly be paid by those residents of the area served by the new Lake Stevens Library through the establishment of a library capital facility area and its issuance of bonds to finance the acquisition, construction, furnishing and equipping of the new Lake Stevens Library; and

WHEREAS, on October 11, 2016, the City approved Resolution 2016-19 requesting the Snohomish County Council (the "County Council") to place two propositions, one establishing a library capital facility area to be known as the Lake Stevens Library Capital Facility Area (the "LSCFA") and one providing for the issuance of general obligation bonds and the imposition of an excess levy to retire said bonds, on the ballot at a special election held on February 14, 2017; and

WHEREAS, on October 24, 2016, the Library District approved Resolution 16-05 requesting the County Council to place two propositions, one establishing the LSLCFA and one providing for the issuance of general obligation bonds and the imposition of an excess levy to retire said bonds, on the ballot at a special election held on February 14, 2017; and

WHEREAS, on November 28, 2016, the County Council approved Motion No. 16-487 calling for a special election within the boundaries of the proposed LSLCFA on February 14, 2017, relating to the establishment thereof, the issuance of the general obligation bonds thereby, and the imposition of an excess levy to retire said bonds; and

WHEREAS, at such special election, the number and proportion of the voters required by law for the adoption thereof voted in favor of the establishment of the LSLCFA, but not the issuance of the general obligation bonds and the imposition of the excess levy; and

WHEREAS, the City and the Library District have each, by resolutions attached hereto as Exhibits 1 and 2, approved the submittal of this joint request; and

WHEREAS, the Library District and the City reaffirm that (a) the new library facility on the Campus will be developed in accordance with the Joint Site Development Plan to be adopted pursuant to Section 2 of the Joint Development Agreement, under the supervision and control of the Project Coordinating Committee described in Section 11 of the Joint Development Agreement; (b) except as otherwise provided in the Joint Development Agreement or Joint Site Development Plan, the Library District shall be responsible for designing, administering the construction, furnishing and equipping of, and owning, operating and maintaining the library capital facilities financed by the approved ballot propositions as set forth in the Memorandum of Understanding, dated October 24, 2016, between the Library District and the City; and (c) the Lake Stevens Library Capital Facility Area Governing Body will enter into an appropriate interlocal agreement with the City and the Library District agreeing to such arrangements;

NOW THEREFORE, the City of Lake Stevens and the Sno-Isle Intercounty Rural Library District request as follows:

1. Joint Request. The City and the Library District jointly request that the Snohomish County Council and the LSLCFA Governing Body, pursuant to RCW 27.15.050 and RCW 39.36.050, submit to the voters of the said area one ballot proposition at a special election to be held on February 13, 2018, which shall read substantially as follows:

Proposition 1: The Snohomish County Council adopted Motion No. ___, and the Governing Body of the Lake Stevens Library Capital Facility Area adopted Resolution No. ___, each concerning a proposition to finance a library facility. This proposition would authorize the Lake Stevens Library Capital Facility Area to acquire, construct, furnish and equip a new library in Lake Stevens; to incur indebtedness to finance such improvements through the issuance of up to seventeen million dollars (\$17,000,000) in general obligation bonds maturing within 20 years; and to levy annual excess property taxes to repay such bonds. Should this proposition be:

APPROVED



REJECTED



2. Costs. The Library District shall pay all of the costs of submitting the ballot proposition to the voters of the LSLCFA.

APPROVED this ____ day of _____, 2017.

CITY OF LAKE STEVENS, WASHINGTON

SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT

By: _____
John Spencer, Mayor

_____, President

ATTEST:

Barb Stevens, City Clerk

_____, Secretary

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Exhibit B

**MEMORANDUM OF UNDERSTANDING CONCERNING
LAKE STEVENS LIBRARY FACILITIES AND SERVICES**

I. PARTIES

This Memorandum of Understanding (“MOU”) is entered into by and among the City of Lake Stevens, a Washington municipal corporation (the “City”), and the Sno-Isle Intercounty Rural Library District, a Washington municipal corporation (the “Library District”) (the City and Library District are collectively hereafter referred to herein as the “Parties”).

II. PURPOSE AND RECITALS

- 2.1 The existing Lake Stevens Library is presently owned by the City and operated by the Library District to serve residents of the City and surrounding areas.
- 2.2 The City and areas surrounding the City have experienced growth in the number of residents, and the growing population has resulted in increased usage of the existing Lake Stevens Library.
- 2.3 The existing Lake Stevens Library cannot accommodate the larger collection needs of the growing population, cannot support events and programs requested by community members, and cannot be expanded at its current location.
- 2.4 The City and the Library District have previously entered into an Interlocal Agreement for Joint Planning and Development of Public Library and City Civic Facilities (the “Joint Development Agreement”), dated August 22, 2016, pursuant to which the City and the Library District will jointly develop a public campus (the “Campus”) consisting of a new stand-alone library facility, other civic facilities and shared supporting facilities on certain parcels that are currently owned or will be acquired by the City and the Library District, respectively.
- 2.5 The City Council of the City and the Board of Trustees of the Library District have determined that the cost of developing a new library on the Campus to replace the existing Lake Stevens Library can most fairly be paid by those residents of the area served by the Lake Stevens Library through the establishment of a library capital facility area and its issuance of bonds to finance the acquisition, construction, furnishing and equipping of a new library on the Campus (the “New Lake Stevens Library”).

2.6 The Parties intend to request that two propositions be submitted to the voters, on February 14, 2017: one to authorize the formation of the Lake Stevens Library Capital Facility Area (“LSCFA”), and the second one to authorize the LSCFA to issue bonds to finance the acquisition, construction, furnishing and equipping of the New Lake Stevens Library (collectively, the “Proposed Ballot Propositions”) and to levy the corresponding excess taxes to pay the bonds. The Parties wish to clearly identify the agreements and understandings between the parties for the submission of the Proposed Ballot Propositions, so that the voters can clearly evaluate the Proposed Ballot Propositions.

III. APPLICABILITY AND TERM

3.1 **Applicability.** This MOU shall apply to the Proposed Ballot Propositions and otherwise as expressly set forth herein.

3.2 **Term.** This MOU shall remain in effect until the occurrence of any of the following events: (a) the Proposed Ballot Propositions are not submitted to the voters on February 14, 2017; (b) neither of the Proposed Ballot Propositions receives sufficient votes to pass as verified by certification of the February 14, 2017 election; or (c) the approval, execution and delivery of a three-party interlocal agreement by and among the City, the Library District and the LSCFA (which agreement shall include, *inter alia*, the material substantive provisions of this MOU) with respect to the acquisition, design, construction, furnishing, equipping, operations and maintenance of the New Lake Stevens Library. In the event the Proposed Ballot Proposition to form the LSCFA receives sufficient votes to pass, but the Proposed Ballot Proposition to issue bonds and to levy the corresponding excess taxes to pay the bonds does not receive sufficient votes to pass, either party on thirty (30) days notice to the other may terminate this MOU.

IV SEPARATE RESPONSIBILITIES OF PARTIES

4.1 **Funding.** In the event of passage of the Proposed Ballot Propositions, the newly formed LSCFA shall issue the bonds in the full amount, as approved by the voters, and deliver the proceeds to the Library District exclusively to pay or reimburse the Library District for the costs of acquiring, designing, constructing, furnishing and equipping the New Lake Stevens Library, consistent with the provisions of chapter 27.15 RCW.

4.2 **Title to Facility.** Legal title to the property consisting of the New Lake Stevens Library (the “Property”), including but not limited to the land, building, furnishings, library collections and equipment acquired with bond proceeds, shall be held by the Library District.

4.3 **Maintenance and Operation.** In the event of passage of the Proposed Ballot Propositions, the Library District shall maintain and operate the New Lake Stevens Library.

4.4 **Abandonment of Library Development.** In the event that the Library District abandons development of the New Lake Stevens Library, the Library District shall offer the City an option to purchase the Property (or the property described in Exhibit B of the Joint Development Agreement, as applicable) at its then-current fair market value as determined by a mutually agreed-upon MAI-certified appraiser. If the option to purchase is not exercised within six (6) months of it being offered, the Library District may offer the Property for sale to others on terms as it sees fit.

V. JOINT RESPONSIBILITIES OF PARTIES

5.1 **Design and Construction of the Library.** The New Lake Stevens Library shall be developed in accordance with the Joint Site Development Plan to be adopted pursuant to Section 2 of the Joint Development Agreement, under the supervision and control of the Project Coordinating Committee described in Section 11 of the Joint Development Agreement. Except as otherwise provided in the Joint Development Agreement or the Joint Site Development Plan, the Library District, on behalf of the LSLCFA, shall select and contract with the architects, engineers and other consultants and contractors, and shall approve their work. Costs of developing the Campus, including the portion thereof occupied by the New Lake Stevens Library, shall be allocated between the City and the Library District in accordance with Section 12 of the Joint Development Agreement. The Library District shall be responsible for administering the finances and construction of the New Lake Stevens Library from proceeds of the bond issue. The costs of acquisition, design, construction, furnishing and equipping the New Lake Stevens Library shall be paid (or reimbursed) from proceeds of the LSLCFA bond issue. The Library District shall be responsible for the selection and acquisition of the furnishings, library collections and equipment.

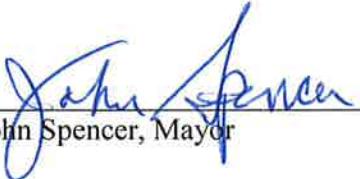
5.2 **Election Costs.** The Library District shall pay all of the costs of submitting the Proposed Ballot Propositions to the voters of the proposed LSLCFA.

5.3 **Joint Request For Submission of Proposed Ballot Propositions.** The Parties shall submit a joint request with their respective resolutions requesting that the Snohomish County Council submit the Proposed Ballot Propositions to the voters at an election to be held on February 14, 2017, as set forth therein.

IN WITNESS WHEREOF, the parties have signed this MOU, effective on the latest date indicated below.

DATED this 24th day of October, 2016.

CITY OF LAKE STEVENS, WASHINGTON


John Spencer, Mayor

Date: 11/17/2016

ATTEST:


Barb Stevens, City Clerk

Kathy Pugh, Deputy City Clerk

Approved as to form:

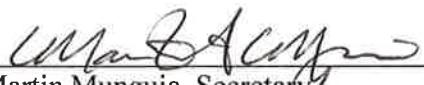

Grant K. Weed
City Attorney

SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT


Susan Cohn, President
Sno-Isle Libraries Board of Trustees

Date: 11/24/16

ATTEST:


Martin Munguia, Secretary

VI. DISPUTE RESOLUTION

6.1 The Parties mutually agree to enter into mediation through an agreed upon mediator and process, if agreement cannot be reached regarding interpretation or implementation of any provision of this MOU. The parties shall use the mediation process in good faith to attempt to come to agreement early in the process, and prior to any appeals or litigation which either might otherwise be entitled to bring.

VII. CONTACTS FOR PARTIES

City Administrator
City of Lake Stevens

1812 Main Street
P.O. Box 257
Lake Stevens, WA 98258
[phone]

Jonalyn Woolf-Ivory
Library Director
Sno-Isle Intercounty Rural
Library District

7312 35th Avenue NE
Marysville, WA 98271
(360) 651-7000



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 24, 2017

Subject: Interim Marijuana Regulations – Ordinance 1003

Contact Person/Department: Russ Wright, Community
Development Director

Budget Impact: none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Adopt Ordinance 1003 prohibiting the retail sales of marijuana in the Commercial District.

SUMMARY:

When Council adopted regulations in May of 2016, it proposed waiting two years before reviewing marijuana regulations again. In February of 2017, City Council indicated it was open to re-examining the number of allowed marijuana retail locations, based on a request from an interested retailer. In May 2017, the city received a citizen-initiated code amendment to allow a second retail location.

At the June 21st and September 6th meetings, the Planning Commission discussed the proposal and concerns about the existing regulations. There was a desire on behalf of some commission members to restrict marijuana sales in the Commercial District. Staff presented several options for consideration to address the applicant's request and Planning Commission's concerns. A portion of the commission members believed the number of retail outlets should be maintained at one, while others suggested the land use should be restricted to the industrial zones.

Staff met with City Council to discuss the proposed code amendment and shared the major points of the Planning Commission's discussions, specifically that there was not support for a second location, particularly in the proposed area near Frontier Village. Some Councilmembers shared similar concerns about a second location and the proposed location. There was discussion about further limiting the location of marijuana sales to the industrial districts. There was a dissenting Council opinion noting that marijuana was a legal product and should be allowed within the confines of the law comparing marijuana sales to liquor and tobacco sales.

At the October 4, 2017 City Council Meeting, Council directed staff to bring back an interim ordinance to prohibit the retail sales of marijuana in the Commercial District. These regulations would be in place until the Planning Commission makes a final recommendation and Council takes a final action related to the allowed number of marijuana retail facilities in the city.

DISCUSSION

The Revised Code of Washington (RCW) 36.70A.390 allows jurisdictions to enact interim regulations to preserve the status quo without prior notice or a public hearing provided a public hearing is held within 60 days of adoption and findings of fact are addressed. The attached ordinance (Attachments A) provides findings of fact. A public hearing to consider the interim ordinance will be held on December 12, 2017. The Planning Commission will make recommendations on permanent regulations to City Council at that time.

APPLICABLE CITY POLICIES: Lake Stevens Municipal Code 14.38.020(b)

BUDGET IMPACT: There is not a budget impact; however, a second retail location would bring in additional retail tax revenue to the city.

EXHIBITS:

1. Ordinance No. 1003

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

ORDINANCE NO. 1003

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
RELATING TO GROWTH MANAGEMENT, ADOPTING AN INTERIM
OFFICIAL CONTROL PROHIBITING THE ESTABLISHMENT, SITING,
LOCATION, PERMITTING, LICENSING OR OPERATION OF NEW RETAIL
LOCATIONS TO SELL MARIJUANA IN THE COMMERCIAL DISTRICT;
ADOPTING FINDINGS OF FACT; PROVIDING FOR A PUBLIC HEARING;
AMENDING LSMC 14.38.020(b)(4)(vi) AND ESTABLISHING AN EFFECTIVE
DATE.**

WHEREAS, Initiative Measure No. 502 (I-502), approved by the voters of Washington state on November 6, 2012, legalized the production, sale and use of marijuana products purchased from State licensed stores for adults age twenty-one (21) and over; and

WHEREAS, on February 10, 2014 the Lake Stevens City Council adopted Ordinance 908 related to the siting and administration of marijuana facilities; and

WHEREAS, Second Engrossed Substitute House Bill 2136 and Senate Bill 5052 revised state requirements for state marijuana regulations; and

WHEREAS, on May 10, 2016, the Lake Stevens City Council adopted Ordinance 958 amending its marijuana regulations; and

WHEREAS, The Lake Stevens City Council and Planning Commission have been reviewing proposed changes to the city's marijuana regulations following the receipt of a citizen-initiated code amendment; and

WHEREAS, the City Council wishes to explore options for regulating the siting and establishment of retail marijuana facilities, including potentially prohibiting the siting and establishment of such facilities within certain zoning-designations; and

WHEREAS, without adequate regulations retail marijuana facilities may locate in areas that would create negative impacts and potential safety issues for the City and its citizens; and

WHEREAS, the City Council wishes to prevent additional retail marijuana facilities or uses from siting or commencing such use in the City of Lake Stevens during the period of time necessary for the City to consider appropriate regulations for such facilities; and

WHEREAS, on October 10, 2017, the Lake Stevens City Council on a vote of 4-0-0, directed staff to bring forward an interim ordinance to prohibit the retail sales of marijuana in the Commercial District; and

WHEREAS, RCW 36.70A.390 provides that the City Council may adopt an immediate interim zoning ordinance, interim zoning maps, and interim official controls for a period of up to six months if a public hearing on the proposal is held within at least sixty (60) days; and

WHEREAS, moratoria, interim zoning ordinances, interim zoning maps, and interim official controls enacted under RCW 36.70A.390 are methods by which local governments may preserve the status quo so that new regulations will not be rendered moot by intervening development; and

WHEREAS, the proposed interim official control will promote the public health, safety, morals, and general welfare, and it is consistent with the goals and policies of the Comprehensive Plan; and

WHEREAS, this ordinance satisfies the procedural and substantive requirements of and is consistent with the GMA; and

WHEREAS, pursuant to WAC 197-11-880 and LSMC Chapter 16.04, the adoption of this ordinance is exempt from the requirements for a threshold determination under the State Environmental Policy Act (SEPA; and

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

Section 1. The City Council adopts and incorporates the foregoing recitals as findings as if set forth fully herein.

Section 2. LSMC 14.38.020(b) is hereby amended to read as follows:

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

(1) Principal Uses.

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

(2) Secondary Uses.

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Educational services (colleges and/or technical schools);
- (iv) Finance and insurance;
- (v) Health care services;
- (vi) Information services;
- (vii) Personal services;
- (viii) Professional, scientific, and technical services;
- (ix) Public administration; and
- (x) Warehousing, storage and distribution.

(3) Residential Uses.

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

(4) Special Regulations.

- (i) Health care, professional, scientific, and technical services require a conditional use permit per Section [14.16C.045](#) when the structure's footprint exceeds 10,000 gross square feet;
- (ii) Places of worship over 10,000 gross square feet require a conditional use permit per Section [14.16C.045](#);
- (iii) Wireless and cellular communications facilities require an administrative conditional use permit per Section [14.16C.015](#);
- (iv) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures, unless a conditional use permit is granted per Section [14.16C.045](#);
- (v) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted; and

(vi) Marijuana retail facilities are permitted, subject to Section 14.44.097 are not allowed.

Section 3. This Ordinance shall be referred to the Lake Stevens Planning Commission for study, review and a recommendation to the City Council for modified zoning regulations related to the retail sales of marijuana.

Section 4. Public hearing. The Lake Stevens City Council will hold a public hearing on this matter on December 12, 2017, at the hour of 7:00 PM at 12309 – 22nd Street, N.E., Lake Stevens, Washington, for the purpose of hearing public testimony on this matter in accordance with RCW 36.70A.390. The notice

for the public hearing shall specifically indicate that this ordinance may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

Section 5. Ordinance to be Transmitted to Department. Pursuant to RCW 36.70A.106, a copy of this interim Ordinance shall be transmitted to the Washington State Department of Commerce.

Section 6. Severability. 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 7. Effective Date. 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 Lake Stevens City Council, this Ordinance shall automatically expire and be deemed to have been repealed six (6) months following its effective date.

ADOPTED by the City Council and **APPROVED** by the Mayor this 24th day of October 2017.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First and Final Reading: _____, 2017

Published: _____

Effective Date: _____



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: October 24, 2017

Subject: Interim ordinance temporarily prohibiting the establishment, siting, location, permitting, licensing or operation of supervised drug consumption facilities pursuant to enacting Ordinance 1004.

Contact Person/Department: Russ Wright, Planning & Community Development

Budget Impact: none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Actions:

1. Adopt Ordinance 1004 temporarily prohibiting the establishment, siting, location, permitting, licensing or operation of supervised drug consumption facilities within the City of Lake Stevens pursuant to the authority of RCW 36.70A.390.
2. Set a time for a public hearing within 60 days of adoption of Ordinance 1004 – scheduled for December 12, 2017.

BACKGROUND/HISTORY:

In 2016, King County and the cities of Seattle, Renton, and Auburn convened a Heroin and Opioid Addiction Task Force, which released a report in September 2016. The report included recommendations to prevent opioid addiction and improve opioid use disorder outcomes in King County, including a recommendation to establish, on a pilot program basis, at least two sites for supervised opioid consumption in King County.

Snohomish County and other jurisdictions within the state are and have enacted similar interim ordinances or moratoriums to prohibit the siting of supervised drug consumption facilities within their jurisdictions while they consider permanent regulations.

The recommendation to establish supervised drug consumption facilities in the region highlights the lack of regulation of such facilities within the City of Lake Stevens. Concerns have been expressed about negative impacts to the community that would occur if such a facility were to be sited within City.

To prevent the interim establishment of a supervised drug consumption facility while the City Council explores potential remedies, the council can impose interim emergency regulations. This ordinance would, for 12 months, prohibit the siting of a supervised drug consumption facility within the City, while a work plan is implemented and the City Council considers options for permanent regulations, including potentially banning such facilities within the city altogether.

The project scope would include a review of legal policy, topical research and a review of other jurisdictions codes with the planning commission and drafting of permanent regulations followed by a public hearing and recommendation to city council.

The Revised Code of Washington (RCW) 36.70A.390 allows jurisdictions to enact emergency regulations / moratoria to preserve the status quo without prior notice or a public hearing provided a public hearing is held within 60 days of adoption, a work plan is provided and findings of fact are addressed. The attached ordinance provides findings of fact and a work plan is proposed (**Attachments A & B**). The work plan sets a date for a public hearing to consider the interim ordinance on December 5, 2017 and lays out a schedule for research, meetings/hearing with the Planning Commission and City Council to study and act on permanent regulations.

APPLICABLE CITY POLICIES: Chapters 14.08, and 14.40 of the Lake Stevens Municipal Code

BUDGET IMPACT: There is not a budget impact.

EXHIBITS (attached):

Attachment A - Ordinance 1004

Attachment B - Work Plan (Supervised Drug Consumption Facility Ordinance)

ATTACHMENT A

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

ORDINANCE NO. 1004

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON RELATING TO GROWTH MANAGEMENT, ADOPTING AN
INTERIM OFFICIAL CONTROL PROHIBITING THE SITING OF SUPERVISED
DRUG CONSUMPTION FACILITIES AND AMENDING LSMC 14.08.010 AND
LSMC 14.40.090 (TABLE 14.40-I: TABLE OF PERMISSIBLE USES BY ZONES),
DECLARING AN EMERGENCY AND SETTING A DATE FOR PUBLIC
HEARING.**

WHEREAS, in March 2016, King County and the cities of Seattle, Renton, and Auburn convened a Heroin and Opioid Addiction Task Force; and

WHEREAS, in September 2016, the Heroin and Opioid Addiction Task Force released a report with recommendations to prevent opioid addiction and improve opioid use disorder outcomes in King County; and

WHEREAS, one of the recommendations of the Heroin and Opioid Addiction Task Force was to establish, on a pilot program basis, at least two sites for supervised opioid consumption in King County; and

WHEREAS, Lake Stevens does not currently regulate the siting and establishment of supervised drug consumption facilities; and

WHEREAS, the City Council has concerns about negative impacts to communities resulting from supervised drug consumption facilities; and

WHEREAS, the City Council wishes to research and explore options for regulating the siting and establishment of supervised drug consumption facilities, including potentially prohibiting the siting and establishment of such facilities within the City; and

WHEREAS, without adequate regulations and review processes, new supervised drug consumption facilities may locate in areas that would create negative impacts and potential public safety issues for the City; and

WHEREAS, the City Council wishes to prevent supervised drug consumption facilities or uses from siting or commencing such use in the City during the period of time necessary for the City to consider appropriate regulations for such facilities; and

WHEREAS, Lake Stevens is an optional municipal code City and RCW 35A.11.020 confers broad legislative powers on the City's Council;

WHEREAS among the City's powers is the power to plan and zone under Chapter 35A.63 RCW;

WHEREAS, RCW 35A.63.220 provides that the City Council may adopt a moratorium, interim zoning ordinance, interim zoning map, and/or interim official control; and,

WHEREAS, RCW 36.70A.390 authorizes the City Council to adopt an immediate moratorium, interim zoning ordinance, interim zoning map, and/or interim official control for a period of up to twelve (12) months if a public hearing on the proposal is held within at least sixty (60) days of its adoption and a work plan is developed for related studies providing for the period; and

WHEREAS, moratoria, interim zoning ordinances, interim zoning maps, and interim official controls enacted under RCW 35A.63.220 are methods by which local governments may preserve the status quo so that new regulations will not be rendered moot by intervening development.

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

Section 1. The City Council makes the following findings and conclusions:

A. The City Council adopts and incorporates the foregoing recitals as findings as if set forth fully herein.

B. Proposals to open supervised drug consumption facilities within the region have highlighted the lack of regulation of such facilities and uses within the City.

C. The interim zoning regulations in LSCM 14.08.010 and LSCM 14.40.090 (Table 14.40-I: Table of Permissible Uses By Zones) will prohibit new supervised drug consumption facilities from locating or establishing such a use in the City while regulations that address the siting of supervised drug consumption facilities, including the possibility of prohibiting such facilities entirely, are considered.

D. It is in the best interest of Lake Stevens to prohibit supervised drug consumption facilities from locating or establishing such a use in the City at this time, pending further research, study and public engagement on potential long-term regulatory changes.

E. The proposed interim official control will promote the public health, safety, morals, and general welfare, and it is consistent with the goals and policies of the City's Comprehensive Plan.

F. This ordinance satisfies the procedural and substantive requirements of and is consistent with the GMA.

G. Pursuant to WAC 197-11-880 and LSCM 16.04.050, the adoption of this ordinance is exempt from the requirements for a threshold determination under the State Environmental Policy Act (SEPA).

Section 2. The City Council finds and concludes that adopting an interim official control to regulate the siting of supervised drug consumption facilities is necessary for the immediate preservation of the public peace, health or safety. Non-emergency options would not be adequate to prevent supervised drug consumption facilities from opening in neighborhoods where they would be detrimental to the public peace, health, and safety. Based on the foregoing, the City Council declares that a public emergency exists under RCW 35A.12.130 and this ordinance shall take effect immediately if passed by a majority plus one vote of the City Council.

Section 3. Lake Stevens Municipal Code Section 14.08.010 Definitions of Basic Terms is amended to read as follows (adding a definition for "Supervised drug consumption facility"):

14.08.010 Definitions of Basic Terms.

Unless otherwise specifically provided, or unless clearly required by the context, the words and phrases defined in this section shall have the meaning indicated when used in this title.

Access Easement. An easement for vehicle access over another piece of property and dedicated primarily for ingress/egress to one or more lots.

Access Tract. A privately owned tract of land used primarily for ingress/egress for four or fewer dwelling units.

Accessory Use. (See Section 14.40.050)

Accommodation Services. Facilities that provide lodging or short-term accommodations for travelers, vacationers, and others that include bed and breakfasts, hotels, inns, and motels.

Administrative Conditional Use (previously *Special Use*). A use allowed in a zone after review by the department and with approval of permit conditions as necessary to make the use compatible with other permitted uses in the same vicinity and zone.

Adult Entertainment.

(a) “Adult entertainment establishments” means adult motion picture theaters, adult drive-in theaters, adult bookstores, adult cabarets, adult video stores, adult retail stores, adult massage parlors, adult sauna parlors or adult bathhouses, which are defined as follows:

(1) “Adult bathhouse” means a commercial bathhouse which excludes any person by virtue of age from all or any portion of the premises.

(2) “Adult bookstore” means a retail establishment in which:

(i) Ten percent or more of the “stock-in-trade” consists of books, magazines, posters, pictures, periodicals or other printed materials distinguished or characterized by an emphasis on matter depicting, describing or relating to “specified sexual activities” or “specified anatomical areas”; and

(ii) Any person is excluded by virtue of age from all or part of the premises generally held open to the public where such material is displayed or sold.

(3) “Adult cabaret” means a commercial establishment which presents go-go dancers, strippers, male or female impersonators, or similar types of entertainment and which excludes any person by virtue of age from all or any portion of the premises.

(4) “Adult massage parlor” means a commercial establishment in which massage or other touching of the human body is provided for a fee and which excludes any person by virtue of age from all or any portion of the premises in which such services are provided.

(5) “Adult motion picture theater” means a building, enclosure, or portion thereof, used for presenting material distinguished or characterized by an emphasis on matter depicting, describing, or relating to “specified sexual activities” or “specified anatomical areas” for observation by patrons therein.

(6) "Adult retail store" means retail establishment in which:

- (i) Ten percent or more of the "stock-in-trade" consists of books, magazines, posters, pictures, periodicals or other printed materials distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas"; and
- (ii) Any person is excluded by virtue of age from all or part of the premises generally held open to the public where such material is displayed or sold.

(7) "Adult sauna parlor" means a commercial sauna establishment which excludes any person by virtue of age from all or any portion of the premises.

(8) "Adult video store" means a retail establishment in which:

- (i) Ten percent or more of the stock-in-trade consists of books, magazines, posters, pictures, periodicals or other printed materials distinguished or characterized by an emphasis on matter depicting, describing or relating to specified sexual activities or specified anatomical areas; and
- (ii) Any person is excluded by virtue of age from all or part of the premises generally held open to the public where such material is displayed or sold.

(b) "Specified anatomical areas" means:

- (1) Less than completely and/or opaquely covered human genitals, pubic region, buttock, or female breast below a point immediately above the top of the areola;
- (2) Human male genitals in a discernably turgid state even if completely or opaquely covered.

(c) "Specified sexual activities" means:

- (1) Acts of human masturbation, sexual intercourse, or sodomy; or
- (2) Fondling or other erotic touching of human genitals, pubic region, buttock or female breast; or
- (3) Human genitals in a state of sexual stimulation or arousal.

(d) "Stock-in-trade" means:

- (1) The dollar value of all products, equipment, books, magazines, posters, pictures, periodicals, prerecorded video tapes, discs, or similar material readily available for purchase, rental, viewing, or use by patrons of the establishment, excluding material located in any storeroom or other portion of the premises not regularly open to patrons; or
- (2) The number of titles of all products, equipment, books, magazines, posters, pictures, periodicals, other printed materials, prerecorded video tapes, discs, or similar material readily available for purchase, rental, viewing, or use by patrons of the establishment, excluding material located in any storeroom or other portion of the premises not regularly open to patrons.

Agency with Jurisdiction. An agency with authority to approve, veto, or finance all or part of a SEPA-nonexempt proposal (or part of a proposal). The term does not include an agency authorized to adopt rules or standards of general applicability that could apply to a proposal, when no license or approval is required from the agency for the specific proposal. The term also does not include a local, State, or federal agency involved in approving a grant or loan, that serves only as a conduit between the primary administering agency and the recipient of the grant or loan. Federal agencies with jurisdiction are those from which a license or funding is sought or required.

Agriculture Land. Land used for commercial production (as shown by record of any income) of horticultural, viticultural, floricultural, dairy, apiary, or animal products, or of vegetables, Christmas trees, berries, grain, hay, straw, turf, seed, or livestock, and that has long-term (six years or longer) commercial significance for agricultural production.

Alley. A thoroughfare or right-of-way, usually narrower than a street, which provides access to the rear boundary of two or more residential or commercial properties and is not intended for general traffic circulation. Alleys are only permitted for properties fronting a public road.

Alteration. Any human-induced action which impacts the existing condition of a critical area. Alterations include but are not limited to grading; filling; dredging; draining; channelizing; cutting, pruning, limbing or topping, clearing, relocating or removing vegetation; applying herbicides or pesticides or any hazardous or toxic substance; discharging pollutants; grazing domestic animals; paving, construction, application of gravel; modifying for surface water management purposes; or any other human activity that impacts the existing vegetation, hydrology, wildlife or wildlife habitat. Alteration does not include walking, passive recreation, fishing or other similar activities.

Amusement and Recreation. Enterprises that operate facilities or provide services that enable patrons to participate in recreational activities or pursue amusement, hobby, and leisure-time interests that may include specific uses, such as amusement parks, arcades, golf courses, and bowling centers.

Animated Display Boards. Any display designed to catch attention by using animated graphics or moving text, excluding information screens located on drive-through window menu boards which are used to convey order information to the customer.

Antenna. Equipment designed to transmit or receive electronic signals.

Antenna Array. Consists of one or more rods, panels, discs or similar devices used for the transmission or reception of radio frequency signals, which may include omni-directional antenna (rod), directional antenna (panel) and parabolic antenna (disc).

Appeal (Definition related to flood permits only). A request for a review of the interpretation of any provision of this title or a request for a variance.

Applicant. A person, partnership, corporation, or other legal entity who applies for any approval under this title and who is an owner of the subject property or the authorized agent of the owner. The applicant for a project permit is deemed to be a participant in any comment period, open record hearing, or closed record appeal.

Aquifer Recharge Area. Geological formations with recharging areas having an effect on aquifers used for potable water where essential source of drinking water is vulnerable to contamination.

Arts and Entertainment. Enterprises involved in producing or promoting performances, events, exhibits, or spectator sports intended for public viewing; and enterprises that exhibit objects of historical, cultural, and educational interest or animals, such as art galleries, museums and zoos.

Base Flood. The flood having a one percent chance of being equaled or exceeded in any given year (also referred to as the “100-year flood”). The area subject to the base flood is the special flood hazard area designated on Flood Insurance Rate Maps as Zones “A” or “V” including AE, AO, AH, A1-99 and VE.

Base Flood Elevation (BFE). The elevation of the base flood above the datum of the effective FIRM to which floodwater is anticipated to rise during the base flood.

Basement. Any area of a building having its floor below ground level (subgrade) on all sides in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Best Available Science. Current scientific information, which is used to designate, regulate, protect, or restore critical areas and which is derived from a valid scientific process as set forth in WAC [365-195-900](#) through [365-195-925](#) and Section [14.88.235](#).

Best Management Practices (BMPs). The best available conservation practices or systems of practices and management measures that:

- (a) Control soil loss and protect water quality from degradation caused by nutrients, animal waste, toxins, and sediment; and
- (b) Minimize adverse impacts to surface water and groundwater flow, circulation patterns, and to the chemical, physical, and biological characteristics of critical areas.

Billboard. An off-premises sign owned by a person, corporation, or other entity that engages in the business of selling the advertising space on that sign.

Binding Site Plan. A drawing to a scale specified in this title which: (a) identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified herein; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established in this title; and (c) contains provisions making any development be in conformity with the site plan.

Block. A group of lots, tracts, or parcels within well defined and fixed boundaries.

Boarding House. A residential use consisting of at least one dwelling unit together with more than two rooms that are rented or are designed or intended to be rented but which rooms, individually or collectively, do not constitute separate dwelling units. A rooming house or boarding house is distinguished from a tourist home in that the former is designed to be occupied by longer term residents (at least month-to-month tenants) as opposed to overnight or weekly guests.

Boathouse or Boat Shelter. An over-water structure specifically designed or used for storage of boats with permanent walls and/or roofs.

Bog. A wetland with limited drainage and generally characterized by extensive peat deposits and acidic waters. Vegetation can include, but is not limited to, sedges, sphagnum moss, eriogonums, shrubs, and trees.

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

Boundary Line Adjustment. The adjustment of boundary lines between two abutting platted or unplatted lots, tracts or parcels, which does not create any additional lot, tract, parcel, or site and which results in no lot, tract, parcel, or site that contains insufficient area and dimension to meet minimum requirements for width and area.

Breakaway Wall. A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Buffer Areas, Wetlands. Areas that are contiguous to and protect a critical area and are required for the continued maintenance, functioning, and/or structural stability of a critical area.

Buffer Management. An activity proposed by a public agency, public utility, or private entity, and approved by the Planning and Community Development Director, within a buffer required by this title, that is proposed to:

- (a) Reduce or eliminate a verified public safety hazard;
- (b) Maintain or enhance wildlife habitat diversity; or
- (c) Maintain or enhance a fishery or other function of stream, wetland, or terrestrial ecosystems.

Building. A structure designed to be used as a place of occupancy, storage or shelter.

Building, Accessory. A minor building that is located on the same lot as a principal building and that is used incidentally to a principal building or that houses an accessory use.

Building Permit. An official document or certificate issued by the Building Official authorizing performance of construction or alteration of a building or structure.

Building, Principal. The primary building on a lot or a building that houses a principal use.

Bulletin Board. A board or wall on which bulletins, notices or displays are attached by pushpin, tape, staple or similar method and which are intended for communicating information to the target audience at a close distance, usually not to exceed four feet.

Cannabis. All parts of the plant Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. For the purposes of this definition, "cannabis" does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, except the resin extracted therefrom, fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. The term "cannabis" includes cannabis products and useable cannabis.

Carriage House. A single-level unit on top of a common garage in a cottage housing development.

Certificate of Concurrency. The certificate issued by the Department of Planning and Community Development upon finding that an application for a development approval will not result in the reduction of the level of service standards set forth in the Comprehensive Plan.

Certify. Whenever this title requires that some agency certify the existence of some fact or circumstance to the city, the city may require that such certification be made in any manner that provides reasonable assurance of the accuracy of the certification. By way of illustration, and without limiting the foregoing, the city may accept certification by telephone from some agency when the circumstances warrant it, or the city may require that the certification be in the form of a letter or other document.

Change of Use. A change of the type of use of a building from one principal use category to another. It shall be determined to have occurred when it is found that the general character of the building use has been modified and results in an intensification of land use that will require new development conditions to comply with existing regulations.

Channel Migration Area. The area within the lateral extent of likely stream channel movement due to stream bank destabilization and erosion, rapid stream incision, aggradations, avulsions, and shifts in location of stream channels locally characterized to include the outer limits of the special flood hazard area.

Child Care Center (definition related to recreational marijuana facilities regulations only). An entity that regularly provides child day care and early learning services for a group of children for periods of less than 24 hours licensed by the Washington State Department of Early Learning under Chapter [170-295](#) WAC. Child care centers include “Commercial Day Care Center” and “In-Home Day Care” entities.

Circulation Area. That portion of the vehicle accommodation area used for access to parking or loading areas or other facilities on the lot. Essentially, driveways and other maneuvering areas (other than parking aisles) comprise the circulation area.

City. The City of Lake Stevens.

City-Sponsored/Co-Sponsored Event. The City Administrator may consider some events for City sponsorship or co-sponsorship. City-sponsored events must benefit the community as a whole, be open to the general public and offer activities that would encourage the participation of residents.

Classes, Wetland. The wetland taxonomic classification system of the United States Fish and Wildlife Service (Cowardin, et al. 1978).

Clearing. The act of removing or destroying vegetation or other organic plant materials by physical, mechanical, or chemical means.

Cluster. A group of residential dwelling units arranged around usable open space (Cluster Subdivisions, Section 14.48.070) or a common open area (Cottage Housing Development Standards, Chapter 14.46).

Combination Use. A use consisting of a combination on one lot of two or more principal uses separately listed in the Table of Permissible Uses, Section [14.40.010](#). (Under some circumstances, a second principal use may be regarded as accessory to the first, and thus a combination use is not established. See Section [14.40.050](#) (Accessory Uses). In addition, when two or more separately owned or separately operated enterprises occupy the same lot, and all such enterprises fall within the same principal use classification, this shall not constitute a combination use.)

Common Open Area. An area improved for passive recreational use or gardening. A common open area is required to be owned and maintained commonly, through a homeowners' or condominium association or similar mechanism. It does not include cottages, other buildings, driveways, parking areas, and the individual dwelling unit areas that define the spacing around each cottage. Except for interior walkways, it does not include paved surfaces.

Community Group-Care Facility. An agency, other than a foster-family home, which is maintained and operated for the care of a group of children on a 24-hour basis.

Compensation. The replacement, enhancement, or creation of an undevelopable critical area equivalent in functions, values and size to those being altered by or lost to development.

Complete Application. An application which contains all required information and signatures and which is accompanied by payment of all fees required to be submitted by Title [14](#) or by any formal written rule or procedure adopted by the City. (See Section 14.16A.220(f).)

Comprehensive Plan. The City's adopted land use plan.

Concurrency. When adequate public facilities meeting the level of service standard are in place at the time a development permit is issued, or a development permit is issued subject to the determination that the necessary facilities will be in place when the impacts of the development occur, or that improvements or strategy are in place at the time of development or that a financial commitment is in place to complete the improvements or strategies within six years of the time of the development.

Concurrency Determination. A non-binding determination of what public facilities and services are available at the date of inquiry.

Concurrency Management System. The procedures and processes utilized by the City to determine that development approvals, when issued, will not result in the reduction of the level of service standards set forth in the Comprehensive Plan.

Conditional Use. A use allowed in a zone only after review by the Hearing Examiner and with approval of permit conditions as necessary to make the use compatible with other permitted uses in the same vicinity and zone.

Consistency. For the purpose of reviewing a project per ESHB 1724, the term "consistency" shall include all terms used in Chapter IV of that bill and Chapter [36.70A](#) RCW to refer to performance in accordance with Chapter IV of that bill and Chapter [36.70A](#) RCW, including but not limited to compliance, conformity, and consistency.

Construction Facilities. Establishments designed primarily to store construction equipment and materials for the construction of buildings or engineering projects.

Convenience Store. A one story, retail store containing less than 2,000 square feet of gross floor area that is designed and stocked to sell primarily food, beverages, and other household supplies to customers who purchase only a relatively few items (in contrast to a "supermarket"). It is designed to attract and depends upon a large volume of stop and go traffic. Illustrative examples of convenience stores are those operated by the "Arco AM/PM" and "7/11" chains.

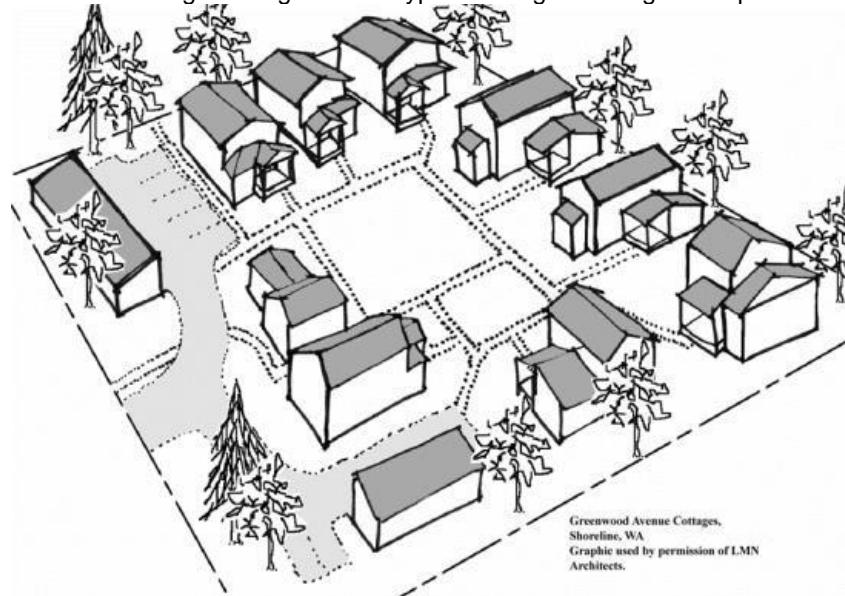
Cooperative. A cooperative established under RCW [69.51A.250](#) to produce and process marijuana only for the medical use of members of the cooperative (definition related to medical marijuana regulations only).

Cottage. A single-family detached dwelling unit, not larger than 1,500 square feet, constructed as part of a cottage housing development. More than one cottage may occupy a single lot.

Cottage Housing Development. One or more clusters of cottages developed under a single land development plan or as part of another land development plan (mixed use development or planned business district) (see Chapter 14.46). A cottage housing development shall have the following characteristics:

- (a) Each cottage is of a size and function suitable for one to three people;
- (b) Each cottage has the construction characteristics of a single-family house as set forth in this chapter;
- (c) Cottages are developed as a detached dwelling or carriage house, common interest community, and share use of common elements such as a common open area, tool shed, community building, gazebo, workshop or parking areas; and
- (d) The site is designed with a unified concept that includes homes surrounding a shared common open area, detached parking arranged on site perimeters, access within the site and from the site, and visually consistent landscaping and architecture.

The following drawing shows a typical cottage housing development:



Greenwood Avenue Cottages,
Shoreline, WA.
Graphic used by permission of LMN
Architects.

Cottage Housing Development Lot. The undivided lot on which a cottage housing development takes place.

Council. The City Council of the City of Lake Stevens.

County Auditor. As defined in Chapter [36.22](#) RCW or the office or person assigned such duties under a county charter.

County Treasurer. As defined in Chapter [36.29](#) RCW or the office or person assigned such duties under a county charter.

Covered Animal. Any hoofed animal usually found on farms, such as horses, ponies, mules, bovine animals, sheep and goats.

Creation, Wetland Mitigation. The manipulation of the physical, chemical, or biological characteristics present to develop a wetland on an upland or deepwater site, where a wetland did not previously exist. Activities typically involve excavation of upland soils to elevation that will produce a wetland hydroperiod, create hydric soils, and support the growth of hydrophytic plant species. Establishment results in a gain in wetland acres.

Crisis Residential Center. An agency which is a temporary protective residential facility operated to perform the duties specified in Chapter [13.32A](#) RCW, in the manner provided in RCW [74.13.032](#) through [74.13.036](#).

Critical Areas. Areas of the City that are subject to natural hazards or any landform feature that carries, holds, or purifies water and/or supports unique, fragile or valuable natural resources including fish, wildlife, and other organisms and their habitat. Critical areas include the following features: geologically hazardous areas, wetlands, streams, frequently flooded hazard areas, fish and wildlife conservation areas, aquifer recharge areas, and groundwater discharge areas.

Critical Facility. A facility necessary to protect the public health, safety and welfare during a flood. Critical facilities include, but are not limited to, schools, nursing homes, hospitals, police, fire and emergency operations installations, water and wastewater treatment plants, electric power stations, and installations which produce, use, or store hazardous materials or hazardous waste (other than consumer products containing hazardous substances or hazardous waste intended for household use) in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Critical Habitat. Habitat necessary for the survival of endangered, threatened, sensitive species as listed by the Federal Government or the State of Washington. Habitat for species listed on the candidate list, or monitored species as listed by the Federal Government or the State of Washington, may be considered critical habitat.

Day Care Center, Commercial. Any child care arrangement that provides day care on a regular basis for more than 12 children of whom at least one is unrelated to the provider. See *Child Care Center*.

Day Care, In-Home. Any child care arrangement that provides day care on a regular basis for less than 12 children of whom at least one is unrelated to the provider. See *Child Care Center*.

De Minimis. Lacking significance, importance, or so minor as to merit disregard.

Dedication. The deliberate appropriation of land by an owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner by the presentment for filing of a final plat or short plat showing the dedication thereon; and the acceptance by the public shall be evidenced by the approval of such plat for filing by the appropriate governmental unit.

Degraded Wetland. A wetland in which the vegetation, soils, and/or hydrology have been adversely altered, resulting in lost or reduced functions and values.

Developable (e.g., *land, acres*). Land on which development can occur per the regulations of this and other titles of the Lake Stevens Municipal Code. Specifically, lands that are considered critical areas per Chapter [14.88](#) (Critical Areas) are not considered developable.

Developable Area. Land outside of critical areas, their setback, and buffers.

Developer. A person, firm or corporation applying for or receiving a permit or approval for a development.

Development (Definition related to flood permits only). Any manmade change to improved or unimproved real estate in the regulatory floodplain, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, storage of equipment or materials, subdivision of land, removal of more than five percent of the native vegetation on the property, or alteration of natural site characteristics in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Development (Definition related to shoreline permits only). A use consisting of the construction or exterior alteration of structures; dredging, drilling, dumping, filling, removal of sand, gravel or minerals, bulkheading, driving of pilings, placing of obstructions, or any project of a permanent or temporary nature which interferes with the normal public use of the surface of the waters of the State subject to Chapter [90.58](#) RCW at any stage of water level.

Development Activity. Any construction or expansion of a building, structure or use; any change in use of a building or structure; or any changes in the use of land.

Development Approval. An approval issued by a body or officer of the City that authorizes a developer or applicant to take or initiate specific development actions within the City.

Development or Development Proposal. Any land use action or manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, site work, or installation of utilities, regulated by Title [14](#) of the Lake Stevens Municipal Code.

Dimensional Nonconformity. A nonconforming situation that occurs when the height, size, floor space, lot coverage, or other dimensional requirements of a structure or the relationship between an existing building or buildings and other buildings or lot lines does not conform to the regulations applicable to the district in which the property is located.

Disabled. Qualified persons with a disability as that term is defined by the Federal Fair Housing Act Amendments, [42](#) USC Section [12131](#)(2), [442](#) USC 3602(h) and (i) and [42](#) USC Section [12210](#)(b)(1) and (2). The term includes persons with a handicap as that term is defined by applicable Federal and State law as the same exists or is hereafter amended. A handicap is:

- (a) A physical or mental impairment which substantially limits one or more of a person's major life activities;
- (b) A record of having such an impairment; or
- (c) Being regarded as having such an impairment.

The term “disabled” includes alcoholics and recovering drug addicts but does not include those who currently and illegally use controlled substances or who constitute a threat to the community.

DNS (Determination of Nonsignificance). The written decision by the responsible official of the lead agency that a proposal is not likely to have a significant adverse environmental impact, and therefore an EIS is not required. See WAC [197-11-734](#).

Driveway. That portion of the vehicle accommodation area that consists of a travel lane bounded on either side by an area that is not part of the vehicle accommodation area.

DS (Determination of Significance). The written decision by the responsible official of the lead agency that a proposal is likely to have a significant adverse environmental impact, and therefore an EIS is required. See WAC [197-11-736](#).

Duplex. See *Residence, Duplex*.

Dwelling Unit. A single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Easement. Land which has specific air, surface, or subsurface rights conveyed for use by someone other than the owner of the subject property or to benefit some property other than the subject property.

Edge. The boundary of a wetland as delineated based on the criteria contained in Chapter [14.88](#).

Educational Services. Facilities that provide instruction and training in a wide variety of subjects by specialized enterprises, such as schools, colleges, universities, and training centers.

Effective Date of This Chapter. Whenever this title refers to the effective date of this chapter, the reference shall be deemed to include the effective date of the chapter as originally adopted, or the effective date of an amendment to it if the amendment creates a nonconforming situation.

Effective Date of This Title. Whenever this title refers to the effective date of this title, the reference shall be deemed to include the effective date of any amendments to this title if the amendment, rather than this title as originally adopted, creates a nonconforming situation.

EIS (Environmental Impact Statement). Defined in WAC [197-11-738](#).

Elementary School (definition related to recreational marijuana facilities regulations only). A school for early education that provides the first four to eight years of basic education and recognized by the Washington State Superintendent of Public Instruction.

Elevated Building. A non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, post, piers, pilings, or columns.

Elevation Certificate. The official form (Form 81-31) used by FEMA to provide elevation information necessary to determine the proper flood insurance premium rate.

Emergency. An action that must be undertaken immediately or within a time frame too short to allow full compliance with this chapter, in order to avoid an immediate threat to public health or safety, to prevent an imminent danger to public or private property, or to prevent an imminent threat of serious environmental degradation.

Emergent Wetland. A wetland with at least 30 percent of its surface covered by erect, rooted, herbaceous vegetation at the uppermost vegetative strata.

Enhancement, Wetland Mitigation. The manipulation of the physical, chemical or biological characteristics of a wetland site, in order to heighten, intensify or improve functions or to change the growth stage or composition of the vegetation present. Enhancement is undertaken for specified purposes such as water quality improvement, flood water retention or habitat improvement. Activities typically consist of planting vegetation, controlling non-native or invasive species, modifying the site elevation or the proportion of open water to influence hydroperiods, or some combination of these activities. Enhancement results in a benefit to some wetland functions and can lead to a decline in other wetland functions but does not result in a gain in wetland acres. Activities typically consist of planting vegetation, controlling non-native or invasive species, modifying site elevations or the proportion of open water to influence hydroperiods, or some combination of these activities.

Erosion Hazard Areas. Lands or areas that, based on a combination of slope inclination and the characteristics of the underlying soils, are susceptible to varying degrees of risk of erosion.

Essential Public Facility. Any facility owned, operated or contracted to be operated by a unit of local or State government, by a public utility or transportation company, or by any other entity providing a public service as its primary mission may qualify as an essential public facility. In general, an essential public facility is a necessary component of a system or network which provides a public service or good; and may be difficult to site because of potential significant opposition.

Essential Public Facility of a County-Wide Nature. Essential public facilities which serve a population base extending beyond the host community, which may include several local jurisdictions within Snohomish County or a significant share of the total County population.

Essential Public Facility of a Regional or Statewide Nature. Essential public facilities which serve a multi-county population base; and other large public facilities appearing on the Office of Financial Management (OFM) list created and maintained pursuant to Chapter [36.70A](#) RCW.

Event. An “event” is:

- (a) Any organized formation, parade, procession or assembly consisting of persons, animals, motorized or nonmotorized vehicles or any combination thereof, traveling in unison and with a common purpose upon any public street, highway, alley, sidewalk, body of water, or other public right-of-way which does not normally comply with normal and usual traffic regulations or controls; or
- (b) Any organized assemblage of 100 or more persons at any public park, beach, body of water, right-of-way, or other publicly owned property, gathering for a common purpose under the direction and control of a responsible person or agency; or
- (c) Any other organized activity or set of activities conducted by an individual, group or entity for a common or collective use or benefit and which may be conducted on public or private property which would have a direct significant impact on:
 - (1) Traffic congestion or traffic flow to and from the event over public streets, bodies of water or rights-of-way;
 - (2) Public streets or rights-of-way near the event; or

(3) City-provided emergency and/or public services such as those provided by police, fire, medical aid or public works personnel.

Event Sponsor. A person making application to hold, host or sponsor an event or person authorized to make application on behalf of a group, organization or agency to hold, host or sponsor an event and who is responsible for being in compliance with any conditions outlined in the event permit for which application was made.

Exotic Species. Plants or animals that are not native to the Puget Sound Lowlands region.

Expenditure. A sum of money paid out in return for some benefit or to fulfill some obligation. The term also includes binding contractual commitments to make future expenditures, as well as any other substantial changes in position.

Exterior Side Property Line. Means the property line, on a corner lot, that abuts the street that is not the front property line.

Extraordinary Hardship. Prevention of all reasonable economic use of the parcel due to strict application of this chapter and/or programs adopted to implement this chapter.

Facade. Any face of a building.

Family. One or more persons related by blood, marriage or adoption, or a group of not more than six persons (excluding servants), not related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit. The term "family" shall also include consensual living arrangements of any number of disabled persons living in a family-like setting which are protected by the provisions of the Federal Fair Housing Act and the Washington Fair Housing Practices Act, RCW [36.70.990](#).

Farm Animals. Includes but is not limited to covered animals, poultry and rabbits.

FEMA. The Federal Emergency Management Agency, the agency responsible for administering the National Flood Insurance Program.

Final Plat. The final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in Chapter [58.17](#) RCW and in this title.

Finance and Insurance. Enterprises engaged in financial transactions and/or in facilitating financial transactions including banking, insurance and annuities, specialized services facilitating or supporting financial intermediation, insurance, and employee benefit programs.

Fire Department. Lake Stevens Fire District.

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

Fish and Wildlife Habitats (of Local Importance). A seasonal range or habitat element with which a given species has a primary association, and which, if altered, may reduce the likelihood that the species will maintain and reproduce over the long-term. These might include areas of relative density or species richness, breeding habitat, winter range, and movement corridors. These also include habitats of limited availability or high vulnerability to alteration, such as cliffs and wetlands.

Flood or Flooding. A general and temporary condition of partial or complete inundation of normally dry land areas from the overflow of inland or tidal waters, and/or the unusual and rapid accumulation of runoff of surface waters from any source.

Flood Fringe. The portion of the floodplain lying outside of the floodway.

Flood Insurance Rate Map (FIRM). The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Flood Insurance Study. The official report provided by the Federal Emergency Management Agency that includes flood profiles, the Flood Insurance Rate Map, and the water surface elevation of the base flood.

Floodplain. See *Regulatory Floodplain*.

Flood Protection Elevation (FPE). The base flood elevation plus one foot.

Floodway. The channel of a stream or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot at any point. As used in this title, the term refers to that area designated as a floodway on the Flood Insurance Rate Map prepared by the U.S. Federal Emergency Management Agency, a copy of which is on file in the Planning and Community Development Department.

Flood Zones. Geographic areas that the FEMA has defined according to varying levels of flood risk. These zones, as depicted on the city's Flood Insurance Rate Map (FIRM), reflect the severity or type of flooding in the area.

Floor Area Ratio (FAR). The ratio of the floor area of a building to the area of the lot on which the building is located.

Flow. The flow rate of a water supply, measured at 20 pounds per square inch (psi) (138 kPa) residual pressure, that is available for firefighting (2006 International Fire Code).

Food Services. Enterprises that prepare meals, snacks, and beverages for on-premises and off-premises consumption including full service restaurants, cafes, fast food restaurants, coffee shops, and taverns.

Footprint. The total floor area, measured at ground level, within the inside perimeter of the exterior walls of the building under consideration.

Forest Land. Land used for growing trees, not including Christmas trees, for commercial purposes (as shown by record of any income) that has long-term (six years or more) commercial significance.

Forested Wetland. Wetlands with at least 20 percent of the surface area covered by woody vegetation greater than 30 feet in height.

Foster-Family Home. An agency which regularly provides care on a 24-hour basis to one or more children, expectant mothers, or persons with developmental disabilities in the family abode of the person or persons under whose direct care and supervision the child, expectant mother, or person with a developmental disability is placed.

Fowl. Birds which are sometimes raised for their eggs or meat including but not necessarily limited to, chickens, turkeys, pigeons, doves, geese, pheasants, and peacocks.

Freestanding Sign. See *Sign, Freestanding.*

Frequently Flooded Areas. Lands indicated on the most current FEMA map to be within the 100-year floodplain. These areas include, but are not limited to, streams, lakes, coastal areas, and wetlands.

Front Property Line. Means the property line abutting a street. In the event of a corner lot, the front property line is that which faces the principal entry into the principal structure.

Functions and Values. The beneficial roles served by critical areas including, but not limited to, water quality protection and enhancement, fish and wildlife habitat, food chain support, flood storage, conveyance and attenuation, groundwater recharge and discharge, erosion control, wave attenuation, aesthetic value protection, and recreation. These roles are not listed in order of priority.

Game Arcade (definition related to recreational marijuana facilities regulations only). An entertainment venue featuring primarily video games, simulators, and/or other amusement devices where persons under 21 years of age are not restricted.

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

G.I.S. Geographic Information System.

G.P.S. Global Positioning System.

Grading. Any excavating or filling of land, including the duff layer, or any combination thereof.

Gross Floor Area. The total area of a building measured by taking the outside dimensions of the building at each floor level intended for occupancy or storage.

Habitable Floor. Any floor usable for living purposes, which includes working, sleeping, eating, cooking, or recreation, or any combination thereof. A floor used only for storage is not a habitable floor.

Harmony. For the purposes of this title, a project may be found to be in harmony with the area in which it is located in terms of design and use when it meets the following criteria:

Harmony of Design. Where a project is subject to the City's Development Design Guidelines or design regulations within this Title it is presumed to be in harmony with the neighborhood in terms of design when it is found to be in conformance with those guidelines or regulations, even if it does not resemble existing development, as it is the intent of the City Council that neighborhoods should eventually develop or redevelop according to those design specifications. Where a project is not subject to those design guidelines or regulations, it may be found to be in harmony with the neighborhood in terms of design when it generally conforms to the architectural aspects (i.e., those aspects addressed in the Development Design Guidelines) of the existing development.

Harmony of Use. A project may be found to be in harmony with the existing uses of a neighborhood if it causes no significant impacts on surrounding uses or, if it could cause significant impacts, that those

impacts have been mitigated through project design or by conditioning the permit to restrict or limit certain aspects of the use so as to minimize those impacts.

Health and Social Service Facilities- Levels I, II and III:

Level I Health and Social Service Facility (Level I HSSF). A Level I HSSF means a use which occupies a residential structure used by the disabled as a residence along with their family members and caregivers. By way of illustration and not limitation, this definition shall include:

- (a) Group homes for the disabled and consensual living arrangements equivalent to a familial setting which are protected by State or federal law as residential uses.
- (b) Adult family homes, licensed pursuant to RCW [70.128.050](#).
- (c) Foster homes licensed pursuant to Chapter [74.15](#) RCW for the placement of youth, disabled or expectant mothers in a residential setting, including but not limited to Foster Family homes, Community Group Care facilities and Crisis Residential Centers.
- (d) Any other residential facilities for the disabled which must be accommodated in a single-family zone pursuant to RCW [36.70.990](#) (Washington Fair Housing Practices Act).

Level II Health and Social Service Facility (Level II HSSF). A Level II HSSF means a use which is licensed or regulated by the State to provide emergent medical treatment on a 24-hour per day basis or which houses persons in an institutional setting that provides chronic care or medical service on a regular recurring basis to its residents and which includes, but are not limited to a:

- (a) Hospital (including acute alcoholism/drug, psychiatric and State mental hospitals).
- (b) Nursing home.
- (c) Private adult treatment home.
- (d) Mental health facility, adult and child residential.
- (e) Soldiers' home and veterans home.
- (f) Large institutional boarding home for the care of senior citizens and the disabled (sometimes known as assisted living facilities).
- (g) State residential school for hearing and visually impaired.
- (h) Alcoholism and drug residential treatment facility.
- (i) Child birthing center/facility.
- (j) Hospice.

Level III Health and Social Service Facility (Level III HSSF). A Level III HSSF means a use, including commercial enterprises and charitable institutions, which provides social, medical, counseling or other forms of treatment in a clinical setting or on an outpatient basis. Shelters providing services to the homeless or other transients shall be included in this category. Level III HSSF includes, but are not limited to an:

- (a) Ambulatory surgical center.
- (b) Blood bank.
- (c) Medical claims processing facility.
- (d) Counseling, psychological and psychiatric treatment clinics in an office setting.
- (e) Eye bank.
- (f) Renal disease center and kidney dialysis treatment center.
- (g) Home health care agency.
- (h) Medical laboratory.
- (i) Occupational and physical therapy facility.
- (j) Rehabilitation facility.
- (k) Homeless and transient shelter.

Health and Social Service Facilities Levels I, II and III do not include:

- (a) Correctional facilities, including but not limited to, group homes for juvenile offenders, juvenile detention facilities, work release, pre-release, or similar facilities, prisons and jails.
- (b) Secure community transition facilities.

Health Care Services. Facilities that provide health care and social assistance for individuals, such as physicians, dentists, mental health and social health care specialists, nursing facilities, and clinics.

Hearing Examiner. A person appointed by the City to conduct public hearings, make decisions, and prepare a record and findings of fact and conclusions on those permit applications outlined in this title.

Hearing Officer. The person, or chair of the board, before whom a hearing is being held. This can be the Planning Director or the Hearing Examiner.

High Volume Traffic Generation. All uses in the 2.000 classification other than low volume traffic generation uses.

Home Occupation. A commercial activity that: (i) is conducted by a person on the same lot (in a residential district) where such person resides, and (ii) is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see Section [14.40.050](#), Accessory Uses).

Household Pet. Any domestic or exotic animal which because of its relatively small size, generally gentle temperament, and ability to learn from or serve man is normally bred and raised to live in or around a residence. The term does not include fowl, livestock or bees.

Hydrant, Private. A fire hydrant which is situated and maintained so as to provide water for firefighting purposes, with restrictions as to its use and accessibility as to public use.

Hydrant, Public. A fire hydrant that is situated within a public or private easement or right-of-way and maintained so as to provide water for firefighting purposes without restrictions as to use or accessibility for fire suppression.

Hydric Soil. Soil that is saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part. The presence of hydric soil shall be determined following the methods described in the Washington State Wetlands Identification and Delineation Manual 1997, or as amended hereafter.

Impervious Surface. A hard surface area, which either prevents or retards the entry of water into the soil mantle as it entered under natural conditions prior to development, and/or a hard surface area, which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, areas that are paved, graveled or made of packed or oiled earthen materials, or other surfaces which similarly impede the natural infiltration of surface and stormwater. Open, uncovered retention/detention facilities shall not be considered as impervious surfaces for the purpose of this chapter.

Infill Development. The creative recycling of vacant or underutilized lands within cities and suburbs. Examples include a vacant lot within an existing neighborhood, surface parking lots, or empty buildings. Infill development can reduce traffic congestion, save open space, and create more livable communities. Infill development contributes to a more compact form of development, which consumes less land and resources and offers increased mobility for those who cannot drive or prefer not to drive.

Information Services. Enterprises that produce and distribute information and cultural products, provide the means to transmit or distribute these products as well as data or communications, and process data including publishing (software, traditional media, and Internet); recording industries; broadcasting industries; and telecommunications industries.

Innovative Housing Options. Different housing styles that provide a choice of housing in the City including, but not limited to, cottages, compact single-family homes, accessory dwelling units, “skinny” houses, and duplexes, triplexes, and fourplexes designed to look like single-family homes.

Internally Illuminated Signs. Signs where the source of the illumination is inside the sign and light emanates through the message of the sign, rather than being reflected off the surface of the sign from an external source. Without limiting the generality of the foregoing, signs that consist of or contain tubes that (a) are filled with neon or some other gas that glows when an electric current passes through it and (b) are intended to form or constitute all or part of the message of the sign, rather than merely providing illumination to other parts of the sign that contain the message, shall also be considered internally illuminated signs.

International Building Code (IBC). The International Building Code as adopted and amended by the City of Lake Stevens.

International Fire Code (IFC). The International Fire Code as adopted and amended by the City of Lake Stevens.

Junk. Any scrap, waste, reclaimable material, or debris, whether or not stored, for sale or in the process of being dismantled, destroyed, processed, salvaged, stored, baled, disposed, or other use or disposition.

Junkyard. Any area, lot, land, parcel, building, or structure, or part thereof, used for the storage, collection, processing, purchase, sale, salvage, or disposal of junk.

Kennel. A commercial operation that: (a) provides food and shelter and care of animals for purposes not primarily related to medical care (a kennel may or may not be run by or associated with a veterinarian), or (b) engages in the breeding of animals for sale.

Lake Stevens. Any lands or waters contained within the incorporated boundaries of the City.

Land Clearing. The cutting, logging, or removal of enough vegetation so that the overall nature of a site's vegetation is altered, except for what would otherwise be considered gardening, landscaping, or yard maintenance on a developed lot or portion of a lot where not all of the lot is developed. For example, selectively logging a few mature trees from many trees would not be considered clearing, while logging all mature trees (even if immature ones are left) so that habitat value or shading is altered, shall be considered clearing. Another example of clearing would be to grub or remove all groundcover (blackberries, etc.) over the area limits specified in the code, while partial grubbing of this area may not be.

Land Uses, High Intensity. Uses which are associated with moderate or high levels of human disturbance or substantial impacts including, but not limited to, a zone classification allowing four or more dwelling units per acre, active recreation, and commercial and industrial land uses.

Land Uses, Low Intensity. Land uses which are associated with low levels of human disturbance or low habitat impacts, including, but not limited to, passive recreation and open space.

Landslide Hazard Areas. Areas that, due to a combination of slope inclination and relative soil permeability, are susceptible to varying degrees of risk of landsliding.

Library (definition related to recreational marijuana facilities regulations only). An organized collection of resources made accessible to the public for reference or borrowing supported with money derived from taxation.

Light Manufacturing and Assembly. Enterprises engaged in the mechanical, physical, or chemical transformation of materials, substances, or assemblage of components into new products. This category typically includes electronics production and assembly, machine shops, medical supplies, clothing manufacturing and similar industries, but does not include smelting, pulp mills, fertilizer production, refineries, animal products, and similar intensive industries that require large footprints and land area.

Live/Work Unit. A structure or portion of a structure combining a commercial/office activity and a residential unit, where the owner of the business or the owner's employee and that person's household occupy the residential space.

Loading and Unloading Area. That portion of the vehicle accommodation area used to satisfy the requirements of Section [14.72.100](#) (Loading and Unloading Areas).

Lot. A fractional part of divided lands having fixed boundaries, being of sufficient area and dimension to meet minimum zoning requirements for width and area. The term shall include tracts or parcels.

If a public body or any authority with the power of eminent domain condemns, purchases, or otherwise obtains fee simple title to or a lesser interest in a strip of land cutting across a parcel of land otherwise characterized as a lot by this definition, or a private road is created across a parcel of land otherwise

characterized as a lot by this definition, and the interest thus obtained or the road so created is such as effectively to prevent the use of this parcel as one lot, then the land on either side of this strip shall constitute a separate lot.

Subject to Section [14.32.020](#) (Nonconforming Lots), the permit-issuing authority and the owner of two or more contiguous lots may agree to regard the lots as one lot if necessary or convenient to comply with any of the requirements of this title.

Lot Area. The total area circumscribed by the boundaries of a lot, except that: (a) when the legal instrument creating a lot shows the boundary of the lot extending into a public street right-of-way, then the lot boundary for purposes of computing the lot area shall be the street right of way line, or if the right-of-way line cannot be determined, a line running parallel to and 30 feet from the center of the traveled portion of the street; and (b) in a residential district, when a private road that serves more than three dwelling units is located along any lot boundary, then the lot boundary for purposes of computing the lot area shall be the inside boundary of the traveled portion of that road.

Lot, Parent. The initial lot from which unit lots are subdivided.

Lot, Unit. One of the individual lots created by the subdivision of a parent lot pursuant to Section [14.46.030](#).

Lowest Floor. The lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements per Chapter [14.64](#) (Floodways, Floodplains, Drainage and Erosion).

Low-Volume Traffic Generation. Uses such as furniture stores, carpet stores, major appliance stores, etc. that sell items that are large and bulky, that need a relatively large amount of storage or display area for each unit offered for sale, and that therefore generate less customer traffic per square foot of floor space than stores selling smaller items.

Management of Companies and Enterprises. Enterprises that administer, oversee, and manage the operation of companies, corporations, or enterprises.

Marijuana. All parts of the plant Cannabis, whether growing or not, with a THC concentration greater than 0.3 percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

Marijuana Concentrates. Any product consisting wholly or in part of the resin extracted from any part of the plant Cannabis and having a THC concentration greater than 10 percent.

Marijuana Facility. A State-licensed marijuana facility and is either a marijuana processing facility or a marijuana retailer.

Marijuana-Infused Products. Products that contain marijuana or marijuana extracts, are intended for human use, are derived from marijuana as defined in this section, and have a THC concentration no

greater than 10 percent. The term “marijuana-infused products” does not include either usable marijuana or marijuana concentrates.

Marijuana Processing Facility (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor and Cannabis Board to process marijuana into marijuana concentrates, usable marijuana and marijuana-infused products, package and label marijuana concentrates, usable marijuana and marijuana-infused products for sale in retail outlets, and sell marijuana concentrates, usable marijuana and marijuana-infused products at wholesale to marijuana retailers.

Marijuana Production Facility (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor and Cannabis Board to produce marijuana at wholesale to marijuana processor licensees and to other marijuana producers.

Marijuana Products. Usable marijuana, marijuana concentrates, and marijuana-infused products as defined in this section.

Marijuana Retailer (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor and Cannabis Board to sell marijuana concentrates, usable marijuana, and marijuana-infused products in a retail outlet.

Marina. A system of piers, buoys, or floats to provide moorage for four or more boats.

Medical Cannabis (Marijuana) Collective Gardens or Collective Garden. A garden where qualifying patients engage in the production, processing, and delivery of cannabis for medical use as set forth in Chapter [69.51A](#) RCW and subject to the limitations therein and in the ordinance codified in this definition.

Medical Cannabis (Marijuana) Dispensary or Dispensary. Any facility or location where medical marijuana is grown, made available to and/or distributed by or to two or more of the following: a primary caregiver, a qualified patient, or a person with an identification card.

Mineral Resource Lands. Lands primarily devoted to the extraction of gravel, sand, other construction materials, or valuable metallic or mineral substances.

Mining, Quarrying, and Oil and Gas Extraction. Enterprises that extract naturally occurring mineral solids (e.g., coal and ores), liquid minerals (e.g., petroleum), and gases (e.g., natural gas); processing of these materials (e.g., crushing, screening, washing, and flotation); and other preparation customarily performed at the mine site, or as a part of mining activity or mining support activities.

Mitigation (Definition related to critical areas and shoreline permits only). An action or combination of actions which avoids, minimizes, or compensates for adverse impacts to critical areas or sensitive resources. Mitigation is considered in the following order of preference:

- (a) Avoiding the impact altogether by not taking a certain action or parts of an action;
- (b) Minimizing impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology or by taking affirmative steps to avoid or reduce impacts;
- (c) Rectifying the impacts by repairing, rehabilitating, or restoring the affected environment;

- (d) Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action;
- (e) Compensating for the impact by replacing, enhancing, or providing substitute resources or environments;
- (f) Monitoring the impact and the compensation project and taking appropriate corrective measures.

Mitigation (Definition related to flood permits only). An action taken to reduce or eliminate the risk of a hazard such as flooding; mitigation

actions attempt to prevent flood hazards from developing into disasters, or to reduce the effects of flooding when it occurs in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Mixed Use. A building or site with two or more different land uses, such as residential, office, manufacturing, retail, public or entertainment.

Mobile Home, Class A. A mobile home constructed after July 1, 1976, that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction and that satisfies each of the following additional criteria:

- (a) The home has a length not exceeding four times its width;
- (b) The pitch of the home's roof has a minimum vertical rise of one foot for each five feet of horizontal run, and the roof is finished with a type of shingle that is commonly used in standard residential construction;
- (c) The exterior siding consists of wood, hardboard, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction;
- (d) A continuous, permanent masonry foundation, unpierced except for required ventilation and access, is installed under the home; and
- (e) The tongue, axles, transporting lights, and removable towing apparatus are removed after placement on the lot and before occupancy.

Mobile Home, Class B. A mobile home constructed after July 1, 1976, that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the time of construction but that does not satisfy the criteria necessary to qualify the house as a Class A mobile home.

Mobile Home, Class C. Any mobile home that does not meet the definitional criteria of a Class A or Class B mobile home.

Mobile Home Park. A residential use in which more than one mobile or manufactured home is located on a single lot.

Mobile or Manufactured Home. A dwelling unit that: (a) is not constructed in accordance with the standards set forth in the International Building Code applicable to site-built homes; and (b) is composed of one or more components, each of which was substantially assembled in a manufacturing plant and

designed to be transported to the home site on its own chassis; and (c) exceeds 40 feet in length and eight feet in width.

Moderate-to-Low-Risk Areas or Non-Special Flood Hazard Area. Lands outside the one percent special flood hazard areas where the risk of being flooded is reduced, but not completely removed. FIRM maps designate non-special flood hazard areas with the letters B, C or X (or a shaded X).

Modular Home. A dwelling unit constructed in accordance with the standards set forth in the International Building Code applicable to site-built homes and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation. Among other possibilities, a modular home may consist of two sections transported to the site in a manner similar to a mobile home (except that the modular home meets requirements of the International Building Code applicable to site-built homes), or a series of panels or room sections transported on a truck and erected or joined together on the site.

National Marine Fisheries Service (NMFS). One of two federal agencies responsible for overseeing the Endangered Species Act (ESA). NMFS is primarily responsible for marine species and anadromous species.

Native Growth Protection Areas (NGPA). Areas where native vegetation is permanently preserved for the purpose of preventing harm to property and the environment, including, but not limited to, controlling surface water runoff and erosion, maintaining slope stability, buffering and protecting plants and animal habitat.

Native Vegetation. Plant species which are indigenous to the Puget Sound Lowlands region.

Natural Floodplain Functions. The contribution that a floodplain makes to support habitat, including, but not limited to, providing flood storage and conveyance, reducing flood velocities, reducing sedimentation, filtering nutrients and impurities from runoff, processing organic wastes, moderating temperature fluctuations, and providing breeding and feeding grounds, shelter, and refugia for aquatic or riparian species.

Natural Resource Lands. Agriculture, forest, and mineral resource lands as defined in Chapter [14.88](#).

Nonconforming Lot, Legal. A lot which does not meet the current minimum area requirement of the district in which the lot is located, but at the time of its creation, it was legally subdivided consistent with the laws in place at the time the lot was created, as well as it met all area and dimension standards for such a lot at that time.

Nonconforming Project. Any structure, development, or undertaking that is incomplete at the effective date of this title and would be inconsistent with any regulation applicable to the district in which it is located if completed as proposed or planned.

Nonconforming Sign. See *Sign, Nonconforming*.

Nonconforming Situation. A situation that occurs when, on the effective date of this title, any existing lot or structure or use of an existing lot or structure does not conform to one or more of the regulations applicable to the district in which the lot or structure is located. Among other possibilities, a nonconforming situation may arise because a lot does not meet minimum acreage requirements, because structures exceed maximum height limitations, because the relationship between existing buildings and the land (in such matters as density and setback requirements) is not in conformity with this title, or

because land or buildings are used for purposes made unlawful by this title. Nonconforming signs shall not be regarded as nonconforming situations for purposes of Chapter [14.32](#) but shall be governed by the provisions of Sections [14.68.150](#) and [14.68.160](#) (Amortization of Nonconforming Signs).

Nonconforming Use. A nonconforming situation that occurs when property is used for a purpose or in a manner made unlawful by the use regulations applicable to the district in which the property is located. (For example, a commercial office building in a residential district may be a nonconforming use.) The term also refers to the activity that constitutes the use made of the property. (For example, all the activity associated with operating a retail clothing store in a residentially zoned area constitutes a nonconforming use.)

Occupancy. The purpose for which a building or part thereof is used, or intended to be used.

On-Premises Sign. See *Sign, On-Premises*.

Open Space. Areas of varied size which contain distinctive geologic, botanic, zoologic, historic, scenic or other critical area or natural resource land features.

Ordinary High Water Mark. A mark that has been found where the presence and action of waters are common and usual and maintained in an ordinary year long enough to mark a distinct character from that of the abutting upland.

Ordinary High Water Mark on Lake Stevens. The mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common and usual, and so long continued in all ordinary years, as to mark upon the soil a character distinct from that of the abutting upland, in respect to vegetation, as that condition exists on June 1, 1971, as it may naturally change thereafter, or as it may change thereafter in accordance with permits issued by the City or the Department of Ecology; provided, that in any area where the ordinary high water mark cannot be found, the ordinary high water mark shall be the line of mean high water. (RCW [90.58.030](#)(2)(b) and (c))

Owner. All persons, partnerships, corporations, and other legal entities that have an ownership interest (including purchasers and sellers under a real estate contract) in the subject property.

Parking Area Aisles. A portion of the vehicle accommodation area consisting of lanes providing access to parking spaces.

Parking Space. A portion of the vehicle accommodation area set aside for the parking of one vehicle.

Parking Structures/Lots, Commercial. Facilities that provide motor vehicle parking spaces on an hourly, daily, or monthly basis and/or valet parking services.

Party of Record. The following persons in an application or appeal are considered a party of record:

- (a) The applicant and any appellant;
- (b) Any person who submitted written comments to the department prior to a Type I or II decision;
- (c) Any person, City department and/or public agency who individually submitted written comments or testified at the open record hearing (excluding persons who have only signed petitions or mechanically produced form letters); and

(d) Any person, City department and/or public agency who specifically requests notice of decision by entering their name and mailing address on a register provided for such purpose at the open record hearing.

A party of record does not include a person who has only signed a petition or mechanically produced form letters. A party of record to an application/appeal shall remain such through subsequent City proceedings involving the same application/appeal. The City may cease mailing material to any party of record whose mail is returned by the postal service as undeliverable.

Permit-Issuing Authority. Person, board, office, or institution having jurisdiction over the permit in question, as specified in Chapters [14.16A](#) and [14.16B](#).

Person. An individual, trustee, executor, other fiduciary, corporation, firm, partnership, association, organization, or other entity acting as a unit.

Person (Definition related to shoreline permits only). An individual, partnership, corporation, association, organization, cooperative, public or municipal corporation or agency of the State or local governmental unit however designated. (RCW [90.58.030](#)(1)(e))

Personal Services. Enterprises that provide personal benefits to individuals, such as repair shops, laundry services, personal care services, death care services, pet care services, etc.

Pesticide Management Plan. A guidance document for the prevention, evaluation, and mitigation for occurrences of pesticides or pesticide breakdown products in ground and surface waters.

Places of Worship. A church, synagogue, temple, or other place of religious worship.

Planned Neighborhood Development (PND). A development constructed on at least 15 acres under single application, planned and developed as an integral unit, and consisting of a combination of residential and nonresidential uses on land within a PND district (see Section [14.36.040](#), Planned Neighborhood Development Districts Established) in accordance with Section [14.16C.080](#).

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

Planning Director. The Director of the Department of Planning and Community Development.

Planning Jurisdiction. The area within the City limits as well as any area beyond the City limits within which the City is authorized to plan for and regulate development, as set forth in Section [14.04.030](#) (Jurisdiction).

Planning Official. The Director of the Department of Planning and Community Development or his/her designee.

Plat. A map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

Plat, Final. The final drawing of a long or short subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this title.

Plat, Formal. See *Plat, Long.*

Plat, Long. A map or representation of a long or formal subdivision.

Plat, Preliminary Long, or Plat, Preliminary Short. A neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, restrictive covenants, and other elements of a subdivision consistent with the requirements of this title. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision.

Plat, Short. A map or representation of a short subdivision.

Playground (definition related to recreational marijuana facilities regulations only). A public outdoor recreation area for children, usually equipped with swings, slides, and other playground equipment, owned and/or managed by a city, county, state, or federal government.

Practicable Alternative. An alternative that is available and capable of being carried out after taking into consideration cost, existing technology, and logistics in light of overall project purposes, and having less impacts to critical areas. It may include an area not owned by the applicant which can reasonably be obtained, utilized, expanded, or managed in order to fulfill the basic purpose of the proposed activity.

Priority Habitats. Areas that support diverse, unique, and/or abundant communities of fish and wildlife, as determined by the Washington Department of Fish and Wildlife Map Products 2006.

Priority Species. Wildlife species of concern due to their population status and their sensitivity to habitat alteration.

Professional, Scientific, and Technical Services. Enterprises that perform professional, scientific, and technical activities for others that require a high degree of expertise and training. Activities performed may include legal services; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services; consulting services; research services; advertising services; veterinary services; and other professional, scientific, and technical services.

Protected Area (Definition related to flood permits only). The lands that lie within the boundaries of the floodway, the riparian habitat zone, and the channel migration area. Because of the impact that development can have on flood heights and velocities and habitat, special rules apply in the protected area in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Public Administration. Federal, State, and local government agencies that administer, oversee, and manage public programs and have emergency, executive, legislative, or judicial authority within a given area.

Public Park (definition related to recreational marijuana facilities regulations only). An area of land for the enjoyment of the public, having facilities for rest and/or recreation, such as a baseball diamond or basketball court, owned and/or managed by a city, county, state, federal government, or metropolitan park district. Public park does not include trails.

Public Place of Adult Entertainment. Any exhibition or dance constituting “adult entertainment,” as defined in this section, which is for the use or benefit of a member or members of the adult public, or

advertised for the use or benefit of a member or members of the adult public, held conducted, operated or maintained for a profit, direct or indirect.

Public Transit Center (definition related to recreational marijuana facilities regulations only). A facility located outside of the public right-of-way that is owned and managed by a transit agency or city, county, state, or federal government for the express purpose of staging people and vehicles where several bus or other transit routes converge. They serve as efficient hubs to allow bus riders from various locations to assemble at a central point to take advantage of express trips or other route to route transfers.

Public Water Supply System. Any water supply system furnishing potable water to two or more dwelling units or businesses or any combination thereof.

Public Water System. A water system that serves two or more connections.

Receive-Only Earth Station. An antenna and attendant processing equipment for reception of electronic signals from satellites.

Recreation Center or Facility (definition related to recreational marijuana facilities regulations only). A supervised center that provides a broad range of activities and events intended primarily for use by persons under 21 years of age, owned and/or managed by a charitable nonprofit organization, city, county, state, or federal government.

Recreational Vehicle. A vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

Re-establishment, Wetland Mitigation. The manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural or historic functions to a former wetland. Activities could include removing fill material, plugging ditches, or breaking drain tiles. Re-establishment results in a gain in wetland acres.

Regulatory Floodplain. The regulatory floodplain is comprised of the special flood hazard area and all protected areas within the jurisdiction.

Regulated Wetlands. Wetlands, including their submerged aquatic beds, and those lands defined as wetlands under the 1989 Federal Clean Water Act, [33](#) USC Section [251](#), et seq., and rules promulgated pursuant thereto, and shall be those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Regulated wetlands generally include swamps, bogs, and similar areas. Wetlands created as mitigation and wetlands modified for approved land use activities shall be considered as regulated wetlands. Regulated wetlands do not include those constructed wetlands intentionally created from nonwetland sites, including, but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention/retention facilities, wastewater

treatment facilities, farm ponds, and landscape amenities or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway.

Rehabilitation, Wetland Mitigation. The manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural or historic function of a degraded wetland. Activities could involve breaching a dike or reconnecting wetland to a floodplain or returning tidal influence to a wetland. Rehabilitation results in a gain in wetland function but does not result in a gain in wetland acres.

Religious, Political, or Other Noncommercial Messages. Messages which state scripture, opinion, ideas, sentiments and postures and do not advertise events, goods and services of any kinds.

Repair or Maintenance Activities. An action to restore the character, size, or scope of a project only to the previously authorized condition.

Residence, Duplex. A two-family residential use in which the dwelling units share a common wall (including without limitation the wall of an attached garage or porch) and in which each dwelling unit has living space on the ground floor and a separate, ground floor entrance.

Residence, Multi-Family. A residential use consisting of a building containing three or more dwelling units. For purposes of this definition, a building includes all dwelling units that are enclosed within that building or attached to it by a common floor or wall (even the wall of an attached garage or porch).

Residence, Multi-Family Apartments. A multi-family residential use other than a multi-family conversion or multi-family townhouse.

Residence, Multi-Family Conversion. A multi-family residence containing not more than four dwelling units and results from the conversion of a single building containing at least 2,000 square feet of gross floor area that was in existence on the effective date of this provision and that was originally designed, constructed and occupied as a single-family residence.

Residence, Multi-Family Townhomes and Row Houses. A multi-story structure containing a group of three or more attached dwelling units, in which each dwelling unit shares a common wall (including without limitation the wall of an attached garage or porch) with at least one other dwelling unit; has a separate, ground floor entrance; and each dwelling unit has open space on at least two sides.

Residence, Primary with Accessory Apartment. A residential use having the external appearance of a single-family residence but in which there is located a second dwelling unit that comprises not more than 25 percent of the gross floor area of the building nor more than a total of 750 square feet.

Residence, Single-Family Attached, One Dwelling Unit Per Lot. A residential use consisting of a single building containing two dwelling units which share a common wall (including without limitation the wall of an attached garage or porch), but located on two separate lots containing no other dwelling units in such a manner that a lot line bisects the building along the common wall and that each dwelling unit is completely on a separate lot.

Residence, Single-Family Detached, More Than One Dwelling Per Lot. A residential use consisting of two or more single-family detached dwelling units on a single lot.

Residence, Single-Family Detached, One Dwelling Unit Per Lot. A residential use consisting of a single detached building containing one dwelling unit and located on a lot containing no other dwelling units.

Residence, Two-Family. A residential use consisting of a building containing two dwelling units. If two dwelling units share a common wall, even the wall of an attached garage or porch, the dwelling units shall be considered to be located in one building.

Residence, Two-Family Apartment. A two-family residential use other than a duplex, two-family conversion, or primary residence with accessory apartment.

Residence, Two-Family Conversion. A two-family residence resulting from the conversion of a single building containing at least 2,000 square feet of gross floor area that was in existence on the effective date of this provision and that was originally designed, constructed and occupied as a single-family residence.

Retail Trade. Enterprises, such as department stores, electronic stores and hardware stores, engaged in direct retail sales of goods and merchandise to the public.

Right-of-Way. Land dedicated primarily to the movement of vehicles and pedestrians and providing for primary access to adjacent parcels. Secondarily, the land provides space for utility lines and appurtenances and similar components.

Riparian Area. A transitional area between terrestrial and aquatic ecosystems and which is distinguished by gradients in biophysical conditions, ecological processes, and biota.

Riparian Habitat. An ecosystem that borders a stream which is occasionally flooded and periodically supports predominantly hydrophytes.

Riparian Habitat Zone. The riparian habitat zone includes those watercourses within the special flood hazard area and adjacent land areas that are likely to support aquatic and riparian habitat that correlate locally to the applicable, adopted fish and wildlife conservation area buffers. The size and location of the riparian habitat zone is dependent on the type of water body, as described in Section [14.88.430](#). The riparian habitat zone includes the water body and adjacent lands, measured perpendicularly from ordinary high water on both sides of the water body.

Riparian Zone. A transitional area between aquatic ecosystems (lakes, streams, and wetlands) and upland terrestrial habitats.

Road. An open way for vehicles. All public and private ways used to provide motor vehicle access to and from a destination.

Road, Private. A privately maintained easement or parcel created to provide vehicle access from a public road to one or more lots or units.

Rooming House. See *Boarding House*.

Scrub-Shrub Wetland. A wetland with at least 30 percent of its surface area covered with woody vegetation less than 20 feet in height.

Secondary School (definition related to recreational marijuana facilities regulations only). A high and/or middle school: A school for students who have completed their primary education, usually attended by children in grades seven to 12 and recognized by the Washington State Superintendent of Public Instruction.

Secure Community Transition Facility. A residential facility for persons civilly committed and conditionally released to a less restrictive alternative under Chapter [71.09](#) RCW. A secure community transition facility has supervision and security, and either provides or ensures the provision of sex offender treatment services. Secure community transition facilities include but are not limited to the facilities established pursuant to RCW [71.09.250](#) and any community-based facilities established under this chapter and operated by the secretary or under contract with the secretary.

Seismic Hazard Areas. Areas that, due to a combination of soil and groundwater conditions, are subject to severe risk of ground shaking, subsidence or liquefaction of soils during earthquakes.

SEPA. The Washington State Environmental Policy Act of 1971 (Chapter [43.21C](#) RCW).

SEPA Rules. Chapter [197-11](#) WAC.

Servient Lot. Any lot which has the burden of providing an access easement for use by other lots.

Setbacks. Protective buffers which provide a margin of safety through protection of slope stability, attenuation of surface water flows, and landslide hazards reasonably necessary to minimize risk to the public from loss of life or well-being or property damage resulting from natural disasters; or an area which is an integral part of a stream or wetland ecosystem and which provides shading, input of organic debris and coarse sediments, room for variation in stream or wetland edge, habitat for wildlife and protection from harmful intrusion necessary to protect the public from losses suffered when the functions and values of aquatic resources are degraded.

Shared Driveway. A private driveway located on two easements used for the access of one or more dwelling units, where each easement provides half the width of the driveway.

Shorelands or Shoreland Areas. Lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high water mark; floodways and contiguous floodplain areas landward 200 feet from such floodways; and all wetlands and river deltas associated with the streams, lakes, and tidal waters which are subject to the provisions of this chapter; the same to be designated as to location by the Department of Ecology. (RCW [90.58.030](#)(2)(d))

Shoreline Master Program. The City's comprehensive shoreline plan and supplemental land use regulations for shorelines adopted pursuant to Chapter [90.58](#) RCW.

Shoreline Substantial Development. Any development of which the total cost or fair market value exceeds \$6,416 (WSR 07-15-090), as adjusted for inflation by the Office of Financial Management every five years, or any development which materially interferes with the normal public use of the water or shorelines of the State; except that the types of development defined in Section [14.16C.100](#)(c) shall not be considered substantial developments for the purpose of this chapter. A dock is not considered substantial development if the fair market value of the dock does not exceed \$10,000, but if subsequent construction having a fair market value exceeding \$2,500 occurs within five years of completion of the prior construction, the subsequent construction shall be considered a substantial development for the purpose of Chapter [14.92](#) and the Shoreline Master Program.

Shorelines. All of the water areas of the State, including reservoirs, and their associated wetlands, together with the lands underlying them; except:

(a) Shorelines of Statewide significance;

(b) Shorelines on segments of streams upstream of a point where the mean annual flow is 20 cubic feet per second or less and the wetlands associated with such upstream segments;

(c) Shorelines on lakes less than 20 acres in size and wetlands associated with such small lakes. (RCW [90.58.030](#)(2)(e))

Shorelines of Statewide Significance. In the Lake Stevens area, those lakes, whether natural, artificial or a combination, with a surface acreage of 1,000 acres or more measured at the ordinary high water mark, and those natural rivers or segments thereof downstream of a point where the annual flow is measured at 1,000 cubic feet per second or more.

Shorelines of the State. The total of all “shorelines and shorelines of Statewide significance” within the State.

Short Plat. See *Plat, Preliminary*.

Short Subdivision. See *Subdivision, Short*.

Sign. Any device that (a) is sufficiently visible to persons not located on the lot where such device is located to accomplish either of the objectives set forth in subdivision (b) of this definition; and (b) is designed to attract the attention of such persons or to communicate information to them.

Sign, Freestanding. A sign that is attached to, erected on, or supported by some structure (such as a pole, mast, frame, or other structure) that is not itself an integral part of or attached to a building or other structure having a principal function other than the support of a sign. A sign that stands without supporting elements, such as a “sandwich sign,” is also a freestanding sign.

Sign, Informational/Directional. A small sign of a noncommercial nature intended primarily for the convenience of the public. Included are signs designating restrooms, address numbers, hours of operation, entrances to buildings, directions, help wanted, public telephone, parking directions, etc.

Sign, Internally Illuminated. Any lighted sign whereby the light source is located within the sign cabinet, excluding use of lighting for animated display boards.

Sign, Monument. A ground-mounted, freestanding sign with a wide, solid, and decorative base attached to the ground.

Sign, Nonconforming. A sign that, on the effective date of this title, does not conform to one or more of the regulations set forth in this title, particularly Chapter [14.68](#), Signs.

Sign, Off-Premises. A sign that draws attention to or communicates information about a business, service, commodity, accommodation, attraction, or other activity that is conducted, sold, or offered at a location other than the premises on which the sign is located.

Sign, On-Premises. A sign that draws attention to or communicates information about a business, service, commodity, accommodation, attraction, or other enterprise or activity that exists or is conducted, sold, offered, maintained, or provided on the premises where the sign is located.

Sign Permit. A permit issued by the Planning Director that authorizes the recipient to erect, move, enlarge, or substantially alter a sign.

Sign, Portable. A sign not permanently attached to a building or the ground that includes A-frame, sandwich boards, and signs with mobile bases, etc., but does not include real estate, open house, or political signs.

Sign, Projecting. A sign that extends out from the face of a building supported by a frame or arm attached to the structure.

Sign, Suspended. A sign hanging down from a marquee, awning, canopy, or similar structure.

Sign, Temporary. A sign that (a) is used in connection with a circumstance, situation, or event that is designed, intended or expected to take place or to be completed within a reasonably short or definite period after the erection of such sign; or (b) is intended to remain on the location where it is erected or placed for a period of not more than 15 days. If a sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary.

Significant Tree(s). See *Tree(s), Significant.*

Site Plan Review. The process whereby local officials review the site plans or master plans to ensure they meet the stated purposes and standards of the zone, provide for necessary public facilities such as roads, and accomplish the goals of the City as stated in adopted comprehensive plans and development regulations.

Special Flood Hazard Area (SFHA). Land subject to inundation by the base flood having a one percent chance of being equaled or exceeded in any given year. FIRM maps designate special flood hazard areas as Zone A, Zone AO, Zone AH, Zones A1-A30, Zone AE, Zone A99, Zone AR, Zone AR/AE, Zone AR/AO, Zone AR/A1-A30, Zone AR/A, Zone V, Zone VE, and Zones V1-V30.

Sphagnum. Any of a large genus of mosses that grow only in wet acidic soils and whose remains become compacted with other plant debris to form peat.

Standard Record of Survey. A record of survey form approved by the City of Lake Stevens and in accordance with Chapter [58.09](#) RCW.

Start of Construction (Definition related to flood permits only). Includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Streams. Water contained within a channel, either perennial or intermittent, and classified according to a locally appropriate stream classification system based on WAC [222-16-030](#). Streams also include open natural watercourses modified by man. Streams do not include irrigation ditches, waste ways, drains, outfalls, operational spillways, channels, stormwater runoff facilities or other wholly artificial

watercourses, except those that directly result from the modification to a natural watercourse. Streams are further characterized as S, F, Np, or Ns.

Street. A facility providing access, including the roadway and all other improvements.

Street, Arterial. A main street in the City's street system that serves as an avenue for the circulation of traffic onto, out, or around the City and carries high volumes of traffic. Major arterials are inter-community roadways connecting community centers or major facilities. Minor arterials are intra-community roadways for areas bounded by the major arterials.

Street, Collector. A street whose principal function is to carry traffic between local access streets and arterial streets, but they may also provide direct access to abutting properties.

Street, Cul-de-sac. A street that terminates in a vehicular turnaround.

Street, Freeway/Expressway. An inter-regional divided or undivided highway connecting major centers.

Street, Local Access. A street whose sole function is to provide access to abutting properties.

Street, Private. See *Road, Private.*

Structure. Anything constructed or erected.

Structure (Definition related to flood permits only). A walled and roofed building including a gas or liquid storage tank that is principally above ground in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Subdivision. The division or redivision of land into lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership; but the following shall not be included within this definition nor be subject to the regulations of this title applicable strictly to subdivisions: the public acquisition by purchase or dedication of strips of land for widening or opening streets.

Subdivision, Architecturally Integrated. (Deleted by Ord. 676)

Subdivision, Formal. See *Subdivision, Long.*

Subdivision, Long. The division or redivision of land into 10 or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership; provided, however, unbuildable areas outside of such lots, tracts, parcels, sites or divisions for other purposes, such as access, drainage, and the protection of critical areas, shall not be considered a lot, tract, parcel, site or division.

Subdivision, Short. The division or redivision of land into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership; provided, however, unbuildable areas outside of such lots, tracts, parcels, sites or divisions for other purposes, such as access, drainage, and the protection of critical areas, shall not be considered a lot, tract, parcel, site or division.

Substantial Damage. Damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the assessed market value of the structure before the damage occurred. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time

of each such flood event, on the average, equals or exceeds 25 percent of the assessed market value of the structure before the damage occurred in relationship to Chapter [14.64](#), Part I, and Chapter [14.88](#), Part V.

Substantial Improvement (Definition related to flood permits only). Means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

- (a) Before the improvement or repair is started; or
- (b) If the structure has been damaged and is being restored, before the damage occurred. For the purpose of this definition “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term can exclude:

- (a) Any project for improvement of a structure to correct pre-cited existing violations of state or local health, sanitary, or safety code specifications which have previously been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.

Supervised Drug Consumption Facility. A facility designed to provide a location where individuals are able to consume illicit drugs under professional supervision.

Swamp. A wetland whose dominant vegetation is composed of woody plants and trees.

Temporary Emergency, Construction, or Repair Residence. A residence (which may be a mobile home) that is: (a) located on the same lot as a residence made uninhabitable by fire, flood, or other natural disaster and occupied by the persons displaced by such disaster; or (b) located on the same lot as a residence that is under construction or undergoing substantial repairs or reconstruction and occupied by the persons intending to live in such permanent residence when the work is completed; or (c) located on a nonresidential construction site and occupied by persons having construction or security responsibilities over such construction site.

Temporary Sign. See *Sign, Temporary*.

Temporary Use. An incidental use of limited duration and/or frequency allowed over a specified period.

Tourist Home. A single-family structure in which rooms are rented by the day or week.

Tower. Any structure whose principal function is to support an antenna.

Tract. A lot (see Lot). The term “tract” is used interchangeably with the term “lot,” particularly in the context of subdivisions, where one tract is subdivided into several lots.

Traffic Calming Technique. Any technique, whether physical, visual or regulatory, which is designed to slow the speed of vehicles to safe and posted speed limits.

Transit-Oriented Development. Developments that emphasize access to public transportation and often incorporate features that encourage pedestrian activity and transit ridership.

Travel Trailer. A structure that (a) is intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle) and (b) is designed for temporary use as sleeping quarters but that does not satisfy one or more of the definitional criteria of a mobile home.

Tree(s), Significant. Any deciduous tree eight inches or greater in diameter (25 inches in circumference or greater), and any evergreen tree 12 inches or greater in diameter (37 inches in circumference or greater), measured one foot above the root crown.

Trees(s), Significant Stands of. Any stand of healthy trees, not particularly of a large size, that has a high likelihood of withstanding wind-throw even after adjacent trees are removed, and serves or could serve as biological habitat, a recreational or aesthetic amenity, or screening as required by this title.

Unavoidable and Necessary Impacts. Impacts that remain after a person proposing to alter critical areas has demonstrated that no practicable alternative exists for the proposed project.

Undetermined-Risk Areas. Land where no flood-hazard analysis has been conducted, but a flood risk still exists. FIRM maps designate these areas with the letter D on the flood maps.

Urban Growth Area. That portion of the City's planning jurisdiction that lies outside the corporate limits of the City and within the urban growth boundary.

Usable Open Space. Land to be devoted to meet usable open space requirements of this title must not be encumbered with any substantial structure; not devoted to use as a roadway and associated sidewalks or parking area; be left in its natural or undisturbed state if wooded, except for the cutting of trails for walking or jogging, or, if not wooded, is landscaped for ball fields, picnic areas, or similar facilities, or is properly vegetated and landscaped with the objective of creating a wooded area; is capable of being used and enjoyed for purposes of informal and unstructured recreation and relaxation; is legally and practicably accessible to the public; and consists of land no more than 25 percent of which lies within a floodplain or floodway as those terms are defined in Section [14.08.010](#).

Use. The activity or function that actually takes place or is intended to take place on a lot.

Use, Principal. A use listed in the Table of Permissible Uses.

Utility Facilities. Any above ground structures or facilities (other than buildings, unless such buildings are used as storage incidental to the operation of such structures or facilities) owned by a governmental entity, a nonprofit organization, a corporation, or any entity defined as a public utility for any purpose by RCW [80.04.015](#) and used in connection with the production, generation, transmission, delivery, collection, or storage of water, sewage, electricity, gas, oil, or electronic signals. Excepted from this definition are utility lines and supporting structures listed in Section [14.60.450](#).

Utility Facilities, Community or Regional. All utility facilities other than neighborhood facilities.

Utility Facilities, Neighborhood. Utility facilities that are designed to serve the immediately surrounding neighborhood and that must, for reasons associated with the purpose of the utility in question, be located in or near the neighborhood where such facilities are proposed to be located.

Variance. A grant of permission by the City for the purpose of granting relief from specific development standards of this title as applied to a particular piece of property.

Vehicle Accommodation Area. That portion of a lot that is used by vehicles for access, circulation, parking, and loading and unloading. It comprises the total of circulation areas, loading and unloading areas, and parking areas.

Vested Right. The guarantee that an application will be reviewed and a project can be developed (if a permit is issued) under regulations and procedures existing at one moment in time and regardless of changes that may have been made later and prior to final completion of a project or use.

Warehousing, Storage and Distribution. Enterprises that provide facilities to store general merchandise, refrigerated goods, and other warehouse products. These establishments generally handle goods in containers, such as boxes, barrels, and/or drums, using equipment, such as forklifts, pallets, and racks.

Waste Management and Remediation Services. Enterprises engaged in the collection, treatment, and disposal of waste materials, including hauling waste materials; operating materials recovery facilities; remediation services and facilities (i.e., those that provide for the cleanup of contaminated buildings, mine sites, soil, or groundwater); and septic pumping and other miscellaneous waste management services.

Water-Dependent. A use for which the use of surface water would be essential in fulfilling the purpose of the proposed project.

Water Purveyor, Recognized. Any entity legally bound to supply to any area of the City of Lake Stevens and, in addition, shall have a water supply capable of delivering at least 500 gallons per minute for one hour for fire protection above the maximum daily demand rate as defined by State statute.

Wetland Mitigation Bank. A site where wetlands and buffers are restored, created, enhanced, or, in exceptional circumstances, preserved expressly for the purpose of providing compensatory mitigation in advance of authorized impacts to similar resources.

Wetlands. Areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, bogs, marshes, and similar areas. Wetlands do not include those artificial wetlands intentionally created from nonwetland sites, including but not limited to irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities or those wetlands created after July 1, 1990, that were unintentionally created as a result of the construction of a road, street, or highway. However, wetlands include those artificial wetlands intentionally created to mitigate conversion of wetlands. See the Washington State Wetlands Identification and Delineation Manual.

Wholesale Sales. On-premises sales of goods primarily to customers engaged in the business of reselling the goods.

Wholesale Trade. Enterprises that sell or arrange the purchase of goods for resale (i.e., goods sold to other wholesalers or retailers), nonconsumer goods, and raw and intermediate materials and supplies used in production that are normally operated from a warehouse or office, characterized by having little or no display of merchandise.

Wireless Communication Tower. A support structure to which is attached equipment used for the transmission and/or reception of wireless telecommunications services, usually consisting of an antenna array, connection cables, and equipment cabinet.

Wireless Communications. Any personal wireless services as defined in the Telecommunications Act of 1996 or as may be subsequently amended. This includes FCC licensed commercial wireless telecommunications services including cellular, personal communication services (PCS), specialized mobile radio (SMR), enhanced specialized mobile radio (ESMR), paging and similar services that currently exist or that may in the future be developed.

Wooded Area. An area of contiguous wooded vegetation where trees are at a density of at least one six-inch or greater caliper tree per 325 square feet of land and where the branches and leaves form a contiguous canopy.

Work Release, Pre-Release or Similar Facilities. Any dwelling or place licensed, certified or authorized by State, Federal or local authorities for inmates on release from more restrictive custodial confinement or initially placed in lieu of such more restrictive custodial confinement, wherein supervision, rehabilitation and counseling are provided to transition residents back into society, enabling them to live independently.

Zone. A classification of land use that provides a range of allowed uses that are subject to bulk and performance standards. A zone is applied to parcels within the City limits and depicted on the zoning map.

Zoning. The process by which the City legally controls the use of property and physical configuration of development upon tracts of land within its jurisdiction by establishing zones and adopting the zoning map. Zoning is an official control that implements the Comprehensive Plan and is enacted for the protection of the public health, safety and welfare.

Zoning Map or Official Zoning Map. A map adopted by the City which depicts the boundaries of the various zones established by this title.

Section 4. Lake Stevens Municipal Code Section 14.40.090 “More Specific Use Controls” (Table 14.40-I: Table of Permissible Uses By Zones) is hereby amended to read as follows:

14.40.090 More Specific Use Controls.

Whenever a development could fall within more than one use classification in the Table of Permissible Uses (referenced in Section [14.40.010](#) and found at the end of this chapter), the classification that most closely and most specifically describes the development controls. For example, a small doctor’s office or clinic clearly falls within the 3.110 classification (office and service operations conducted entirely indoors and designed to attract customers or clients to the premises). However, classification 3.130, “office or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area” more specifically covers this use and therefore is controlling.

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.

P - Permitted Use; A - Administrative Conditional Use; C - Conditional Use (See Section [14.40.020](#) for explanation of combinations)

USE DESCRIPTIONS		SR	WR	UR	HUR	MFR	NC ⁴	LB	CBD	MU ¹	PBD ⁵	SRC	LI	GI	P/SP
1.000	RESIDENTIAL														
1.100	Single-Family Residences														
1.110	Single-family detached, one dwelling unit per lot														
1.111	Site-built & modular structures	P	P	P	P	P					P				
1.112	Class A mobile home	P	P	P	P	P									
1.113	Class B mobile home	P	P	P	P	P									
1.114	Class C mobile home														
1.115	Class A, B, or C mobile home or apartment used exclusively for a night watchman and his/her family												A	A	
1.116	Single-family apartment above permitted nonresidential use							P	P	PA	PA	P			
1.120	Single-family detached, more than one dwelling unit per lot ³														
1.121	Site-built and modular structures					PAC						P			
1.122	Class A, B or C mobile home parks	PAC	PAC	PAC	PAC	PAC									
1.123	Single-family apartment above permitted nonresidential use						PA	PA	PA	PA	P	P			
1.124	Cottage housing developments ¹¹	PAC	PAC	PAC	PAC					PAC	P				

1.130	Single-family attached, one dwelling unit per lot, site-built and modular structures	P	P	P	P	P			P					
1.200	Two-Family Residences													
1.210	Two-family conversion	P ³		P ³	P ³	P			P					
1.220	Primary residence with accessory apartment	P ³	P ³	P ³	P ³	P			P					
1.230	Duplex	P ³		P ³	P ³	P			P ¹⁰		P			
1.240	Two-family apartment					P			P ¹⁰		P			
1.250	Any 1.200 use above a permitted nonresidential use					P		PA	PA	PA	P	P		
1.300	Multifamily Residences													
1.310	Multifamily conversions					P					P	PA		
1.320	Multifamily townhouses				PAC	P			P ¹⁰		P			
1.330	Multifamily apartments	P ^{14/} C ¹⁵				P			P ¹⁰		P			
1.340	Any 1.300 use above a permitted nonresidential use						PA	PA	PA	P	PC			
1.400	Health and Social Service													
1.410	Level 1	P	P	P	P	P			P	P				A
1.420	Level 2				C	C					P	P		A
1.430	Level 3							P	P	P	P	P	P	A
1.440	Group homes licensed for juvenile offenders	C	C	C	C	C	PA	PA	PA					
1.450	Supervised Drug Consumption Facility													

1.500	Miscellaneous, Rooms for Rent Situations													
1.510	Rooming houses, boarding houses					A		PA	PA	PA	P			
1.520	Tourist homes and other temporary residences renting by the day or week	A	A	A	A	A		PA	PA	PA	P			
1.530	Hotels, motels, and similar businesses or institutions providing overnight accommodations					C		PA	PC	PC	P	C		
1.600	In-Home Day Care	P	P	P	P	P		P	P	P				
1.700	Temporary Emergency, Construction, and Repair Residences	P	P	P	P	P	P	P	P	P	P	P	P	P
1.800	Home Occupations	P	P	P	P	P	P	P	P	P	P	P	P	P
1.900	Planned Residential Developments	C		C	C	C								
2.000	SALES AND RENTAL OF GOODS, MERCHANDISE AND EQUIPMENT ²													
2.100	No Storage or Display of Goods Outside Fully Enclosed Building (except for sidewalk displays, occasional/temporary sales, or horticultural sales occupying less than 200 square feet)													
2.110	High-volume traffic generation													
2.111	Miscellaneous ²						PA	PA	PA	P	P	PA	PC	PA
2.112	Convenience stores ²						A	PA	PA	P	P	PA	PC	PA
2.120	Low-volume traffic generation ²						PA	PA		P	PA	PC	PC	PA
2.130	Wholesale sales ²										PA	PC	PC	PA

2.200	Storage and Display of Goods Outside Fully Enclosed Building Allowed														
2.210	High-volume traffic generation ²							PA	PA		P	PA	PC	PC	PA
2.220	Low-volume traffic generation ²							PA	PA		P	PA	PC	PC	PA
2.230	Wholesale sales ²										PA	PC	PC	PA	
2.300	Mobile Sales and Delivery (Vending Carts, Ice Cream Trucks, Mobile Delivery, Peddlers, and Similar Uses) (See Section 14.44.080) ²	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2.400	Any Retail Sales, Rental, or Services Compatible with Regional Recreation Facilities and Primarily Intended to Cater to Users of Such Facilities ²							PC	PC		P		PC	PC	PC
3.000	OFFICE, CLERICAL, RESEARCH AND SERVICES NOT PRIMARILY RELATED TO GOODS OR MERCHANDISE ²														
3.100	All Operations Conducted Entirely Within Fully Enclosed Building														
3.110	Operations designed to attract and serve customers or clients on the premises, such as the offices of attorneys, physicians, other professions, insurance and stock brokers, travel agencies, government office buildings, etc. ²							PA	PA	PA	P	PA			PA

3.120	Operations designed to attract little or no customer or client traffic other than employees of the entity operating the principal use ²							PA	PA	PA	P	PA			PA
3.130	Office or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area ²						PA	PA	PA	PA	P	PA			PA
3.200	Operations Conducted Within or Outside Fully Enclosed Building														
3.210	Operations designed to attract and serve customers or clients on the premises ²										P	PC	PC		
3.220	Operations designed to attract little or no customer or client traffic other than the employees of the entity operating the principal use ²										P	PC	PC		
3.230	Banks with drive-in windows ^{2,9}						PA	PA		P	PC				
4.000	MANUFACTURING, PROCESSING, CREATING, REPAIRING, RENOVATING, PAINTING, CLEANING, ASSEMBLING OF GOODS, MERCHANDISE AND EQUIPMENT ⁶														
4.100	All Operations Conducted Entirely Within Fully Enclosed Building														
4.110	Majority of dollar volume of business done with walk-in trade ⁶						PA	PA	PA	P	PC	PC	PC	PC	
4.120	Majority of dollar volume of business not done with walk-in trade ⁶						PA				PC	PC	PC		

4.200	Operations Conducted Within or Outside Fully Enclosed Building ⁶									P	PC		PC	
5.000	EDUCATIONAL, CULTURAL, RELIGIOUS, PHILANTHROPIC, SOCIAL, FRATERNAL USES													
5.100	Schools													
5.110	Elementary and secondary (including associated grounds and athletic and other facilities)	C	C	C	C	C								C
5.120	Trade or vocational schools					C		PA	PA	PA		A	A	A
5.130	Colleges, universities, community colleges (including associated facilities such as dormitories, office buildings, athletic fields, etc.)	C	C	C	C	C					C	PC	PC	C
5.200	Churches, Synagogues, and Temples (Including Associated Residential Structures for Religious Personnel and Associated Buildings but Not Including Elementary School or Secondary School Buildings)	A	A	A	A	A		PA	PA	PA	P	A		
5.300	Libraries, Museums, Art Galleries, Art Centers, and Similar Uses (Including Associated Educational and Instructional Activities)													
5.310	Located within a building designed and previously legally occupied as a residence or within a building having a gross floor area not exceeding 3,500 square feet	A	A	A	A	A		PA	PA	PA	P	P		PA
5.320	Located within any permissible structure					A		PA	PA	PA	P	P		PA

5.400	Social, Fraternal Clubs and Lodges, Union Halls, and Similar Uses						A		PA	PA	PA	P	P			PA
6.000	RECREATION, AMUSEMENT, ENTERTAINMENT															
6.100	Activity Conducted Primarily Within Building or Substantial Structure, Except Those Uses Described in 6.300															
6.110	Bowling alleys, skating rinks, indoor tennis and squash courts, billiard and pool halls, indoor athletic and exercise facilities and similar uses								PA	PA	PA	P	PA	PC	PC	PA
6.120	Movie theaters															
6.121	Seating capacity of not more than 300								PA	PA	PA	P	P			PA
6.122	Unlimited seating capacity								PA	PA	PA	P	P			PA
6.130	Coliseums, stadiums, and all other facilities listed in the 6.100 classification designed to seat or accommodate simultaneously more than 1,000 people											P	P	PC	PC	C
6.200	Activities Conducted Primarily Outside Enclosed Buildings or Structures, Except Those Uses Described in 6.300, 6.400, or 6.500															
6.210	Privately owned outdoor recreational facilities such as golf and country clubs, swimming or tennis clubs, etc., not constructed pursuant to a permit authorizing the construction of some residential development	C	C	C	C	C		PA	PA	PA	P		PA	PA	PA	

6.220	Publicly owned and operated outdoor recreational facilities such as athletic fields, golf courses, tennis courts, swimming pools, parks, etc., not constructed pursuant to a permit authorizing the construction of another use such as a school	C	C	C	C	C	PA	PA	PA	PA	P	P	PA	PA	PA
6.230	Golf driving ranges not accessory to golf courses, par 3 golf courses, miniature golf courses, skateboard parks, water slides, and similar uses										P	PA	PA	PA	PA
6.240	Horseback riding; stables (not constructed pursuant to permit authorizing residential development)												A	A	A
6.250	Automobile and motorcycle racing tracks													A	
6.260	Drive-in movie theaters											A		A	
6.300	Indoor or Outdoor Recreational Activities Compatible with Regional Recreation Facilities and/or Intended to Cater to Users of Such Facilities										P		PA	PA	PA
6.400	Over-Water or In-Water Structures, Other Than Boathouses or Boat Shelters, Accessible from Shore ¹⁸														
6.410	Privately owned, used by owner(s) of property only		P					C							
6.415	Privately owned, used by public ¹⁹							C							
6.420	Publicly owned, used by public		A					C							A
6.500	Boathouses or Boat Shelters														

6.600	Over-Water or In-Water Structures, Other Than Boathouses or Boat Shelters, Inaccessible from Shore ^{18, 19}														
6.610	Privately owned, used by owner(s) of property only		P												
6.620	Publicly owned, used by public		A												A
6.700	Marina ¹⁸							C							
6.800	Accessory Uses to a Boating Facility ^{18, 20}							C							
7.000	SECURE COMMUNITY TRANSITION FACILITIES AND CONFINEMENT FACILITIES														
7.100	Secure Community Transition Facilities												C	C	
7.400	Penal and Correctional Facilities, Work Release, Pre-Release or Similar Facilities												C	C	C
8.000	RESTAURANTS, BARS, NIGHT CLUBS														
8.100	No Substantial Carry-Out or Delivery Service, No Drive-In Service, No Service or Consumption Outside Fully Enclosed Structure							PA	PA	PA	P	P	P	P	PA
8.200	No Substantial Carry-Out or Delivery Service, No Drive-In Service, Service or Consumption Outside Fully Enclosed Structure Allowed							PA	PA	PA	P	P	P	P	PA
8.300	Carry-Out and Delivery Service, Consumption Outside Fully Enclosed Structure Allowed							PA	PA	PA	P	P	P	P	PA

8.400	Carry-Out and Delivery Service, Drive-In Service ⁹ , Service or Consumption Outside Fully Enclosed Structure Allowed								PA	PA		P	P	P	P	
8.500	Any Restaurant, Bar, or Night Club Except 8.600 Uses Compatible with Regional Recreation Facilities and Primarily Intended to Cater to Users of Such Facilities											P	P	P		
8.600	Public Places of Adult Entertainment											C	A			
9.000	MOTOR VEHICLE-RELATED SALES AND SERVICE OPERATIONS															
9.100	Motor Vehicle Sales or Rental; Mobile Home Sales								P ¹⁷	PA ²¹			P	P	P	
9.200	Sales with Installation of Motor Vehicle Parts or Accessories (e.g., Tires, Mufflers, Etc.)											P	P	P		
9.300	Motor Vehicle Repair and Maintenance, Not Including Substantial Body Work								PA	PA		P	P	P	P	
9.400	Motor Vehicle Painting and Body Work											P	P	P		
9.500	Gas Sales								PA	PA		P	P	P	P	
9.600	Car Wash								A ¹⁷			P	P	P	P	
10.000	STORAGE AND PARKING															
10.100	Automobile Parking Garages or Parking Lots Not Located on a Lot on Which There Is Another Principal Use to Which the Parking Is Related								PA	PA	PA	P	P	P	P	

10.200	Storage of Goods Not Related to Sale or Use of Those Goods on the Same Lot Where They Are Stored													
10.210	All storage within completely enclosed structures											P	P	P
10.220	Storage inside or outside completely enclosed structures											A		P
10.300	Parking of Vehicles or Storage of Equipment Outside Enclosed Structures Where: (1) Vehicles or Equipment Are Owned and Used by the Person Making Use of Lot, and (2) Parking or Storage Is More Than a Minor and Incidental Part of the Overall Use Made of the Lot											A	P	P
11.000	SCRAP MATERIALS SALVAGE YARDS, JUNKYARDS, AUTOMOBILE GRAVEYARDS												PC	
12.000	SERVICES AND ENTERPRISES RELATED TO ANIMALS													
12.100	Veterinarian							PA	PA	PA	P	P		
12.200	Kennel											A	P	P
13.000	EMERGENCY SERVICES													
13.100	Police Stations	C	C	C	C	C		C	C	C	P	C	P	C
13.200	Fire Stations	C	C	C	C	C		C	C	C	P	C	P	C
13.300	Rescue Squad, Ambulance Service	C	C	C	C	C		C	C	C	P	C	P	C
13.400	Civil Defense Operation											A	P	P

14.000	AGRICULTURAL, SILVICULTURAL, MINING, QUARRYING, SOIL PROCESSING OPERATIONS														
14.100	Agricultural Operations, Farming														
14.110	Excluding livestock											PC	P		
14.120	Including livestock												P		
14.200	Silvicultural Operations											P	P		
14.300	Mining, Quarrying, or Soil Processing Operations, Including On-Site Sales of Product												PC		
14.400	Reclamation Landfill											PC	C		
15.000	MISCELLANEOUS PUBLIC AND SEMI-PUBLIC FACILITIES														
15.100	Post Office							PA	PA	PA	P	PA	P	P	A
15.200	Airport													P	
15.300	Solid Waste Facilities (Publicly or Privately Owned)														
15.310	Solid waste transfer station											PC		PC	PC
15.320	Solid waste recycling center											PA		PC	PC
15.330	Sanitary landfill													PC	PC
15.340	Sewage/septic sludge recycling ²²													PC	PC
15.400	Military Reserve, National Guard Centers													PC	PC
15.500	Temporary Mobile or Modular Structures Used for Public Services (e.g., Mobile Classrooms, Civic	P	P	P	P	P	P	P	P	P	P	P	P	P	

	Services, Public Health Centers, Emergency Response Centers, Etc.) (See Section 14.44.048)														
16.000	DRY CLEANER, LAUNDROMAT								P	P	P	P	P		
17.000	UTILITY FACILITY														
17.100	Neighborhood	P	P	P	P	P		PA	PA	PA	P	P	P	P	P
17.200	Community or Regional												PC	PC	PC
18.000	TOWERS AND RELATED STRUCTURES														
18.100 ¹²	Towers and Antennas 50 Feet Tall or Less	P	P	P	P	P		P	P	P	P	P	P	P	P
18.200 ¹²	Towers and Antennas More Than 50 Feet Tall and Receive-Only Earth Stations	A	A	A	A	A		A	A	A		A	A	A	A
18.300	Wireless Communications Facilities ¹³	C	C	C	C	C	A	A	A	A		A	A	A	A
19.000	OPEN AIR MARKETS AND HORTICULTURAL SALES														
19.100	Open Air Markets (Farm and Craft Markets, Flea Markets, Produce Markets)							PA	PA	PA	P	PA	P	PC	PA
19.200	Horticultural Sales with Outdoor Display							PA	PA		P	P	P	P	PA
20.000	FUNERAL HOME							PA				P	P	P	
21.000	CEMETERY AND CREMATORIUM														
21.100	Cemetery											P	P	C	
21.200	Crematorium											P	C		

22.000	COMMERCIAL NURSERY SCHOOLS; DAY CARE CENTERS	A	A	A	A	P	PA	PA	PA	PA	P	PA		
23.000	TEMPORARY STRUCTURES USED IN CONNECTION WITH THE CONSTRUCTION OF A PERMANENT BUILDING OR FOR SOME NONRECURRING PURPOSE	P	P	P	P	P	P	P	P	P	P	P	P	P
24.000	BUS STATION, TRAIN STATION							PA			A	P	P	PA
25.000	COMMERCIAL GREENHOUSE OPERATIONS													
25.100	No On-Premises Sales										P	P	P	
25.200	On-Premises Sales Permitted										P	P	P	
26.000	EVENTS	Allowed in all zones. Level 3 and 4 events in all residential zones require public notice and a public hearing may be requested pursuant to Section 14.16C.065 (Events).												
27.000	STATE-LICENSED MARIJUANA FACILITIES ²³													
27.100	Marijuana Processing Facility - Indoor Only											A	A	
27.200	Marijuana Production Facility - Indoor Only											A	A	
27.300	Marijuana Retailer ²⁴											P	P	

Footnotes to the Permissible Use Table

¹ Subject to Section [14.44.010](#) (Mixed Use).

² A retail or office use in a commercial zone is permitted, except adjacent to or across the street from a residential zone will require an administrative or conditional use permit.

³ Subject to Section [14.48.010](#) (Minimum Lot Size Requirements).

⁴ Subject to Section [14.44.095](#) (Neighborhood Commercial).

⁵ Subject to Section [14.44.090](#) (Planned Business District).

⁶ A manufacturing or industrial use in an industrial zone is permitted, except adjacent to or across the street from a residential zone will require an administrative or conditional use permit.

⁷ For future use.

⁸ For future use.

⁹ Subject to Section [14.44.350](#) (Drive-Through Windows).

¹⁰ Subject to Section [14.44.015](#) (Residential Transition in the Central Business District).

¹¹ Developments pursuant to Chapter [14.46](#) require a administrative conditional use permit for less than 13 dwelling units and a conditional use permit for 13 or more dwelling units.

¹² Excludes wireless communication facilities. See Use Class 18.300.

¹³ No land use permit is required in certain situations. See Section [14.44.360](#)(d) and (e).

¹⁴ Existing multi-family structures, located in the Suburban Residential Zoning District, annexed into the City on or after January 1, 2006, are allowed and considered conforming land uses, so long as the structure is not expanded and/or replaced.

¹⁵ Any requests to expand and/or replace (regardless of reason) an existing multi-family structure, located in the Suburban Residential Zoning District, annexed into the City on or after January 1, 2006, shall require a conditional use permit and comply with the supplemental regulations found in Part V of Chapter [14.44](#), Supplementary Use Regulations.

¹⁶ Permissible and prohibited uses for subarea zoning districts are listed in Section [14.38.020](#). For development within adopted subareas, see Section [14.44.030](#).

¹⁷ Only permitted in the Local Business Zone on a road designated as a State route or State highway.

¹⁸ These structures are regulated by the Shoreline Master Program, Shoreline Management Act and Title [14](#).

¹⁹ Allowed structures are jet ski lifts, boatlifts, and boatlift canopies. Temporary inflatable recreational equipment is allowed between May 1st and September 30th. New recreational floats and swimming platforms are prohibited.

²⁰ Accessory uses in support of boating facilities may include fuel docks and storage, boating equipment sales and rental, wash-down facilities, fish cleaning stations, repair services, public launching, bait and tackle shops, potable water, waste disposal, administration, parking, groceries, and dry goods.

²¹ Only allowed in the Central Business District on properties north of 20th Street NE.

²² Only allowed as an essential public facility pursuant to Section [14.16C.060](#).

²³ Subject to Section [14.44.097](#) (State-Licensed Marijuana Facilities).

²⁴ Medical marijuana/cannabis can be sold at licensed retail facilities with endorsements from the Liquor and Cannabis Board pursuant to RCW [69.50.375](#).

Section 5. Expiration. The interim zoning regulations in sections 3, and 4 of this ordinance shall automatically expire and be deemed to have been repealed 12 months from the date of adoption unless renewed or otherwise extended prior to such date in accordance with RCW 35A.63.220.

Section 6. Public hearing. The City Council will hold a public hearing on this matter on December 12, 2017, at the hour of 7:00 p.m. at 12309 22nd Street NE Lake Stevens, Washington for the purpose of hearing public testimony on this matter in accordance RCW 35A.63.220. The notice for the public hearing shall specifically indicate that this ordinance may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

Section 7. Renewal. In accordance with RCW 35A.63.220, this ordinance may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

Section 8. Severability. If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by the Growth Management Hearings Board, or a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance. Provided, however, that if any section, sentence, clause or phrase of this ordinance is held to be invalid by the Board or court of competent jurisdiction, then the section, sentence, clause or phrase in effect prior to the effective date of this ordinance shall be in full force and effect for that individual section, sentence, clause or phrase as if this ordinance had never been adopted.

PASSED by the City Council of the City of Lake Stevens this _____ day of October, 2017.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First and Final Reading: _____, 2017

Published: _____

Effective Date: _____

ATTACHMENT B

City of Lake Stevens SUPERVISED DRUG CONSUMPTION FACILITIES / NO 17-. Code Revision Work Program

ACTIVITY	OCTOBER	SUPERVISED DRUG CONSUMPTION FACILITIES / NO. 17- Draft Regulations							MAY	JUNE	JULY	AUGUST	SEPTEMBER	
		NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL							
Research					30 – 90 days									
Draft Code Amendments							14-days							
Draft Ordinances								14-days						
Attorney Review									7 Days Before Hearing					
Prepare & Issue SEPA (comment/appeal)							14-day review							
Commerce Review							60-day review							
Publish Notice Planning Commission Public Hearing								Notice Twice – 1 st notice 10 Days Before Hearing						
Planning Commission Review (B-briefing; PH-public hearing)							4-4-2018 (B)	5-2-2018 (B)	6-6-2018 (PH)					
Publish Notice City Council Public Hearing										Notice 10 Days Before Hearing	Notice 10 Days Before Hearing			
City Council Briefings & Workshops (B-briefing; PH-public hearing)								6-12-2018 (B) – 1 ST meeting						
City Council Public Hearing, 1 st Reading			12-12-2017 (PH) Interim Ord						7-10-2018 (PH) 1 st Reading					
City Council Public Hearing, 2nd & Final Reading										8-14-2018 (PH) 2 nd Reading				
Effective date	Adoption of Emergency Interim Ord 10-24-2017											Code Revisions Effective -5 Days After Publication		

Purpose: To define and regulate “Supervised Drug Consumption Facilities” within the City of Lake Steven. Regulations to be included in the Lake Stevens Municipal Code.

Note: Snohomish County has also adopted in interim ordinance prohibiting the siting of Supervised Drug Consumption Facilities within the unincorporated portions of the county.

-



This page left blank intentionally



LAKE STEVENS
STAFF REPORT

Council Agenda Date: October 24, 2017

Subject: Community Development Block Grant 2018 for Frontier Heights Park Improvements

Contact Person/Department:	Russ Wright, Community Development & Planning Director, Jim Haugen, Parks & Recreation Coordinator, Planning	Budget Impact:	None
-----------------------------------	--	-----------------------	------

RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL: Approve Resolution 2017-16 authorizing and endorsing the submittal of a 2018 CDBG application for funding for improvements to Frontier Heights Park.

SUMMARY/BACKGROUND: In 2015 the City applied for a Community Development Block Grant (CDBG) from Snohomish County for funds to improve Frontier Heights Park. The grant was not awarded. This month the County is opening Grant requests for 2018 and includes a budgeted amount for Public Facilities & Infrastructure of \$990,315. A Public Facilities goal is to support acquisition, construction and/or rehabilitation of up to two (2) public facilities to principally benefit low- and moderate-income neighborhoods (CDBG Low & Moderate Income Boundaries attached), including but not limited to, parks and recreation, health centers, fire stations and other neighborhood facilities. The Frontier Heights service area qualifies for this grant. The City will be asking for funds to help with playground equipment, rehabilitating sports fields, creating a trail link and facility improvements. The Parks & Recreation Council Sub-Committee and Parks & Recreation Planning Board have endorsed Council approval of Resolution 2017-16.

APPLICABLE CITY POLICIES:

The City's Parks, Recreation and Open Space Element of the Comprehensive Plan identifies this area of the City west of SR-9 as a priority for an additional neighborhood-level park.

Specific Parks, Recreation and Open Space Goals and Policies which are consistent with the intent of this project include:

GOAL 5.1 Provide a high-quality, diversified parks, recreation and open space system that provides recreation and cultural opportunities for all ages and interest groups.

Policy 5.1.1 Provide a system of multi-purpose neighborhood and community parks throughout the community accessible to all residents that meet certain levels of service including a neighborhood park within a one-mile radius of all residential areas.

RCW 39.94.080 – Agreements for Joint or Cooperative Action

Appropriate action by ordinance, resolution or otherwise pursuant to law of the governing bodies of the participating public agencies shall be necessary before any such agreement may enter into force.

BUDGET IMPACT: None

ATTACHMENTS: Resolution 2017-16

CDBG Low & Moderate Income Boundaries
CDBG Application form

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION 2017-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, AUTHORIZING AND ENDORSING THE SUBMITTAL OF A PROGRAM YEAR 2018 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO SNOHOMISH COUNTY FOR FUNDING FOR IMPROVEMENTS TO FRONTIER HEIGHTS PARK, CONTINGENT UPON THE CITY BEING AWARDED GRANT FUNDS, AND AUTHORIZING AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO NEGOTIATE AND CONTRACTUALLY BIND THE CITY IF FUNDS ARE AWARDED.

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

WHEREAS, the Comprehensive Plan goals identify the need for a neighborhood level park in the western portion of the City; and

WHEREAS, the City has now acquired land within Frontier Heights in the western area of the City for a public park; and

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

WHEREAS, Frontier Heights Park, previously a privately owned park and previously owned by the Frontier Heights HOA, is located in the western portion of the City is now in title and possession of the City; and

Whereas, City improvements to said park are contingent on the receipt of 2018 Community Development Block Grant (CDBG) funds; and

WHEREAS, the City is eligible to apply for Snohomish County CDBG funds for Public Facilities and Infrastructure Projects; and

WHEREAS, this Resolution if adopted will authorize and delegate authority to the City Public Works Director to negotiate and contractually bind the City if CDBG funds are awarded;

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

Section 1. The City Council hereby authorizes and endorses the submittal of a 2018 CDBG application to Snohomish County for funding for improvements to Frontier Heights Park as set forth in Exhibit 1, and delegates authority to and authorizes the City Administrator to negotiate and contractually bind the City if CDBG funds are awarded to the City of Lake Stevens.

PASSED by the City Council of the City of Lake Stevens this 24th day of October, 2017.

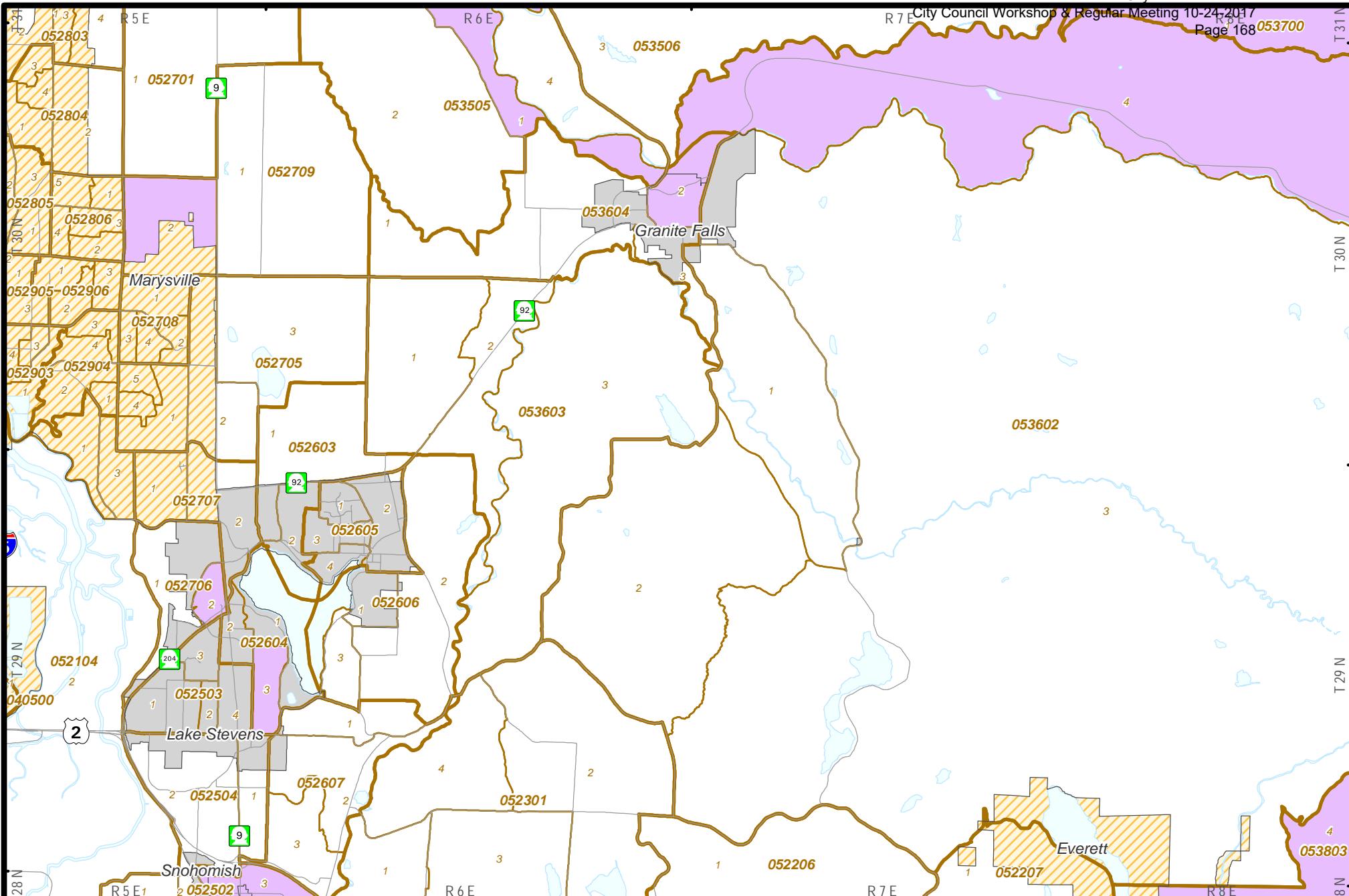
John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



Snohomish County CDBG Consortium Low/Moderate Individual Income Percent by Block Group

Consortium Area greater than or equal to 44.77% Low/Moderate Income by Block Group

Consortium Incorporated City Area less than 44.77% Low/Moderate Income by Block Group

Non-Consortium Area

Census Tract Boundary

Census Block Group Boundary

Incorporated City Boundary



Income Data: HUD's American Community Survey 5-Year 2006-10
Low and Moderate Income Summary
9/26/2014

Places and Block Groups: US Census Bureau, 2010 Tiger/Line Shape files

All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to, or representation of, the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representations or warranties regarding the accuracy, completeness, or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising from any error, defect or omission contained in the Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from using or disclosing individual data intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.



SNOHOMISH COUNTY
HUMAN SERVICES DEPARTMENT
OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Application for
PUBLIC FACILITIES AND INFRASTRUCTURE PROJECTS

Program Year 2018

September 25, 2017
Mary Jane Brell Vujovic, Director
Human Services Department

APPLICATION QUESTIONS

Complete Sections 1 through 4

1. Organizational Capacity (A - J)

A. Please complete the following:

Organization's Executive Director:

Name/Title:
E-Mail:
Phone and Fax:

Financial Contact:

Name/Title:
E-Mail:
Phone and Fax #

Designated Project Manager:

Name/Title:
E-Mail:
Phone and Fax #:

B. Indicate the organization's corporate status (non-profit, Municipal Corporation, local government).

- Non-profit agency
- Municipal Corporation
- Other local government: indicate type _____.

C. Describe the ability and experience of the organization's staff in government contract administration, level of staffing available for this project, and include knowledge of each of the following topics:

- i. Procurement
- ii. Davis Bacon and State Prevailing Wage Requirements
- iii. Section 3 and MBE

D. Describe experience with other federally funded projects. Provide specific examples including, type(s) of projects, funding amounts, applicable federal regulations, etc.

E. Provide a list of the policies and procedures for each of the following:

- i. Personnel Management
- ii. Financial Management

F. Non-profit Organizations please **complete i through iv, public agencies skip to part G:**

- i. What is the Board's knowledge and level of involvement with the proposed project?
- ii. What are the major sources of support for the organization?

- iii. Describe the organization's program and development goals for the next two to three years.
- iv. What licenses does the organization need in order to operate, if any, and are they current?

G. Identify all of the organization's CDBG funded projects awarded in the past five years and the status of each:

(1) Project Name	(2) Project Number	(3) Amount of Award	(4) Completed in time originally specified in contract? Yes No	(5) Completed within original budget? Yes No

H. If any answers to (4) or (5) above are no, please explain.

I. Has the organization received any audit or monitoring findings in the past three years? If yes, what were they and how were they resolved?

J. Describe your organization's experience with financial management of federal funds.

2. Project Soundness (A - H)

A. Specify the approximate size of the project in square feet or lineal feet. Describe all contemplated actions which logically are either geographically or functionally part of the project regardless of the source of funding.

- i. List the specific activities the CDBG funds are to be used for and describe the need for the CDBG dollars to make the project work financially.
- ii. Describe what will happen if the County is unable to provide financing at this time. Include the impact on any funds committed and on site control.
- iii. Describe how your organization is prepared to deal with unanticipated project costs (e.g. cost overruns, change orders, etc.).
- iv. How can the proposed project be phased? Provide a detailed summary of each phase, in priority order, including the cost of each. If the project cannot be phased, provide a thorough explanation of why.
- v. Total CDBG dollars requested \$ _____
Total dollar value of other resources \$ _____
Total project costs \$ _____

B. In the table below, identify each source and amount of funding to be used for the project. Indicate whether funds are pending or committed by placing the amount in the appropriate column. Provide documentation for committed funds.

Development Budget Sources	Pending	Committed	Total
2018 Snohomish County CDBG	\$	\$	\$
	\$	\$	\$
Local funds (specify):	\$	\$	\$
	\$	\$	\$
State funds (specify):	\$	\$	\$
	\$	\$	\$
Federal funds (specify):	\$	\$	\$
	\$	\$	\$
Private financing (specify):	\$	\$	\$
	\$	\$	\$
Other (specify):	\$	\$	\$
	\$	\$	\$
In Kind*	\$	\$	\$
TOTAL	\$	\$	\$

*In-kind costs may include consultant fees (architect, environmental studies, engineering, and surveyors), donated land or buildings, publications and printing necessary for the project, and donated construction materials.

C. Explain how you arrived at the total cost of the project and why you consider your costs to be reasonable (Attach copies of cost estimates, etc.).

D. If applicable, are there any community objections to the project?

E. Describe how your project is consistent with each of the following plans:

- i. Consistency with the Snohomish County Consortium 2015 – 2019 Consolidated Plan (see Attachment A):
- ii. Consistent with the Countywide Planning Policies (See attachment B):
- iii. Consistency with local plans in the vicinity of the project:

F. If the project is within a structure (not a street or sidewalk), answer the following i through iii, if not, skip to Part G:

- i. Describe how the structure is compliant with the Americans with Disabilities Act (ADA) requirements regarding accessibility.
- ii. Will the structure serve as a house of worship or be used by a religious organization?
- iii. Was the structure constructed prior to 1978? If yes, will the structure be occupied by children age six (6) and under?

G. Will the project include the “acquisition” of a structure, land, or easements (permanent or temporary)? If yes, complete the following i through iv. If no, skip to Part H.

- i. Describe all acquisitions required for the project.
- ii. Does the project involve the demolition of housing units?
- iii. Are there business or residential tenants currently occupying the site? If yes, will they be required to move either temporarily or permanently?
- iv. For each real property parcel previously acquired for the project, or identified and intended to be acquired, provide all of the following:
 - a. Street address and physical description:
 - b. List the following dates per parcel:

Date	Property Occupied?	By Tenant or Owner?
Date acquired (title vested):		
Closing date stated in Purchase and Sale Agreement:		
Date Purchase and Sale Agreement was fully executed:		
Date of first formal offer to Purchase:		
Date of first written notice of interest to owner/seller:		

H. **ONLY** for projects located within the City limits of Everett, Marysville, or the King County area of Bothell, please answer the following questions. If not in one of these cities, skip to Section 3:

- i. Describe how the project will benefit Snohomish County citizens who live outside of the City limits.
- ii. What percentage of the clientele served by the organization, are from Snohomish County outside of the City limits? (provide supporting documentation).

3. Community Need, Benefit & Public Safety (A - E)

- A. Describe how your Organization determined the need for this project.
- B. All activities funded with CDBG must meet one of the three broad National Objectives:
 - Benefit to low- and moderate-income persons,
 - Aid in the prevention or elimination of slums or blight, or
 - Meet a community development need having a particular urgency.

Indicate below, which of the three National Objectives (**i** through **iii**) your project is eligible under, then answer the questions and provide the documentation for the chosen National Objective (See "Project Eligibility/CDBG National Objective" on page 7 for further information):

i. Benefit to low- and moderate-income persons

Please indicate below how your proposed project qualifies under benefit to low- and moderate Income persons by **checking one of the four following categories a through d**, and, provide the listed "Documentation Required" under that category.

a. Limited Clientele Presumed Benefit Activity

(Project is limited exclusively to populations assumed by HUD to be low- and moderate-income including: abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS and migrant farm workers)

Information/Documentation required:

- 1) Indicate which category of persons presumed by HUD to predominately low- and moderate-income, the proposed project will exclusively serve, and
- 2) Describe how the organization will document the presumed benefit.
- 3) Provide the estimated number of persons that will be served by the project.

b. Limited Clientele Direct Benefit Activity

(At least 51% of clientele served by the project must be low- and moderate-income persons)

Information/Documentation Required:

- 1) Indicate the total number of clients served in the past year;
- 2) Indicate what percentage of those clients were low- and moderate-income;

- 3) Indicate what income eligibility criteria was used to determine the percentages of low- and moderate-income persons;
- 4) Describe the process the organization will use to document income eligibility; and
- 5) Attach a copy of the client intake form.

c. Limited Clientele Nature and Location

Information/Documentation Required:

Describe how the proposed project is of such a nature and location that it may reasonably be concluded that the activity's clientele will be primarily low- and moderate-income persons. **Please contact OHCD for technical assistance before applying under this category.**

d. Area Benefit Activity

(Service area must be 44.77% or more low- and moderate-income)

Information/Documentation Required:

- 1) Define the boundaries of your claimed service area and provide the basis for determining the boundaries;
- 2) Provide a map of the service area with the boundaries of the service area and census tracts/block groups clearly indicated; and
- 3)

Provide the percentage of residents in the service area that are low- and moderate-income based on Census data or OHCD-approved survey. **Please contact OHCD with questions regarding area benefit activities.**

ii. Aid in the Prevention or Elimination of Slum and Blight

Please indicate below how your proposed project qualifies under slum and blight by **checking one of the two following categories**, then answer the questions and provide the documentation requested under that category.

a. Area Basis

Information/Documentation Required:

- 1) Identify the boundaries of the area;
- 2) Describe how the condition of the area meet the definition of a slum, blighted, deteriorated or deteriorating area under State/local law;

- 3) If state law does not specifically indicate the percentage of deteriorated or deteriorating buildings required to qualify the area, are at least $\frac{1}{4}$ of the buildings in the area deteriorated or deteriorating?;
- 4) Attach a description of the conditions which qualify the area;
- 5) Are public improvements as a whole throughout the area in a general state of deterioration?; and
- 6) Identify the specific activity that addresses one or more of the conditions which contributed to the deterioration of the area.

b. _____ Spot Basis

The proposed project activity is which of the following:

Acquisition Historic Preservation Clearance Relocation
 None of the above (stop, the project is not eligible under this category)

Information/Documentation Required:

Describe how the project activity will eliminate specific conditions of blight or physical decay on a spot basis.

iii. _____ Meet a community development need having a particular urgency

Information/Documentation Required:

- 1) Describe how the existing condition(s) pose a serious and immediate threat to the health or welfare of the community.
- 2) Explain when the existing condition developed or became critical.
- 3) State other sources of funds that have been applied for and/or explain why no other funds are available.

C. Describe how the proposed project will improve, enhance, and/or contribute to public safety (i.e. water flow for firefighting and fire hydrants, fire houses, shelters for disaster victims, etc.)

D. Describe any special circumstances that would help us better understand your project and/or the need you're trying to meet.

E. Attach copies of all data collection tools which will be used to verify achievement of HUD program goals and objectives. Indicate who in your organization will be responsible for monitoring the progress and reporting data in the CDBG Annual Report, required if your project is chosen for CDBG funding.

4. Readiness to Proceed (A - E)

- A. Explain any possible environmental issues, including those identified during completion of the Environmental Supplement, that have the potential to delay your project and describe steps that have been taken, or will be taken, to address those issues. (Any "Yes" responses on the Environmental Review Supplemental Overview may cause project delays and should be described here).
- B. Describe any other issues that have the potential to delay your project and describe steps that have been taken, or will be taken, to address them (land use issues, site control, acquisition requirements, including temporary or permanent easements, funding commitments, etc.).
- C. Projects awarded funding are expected to be "shovel ready" and completed within 12 months of receiving a contract. Once the County Council approves the funding awards, project sponsors will receive an official "Letter of Award" and can begin providing the necessary information to the County so that the environmental review can be completed and a contract issued.

In general, contracts may be executed after July 1st of the funding year. Snohomish County is required to adhere to strict spending timelines and CDBG funds must be spent in a timely manner. The expectation is that projects will be completed within one year of receiving a contract for CDBG funding. Based on the estimated funding schedule, please complete the following project schedule:

Projected Date

The Organization provides necessary information to OHCD to allow staff to complete the environmental review:

May 15, 2018 to July 15, 2018

All project financing committed:

Contract with Snohomish County Office of Housing & Community Development:

Design and Complete bid specifications:

Obtain all needed permits:

Project out to bid:

Bid award:

Project start date:

Project 50% complete:

Project Complete

Final Project Closeout

- D. Describe other funding sources that have been considered and/or applied for. Indicate the dates all project funding will be committed and available. If no other funds are being utilized, explain why.
- E. Complete the Project Budget on the following page.

Project Budget

(Complete All Columns)

		Total Project Costs	CDBG Funds Requested	Other Funds and/or In-kind Contributions	Sources of Other Funds and In-kind Contributions
I.	Environmental Review, Reports or Studies				
	<i>Subtotal Environmental Review Costs</i>				
II.	Property Acquisition Costs				
	Purchase Price				
	Closing Costs				
	Other Acquisition Costs				
	<i>Subtotal Property Acquisition Costs</i>				
III.	Construction Costs				
	Site Improvements				
	Construction				
	Construction Contingency				
	Sales Tax (if applicable)				
	Permits				
	Other Construction Costs				
	<i>Subtotal Construction Costs</i>				
IV.	Professional Fees				
	Architect/Engineer/Surveyor				
	Hazardous Materials Survey				
	Appraisal				
	Legal				
	Other Professional Fees				
	<i>Subtotal Professional Fees</i>				
V.	Other Development Costs				
	Relocation Costs				
	Financing Costs				
	Other				
	<i>Subtotal Other Development Costs</i>				
I.	Environmental Review Costs				
II.	Property Acquisition Costs				
III.	Construction Costs				
IV.	Professional Fees				
V.	Other Development Costs				
	TOTAL COSTS:				

ENVIRONMENTAL REVIEW SUPPLEMENTAL OVERVIEW

Federally funded County projects are subject to the National Environmental Policy Act (NEPA) and numerous other state and federal environmental laws. All environmental laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts on any development assisted with public funds. Applicants must be sensitive to any possible environmental impacts and concerns while their projects are first being planned to avoid problems, which can create uncontrollable delays, add unplanned construction or pre-development costs or even prevent a project from being funded or implemented in a timely manner.

It is the applicant's responsibility to submit a Supplemental Application that is both complete and complies with the application specifications and fully discloses any potential environmental concerns. The Snohomish County Office of Housing and Community Development (OHCD) is responsible for assuring compliance with state and federal regulations and seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with county managed funds.

All applicants must recognize and document potential environmental issues during the project planning process. OHCD, the Technical Advisory Committee and the Policy Advisory Board (citizen and elected review boards) can make better decisions by fully understanding and carefully considering the potential environmental consequences. Incomplete applications that do not include the required information necessary to fully evaluate the applicant's project and/or ignore potential environmental issues may result in diminished project competitiveness, and decreased overall application scoring.

Please contact the Environmental Specialist, Dee White, at 425-388-3260 or dee.white@snoco.org if you have any questions related to environmental issues or if you need assistance completing the Environmental Supplement appropriately.

The Environmental Review Supplemental Application includes a listing of subject areas relating to potential impacts on the physical or human environment. In most cases, applicants will be able to simply provide a brief response to the categories listed. Environmental information and assistance in preparing the environmental section can be obtained from a wide variety of sources including those listed which are cited as appropriate. Other possible sources of information include local comprehensive plans, preliminary engineering studies, state and federal reports, local agencies such as the planning or environmental health office, federal agencies and the internet.

ENVIRONMENTAL REVIEW SUPPLEMENTAL APPLICATION

PART I

Project Name: _____

Describe all planned project / construction activities, regardless of what funding will be used.
Provide a clear explanation of any ground disturbing activities (please limit to space provided):

Provide detailed impervious surface information:

- a. Existing square footage: _____
- b. Additional square footage: _____
- c. Total square footage after construction: _____
- d. Type of impervious surface; non-pollution generating or pollution generating: _____

YOUR SUBMISSION OF THIS APPLICATION TRIGGERS FEDERAL ENVIRONMENTAL REVIEW REQUIREMENTS. FEDERAL REQUIREMENTS MANDATE THAT THE COUNTY COMPLETE AN ENVIRONMENTAL REVIEW PRIOR TO ANY "CHOICE LIMITING ACTIONS" (i.e. contract execution, acquisition, demolition, construction) BEING INITIATED ON A PROJECT RECEIVING FEDERAL FUNDING.

Is your project currently underway?

Yes, acquisition and / or construction has begun.
If yes, was a legally binding contract or agreement signed prior to your intent to apply for federal funds?
 Yes (If yes, attach a copy of the contract/agreement with this environmental supplement)
 No

If you do not have a legally binding contract/agreement in place and dated prior to the submission date of your application, you must cease all choice limiting activities (contract execution, acquisition, demolition, construction) immediately until environmental compliance has been reviewed and approved by Snohomish County. Failure to comply will prohibit the use of federal funds for the project.

No, acquisition, development, or construction activities will not begin prior to authorization from Snohomish County.

Project Location:

Identify location by completing ALL of the following location identifiers:

Township: _____

Range: _____

Section: _____

Assessor Parcel Number of Project Site: _____

Complete Street Address: _____

City: _____ Zip Code: _____

Current Zoning Classification: _____

Proposed Land Use: _____

Current Property Owner: _____

Is project consistent with current Zoning designation? Yes No

Is project consistent with future Zoning designation? Yes No

Is the proposed project's land use consistent with the jurisdiction's Comprehensive Plan or Area Plan? Yes No

Existing Structures on Proposed Site

If the site has any existing structures, complete the following:

Building(s) Size: _____ Square footage

Year building(s) were built: _____ (attach Assessor's Record)

(To determine, go to <http://www.snohomishcountywa.gov/assessor> and provide a copy with this application)

Current Use: _____

Proposed Use: _____

Landmark Classification: _____

Has this specific project previously received NEPA environmental clearance from Snohomish County for CDBG or HOME funds? Yes What year? _____ No

PART II

For the following questions, answer by checking box Yes or No. Provide all required explanations by inserting answers following each question directly in the Supplemental document. **Attach additional requested documentation to the back of the environmental section, marking the appropriate section and number on the top.**

A "Yes" response to any of the following questions may cause additional delays in the review process and requires careful consideration by the applicant.

A. Historic Preservation

1. Is the proposed site or project activity listed on or within a district listed on the National Register of Historic Places, or any state or local listing of historic places, or Tribal land? **Attach all documentation used to make the determination.**

Yes No Unknown

2. Is any structure(s) on the proposed site of project activity 45 years old or older?

Yes No

a) If yes, list all structure(s) over 45 years, by street address and year of construction.

3. Provide a complete, detailed history of the property and all prior uses.

B. Floodplain Management & Flood Insurance

1. Is the proposed property located in a flood hazard area? **Print and attach the appropriate flood map and indicate the proposed site on the flood map.** State whether any part of the project site is within the flood hazard area. To determine, go to: <https://msc.fema.gov/portal/search>. For step-by-step directions on how to download the correct map, please refer to Attachment E-1 at the end of this environmental supplement.

Yes No

- a) If Yes, is the local general government jurisdiction in which each project site is situated currently participating in, and in good standing with FEMA under, the National Flood Insurance Program? **To determine, consult each local Planning/Building Department. Attach documentation used to make determination.**

Yes No

C. Wetlands Protection

1. Are there any wetlands on any part of the project site, or within 300 feet of the proposed project site and, if so, will the proposed project activity encroach or impact in any way upon any such on-site or adjacent wetland? **Describe how determination was made.**

Yes No

D. Air Quality

1. Is the air quality at proposed project site presently degraded by proximity to significant pollution generators or conditions (e.g. heavy motor traffic; dusty or noxious odor producing operations; etc.)? **Describe how determination was made.**

Yes No

2. Will the project contribute any pollution to the ambient air at project site?

a) During project development? Yes No
b) By its use or operation after completion? Yes No
c) If yes to either or both, **describe how determination was made.**

E. Noise

1. Is the proposed project within 1,000 feet of a major roadway? Yes No
2. Is the proposed project within 3,000 feet of a railway? Yes No
3. Is the proposed project within 15 miles of a civil airport or military airfield? Yes No
4. Are there any other potential noise sources in the project vicinity that could produce a noise level above HUD's acceptable range including but not limited to concert halls, night clubs, event facilities, etc.? **Describe how determination was made.** Yes No

F. Hazardous Conditions

1. Thermal & Explosive Hazards: Are there any visible above ground storage vessels, of more than approximately 200 gallons volume, with the exception of household propane storage tanks within a six block radius of proposed project site? **Describe how determination was made.**

Yes No

- a) If yes, describe and list location(s):

2. **Toxic Chemicals and Radioactive Materials:** Is the property or surrounding neighborhood listed on an EPA Superfund National Priorities or CERCLA List, or equivalent State list? **Attach a copy of the each of the two maps found at:** <http://www.epa.gov/enviro/> and <https://fortress.wa.gov/ecy/facilitysite/MapData/MapSearch.aspx?RecordSearchMode=New> **For step-by-step directions on how to download the correct maps, please refer to Attachment E-1 at the end of this environmental supplement.**
 Yes No
a) If Yes, list and describe location(s) physical proximity to project site.
3. Are there any toxic or hazardous concerns at the project? (i.e. asbestos, lead based paint, former site uses such as gas stations, manufacturing plants, factories, dry cleaners, etc.) **Describe how determination was made.**
 Yes No
4. Are there any commercial or industrial facilities with large above-ground storage of any hazardous materials, (such as a petroleum tank farm or wholesale facility, or a factory producing or using hazardous materials within a 1/2 mile radius of project site)? **Describe how determination was made.**
 Yes No
5. **Airport Hazard Zones:** Is the proposed project site within 1/4 mile of the perimeter or boundary of any military or civil airport or air field? **Describe how determination was made.**
 Yes No
a) If yes, identify the airport; and attach a copy of an accurate, scaled map delineating the airport fly zone and the proposed project location.

G. Other Environmental Resources

1. **Farmland Preservation:** Will proposed project site involve conversion of any existing farmland to another use? **Describe how determination was made.**
 Yes No
2. **Coastal Zone Management:** Is the proposed project site situated within a shoreline zone regulated under the Snohomish County Shoreline Management Master Program, or a municipality's shoreline regulations under the State Shorelines Management Act? **Describe how your determination was made.**
 Yes No
a) If yes, is the project permitted under those regulations? Yes No
3. **Adjacent Property Uses:** Are there any adjacent or nearby property uses that may have an adverse impact or potentially be harmful to the people using and/or surrounding the project? **Describe how your determination was made.**
 Yes No

PART III

ATTACH THE FOLLOWING DOCUMENTS WITH THE APPLICATION FOR ALL PROJECTS:

- ◆ Copy of the current Thomas Brothers Guide page, with the site location marked.
- ◆ Site plans and drawings (no larger than 11 x 17).
- ◆ A detailed history of prior uses of the proposed project location.
- ◆ Submit one or more photos or aerial map identifying the location of the project site.
- ◆ Attach all available environmental project and site studies, investigations, reports, and project plans; including Environmental Site Assessments, wetlands or other biological investigations, hazardous

materials investigations, soils and other geotechnical studies, planning reports, engineering reports, noise studies, traffic studies, etc.

- ♦ **If the project requires a zoning change**, attach a signed zoning confirmation letter from the project site jurisdiction's planning department. The letter must include sufficient detail to confirm the approval is for the specific proposed use of the site.

PART IV

Acquisition of land, whether vacant or occupied by buildings, new construction or substantial rehabilitation projects require a Phase I Environmental Site Assessment (Phase I). A Phase I is a professionally written assessment evaluating any hazards that may be on the land or in buildings (asbestos, lead based paint, etc.), historical use of the property or building (gas stations, factories, dry cleaners, etc.), and any other possible hazards in the vicinity of the property. In order to meet the all appropriate inquiry standard, the Phase I must be conducted or updated within one year prior to date of acquisition and the interviews, record reviews, site inspection, and lien search must be conducted or updated within 180 days prior to the date of acquisition. The Phase I should be written so that it meets HUD standards to ensure that the property does not impact the health and safety of the community. **This assessment is helpful at application time, but is not required until funding is approved.**

DRAFT

ATTACHMENT E-1 STEP-BY STEP DIRECTIONS TO ENVIRONMENTAL WEBSITES

Leaking and Underground Storage Tanks

<https://fortress.wa.gov/ecy/facilitysite/MapData/MapSearch.aspx?RecordSearchMode=New>

***Note – screen resolution must be at least 1024 x 768 pixels*

1. On the right side of the page click on Layers arrows.
2. In the Base Map box, change the option to Road Map.
3. On the right side of the page click on the Map Search arrows.
4. Enter the street address of the property and click Find.
5. On the top left corner of the page click on Tools, then Print Map.
6. In the Choose Title page, enter the address and/or name of the property.
7. Print the map in color.
8. Mark the exact location of the property on the printed color map.

EnviroMapper www.epa.gov/enviro/

1. Scroll down the page to the “Other Sites of Interest” and click on EnviroMapper.
2. In the EnviroMapper box, enter street address, city, WA and click on magnifying glass.
3. Near the top of the page click on Search Envirofacts, then Search by Program
4. Put a check mark in the box of all 9 systems (if any of these are “0” you won’t be able to check that particular item).
5. On your map, you may need to zoom in once or twice, to get good area details.
6. Print entire page in color, you must include the facility information at the bottom of the map; everything comes on one page. The actual map is smaller but that’s ok as long as one of the colored symbols is not on or near your project location.
7. Mark the location of your project on the printed, color map.

Flood Map www.msc.fema.gov/portal/search

1. Enter the street address, city, and state in the search box on the left side of the page and click Search.
2. Click on the blue magnifying glass View icon.
3. Determine the location and click on “Make a Firmette” on the left side of the page.
4. Drag and drop the pink square outlined in green so that your property is in the approximate center of the square.
5. Then on left side click “Print Area”.
6. Then on left side click “Scale and North Arrow”.
7. Then on left side click “Title Block”
8. Then click “Create Firmette” Adobe.
9. Then click “Save your Firmette toward the upper left corner, then open file.
10. The map comes up which should show the area of your location. Print and then mark the spot of your property on printed page.

APPLICATION CHECKLIST

(This document is required as part of a complete PF&I application for funding)

1. Applicant Authorization and completed application Sections 1 through 4
2. Project Budget form
3. Copy of Board/City Council minutes or Board/City Council Resolution approving the application for funding and designating authorized individual to negotiate and contractually bind agency
4. Non Profit Organizations email the following documents electronically to OCHS.Mailbox@co.snohomish.wa.us:
 - a. Proof of 501 (c) (3) Status with IRS
 - b. Current Articles of Incorporation & Amendments
 - c. Current By-Laws, as amended
 - d. Organizational mission statement and length of time in existence
 - e. Current Board of Directors information or other governing body; include name, occupation, or affiliation of each member and identify the principal officers of the governing body
 - f. Current Organizational Chart, including related or subsidiary entities and to-be-established entities
 - g. Current Management Team information, including resumes of executive Director, Chief Fiscal Officer and Chief Program Administrator
 - h. Current year operating budget
 - i. Most recent two years of Audits, with management letter, or financial statements
 - j. Tax return 990 for last two years
 - k. Signed Organizational Document Certification form
5. Service area map with service area clearly indicated (for area benefit projects)
6. Evidence of site control (if applicable)
7. Client intake form (applicable to direct benefit projects)
8. Letters of funding commitment (if applicable)
9. Architectural drawings (if available)
10. Construction specifications (if available)
11. Title Report (if applicable)
12. Appraisals (if applicable and available)
13. Letters of Support (if applicable)

- 14. Cost estimates (if available)
- 15. Relocation Plan (if applicable)
- 16. List of policies and procedures (Section 1, E)

Environmental Supplement Attachments

- 17. Copy of Thomas Guide page with site location marked
- 18. County Assessor Property Record
(<http://www.snohomishcountywa.gov/assessor>)
- 19. FEMA Flood Map with site location marked
(<https://msc.fema.gov/portal/search>)
- 20. Environmental Protection Agency Map with site location marked
(www.epa.gov/enviro/)
- 21. Department of Ecology Map with site location marked
(www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html)
- 22. Site Plans and drawings (no larger than 11 x 17). If the project consists of new construction or rehabilitation, include the original total square footage of the site plus square footage of new impervious surface to be added
- 23. Signed zoning confirmation letter (if the project requires a zoning change)
- 24. Detailed history of the property use
- 25. All available project and site studies
- 26. Photographs or aerial photos of existing site
- 27. If available, Phase I Environmental Site Assessment for acquisition of land, new construction, or substantial rehabilitation. If not available, OHCD staff will advise if required
- 28. Completed Environmental Review Supplemental Application with the supporting documentation for questions in Part II, sections A through G
- 29. Hazardous materials survey/assessment summary (if applicable)

ATTACHMENTS

1. Attachment A – Snohomish County Consortium 2015 – 2019 Consolidated Plan - Public Facilities & Infrastructure Priorities and Goals
2. Attachment B - Countywide Planning Policies
3. Attachment C – 2017 HUD Income Limits
4. Attachment D – Organizational Document Certification

DRAFT

Attachment A – Consolidated Plan Priorities and Goals

2015-2019 SNOHOMISH COUNTY CONSORTIUM 2015 – 2019 CONSOLIDATED PLAN

PUBLIC FACILITIES & INFRASTRUCTURE PRIORITIES AND GOALS

Priority Need: Public Facilities

Description of Need: In order to provide a suitable living environment for, and expand the economic opportunities available to, persons of low- and moderate-income and to special needs populations, Snohomish County will address the public facility needs, prioritized at the municipal and community level, of low-income households and predominately low- and moderate-income neighborhoods and communities, and other HUD-eligible populations throughout the County.

Public Facilities Goals

Public Facilities - 1: Support construction and/or rehabilitation of up to three (3) public facilities which serve to remove material or architectural barriers to the mobility or accessibility of elderly persons and severely disabled adults.

Public Facilities - 2: Support acquisition, construction and/or rehabilitation of up to three (3) public facilities which will principally benefit low- and moderate-income households, special needs populations, the homeless and those at risk of homelessness or abuse, and other HUD defined “Presumed Benefit” populations, which include: abused children, battered spouses, elderly persons, severely disabled persons, homeless persons, illiterate adults, persons living with aids and migrant workers.

Public Facilities - 3: Support acquisition, construction and/or rehabilitation of up to three (3) public facilities which will principally benefit low- and moderate-income households, including but not limited to, youth centers, child care centers, health facilities, senior centers and food banks.

Public Facilities - 4: Support acquisition, construction and/or rehabilitation of up to two (2) public facilities to principally benefit low- and moderate-income neighborhoods including but not limited to, parks and recreation, health centers, fire stations and other neighborhood facilities.

Priority Need: Public Improvements and Infrastructure

Description of Need: In order to provide for the health, safety and welfare of Snohomish County's low- and moderate-income neighborhoods, Snohomish County will address the unmet basic infrastructure needs, prioritized at the municipal and community levels, of low- and moderate-income households and predominately low- and moderate-income neighborhoods and communities throughout the county.

Public Improvements and Infrastructure Goals

Public Improvements & Infrastructure 1: Support construction and rehabilitation of up to seven (7) street and/or sidewalk projects to principally benefit low- and moderate-income neighborhoods and/or which promote the accessibility and mobility for the elderly and the disabled.

Public Improvements & Infrastructure 2: Support up to ten (10) other infrastructure projects including but not limited to, water/sewer projects, flood drain improvements, and other flood mitigation needs to principally benefit low- and moderate-income households.

Attachment B – Snohomish County Planning Policies

COUNTYWIDE PLANNING POLICIES

Cited in Evaluation Criteria

CDBG Public Facilities and Infrastructure Projects
Long Range Planning Division/PDS
2017 Funding Round

DP-11 The County and cities should revise development regulations and incentives, as appropriate, to encourage higher residential densities and greater employment concentrations in Urban Growth Areas.

DP-14 The County and cities should promote and focus new compact urban growth in urban centers and transit emphasis corridors.

DP-15 The County and cities should adopt policies, development regulations, and design guidelines that allow for infill and redevelopment of appropriate areas as identified in their comprehensive plans.

DP-32 Jurisdictions should design public buildings and spaces, transportation facilities, and infrastructure so they contribute to livability, a desirable sense of place and community identity.

DP-33 Jurisdictions should develop high quality, compact urban communities that impart a sense of place, preserve local character, provide for mixed uses and choices in housing types, and encourage walking, bicycling, and transit use.

PS-13 Jurisdictions should adopt capital facilities plans, and coordinate with other service providers, to provide the appropriate level of service to support planned growth and development in Urban Growth Areas.

TR-4 The County and cities shall provide transportation facilities and services that support the land use elements of their comprehensive plans, including roadway capacities and nonmotorized options together with public transportation services appropriate to the designated land use types and intensities by:

- a. Maintaining and improving existing arterials, neighborhood streets, and associated pedestrian, bicycle, and transit infrastructure in order to promote safe and efficient use for all modes; and
- e. Providing adequate access to and circulation for public service and priority for public transportation vehicles will be part of the planning for comprehensive plan land use designations and subsequent development as appropriate.

TR-5 The County and cities together with the Washington State Department of Transportation should develop consistent transportation design standards for urban and rural areas throughout the County that address public transportation, roadways, ferries, walkways, bikeways, and access for people with disabilities, low-income and special needs populations, and that recognize differences among communities by: [...]

TR-15 The County and cities shall maintain, preserve and operate the existing transportation systems in a safe and usable state. The County and cities should collaborate on maintenance, management, predictable funding and safety practices that:

- a. Maintain and operate transportation systems to provide safe, efficient, and reliable movement of people, goods, and services;
- b. Protect the investment in the existing system and lower overall life-cycle costs through effective maintenance and preservation programs;
- c. Reduce the need for some capital improvements through investments in operations; pricing programs; demand management strategies, and system management activities that improve the efficiency of the current system;
- d. Improve safety of the transportation system and, in the long term, pursue the goal of zero deaths and disabling injuries;
- e. Protect the transportation system against disaster by developing prevention and recovery strategies and coordinating emergency responses; and
- f. Assess and plan for adaptive transportation responses to potential threats and hazards arising from climate change.

TR-21 The County and cities, in cooperation with the Washington State Department of Transportation (as appropriate), shall coordinate in planning, designing programming, and constructing nonmotorized transportation facilities in Snohomish County. The County and affected cities recognize a need for:

- a. Bikeway and walkway standards that are compatible among affected jurisdictions;
- b. Joint planning to achieve continuous and/or direct bicycle routes between cities and major centers in Snohomish County and the region;
- c. Joint planning for a safe system of bicycle and pedestrian facilities that link residential areas, schools, recreational areas, business districts, and transit centers and facilities; and
- d. New development to accommodate nonmotorized transportation facilities in its site planning.

PS-16 The County and cities should encourage the location of new human services facilities near access to transit.

HO-6 The County and cities should implement policies and programs that encourage the upgrading of neighborhoods and the rehabilitation and preservation of existing legally established, affordable housing, including but not limited to mobile/manufactured housing and single – room occupancy (SRO) housing.

Attachment C – 2017 HUD Income Limits

2017 HUD INCOME LIMITS

Household Size	30% Area Median Income	50% Area Median Income	80% Area Median Income
1	\$20,200	\$33,600	\$50,400
2	\$23,050	\$38,400	\$57,600
3	\$25,950	\$43,200	\$64,800
4	\$28,800	\$48,000	\$72,000
5	\$31,150	\$51,850	\$77,800
6	\$33,450	\$55,700	\$83,550
7	\$37,140	\$59,550	\$89,300
8	\$41,320	\$63,400	\$95,050

<http://www.huduser.org/portal/datasets/il.html>

Attachment D – Organizational Documentation Checklist

ORGANIZATIONAL DOCUMENT CERTIFICATION FORM Non-Profit Organizations PY 2018 Snohomish County NOFA Application

Agency Name: _____

Each non-profit agency that applies for funds under this NOFA must email one electronic copy of this Organizational Document Certification Form (Attachment D) with all attachments, to OCHS.Mailbox@co.snohomish.wa.us marked as "Organizational Documents." Applicants need only submit once for all applications in the NOFA. (Note: Specific applications may have additional submittal requirements to be enclosed with that particular application.)

The following organizational documents are enclosed:

- 1. Proof of 501(c) (3) status with IRS
- 2. Current Articles of Incorporation & amendments
- 3. Current By-Laws, as amended
- 4. Organizational mission statement and length of time in existence.
- 5. Current Board of Directors information or other governing body; include name, occupation, or affiliation of each member and identify the principal officers of the governing body. Also include the following board information:

A. How many positions are currently vacant?	
B. How many board meetings were held in the last 12 months?	
C. How many meetings had a quorum present?	
D. Are written meeting minutes kept?	
E. Is the board operating in accordance with its approved bylaws?	
F. Do you conduct an orientation for new board members?	
G. Do you provide other board training?	

- 6. Current Organizational chart, including related or subsidiary entities and to-be-established entities (e.g. limited partnerships, LLCs, general partner entities, etc.)
- 7. Current Management Team information, including resumes of Executive Director, Chief Fiscal Officer and Chief Program Administrator
- 8. Current Year Operating Budgets

9. Most recent two years audits, with management letter, or financial statements if audits not required.

Year ending_____

Year ending_____

10. Tax return 990 forms for the last two years

Year ending_____

Year ending_____

11. Organizational Document Certification Form

I certify that the enclosed are true and current copies of the organizational documents listed.

Signature:_____

Title:_____

Name:_____

Date:_____

Organization:_____

Project:_____