



## **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.*



### **CITY COUNCIL REGULAR MEETING AGENDA Lake Stevens School District Educational Service Center (Admin. Bldg.) 12309 22<sup>nd</sup> Street NE, Lake Stevens**

**Tuesday, September 11, 2018 – 7:00 p.m.**

**NOTE:**

**WORKSHOP ON VOUCHERS AT 6:45 P.M.**

<b>CALL TO ORDER:</b>	7:00 P.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Council President
<b>ROLL CALL</b>		
<b>MOMENT OF SILENCE</b>	Commemorating 9/11	
<b>APPROVAL OF AGENDA</b>		Council President
<b>NEW EMPLOYEES</b>	Tyler Eshelman Brandon Connolly Mathew Young Grace Kane	Eric
<b>CITIZEN COMMENTS</b>		
<b>COUNCIL BUSINESS</b>		Council President
<b>MAYOR'S BUSINESS</b>	Proclamation declaring September as Children's Cancer Awareness Month	
<b>CITY DEPARTMENT REPORT</b>	Update	
<b>CONSENT AGENDA:</b>		
	*A Approve 2018 Vouchers	Barb
	*B Approve City Council Regular Meeting Minutes of August 28, 2018	Kathy
	*C Approve Amendment to Council Rules of Procedure	Kathy
	*D Appoint John Cronin to Planning Commission	Mayor
	*E Approve Hillcrest Elementary School Right-of-Way Dedication-Safe	Cory/Eric

**PUBLIC HEARING:** None

<b>ACTION ITEMS:</b>	*F	Approve Resolution 2018-25 Initiating Annexation for the Northeast Island Annexation	Josh
	*G	Approve Resolution 2018-26 Initiating Annexation for the Southeast Island Annexation	Josh
	*H	Approve Ordinance 1034 regarding Design Review Board	Russ
	*I	Approve Professional Services Agreement with Outcomes by Levy	Gene

**DISCUSSION ITEMS:**

**EXECUTIVE SESSION** RCW 42.30.110(i) - Potential Litigation

**ADJOURN**

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

# Proclamation

WHEREAS, each year in the United States more than 15,000 children from birth to 19 years old are diagnosed with cancer, equal to about 42 childhood cancer diagnoses each day; and

WHEREAS, each year worldwide, there are more than 300,000 new childhood cancer diagnoses, equal to about every 3 minutes a family will hear the words 'Your child has cancer'; and

WHEREAS, although the five-year survival rate for childhood cancers has reached 80 percent, nearly 2,000 American children under the age of nineteen still die each year from cancer, making it the leading killer of children by disease; and

WHEREAS, those who do survive will face at least one chronic health condition later on in life – not limited, but including – heart, liver, lung damage, infertility, secondary cancers and growth deficits; and

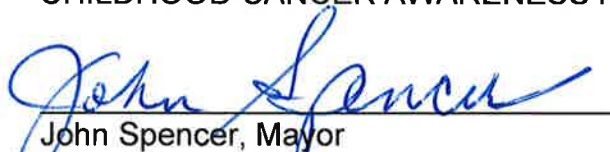
WHEREAS, the causes of childhood cancer are largely unknown and more studies are needed to understand which treatments work best for children; and

WHEREAS, cancer treatment for children often must differ from traditional adult treatments to take into account children's developmental needs and other factors; and

WHEREAS, children including Layla Beckstrand are among the hundreds of children being treated for cancer in Washington State; and

WHEREAS, the State of Washington is a caring state and community that supports children and families;

NOW, THEREFORE, I, John Spencer, Mayor of the City of Lake Stevens, do hereby proclaim the month of September 2018 as CHILDHOOD CANCER AWARENESS month.

  
John Spencer, Mayor  
Lake Stevens, Washington  
United States of America





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**CITY DEPARTMENT REPORT  
CITY COUNCIL REGULAR MEETING  
SEPTEMBER 11, 2018**

**CONTRACT RENEWALS AND EXPENDITURES**

\$84,177.50	David Consulting Group was awarded a contract for the 91st Ave SE and 4th St SE Improvements Project. The contract award does not exceed the adopted budget
\$20,394.79	American Agreement and Demo, LLC was awarded a contract for asbestos abatement of three City owned structures. The contract award does not exceed the adopted budget. The three structures include 9208 31 <sup>st</sup> St SE, 9407 4 <sup>th</sup> St NE and 1925 99 <sup>th</sup> Ave SE





## Public Works

### Capital Projects Update

### September 2018 Report

#### Introduction

This report is intended to provide a status update to the Community, City Council, Mayor and Administration on a selection of the projects. Several capital projects in Lake Stevens are in various phases of design or construction. Thank you to the Public Works team for preparing this report. If you have questions regarding this report or a project, please contact City Hall at 425-334-1012.

#### Parks

##### **Lundeen Park Restoration**

**Cost Estimate:** \$800,000

**Funding Source:** Park Mitigation

**Schedule:** Project is substantially complete. Punch list and plant replacement is ongoing.

**Current Status:** Substantial Completion

**Scope:** A-1 Landscaping and Construction was awarded the construction contract in April. Work began on May 14<sup>th</sup> and was substantially completed in July. Work included clearing, demolition, earthwork, concrete and paving, lighting, new great lawn, new playground equipment, resurfacing, irrigation and landscaping. The Public Works Crew installed the new benches, tables and bike racks and is proactively maintaining the park.



Lundeen Park—New Walkways— August 2018

##### **20th Street SE Playfield**

**Cost Estimate:** \$20,000

**Funding Source:** Park Mitigation

**Schedule:** Available for public use.

**Current Status:** Partially Complete

**Scope:** Turf has been reestablished with hydroseed and allowed to grow for several weeks before opening to the public. Project elements include new turf, installation of an access road and pedestrian paths, drainage improvements a new parking area, and a new fence along 20th Ave NE.



20th Street SE—Hydroseed May 2018



## Eagle Ridge Park Improvements

**Cost Estimate:** \$75,000

**Funding Source:** Park Mitigation

**Schedule:** Under Construction

**Current Status:** Community garden complete. Parking area will be paved this fall. Natural discovery/play area constructed in the rear area of the park. Grant application submitted to the Recreation and Conservation Office for a playground and other park amenities.

**Scope:** This project consists of multiple phases over 10-15 years. Key elements include construction of a community garden (complete), paving a parking area (2018), adding a playground, converting the existing barn to an interpretive center, installation of public restrooms and trails, and adding an outdoor classroom and frontage improvements including sidewalks.



Eagle Ridge Park Parking Area—May 2018



Cavalero Park—May 2018

## Cavalero Community Park

**Cost Estimate:** \$290,000

**Funding Source:** General Fund

**Schedule:** Construction 2019

**Current Status:** Design is underway. Permit applications submitted in August by Snohomish County.

**Scope:** This 35-acre property includes an off-leash dog area with a gravel parking lot. Proposed park elements include a skate park, open field areas, ballfields, sport courts, playgrounds, walking trails, picnic facilities and interpretive signs.





## Parks

### Frontier Heights

**Cost Estimate:** \$185,000

**Funding Source:** General Fund/Park Mitigation

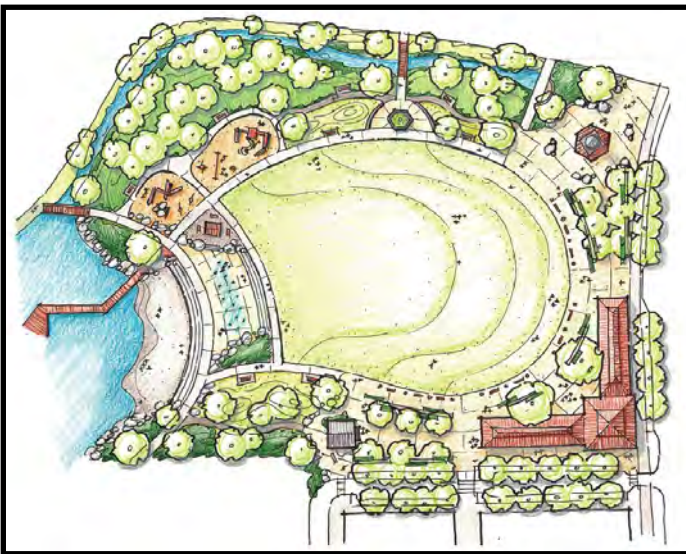
**Schedule:** 2018 Design Phase, 2019 Construction

**Current Status:** Design is underway. Recreation Conservation Office grant application submitted for Phase I improvements. Open house event scheduled for September 12th from 5:30pm-7:30pm in the park.

**Scope:** Development will occur in three phases. Phase I includes the multi-use trail and parking improvements. Phase II includes a new playground picnic shelters, and basketball court. Phase III will provide a new multi-use field, irrigation and associated recreation structures.



Frontier Heights—Design Underway—May 2018



North Cove Park—Conceptual Drawing

### North Cove Park

**Cost Estimate:** \$331,000

**Funding Source:** Real Estate Excise Tax (REET), Grants

**Schedule:** Construction to begin in 2019.

**Current Status:** Archeological and Cultural Resources Survey is complete. Preliminary/conceptual design is complete.

**Scope:** This project includes several phases and is in conjunction with the Main Street Project. Restoration of the beach to allow for swimming includes removal of saw mill debris and installation of sand/cobbles. Future phases will include a great lawn, pavilion, festival street, playgrounds and splash park.



## Callow Road Improvements

**Cost Estimate: \$645,000**

**Funding Source:** Developer Impact Fees

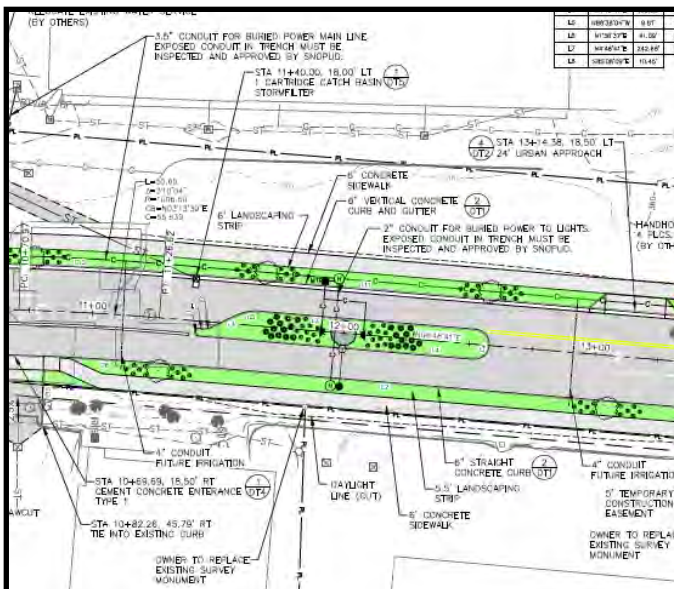
**Schedule:** Complete

**Current Status:** Project is complete and has been accepted by the City.

**Scope:** Installation of 2300' feet of sidewalk, drainage improvements, and a grind and overlay of the road surface. This project provides pedestrian access for existing and future residents to the Lundeen Parkway.



Callow Road—Sidewalk Complete—May 2018



## Frontier Village Access Road—90% Design

## Frontier Village Access Road

**Cost Estimate: \$550,000**

**Funding Source:** REET II

**Schedule:** Construction Fall 2018

**Current Status:** Design is nearly complete.

**Scope:** Design and construction of 340 feet of roadway including a curbs, gutters, sidewalk and drainage improvements to provide access from 4th St. NE into Village Way. This project is necessary with the planned intersection revisions associated with WSDOT's SR 9 project.



## Transportation

### Main Street Redevelopment

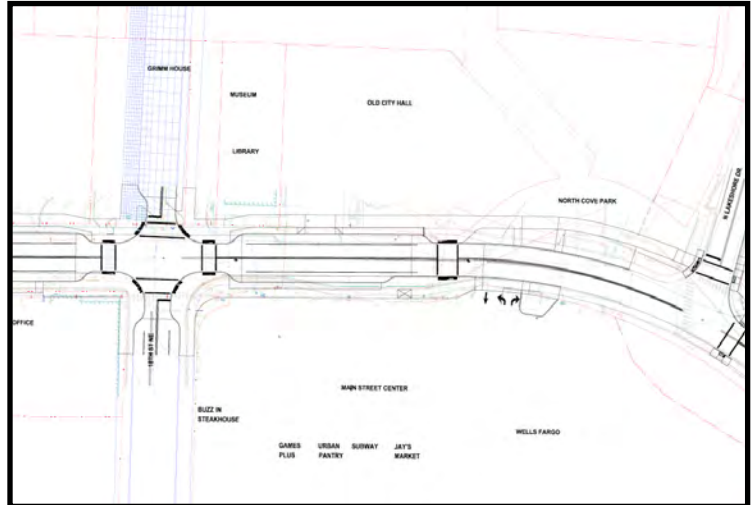
**Cost Estimate:** \$730,000

**Funding Source:** REET

**Schedule:** Design 2018/19, Construction 2019

**Current Status:** Design is underway.

**Scope:** Design and construction of main street improvements from 16th Street NE to 20th Street NE in downtown Lake Stevens. Improvements will include a 7-ft wide sidewalk with a 5-ft planter strip on the east side, a 10-ft wide mixed-use path on the west side with a 5-ft wide planter strip, parallel street parking, new lighting and underground utilities.



Main Street—Conceptual Overlay (credit: KPG)



20th Street SE—Conceptual Cross Section

### 20th Street SE Widening/Improvement

**Cost Estimate:** \$6,380,000

**Funding Source:** Puget Sound Regional Council (PSRC), Transportation Improvement Board (TIB), Local Funding Match

**Schedule:** Construction 2020

**Current Status:** Design complete. Right-of-way acquisition underway. The City has been awarded \$2.5 million from PSRC and has a pending grant application with TIB for an additional \$2.5 million.

**Scope:** Widening 20th Street SE to five lanes from 83rd Ave SE to 91st Ave SE. Project includes sidewalks on both sides, increased pedestrian and bicycle facilities and drainage improvements.

## Transportation



### **91st Avenue SE and 4th Street SE Sidewalk—Safe Routes to School**

**Cost Estimate:** \$622,000

**Funding Source:** Safe Routes to Schools Grant

**Schedule:** Construction in Fall 2018

**Current Status:** Design is 90% complete. Design contract awarded to Davido Consulting Group.

**Scope:** Installation of 900 feet of sidewalk, including curb and gutter, and drainage improvements. The purpose of this project is to provide safe pedestrian passage from Hillcrest Elementary School to the east side of 4th St. SE and the north side on 91st St. SE.



91st Ave SE and 4th Street SE Sidewalk Alignment



South Lake Stevens Path

### **South Lake Stevens Path**

**Cost Estimate:** \$1,300,000

**Funding Source:** WSDOT Local Programs

**Schedule:** Design in 2018/19, Construction in 2019

**Current Status:** Design is underway. Contract awarded to LDC, Inc.

**Scope:** Design and construction of a separated 3,200 linear foot asphalt path on South Lake Stevens Road from South Davies Road to East Lake Shore Drive, at the southern end of Lake Stevens. The path will provide multi-modal access and landscape/safety improvements that are consistent with the City's beautification plan.





## Stormwater Education and Outreach

### Lake Stevens School District Cooperative

**Funding Source:** Stormwater Capacity Grant

**Schedule:** Year Long

**Current Status:** On-going

**Scope:** Coordination with the Lake Stevens School District, Snohomish Conservation District, Sound Salmon Solutions, and the City of Lake Stevens to provide stormwater education as part of the District's science curriculum. This cooperative effort provides Lake Stevens students with STEAM curriculum that directly relates to current stormwater topics in Lake Stevens, and meets City code requirements that validates a reduction in stormwater fees for the Lake Stevens School District.



Police Station—Conceptual Layout



### I Love Lake Program

**Funding Source:** Stormwater Capacity Grant

**Schedule:** Year Long

**Current Status:** On-going

**Scope:** The City of Lake Stevens Stormwater Division is working with the Snohomish Conservation District to revitalize the "I Love Lake" program. A stormwater "passport" that would support local businesses while promoting water quality BMPs is being developed for citizens to become a "Lake Safe Home." Additional elements to this program include a "State of the Lake" gala in the coming months, and a new City-wide award/contest for lake-friendly homes that would take place every year.





## Facilities

### Chapel Hill Police Station

**Cost Estimate:** To Be Determined

**Funding Source:** TBD

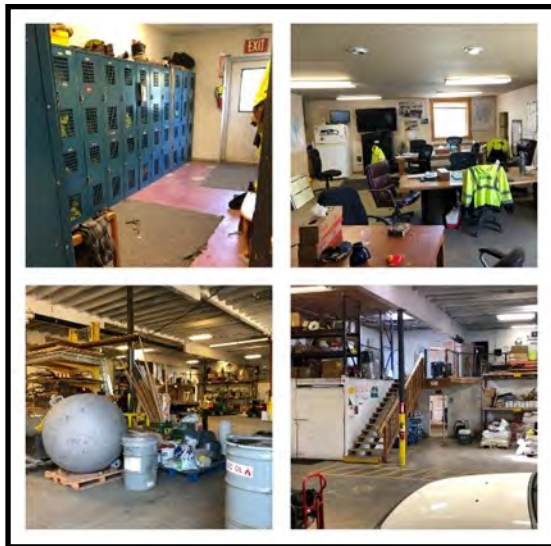
**Schedule:** Design in 2018/19, Construction in 2019

**Current Status:** Mackenzie was awarded the design contract and they have begun working.

**Scope:** Design and construction of a new 18,000 sq.ft.— 20,000 sq.ft police station at the Chapel Hill Site. A master plan for the site was completed in 2018. The design phase, bid documents will be completed by April 2019 for construction in 2019/20. The new police station will provide adequate space for the City's police force as the City grows.



Police Station—Conceptual Layout



Public Works Shop—Pending Remodel

### Other Projects

1. Catherine Creek Culvert Replacement
2. Public Works Decant Facility
3. Surface Water Drainage Improvements
4. Sidewalk Projects (Expansion and Restoration)
5. Trestle HOV Lane
6. 79th Ave SE Access Road
7. 24th Street Design
8. Annual Overlays and Lane Striping (Contract Awarded)
9. Public Works Shop Remodel



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BLANKET VOUCHER APPROVAL  
**2018**

Payroll Direct Deposits	8/31/2018	\$198,400.17
Payroll Checks	46008	\$1,721.54
Tax Deposit(s)	8/31/2018	\$69,273.99
Electronic Funds Transfers	ACH	\$243,585.68
Claims	46009-46101	\$178,614.31
Void Checks		
Total Vouchers Approved:		\$691,595.69

**This 11th day of September 2018:**

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

\_\_\_\_\_  
Councilmember

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Councilmember

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Councilmember

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Councilmember

September 11, 2018




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**City Expenditures by Type on this voucher packet**

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Personnel Costs	\$	200,122	29%
Payroll Federal Taxes	\$	69,274	10%
Other Employer paid Benefits	\$	233,114	34%
Employee paid benefits - By Payroll	\$	14,296	2%
Supplies*	\$	60,367	9%
Professional Services	\$	82,861	12%
Intergovernmental	\$	6,848	1%
Capital**	\$	24,713	4%
Void Check			0%
<b>Total</b>	<b>\$</b>	<b>691,595.69</b>	<b>100%</b>

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**Transactions of Note**

\* School Zone Signs -- \$20,980.52

\*\* South Lake Stevens Road -- \$22,174.42





Checks to be Approved for Period of 8/23/2018 - 9/5/2018

Total for Period
<b>\$491,473.98</b>

**Vendor: Accela Inc**  
**Check Number: 46018**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV-ACC41694	9/5/2018	510 006 518 80 49 29	LR - Accela/Springbrook	Annual Maintenance Sept 2018-Sept 2019	\$2,037.63
					<b>\$2,037.63</b>

**Vendor: Ace Hardware**  
**Check Number: 46019**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
60142	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Carwash Supplies	\$30.46
60149	9/5/2018	001 012 569 00 48 00	CS-Aging Services R&M	Paint Brushes	\$49.03
60150	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint/Roller Cover	\$156.75
60168	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Batteries	\$13.06
60173	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint Rollers	\$58.24
60191	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint	\$69.67
60199	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Tool Tote	\$8.70
60199	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Tool Tote	\$8.71
60249	9/5/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Extn Cord/Sawzal Blade/Saw	\$202.52
60262	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Concrete Bricks	\$5.88
60263	9/5/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Concrete BricksWrenches/Grease/Clamps	\$80.50
					<b>\$683.52</b>

**Vendor: AFLAC**  
**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,509.00
					<b>\$1,509.00</b>

**Vendor: Amazon Capital Services**

**Check Number: 46020**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11J9-MFWK-RQPH	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Surface Stylus Pen	\$43.55
1CC4-9M1Q-NWRR	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Lithium Batteries	\$28.29
1H1C-WNV3-3DCD	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Surveillance Earpiece	\$76.23
1HYX-TD43-MWXN	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Surveillance Earpiece	\$169.88
1R64-VJFT-NLWP	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Lithium Batteries	\$16.65
1YQX-TYFC-FMX3	9/5/2018	001 003 514 20 31 00	CC-Office Supply	Keyboard/Mouse Combo	\$48.97
1YQX-TYFC-FMX3	9/5/2018	001 005 518 10 31 00	HR-Office Supplies	Keyboard/Mouse Combo	\$48.97
					<b>\$432.54</b>

**Vendor: Artcraft and Foremost**

**Check Number: 46021**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
440262	9/5/2018	001 008 521 30 31 00	LE-Community Outreach Supplies	Wristband Bracelet/Reflective Hook Zipper Pull	\$608.62
					<b>\$608.62</b>

**Vendor: Assoc of Washington Cities EFT**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$125,202.80
083118	8/31/2018	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$0.82)
083118T	8/31/2018	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Insurance Premiums	\$2,181.08
083118T	8/31/2018	001 013 518 30 20 00	GG-Benefits	Teamster Dental Insurance Premiums	(\$0.08)
					<b>\$127,382.98</b>

**Vendor: Bay Alarm Company**

**Check Number: 46022**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
130560180815I	9/5/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Burglar Monitoring N Lakeshore Dr Sept 2018-Sept 2019	\$468.00
304360180815I	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Delivered Integra Link & Added Hold Up Button PD	\$723.31
					<b>\$1,191.31</b>

**Vendor: Big O Tires**

**Check Number: 46023**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1-63020	9/5/2018	001 007 559 30 48 00	PB-Repair & Maintenance	Flat Repair - 2017 Ford Escape PW51	\$48.95
					<b>\$48.95</b>

**Vendor: Canon Financial Services Inc**

**Check Number: 46024**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19111437	9/5/2018	001 013 518 20 45 00	GG- Rental & Services	Copier Maintenance - City Hall July/Aug 2018	\$570.00
19112271	9/5/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance - City Shop Aug 2018	\$17.06
19112271	9/5/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance - City Shop Aug 2018	\$17.07
					<b>\$604.13</b>

**Vendor: CHS Engineers LLC**

**Check Number: 46025**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371810	9/5/2018	001 007 558 50 41 00	PL-Professional Servic	Engineering Services LUA2018-0125 Swenson SP	\$493.66
					<b>\$493.66</b>

**Vendor: City of Everett**

**Check Number: 46026**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I18002842	9/5/2018	410 016 531 10 41 01	SW-Professional Services	Fecal Coliform Analysis	\$240.00
I18002874	9/5/2018	001 008 554 30 51 00	LE-Animal Control	Animal Control Services July 2018	\$1,730.00
					<b>\$1,970.00</b>

**Vendor: Comcast**

**Check Number: 46027**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0692756 0818	9/5/2018	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
					<b>\$106.18</b>

**Check Number: 46028**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0810218 0818	9/5/2018	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$96.18
					<b>\$96.18</b>

**Check Number: 46029**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1009612 0818	9/5/2018	001 013 518 90 49 03	GG-Visitor Center -SnoCo Contr	Internet Services - VIC	\$156.18
					<b>\$156.18</b>

**Vendor: Cory De Jong and Sons Inc**

**Check Number: 46030**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
J277787	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Play Chips 30 yards	\$1,298.63
J277788	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Play Chips 10 yards	\$432.88
					<b>\$1,731.51</b>

**Vendor: Crystal Springs**

**Check Number: 46031**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16015194 0818	9/5/2018	001 008 521 50 30 00	LE-Facilities Supplies	Bottled Water - Police Department	\$131.08
					<b>\$131.08</b>

**Vendor: Day Wireless Systems**

**Check Number: 46032**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
469869	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Flexible Ear Insert	\$13.70
					<b>\$13.70</b>

**Vendor: Dept Graphics**

**Check Number: 46033**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9350	9/5/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Graphics Produced and Installed on PT-18-78	\$970.85
					<b>\$970.85</b>

**Vendor: Dept of Licensing**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2974-3175	9/5/2018	633 000 589 30 00 05	Gun Permit - State Remittance	Gun Permit - State Remittance	\$3,566.00
					<b>\$3,566.00</b>

**Vendor: Dept of Retirement (Deferred Comp)**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,345.00
					<b>\$2,345.00</b>

**Vendor: Dept of Retirement PERS LEOFF**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$101,139.60
					<b>\$101,139.60</b>

**Vendor: Dept of Revenue**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
JULY2018	9/5/2018	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes July 2018	\$444.29



**\$444.29**

**Vendor: Dept of Transportation**

**Check Number: 46034**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RE41JZ0016L005	9/5/2018	301 016 595 30 60 03	T11 - 24th St & 91st Ext Temp	SR9 & 24th DOC Review & Inspections	\$2,078.79

**\$2,078.79**

**Vendor: Diamante Cleaning Experts LLC**

**Check Number: 46035**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1	9/5/2018	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services July 2018	\$65.00
1	9/5/2018	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services July 2018	\$65.00
1	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Janitorial Services July 2018	\$438.75
1	9/5/2018	001 010 576 80 41 00	PK-Professional Services	Janitorial Services July 2018	\$65.00
1	9/5/2018	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services July 2018	\$65.00
1	9/5/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services July 2018	\$65.00
1	9/5/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services July 2018	\$98.00
1	9/5/2018	101 016 542 30 41 02	ST-Professional Service	Janitorial Services July 2018	\$65.00
1	9/5/2018	410 016 531 10 41 01	SW-Professional Services	Janitorial Services July 2018	\$65.00
2	9/5/2018	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services August 2018	\$65.00
2	9/5/2018	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services August 2018	\$65.00
2	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Janitorial Services August 2018	\$390.00
2	9/5/2018	001 010 576 80 41 00	PK-Professional Services	Janitorial Services August 2018	\$65.00
2	9/5/2018	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services August 2018	\$65.00
2	9/5/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services August 2018	\$65.00
2	9/5/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services August 2018	\$98.00
2	9/5/2018	101 016 542 30 41 02	ST-Professional Service	Janitorial Services August 2018	\$65.00
2	9/5/2018	410 016 531 10 41 01	SW-Professional Services	Janitorial Services August 2018	\$65.00

**\$1,934.75**

**Vendor: Dicks Towing Inc**

**Check Number: 46036**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
175429	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing Case 2018-16540	\$126.16
64190	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	\$126.16
68384	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-17132	\$126.16
68945	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-16975	\$126.16

**\$504.64**

**Vendor: EFTPS**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$69,273.99
					<b>\$69,273.99</b>

**Vendor: Electronic Business Machines**

**Check Number: 46037**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR110021	9/5/2018	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Maintenance & Repair	\$84.04
AR110021	9/5/2018	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Maintenance & Repair	\$84.04
AR110021	9/5/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance & Repair	\$84.04
AR110021	9/5/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance & Repair	\$84.04
					<b>\$336.16</b>

**Vendor: Elite Lock and Safe**

**Check Number: 46038**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36126	9/5/2018	001 012 575 50 48 00	CS-Community Center - R & M	Key Replacement/Service Call Community Center	\$1,373.23
36126	9/5/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Key Replacement City Hall	\$1,205.52
					<b>\$2,578.75</b>

**Vendor: Environmental Coalition of South Seattle**

**Check Number: 46039**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
071318	9/5/2018	410 000 334 03 10 11	DOE - Capacity 17-19	Spill Kit Outreach and Education Program	\$4,500.00
					<b>\$4,500.00</b>

**Vendor: Feldman and Lee**

**Check Number: 46040**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	9/5/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services Aug 2018	\$10,000.00
					<b>\$10,000.00</b>

**Vendor: Financial Consulting Solutions Group**

**Check Number: 46041**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2767-21808019	9/5/2018	001 004 514 23 41 00	FI-Professional Service	LS Stormwater Rate Study	\$4,560.20
					<b>\$4,560.20</b>

**Vendor: First American Title and Insurance Co**

**Check Number: 46042**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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869-422951766	9/5/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	ROW Acquisition - Vodegel	\$1,108.84
					<b>\$1,108.84</b>

**Vendor: Frontier**

**Check Number: 46043**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4253340835 0818	9/5/2018	001 013 518 20 42 00	GG-Communication	City Hall Fax Line Aug 2018	\$25.16
4253340835 0818	9/5/2018	101 016 543 30 42 00	ST-Communications	City Hall Fax Line Aug 2018	\$25.17
4253340835 0818	9/5/2018	410 016 531 10 42 00	SW-Communications	City Hall Fax Line Aug 2018	\$25.16
4253340835 0918	9/5/2018	001 013 518 20 42 00	GG-Communication	City Hall Fax Line Sept 2018	\$27.11
4253340835 0918	9/5/2018	101 016 543 30 42 00	ST-Communications	City Hall Fax Line Sept 2018	\$27.10
4253340835 0918	9/5/2018	410 016 531 10 42 00	SW-Communications	City Hall Fax Line Sept 2018	\$27.11
					<b>\$156.81</b>

**Vendor: Glens Welding and Machine Inc**

**Check Number: 46044**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11318	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Weed Eater Repair Parts	\$48.63
S11318	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Weed Eater Repair Parts	\$48.63
S11318	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Weed Eater Repair Parts	\$48.63
S11409	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Pole Saw Repair/Primer Bulb/Screws	\$8.97
S11409	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Pole Saw Repair/Primer Bulb/Screws	\$8.98
					<b>\$163.84</b>

**Vendor: Goldman**

**Check Number: 46045**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1359	9/5/2018	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	\$200.00
					<b>\$200.00</b>

**Vendor: Government Computer Sales**

**Check Number: 46046**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
85093	9/5/2018	510 006 518 80 49 02	LR - Quest Kace Patch Mgmt	K1000 Desktop/Patch Management Renewal	\$2,199.99
					<b>\$2,199.99</b>

**Vendor: Grainger**

**Check Number: 46047**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9873351820	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Binders/Wheelbarrow Tires	\$129.63
9873351820	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Binders/Wheelbarrow Tires	\$129.63

9881196316	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Batteries/Floor Cleaner	\$20.35
9881196316	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Batteries/Floor Cleaner	\$20.36
9885088915	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Mini Light Bar	\$174.18
9885088915	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Mini Light Bar	\$174.17
					<b>\$648.32</b>

**Vendor: Granite Construction Supply**

**Check Number: 46048**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00073300	9/5/2018	001 010 576 80 31 01	PK-Ops-Clothing	Short Sleeve Shirt Credit	(\$23.93)
262_00073300	9/5/2018	101 016 542 90 31 01	ST-Clothing	Short Sleeve Shirt Credit	(\$23.93)
262_00073300	9/5/2018	410 016 531 10 31 00	SW-Clothing	Short Sleeve Shirt Credit	(\$23.94)
262_00073358	9/5/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Do Not Enter/Speed Limit Signs	\$504.62
					<b>\$432.82</b>

**Vendor: HB Jaeger Co LLC**

**Check Number: 46049**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
204208/1	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	PVC Supplies	\$355.42
					<b>\$355.42</b>

**Vendor: Henley Leadership Group Inc**

**Check Number: 46050**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1245140	9/5/2018	001 007 558 50 41 00	PL-Professional Servic	Leadership Training - Machen	\$279.00
1245140	9/5/2018	001 010 576 80 41 00	PK-Professional Services	Leadership Training - Eshleman	\$93.00
1245140	9/5/2018	101 016 542 30 41 02	ST-Professional Service	Leadership Training - Eshleman	\$93.00
1245140	9/5/2018	410 016 531 10 41 01	SW-Professional Services	Leadership Training - Eshleman	\$93.00
1245151	9/5/2018	001 010 576 80 41 00	PK-Professional Services	Leadership Training	\$633.33
1245151	9/5/2018	101 016 542 30 41 02	ST-Professional Service	Leadership Training	\$633.33
1245151	9/5/2018	410 016 531 10 41 01	SW-Professional Services	Leadership Training	\$633.34
					<b>\$2,458.00</b>

**Vendor: Hingtgen**

**Check Number: 46051**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
092518	9/5/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - AR-15 Armorer/Brier WA/Hingtgen	\$38.00
092918	9/5/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Fugitive Task Force/Camp Rilea OR/Hingtgen	\$315.00
					<b>\$353.00</b>

**Vendor: Honey Bucket**

**Check Number: 46052**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550756442	9/5/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Event Swim Beach	\$487.92
					<b>\$487.92</b>

**Vendor: Horizon Distributors Inc**

**Check Number: 46053**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M074942	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Herbicide/Turfqro Spray	\$749.87
					<b>\$749.87</b>

**Vendor: HRA VEBA Trust YA20192**

**Check Number: 46009**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$719.48
					<b>\$719.48</b>

**Vendor: HSA Bank**

**Check Number: 46010**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	\$199.00
					<b>\$199.00</b>

**Vendor: International Association of Chiefs of Police Inc**

**Check Number: 46054**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
32925	9/5/2018	001 008 521 20 49 00	LE-Dues & Memberships	Annual IACP Net Service Access 10/2018 - 10/2019	\$525.00
					<b>\$525.00</b>

**Vendor: Iron Mountain Quarry LLC**

**Check Number: 46055**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0279336	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	1 1/4 Minus for 99th Storm Line	\$232.96
0279433	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	1 1/4 Minus/Dump Fees for 99th Storm Line	\$158.08
0279477	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	1 1/4 Minus/Dump Fees for 99th Storm Line	\$221.45
0279584	9/5/2018	302 010 594 76 61 04	PM - Eagle Ridge	3/4 Minus Eagle Ridge	\$131.39
0279585	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Dirt Dump	\$41.06
0279733	9/5/2018	302 010 594 76 61 04	PM - Eagle Ridge	Dirt Dump	\$228.75
					<b>\$1,013.69</b>

**Vendor: Irwin**

**Check Number: 46056**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
091718	9/5/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Firearms Recert/Yakima WA/Irwin	\$176.00
					<b>\$176.00</b>

**Vendor: J Thayer Company Inc**

**Check Number: 46057**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1256894-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Counterfeit Detector Pen	\$19.15
1263841-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Pens	\$45.69
1263904-0	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Cold Cups	\$17.96
1273290-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Sharpies/Highlighters/CD-RW/DVD-R/Pens	\$176.37
1274823-0	9/5/2018	001 003 514 20 31 00	CC-Office Supply	Mouse Pad/Stamp/Pop Up Note Dispenser	\$26.68
1274823-0	9/5/2018	001 004 514 23 31 00	FI-Office Supplies	Void/Entered/File/Date Stamps/Calendar	\$78.95
1274823-0	9/5/2018	001 007 558 50 31 00	PL-Office Supplies	Pens/Binder Clips	\$3.54
1274823-0	9/5/2018	001 007 559 30 31 00	PB-Office Supplies	Pens/Binder Clips	\$3.54
1274823-0	9/5/2018	001 013 518 20 31 00	GG-Operating Costs	Calculator Tape	\$8.53
1274861-0	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Towels/Liners	\$61.73
1274861-0	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Towels/Liners	\$61.73
1275358-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Soap	\$4.89
1275998-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Expo Markers	\$20.02
1277447-0	9/5/2018	001 003 514 20 31 00	CC-Office Supply	Expo Markers/Eraser	\$20.28
1277447-0	9/5/2018	001 007 558 50 31 00	PL-Office Supplies	Green Paper	\$18.50
1277447-0	9/5/2018	001 007 559 30 31 00	PB-Office Supplies	Green Paper	\$18.50
1277447-0	9/5/2018	001 013 518 20 31 00	GG-Operating Costs	Ltr Opener/Pens/Expo Markers/Ntbks/Air Freshener	\$37.23
1277447-0	9/5/2018	101 016 544 90 31 01	ST-Office Supplies	Green Engineers Quadrille Pad	\$23.48
1277447-0	9/5/2018	410 016 531 10 31 01	SW-Office Supplies	Green Engineers Quadrille Pad	\$23.47
1277474-0	9/5/2018	001 013 518 20 31 00	GG-Operating Costs	Key Tag Replacement	\$4.24
C1267955-0	9/5/2018	001 008 521 20 31 00	LE-Office Supplies	Card Reader Return/Credit	(\$104.50)
					<b>\$569.98</b>

**Vendor: Lake Industries LLC**

**Check Number: 46058**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
277221	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	1 1/2 Drain Rock	\$278.35
36105	9/5/2018	302 010 594 76 61 04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$100.00
36110	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Fill Hauled in by the Yard	\$50.00
36110	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Fill Hauled in by the Yard	\$50.00
					<b>\$478.35</b>

**Vendor: Lake Stevens Chamber of Commerce**

**Check Number: 46059**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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SEPT2018	9/5/2018	001 013 518 90 49 01	GG-Chamber of Commerce	Sept 2018 Contributions for VIC	\$1,500.00
					<b>\$1,500.00</b>

**Vendor: Lake Stevens Ledger**

**Check Number: 46060**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3039	9/5/2018	001 012 573 20 31 00	CS-Arts Commission	Advertisment - Music By the Lake	\$300.00
					<b>\$300.00</b>

**Vendor: Lake Stevens Police Guild**

**Check Number: 46011**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,087.00
					<b>\$1,087.00</b>

**Vendor: Lake Stevens School District**

**Check Number: 46061**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0017180249	9/5/2018	001 007 558 50 32 00	PL-Fuel	Fuel	\$18.51
0017180249	9/5/2018	001 007 559 30 32 00	PB-Fuel	Fuel	\$271.20
0017180249	9/5/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$7,359.68
0017180249	9/5/2018	001 010 576 80 32 00	PK-Fuel Costs	Fuel	\$239.80
0017180249	9/5/2018	001 013 518 20 32 00	GG-Fuel	Fuel	\$18.51
0017180249	9/5/2018	101 016 542 30 32 00	ST-Fuel	Fuel	\$2,026.70
0017180249	9/5/2018	410 016 531 10 32 00	SW-Fuel	Fuel	\$2,086.07
					<b>\$12,020.47</b>

**Vendor: Land Development Counsultants Inc**

**Check Number: 46062**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16577	9/5/2018	301 016 595 61 64 02	TIZ2 - S. Lake Stevens Rd	S Lake Stevens Road Multi Use Path Prof Svcs	\$22,174.42
					<b>\$22,174.42</b>

**Vendor: LN Curtis & Sons**

**Check Number: 46063**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV159947	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Shirts/Pants - J Ubert	\$153.43
INV160053	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Flexfit Hats - P Bassett	\$64.80
INV162392	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Name Patchs - G Heinemann	\$51.56
INV184453	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Flexfit Hat - D Smith	\$27.24
INV188065	9/5/2018	001 008 521 20 31 05	LE-Equipment - New Officers	Tie Bar - A Anderson	\$27.26

INV207093	9/5/2018	001 008 521 20 31 05	LE-Equipment - New Officers	Pistol Pouch/Handcuff Pouch/Radio Holder - A Anderson	\$181.75
INV209619	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Long Sleeved Shirts - J Ubert	\$57.66
INV209827	9/5/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Holographic Weapons Sight - R Miner	\$732.48
INV212194	9/5/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor/Concealable Carrier/Trama Pack - J Marshall	\$1,048.65
PT54394	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Name Patch Bassett - Credit Invoice INV98455	(\$15.19)
PT59176	9/5/2018	001 008 521 20 31 02	LE-Minor Equipment	Flexfit Hats Miner - Credit Invoice INV148047	(\$54.45)
					<b>\$2,275.19</b>

**Vendor: Machen**

**Check Number: 46064**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
082818	9/5/2018	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - WCIA Basic Supervision/Shoreline WA/Machen	\$22.00
					<b>\$22.00</b>

**Vendor: Mechanical & Control Services**

**Check Number: 46065**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
082818	9/5/2018	001 000 322 10 00 00	Building Permits	BLD 2018-0215 Refund	\$102.25
					<b>\$102.25</b>

**Vendor: Modern Marketing**

**Check Number: 46066**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MMI128929	9/5/2018	001 008 521 30 31 00	LE-Community Outreach Supplies	Mood Pencils - Outreach Supplies	\$468.39
					<b>\$468.39</b>

**Vendor: Nationwide Retirement Solution**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,784.84
					<b>\$3,784.84</b>

**Vendor: Neofunds by Neopost**

**Check Number: 46067**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80346335 0818	9/5/2018	001 008 521 20 42 00	LE-Communication	Postage PD Aug 2018	\$400.00
					<b>\$400.00</b>

**Vendor: New York Life**

**Check Number: 46012**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Insurance Premiums	\$496.00
					<b>\$496.00</b>

**Vendor: New York Life EFT**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$64.85
083118	8/31/2018	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$67.54
083118	8/31/2018	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$117.66
083118	8/31/2018	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$84.35
083118	8/31/2018	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$83.90
083118	8/31/2018	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$274.40
083118	8/31/2018	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$133.95
083118	8/31/2018	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,440.00
083118	8/31/2018	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$116.70
083118	8/31/2018	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$38.68
083118	8/31/2018	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$423.96
083118	8/31/2018	401 070 535 10 20 00	SE-Benefits	Life/Disability Ins Premiums	\$6.22
083118	8/31/2018	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$398.26
					<b>\$3,250.47</b>

**Vendor: North Sound Hose Fittings Inc**

**Check Number: 46068**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N006426	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Airbrake Hose/O Ring - PW65	\$25.29
					<b>\$25.29</b>

**Vendor: O Reilly Auto Parts**

**Check Number: 46069**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-448073	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Cap PW63	\$6.80
2960-448073	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Fuel Cap PW63	\$6.80
2960-448130	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Solar Charger PW65/PW11	\$46.81
2960-448130	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Solar Charger PW65/PW11	\$46.82
2960-449371	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Oil Filters PW60/PW62	\$6.19
2960-449371	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Oil Filters PW60/PW62	\$6.19
2960-449450	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Grease Tubes	\$54.34
2960-449450	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Grease Tubes	\$54.34
2960-449854	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Credit Solar Charger PW65/PW11	(\$46.81)
2960-449854	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Credit Solar Charger PW65/PW11	(\$46.82)
2960-449855	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Solar Charger PW11/PW65	\$30.48
2960-449855	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Solar Charger PW11/PW65	\$30.48

2960-449918	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Cap PW62	\$3.42
2960-449918	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Fuel Cap PW62	\$3.43
2960-449943	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Cap PW62	\$6.80
2960-449943	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Fuel Cap PW62	\$6.80
2960-449979	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Credit Fuel Cap PW62	(\$3.43)
2960-449979	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Credit Fuel Cap PW62	(\$3.42)
2960-451463	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Air Filter PW11	\$29.10
2960-451464	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Antifreeze PW65	\$45.72
2960-452392	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Air Filter PW11	\$28.37
2960-452392	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Air Filter/Oil Filter PW11/PW65	\$52.80
					<b>\$365.21</b>

**Vendor: Ogden Murphy Wallace**

**Check Number: 46070**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
815825	9/5/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Professional Services STREMLINE Act Response	\$504.00
815825	9/5/2018	401 070 535 10 41 00	SE-Professional Service	Professional Services Specialty Matters	\$130.00
					<b>\$634.00</b>

**Vendor: Owen Equipment Company**

**Check Number: 46071**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
89898	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Fuel Tank/Gasket-Fuel PW11	\$45.75
89898	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Fuel Tank/Gasket-Fuel PW11	\$45.75
					<b>\$91.50</b>

**Vendor: Philips Healthcare**

**Check Number: 46013**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
934861313	8/31/2018	001 008 521 20 31 04	LE - Donation Exp - Other	Sales Tax on HeartStart FRx Defbrillator	\$252.11
					<b>\$252.11</b>

**Vendor: Pilchuck Rentals**

**Check Number: 46072**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
70753	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Grass Bags for Honda Push Mower	\$116.44
					<b>\$116.44</b>

**Vendor: Planning Association of Washington**

**Check Number: 46073**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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1333	9/5/2018	001 007 558 50 41 03	PL-Advertising	Advertisement - Planning Manager	\$100.00
					<b>\$100.00</b>

**Vendor: Platt Electric Supply**

**Check Number: 46074**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
T074957	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Def Purpose PWR/GFI/Plugs/Anti Oxidnt	\$130.26
T074957	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Def Purpose PWR/GFI/Plugs/Anti Oxidnt	\$130.26
T082102	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Def Purpose PWR/GFI	\$69.02
T082102	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Def Purpose PWR/GFI	\$69.03
					<b>\$398.57</b>

**Vendor: Puget Sound Clean Air Agency**

**Check Number: 46075**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-0565 Q4	9/5/2018	001 013 553 70 51 00	GG-Air Pollution	Q4 - 2018 Clean Air Assessment	\$5,117.75
					<b>\$5,117.75</b>

**Vendor: Puget Sound Energy**

**Check Number: 46076**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 0818	9/5/2018	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$11.31
24316495 0818	9/5/2018	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$11.31
24316495 0818	9/5/2018	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$11.31
					<b>\$33.93</b>

**Check Number: 46077**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3723810 0818	9/5/2018	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$70.32
					<b>\$70.32</b>

**Vendor: Purchase Power**

**Check Number: 46078**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
082418	9/5/2018	001 007 558 50 42 00	PL-Communication	Postage	\$81.16
082418	9/5/2018	001 013 518 20 42 00	GG-Communication	Postage	\$268.80
					<b>\$349.96</b>

**Vendor: Right On Heating & Sheet Metal Inc**

**Check Number: 46079**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
23975	9/5/2018	001 013 518 20 48 00	GG-Repair & Maintenance	HVAC - Summer Service all Buildings	\$500.00

23976	9/5/2018	001 008 521 50 48 00	LE-Facility Repair & Maint	HVAC Service Call - PD	\$259.18
					<b>\$759.18</b>

**Vendor: Sherwin-Williams Co**

**Check Number: 46080**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2361-0	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint	\$100.26
3405-9	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint	\$204.69
3465-3	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint	\$327.79
3708-6	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint Rollers/Pans	\$28.77
9035-2	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint	\$507.78
9035-2	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Paint	\$507.78
9036-0	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Paint Sprayer Tip	\$10.34
9036-0	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Paint Sprayer Tip	\$10.34
					<b>\$1,697.75</b>

**Vendor: Siskun Power Equipment**

**Check Number: 46081**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
407228	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Lawnmower	\$383.58
407228	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Lawnmower	\$383.59
407228	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Lawnmower	\$383.59
					<b>\$1,150.76</b>

**Vendor: Six Robblees Inc**

**Check Number: 46082**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-373159	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Spring Break/Alarm Back up/Hose PW39	\$110.22
14-373159	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Spring Break/Alarm Back up/Hose PW39	\$110.22
14-373548	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Emergency Gladhand/Spring PW40	\$40.70
14-373548	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Emergency Gladhand/Spring PW40	\$40.71
14-373864	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	LED Lights/Stop Turn and Backup PW12/Stock	\$144.20
14-373864	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	LED Lights/Stop Turn and Backup PW12/Stock	\$144.20
					<b>\$590.25</b>

**Vendor: Snohomish County PUD**

**Check Number: 46083**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
111570248	9/5/2018	001 010 576 80 47 00	PK-Utilities	200493443 Cath Creek Park Meter 73867	\$18.14
124833406	9/5/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal	\$83.71
137944804	9/5/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$72.23
164035938	9/5/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$51.05



1900046140	9/5/2018	001 010 576 80 47 00	PK-Utilities	Water Usage - Soccer Fields Acct 30001369	\$249.93
					<b>\$475.06</b>

**Vendor: Snohomish County PW S**

**Check Number: 46084**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000478396	9/5/2018	101 016 542 64 48 02	ST-Traffic Control - Striping	Street Striping	\$327.00
					<b>\$327.00</b>

**Vendor: Sonsray Machinery LLC**

**Check Number: 46085**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
P09478-09	9/5/2018	101 015 543 30 31 00	ME - Operating Costs	Cable/Lever Assy PW34	\$209.64
P09478-09	9/5/2018	410 015 531 10 31 00	ME - Operating Costs	Cable/Lever Assy PW34	\$209.64
					<b>\$419.28</b>

**Vendor: Sound Publishing Inc**

**Check Number: 46086**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH822168	9/5/2018	001 013 518 30 41 01	GG-Advertising	Arts Commission Opening Advertisment	\$113.76
EDH822170	9/5/2018	001 013 518 30 41 01	GG-Advertising	Library Board Opening Advertisment	\$141.28
EDH822325	9/5/2018	001 007 558 50 41 03	PL-Advertising	LUA2018-0137 Hartford	\$94.72
EDH822537	9/5/2018	001 013 518 30 41 01	GG-Advertising	Public Hearing PC Storm Water Mgmt Utility Fees	\$34.52
EDH822570	9/5/2018	001 007 558 50 41 03	PL-Advertising	Road & Boart Launch Closure Notification	\$25.92
					<b>\$410.20</b>

**Vendor: Sound Safety Products Co Inc**

**Check Number: 46087**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
225406/1	9/5/2018	001 010 576 80 31 01	PK-Ops-Clothing	Full Zip Hoodie	\$29.97
225406/1	9/5/2018	101 016 542 90 31 01	ST-Clothing	Full Zip Hoodie	\$29.98
225406/1	9/5/2018	410 016 531 10 31 00	SW-Clothing	Full Zip Hoodie	\$29.98
					<b>\$89.93</b>

**Vendor: Stericycle Inc**

**Check Number: 46088**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004369585	9/5/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$47.84
					<b>\$47.84</b>

**Vendor: Strategies 360 Inc**

**Check Number: 46089**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
772-30325	9/5/2018	001 013 511 70 40 00	Lobbying Services	Federal lobbuing Services - September 2018	\$4,000.00
					<b>\$4,000.00</b>

**Vendor: Summit Law Group**

**Check Number: 46090**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
94443	9/5/2018	001 005 518 10 41 00	HR-Professional Services	General Labor Matters - July 2018	\$768.50
					<b>\$768.50</b>

**Vendor: Symbol Arts**

**Check Number: 46091**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0313518-IN	9/5/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	LS Emergency Managment Coins	\$1,125.00
					<b>\$1,125.00</b>

**Vendor: Tacoma Screw Products Inc**

**Check Number: 46092**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18210873	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Forged Steel Turnbuckle	\$52.78
18210873	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Forged Steel Turnbuckle	\$52.79
18210874	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Powergear Lopper	\$128.16
18210874	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Powergear Lopper	\$128.17
18210875	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Turnbuckle/Snap Link/Quick Zp/Lock/Cap Screw	\$92.60
18210875	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Turnbuckle/Snap Link/Quick Zp/Lock/Cap Screw	\$92.60
18210876	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Sledge Hammer/Gloves	\$208.08
18210876	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Safety Glasses/Sledge Hammer/Gloves	\$208.08
18211784	9/5/2018	101 016 544 90 31 02	ST-Operating Cost	Dust Pan/Respirator/Line ZP/Steel Hex Full Nut Metric	\$58.56
18211784	9/5/2018	410 016 531 10 31 02	SW-Operating Costs	Dust Pan/Respirator/Line ZP/Steel Hex Full Nut Metric	\$58.56
					<b>\$1,080.38</b>

**Vendor: Teamsters Local No 763**

**Check Number: 46014**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,055.00
					<b>\$1,055.00</b>

**Vendor: Tom Astrof Construction Inc**

**Check Number: 46093**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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180607-1152	9/5/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Supplies for Sidewalk Repair	\$78.41
					<b>\$78.41</b>

**Vendor: UPS**

**Check Number: 46094**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
74Y42328	9/5/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$1.65
					<b>\$1.65</b>

**Vendor: Vantagepoint Transfer Agents - 108991**

**Check Number: 46015**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
					<b>\$352.81</b>

**Vendor: Vantagepoint Transfer Agents - 307428**

**Check Number: 46016**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$988.35
					<b>\$988.35</b>

**Vendor: Verizon Northwest**

**Check Number: 46095**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9813361679	9/5/2018	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Services Aug 2018	\$389.13
9813361679	9/5/2018	001 001 513 10 42 00	Executive - Communication	Wireless Phone Services Aug 2018	\$52.61
9813361679	9/5/2018	001 002 513 11 42 00	AD-Communications	Wireless Phone Services Aug 2018	\$52.61
9813361679	9/5/2018	001 004 514 23 42 00	FI-Communications	Wireless Phone Services Aug 2018	\$55.59
9813361679	9/5/2018	001 005 518 10 42 00	HR-Communications	Wireless Phone Services Aug 2018	\$52.61
9813361679	9/5/2018	001 006 518 80 42 00	IT-Communications	Wireless Phone Services Aug 2018	\$105.22
9813361679	9/5/2018	001 007 558 50 42 00	PL-Communication	Wireless Phone Services Aug 2018	\$145.23
9813361679	9/5/2018	001 007 559 30 42 00	PB-Communication	Wireless Phone Services Aug 2018	\$132.77
9813361679	9/5/2018	001 008 521 20 42 00	LE-Communication	Wireless Phone Services Aug 2018	\$3,133.22
9813361679	9/5/2018	001 010 576 80 42 00	PK-Communication	Wireless Phone Services Aug 2018	\$274.95
9813361679	9/5/2018	101 016 543 30 42 00	ST-Communications	Wireless Phone Services Aug 2018	\$274.95
9813361679	9/5/2018	410 016 531 10 42 00	SW-Communications	Wireless Phone Services Aug 2018	\$274.95
					<b>\$4,943.84</b>

**Vendor: Washington State Support Registry**

**Check Number: 0**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
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083118	8/31/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					<b>\$163.50</b>

**Vendor: Washington Tractor**

**Check Number: 46096**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1628081	9/5/2018	001 010 576 80 31 00	PK-Operating Costs	Mulch Kit Mower	\$446.38
					<b>\$446.38</b>

**Vendor: Wave Broadband**

**Check Number: 46097**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
06303693	9/5/2018	001 002 513 11 42 00	AD-Communications	Telephone Service	\$20.11
06303693	9/5/2018	001 003 514 20 42 00	CC-Communications	Telephone Service	\$40.23
06303693	9/5/2018	001 004 514 23 42 00	FI-Communications	Telephone Service	\$40.22
06303693	9/5/2018	001 005 518 10 42 00	HR-Communications	Telephone Service	\$20.11
06303693	9/5/2018	001 006 518 80 42 00	IT-Communications	Telephone Service	\$60.35
06303693	9/5/2018	001 007 558 50 42 00	PL-Communication	Telephone Service	\$130.81
06303693	9/5/2018	001 007 559 30 42 00	PB-Communication	Telephone Service	\$20.11
06303693	9/5/2018	001 008 521 20 42 00	LE-Communication	Telephone Service	\$684.14
06303693	9/5/2018	001 012 575 30 42 00	CS-Historical-Communications	Telephone Service Museum	\$20.11
06303693	9/5/2018	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$20.12
06303693	9/5/2018	001 013 518 20 42 00	GG-Communication	Telephone Service	\$80.45
06303693	9/5/2018	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	\$115.76
06303693	9/5/2018	410 016 531 10 42 00	SW-Communications	Telephone Service Shop	\$115.75
					<b>\$1,368.27</b>

**Check Number: 46098**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
06308558	9/5/2018	510 006 518 80 49 00	License Renewal - Annual Maint	3 Fiber Leases	\$1,975.62
					<b>\$1,975.62</b>

**Vendor: Weed Graafstra & Associates Inc**

**Check Number: 46099**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
179	9/5/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$37.00
179	9/5/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$182.68
179	9/5/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$7,802.75
179	9/5/2018	001 011 515 41 41 01	Ext Consult - PRA	Legal Services - General Matters	\$1,972.00
179	9/5/2018	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$7,422.90
179	9/5/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$2,529.25
					<b>\$19,946.58</b>

**Vendor: Western Conference of Teamsters Pension Trust**

**Check Number: 46017**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
083118	8/31/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,937.47
					<b>\$2,937.47</b>

**Vendor: Western Systems**

**Check Number: 46100**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36706	9/5/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Solar Engine School Zone/Mount Pole/Battery	\$20,980.52
					<b>\$20,980.52</b>

**Vendor: Zachor and Thomas Inc PS**

**Check Number: 46101**

Invoice No	Check Date	Account Number	Account Name	Description	Amount
808	9/5/2018	001 011 515 41 41 02	Ext Consult - Prosecutor Fees	Prosecutor Retainer - Aug 2018	\$11,431.82
					<b>\$11,431.82</b>





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

Tuesday, August 28, 2018

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

CALL TO ORDER: 6:59 p.m. by Mayor Pro Tem Marcus Tageant

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

ELECTED OFFICIALS ABSENT: Mayor John Spencer, Councilmember Brett Gailey,

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Commander Jeff Beazizo, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, City Attorney Grant Weed, IT Manager Troy Stevens; Associate Planner Jill Meis, Public Works Utility Inspector Phil Stevens, Capital Projects Manager Aaron Halverson,

OTHERS:

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**Pledge of Allegiance:** Mayor Pro Tem Tageant led the Pledge of Allegiance.

**Roll Call:** Moved by Councilmember Welch, seconded by Councilmember Hilt, to excuse Councilmember Gailey from the meeting. On vote the motion carried (6-0-0-1).

**Approval of Agenda:** Mayor Pro Tem Tageant noted that Councilmember Gailey requested to be included in discussions on the scope of services for Outcomes by Levy.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Petershagen, to approve the agenda. On vote the motion carried (6-0-0-1).

**New Employee Introductions:** City Clerk Pugh introduced Adri Crim as the new Deputy City Clerk/Accounts Payable Specialist and Public Works Director Durpos introduced Phil Stevens as the new Public Works Inspector. Director Wright updated that Josh Machen has been promoted to the Planning Manager position.

**Citizen Comments:**

Michelle Hampton, POB 596, Lake Stevens, WA complimented Aquafest and the City staff on the Aquafest event.

**Council Business:**

- Councilmember Daughtry: Aquafest, Snohomish County Cities for Improved Transportation (SCCIT).
- Councilmember Petershagen: Sewer District, milfoil lake tour.
- Councilmember Hilt: Thanked Michele Hampton for MC'ing the Aquafest Grand Parade; Tacoma Public Works site visit.
- Councilmember McDaniel: Concerns regarding AquaTechnex.
- Councilmember Welch: no report.
- Councilmember Tageant: Sewer Utility Committee, City Picnic.

**Mayor's Business: No report.**

**City Department Report.**

- City Administrator Gene Brazel: Family Center and Rowing Club Lease Agreement updates, City Attorney contract.
- Community Development Director Russ Wright: Annexation update.
- Chief of Police John Dyer: Staffing update, Civil Service, Sno 911/SERS update, Police Department Building.
- Finance Director Barb Stevens: Budget.
- City Clerk Kathy Pugh: JLARC, Records Management.

**Consent Agenda:**

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Hilt, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$640,910.29, Payroll Checks 45673-45374, 45777, 45789 totaling \$5,276.58, Tax Deposits of \$234,772.72, Electronic Funds Transfers (ACH) of \$283,267.29, Claims Check Nos. 45675-45776, 45778-45788, 45790-46007 totaling \$1,406,955.92, Void Check Nos. 44415, 45496, 45509, 45621, 45529, 45771 totaling \$8,968.14, Total Vouchers Approved: \$2,562,214.66], (B) City Council Regular Meeting Minutes of June 26, 2018, (C) City Council Regular Meeting Minutes of July 10, 2018, (D) Ordinance 1029 Amending LSMC 2 re Boards and Commissions, (E) Cancel September 4, 2018 Workshop Meeting, (F) Contract Extension with Dick's Towing, (G) Removal of Planning Commissioner, (H) Contract with Lake Stevens School District for School Resource Officer. On vote the motion carried (6-0-0-1).

**Public Hearing:**

**Storm Water Management:** Mayor Pro Tem Tageant opened the public hearing.

Capital Projects Coordinator Halverson presented the staff report and summarized that FCS Group was retained to complete a stormwater rate study which was presented to City Council at the June 19, 2018 Workshop meeting. Mr. Halverson reviewed the Level of Service Options that were presented and said that Council direction supported moving to the Level of Service 3 option at this time. Tonight's requested action is to adopt Ordinance 1032 which amends LSMC Title 11.04 and approve Resolution 2018-22 setting Rates and Fees to provide for the new stormwater management fees.

Capital Projects Manager Halverson invited questions of Council. Councilmember McDaniel asked why LOS 5 was not included.

Councilmember Petershagen recalled that the discussion of LOS 5 was never fully resolved and that Council would review and consider separately. Councilmember Tageant agreed with Councilmember Petershagen's comments.

Director Durpos said that at the retreat, Council asked what the dollar amount would be so that was included in the rate study, but this is more complicated. He recalled that Council's direction did not include LOS 5, but that they supported LOS 3.

Mayor Pro Tem Tageant noted that Councilmember Gailey also requested that LOS 5 be included in the report.

Councilmember Hilt confirmed that Council is not ready to include LOS 5.

Mayor Pro Tem Tageant opened the hearing for Public Comment.

Steve Himmel, 121 – 101<sup>st</sup> Avenue NE, Lake Stevens, noticed that the rate increase is fairly high and wondered why. He is unclear whether the cost increase is warranted given the high development levels in the City.

Michele Hampton, POB 596, Lake Stevens, is concerned about the "bonus" rate for homeowners around and adjacent to the lake. She requested the rates be equivalent throughout the City.

Mayor Pro Tem Tageant closed the public comment portion of the public hearing.

Councilmember Hilt commented that the comparable cities are in the process of reviewing and possibly updating their stormwater rates. He noted the City has not reviewed rates in several years.

Coordinator Halverson explained to the audience what a vacator truck is and how it can provide benefit to the City.

Responding to Mayor Pro Tem Tageant's question, Coordinator Halverson confirmed that the state is mandating improved processes to the City. He added that the Lake Benefit Management Fee is for the benefit of the people who live around the lake. Director Durpos noted this fee has already been in place and it has not changed. He also explained that the methodology of the fee was studied and it was determined that the additional fee would be implemented to help improve water quality over time which is a benefit to those living on the lake. Director Wright added there are some ecological benefits the additional fee is trying to address as well. He noted the homes on the lakefront possess more ecological challenges that directly affect the lake and the Lake Benefit Management Fee is used to help address those challenges.

Councilmember Petershagen mentioned the City cannot go ten years without evaluating the cost of services. He added that he does not know if it is appropriate to use funds from the increased fees to fund capital projects such as the new police department, shop improvements and fueling station.

Coordinator Halverson explained that the public works crew maintains the utility and the infrastructure and the \$300,000 is only a portion of the Public Works Shop Remodel; other funds will also be used to pay for the remodel.

Director Durpos explained it is like needing a new Police Department, it will not put any more boots on the ground to help keep people safe but the department needs those support services to be efficient at their job.

Responding to Councilmember Welch's question regarding homeowners in HOAs, Coordinator Halverson noted each single family resident will be charged at the ESU rate on their property tax assessment each year, which is separate from what the HOA pays for the retention pond. Coordinator Halverson clarified how the rates are calculated based on whether a residence is a single-family residence or a condo.

City Administrator Brazel commented that right now the rate is set to not operate as a full utility which is the problem with the rate and why it has not been adjusted in ten years. By adopting this ordinance, the rates will allow the City to provide a complete utility to the benefit of its residents.

Mayor Pro Tem Tageant closed the public hearing.

**MOTION:** Moved by Councilmember Petershagen, seconded by Councilmember Hilt, to Adopt Ordinance 1032 amending Lake Stevens Municipal Code Title 11.04 to provide for a utility rate collection methodology from rate categories to Equivalent Service Units, remove references to common billing with the sanitary sewer utility, provide for collection of surface water utility rates with the yearly property tax assessment and replace references to the Finance Director with Public Works Director with the proviso that within the next 60 days Council revisit a policy on handling HOA storm drainage facilities. On vote the motion carried (6-0-0-1).

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to Approve Resolution 2018-22 updating the City's fees schedule to incorporate the findings of the FCS Group Stormwater Rate Study including the Equivalent Service Unit fee methodology and increasing the surface water rate to provide for Level of Service 3. On vote the motion carried (6-0-0-1).

### **Action Items:**

**Beautification Plan:** Associate Planner Meis presented the staff report and reviewed the key elements of the comprehensive beautification plan noting several open houses were held to collect community input. Staff is requesting the plan be approved and together with implementation of aspects of the plan, such as the wayfinding signs and select street signs. Associate Planner Meis noted there is funding remaining in the budget that could be used for the signs. Staff would then return in 2019 to implement other aspects of the plan. She then invited Councilmembers' questions.

Councilmember Daughtry mentioned the consultant, KPG, did an excellent job in conducting the open houses, receiving public comment and then making changes based on the public's input.

Councilmember Petershagen asked if the new logo is conceptual or the actual proposal.



Planner Meis responded the signage was designed and redesigned after receiving very positive public input. These are the largest of the gateway designs and would be in select location.

Responding to Councilmember Welch's question, Planner Meis said that approval of the plan does not involve additional budget. There are funds remaining in the budget that staff is recommending be used to implement wayfinding signage, based on feedback received.

Councilmember Hilt asked about a budget for 2019, and Director Wright said that a budget was approved in 2018 and staff will be requesting an equivalent budget for 2019 to continue forward. Budget requests will be made annually to implement this program.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Daughtry, to adopt the Beautification Plan. On vote the motion carried (6-0-0-1).

**Naming of Parks Located in Frontier Heights and the 20<sup>th</sup> Street Ballfields:** Director Wright presented the staff report and explained that polls were taken both online and at Aquafest to determine names for the park at Frontier Heights and the park at 8629 20<sup>th</sup> Street SE. He also reviewed the City's policy for naming parks and reviewed staff's recommendations. The recommendation from the Park Board is to maintain the name Frontier Heights Park, the Park Board, with a slight modification from staff, recommended South Lake Fields or Trestle Fields. Director Wright then responded to Councilmembers' questions.

Councilmember Hilt attended the Park Board meeting and there was clear direction for Frontier Heights Park but there was a split on renaming 20<sup>th</sup> Street SE Ballfields. He recommended approving the Frontier Heights name and then consider names for the 20<sup>th</sup> Street SE Ballfields at a later meeting during the fall.

Councilmember McDaniel inquired if there was discussion on naming the 20<sup>th</sup> Street soccer fields after the young resident who the fields were originally built for.

Director Wright noted there was discussion about naming if after the young player or also naming it after the individual who donated the land but the Parks Board was open to ideas and decided to leave it open for Council to make the decision.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Petershagen, to approve the naming of the park located in Frontier Heights as Frontier Heights Park and refrain from naming the 20<sup>th</sup> Street ballfields at this time. On vote the motion carried (6-0-0-1).

**Callow Road Final Project Acceptance:** Director Durpos presented the staff report and noted the final construction cost was below the Council approved project budget including contingency.

MOTION: Moved by Councilmember Petershagen, seconded by Councilmember Welch, to Authorize the Final Project Acceptance of the work performed for the Callow Road Improvements. On vote the motion carried (6-0-0-1).

**Contract with Quilceda Paving & Construction, Inc. for Annual Street Overlay:** Director Durpos presented the staff report and noted this year's overlay project includes a grind and overlay of 91<sup>st</sup> Avenue SE from Meridian to just south of 8<sup>th</sup> Street SE. The lowest bidder was Quilceda at \$261,277.63, and construction will begin after September 11, 2018. Property

owners in the area will be contacted to inform them of the impending construction and the contractor will place message boards at each end of the project to inform the general public of the construction.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Hilt, to Award the 2018 Pavement Overlay Project to Quilceda Paving in an amount of \$261,277.63 with an authorized administrative contingency of \$52,255.00. On vote the motion carried (6-0-0-1).

**Resolution 2018-23 Adopting Comprehensive Emergency Management Plan:** Commander Beazizo presented the staff report and reviewed the new Comprehensive Emergency Management Plan (CEMP). He noted the CEMP was developed through a collaboration of several Snohomish County and City of Lake Stevens governmental and public safety agencies and is a guide for organizations and individuals to know what to do in an emergency. Commander Beazizo then invited Councilmembers' questions and there were none.

Councilmember Hilt is thoroughly impressed that the City, Fire District and School District logos are included showing that there is buy in from all these entities which is unique to our community.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Daughtry, to approve Resolution 2018-23 adopting a Comprehensive Emergency Management Plan. On vote the motion carried (6-0-0-1).

**Replacement of Police Fleet Vehicles Scheduled for 2019:** Police Chief Dyer presented the staff report and explained the new replacement cycle for fleet vehicles. He noted that the replacement vehicles will be ordered from Ford Motor Company and explained that Ford is moving to a new hybrid model in 2020, and will begin retooling vehicle design in 2019. In order to receive 2019 models, vehicles need to be ordered now. Tonight's requested action is to authorize \$33,000 be transferred to the LE 520 Capital Fund and order of four Police Vehicles in 2018. He then invited Councilmembers' questions and there were none.

**MOTION:** Moved by Councilmember McDaniel, seconded by Councilmember Petershagen, to approve 2018 replacement of four vehicles scheduled to be replaced in 2019. On vote the motion carried (6-0-0-1).

#### **Discussion Items:**

**Outcomes by Levy Draft Scope of Services:** Mayor Pro Tem Tageant reminded Council that Councilmember Gailey would like to be part of this discussion prior to any decisions being made and asked that it be added to the upcoming Council retreat agenda.

Councilmember Welch asked if the lobbyists have a conflict if they are working for multiple cities. City Administrator Brazel responded not typically as lobbyists try to avoid those types of situations. Outcomes by Levy's only other client is Renton and there is no apparent conflict.

**Executive Session:** At 8:00 p.m. Mayor Pro Tem Tageant announced an executive session beginning in 5 minutes to last 25 minutes to discuss Real Property Sale/Acquisition and Pending Litigation, with no action to follow.

At 8:30 p.m. City Clerk Pugh announced the executive session is extended ten minutes.

At 8:40 p.m. City Clerk Pugh announced the executive session is extended 5 more minutes

At 8:45 p.m. the regular meeting of the City Council reconvened.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by McDaniel to adjourn the meeting at 8:45 p.m.  
On vote the motion carried (6-0-0-1).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** September 11, 2018

**Subject:** Amendment to Section 19.3 of Council Rules of Procedure

**Contact**

**Person/Department:** Kathy Pugh, City Clerk **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve an amendment to Section 19.3 of the Council Rules of Procedures to clarify the role of Council liaisons to City boards and commissions.**

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**SUMMARY/BACKGROUND:** In March 2018 Council adopted updated Rules of Procedure for the Council. Since that time there has been a Council-initiated request that the role of Council liaisons to Boards and Commissions be clarified to better define the role of the liaison as an observer and not a participant at Board or Commission meetings. Staff proposes amendments to the Council Rules of Procedures, attached, in Section 19.3. Revisions were made following discussion at the City Council Special Meeting on September 5, 2018.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- Exhibit A: Council Rules of Procedure



# COUNCIL PROCEDURES

**ADOPTED**

**March 27, 2018**

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## SECTION 1. AUTHORITY

- 1.1 Pursuant to RCW 35A.12.120, and other applicable law, the Lake Stevens City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

## SECTION 2. COUNCIL MEETINGS

### 2.1 TYPES OF MEETINGS:

1. Regular - the Council meeting held as set by Ordinance.
2. Workshop – the Council meeting held as set by Ordinance.
3. Special - any Council meeting other than the Regular Council meeting. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor, Council President, City Administrator or at the request of not less than 4 Councilmembers.
4. Emergency - a Special Council meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Administrator, the Mayor or Council President with the consent of not less than 4 Councilmembers. The minutes will indicate the reason for the emergency.

- 2.2 The time and day of Council's regular meetings shall be set by ordinance and will be held at the location set by ordinance unless otherwise publicly announced.

Regular Council meetings times shall be set by ordinance and will normally adjourn no later than 9:00 p.m., unless pending business must be concluded. Extensions beyond 9 p.m. shall require passage of a motion by Council.

- 2.3 Council's Workshop Sessions will be scheduled as special meetings and may be held, when needed, as follows: From the hour of 7:00 p.m. and will adjourn no later than the hour of 9:00 p.m., on the first and third Tuesdays, of each month. To continue past this time of adjournment, passage of a motion by a majority of the Council will be required. Alternatively, Workshop Sessions may be scheduled immediately preceding a Regular Council meeting, with the start time to be determined based on the agenda, but in no event earlier than 5:00 p.m., and ending no later than 6:45 p.m. Council workshops may also be scheduled on other dates and times by special meeting notice.

Special Workshop sessions may be called by the Mayor, City Administrator, Council President or by three (3) or more Councilmembers.

Workshop Sessions will be informal meetings for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects,

or receiving other similar information. The Council President, Council Vice-President and City Staff will determine on-going dedicated schedules for regular workshop sessions.

No final decisions will be made at a Workshop Session. Decisions on workshop matters will be scheduled for a Regular or Special Council meeting.

- 2.4 Information will be available to the public at each meeting stating a summary of the Rules of Procedure.
- 2.5 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Administrator or Presiding Officer.
- 2.6 Citizen comment/public hearing sign-ups will be available at each regular Council meeting.
- 2.7 All regular, workshop and special meetings will be electronically recorded.

The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council.

City Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

The Council President or designee leads the flag salute.

3. Roll Call:

The Council President will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. The Council shall approve excused absences by vote. The official meeting minutes will always reflect the vote count on each action item.

4. Approval of Agenda:

The Council President, with the concurrence of the Councilmembers, may take agenda items out of order or add or remove agenda items.

5. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived

by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

6. Guest Business:

Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.

7. Council Business:

Councilmembers may report on any Board/Commission meetings or significant activities or any other matter pertaining to City business since the last meeting. Subcommittee chairpersons will report on the activities of their respective subcommittees.

8. Mayor's Business:

Under Mayor's Business the Mayor usually addresses significant activities since the last meeting and items not previously discussed, such as future meetings of interest to the Council.

9. City Department Report:

City staff updates the Council on current issues or items of Council interest.

10. Consent Agenda:

Consent Agenda items are considered to be routine, non-controversial, or are items which have previously been studied and reviewed so as to not require additional discussion or debate. Such items may be approved by a single motion. Items on the Consent Agenda may include but are not limited to, minutes, resolutions and ordinances discussed at a previous City Council or Committee meeting, and previously authorized agreements. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

11. Public Hearing:

Citizens may comment on public hearing items. The Presiding Officer may limit the amount of time permitted each speaker until all persons have had an opportunity to speak. Further testimony from those who have spoken

may be allowed at the discretion of the Presiding Officer. The public hearing will be continued to another date to take additional testimony when the existing available time is not sufficient or as determined by the Council.

At the Public Hearing, staff's presentation is to give background and frame the issues for the Council and audience.

During public comment or public testimony, Council shall refrain from interactive exchanges with the audience. Council requests for clarification from audience should occur prior to the closure of the public portion of the hearing. Staff may be asked clarifying questions by Council during Council deliberations.

12. Action Items:

a. Proclamations:

A Proclamation is defined as an official announcement made by either the City Council or the Mayor.

b. Introduction and First Reading of Ordinances:

Discussion and debate by the City Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, or approve placing the ordinance on the Consent Agenda or as a separate agenda topic for second or third reading at an upcoming Regular Council meeting for enactment as an enforceable City law. The number of ordinance readings shall be considered item by item.

c. Resolutions:

A resolution is adoption of a City policy, practice or decision.

d. Other:

Any contract, agreement, or other form of business that requires formal action that is necessary to conduct City business.

e. Such other and additional items as required by law or by Council direction.

13. Executive Session:

Executive session subjects are limited to considering such matters as are authorized under the Open Meetings Act or such other laws that authorize executive sessions. Executive session is a Council meeting that is closed except to the Council and authorized staff members and/or consultants. The public is restricted from attendance. Executive Sessions may be held during Regularly scheduled meetings or Special Council meetings and will be announced by the Mayor.

Before convening an Executive Session the Mayor shall announce the purpose of the executive session and the anticipated time when the session will be concluded and if any action shall be taken. Should the session require more time, a public announcement shall be made that the Executive Session is being extended.

14. Study Session:

Discussion items are generally items of significance that may require future action by Council.

15. Adjournment:

With no further business to come before the Council, the Presiding Officer adjourns the meeting by requesting a motion for adjournment.

SECTION 3. AGENDA PREPARATION

3.1 The City Clerk will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Administrator.

3.2 An item may be placed on a Council meeting agenda by any of the following methods:

1. By a Councilmember if the item does not require staff preparation;
2. By any two (2) Councilmembers;
3. By the City Administrator;
4. By a Council Committee;
5. By the Mayor.

3.3 An item may be placed on a regular Council meeting agenda after the agenda is closed if approved by the Mayor or City Administrator.

3.4 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unreasonably waiting, and so the Council will have sufficient time to hear public comment or testimony and to deliberate matters among themselves.

3.5 Legally required and advertised public hearings will generally have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

- 3.7 Agendas will be finalized by the Thursday prior to the Council meeting. Agenda packets will be available electronically to Council by 5:00 p.m. on the Thursday prior to the Council meeting, and available electronically to the public on the City's web page by 5:00 p.m. on the Friday prior to the Council meeting, unless posted otherwise. If late information becomes available after the packet is posted on the City's web page on the Friday prior to the meeting, or if information arrives from other sources, then a recess or delay may be considered by the Council.
- 3.8 All agenda item packet reports will be in the format provided by the City Clerk's Office.
- 3.9 The Council may use "Staff Recommendation Statement" language from staff reports or agenda item descriptions for making a motion.
- 3.10 Council agenda and packet material will be available to the public during regular meetings.

#### SECTION 4. COUNCIL DISCUSSION

- 4.1 All Council discussion shall be guided by **ROBERTS RULES OF ORDER, NEWLY REVISED.**

#### SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- 5.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Presiding Officer may command assistance of any peace officer of the City to enforce all lawful orders of the Presiding Officer to restore order at any meeting.
- 5.3 Citizens with complaints, concerns or questions, may be referred to separately bring the matter to the Mayor or relevant City staff, or ask that the matter be placed on a future City Council meeting, with the appropriate background information.

#### SECTION 6. MOTIONS AND VOTING

- 6.1 When making motions, Councilmembers will be encouraged to be clear and concise and to not include arguments for the motion within the motion.
- 6.2 After a motion has been made and seconded, the Council may deliberate and discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.

- 6.3 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion and normally, a minute entry will be made.
- 6.4 A motion may be withdrawn by the maker of the motion, at any time, up until the question is called to vote without the consent of the Council.
- 6.5 A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.6 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 6.7 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 6.8 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- 6.9 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 6.10 Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.11 If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 6.12 The Presiding Officer should acknowledge the motion and second prior to voting.
- 6.13 The City Clerk will repeat the motion and/or take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law.
- 6.14 Unless otherwise required by law, the passage or defeat of a motion shall be decided by a majority of those present and voting. Abstentions shall not be included in the vote tally, even if those voting in favor of the motion are less than a majority of the full City Council.



A motion that receives a tie vote is deemed to have failed, except pursuant to RCW 35A.12.100 Duties and authority of the mayor--Veto--Tie-breaking vote, the Mayor "shall have a vote only in the case of a tie in the votes of the councilmen with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money."

At the conclusion of any vote, the Presiding Officer will inform Council of the results of the vote.

6.15 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration and such motion must also be seconded by a member who voted in the majority. No motion for reconsideration of a vote shall be made after the meeting has adjourned but may be made at a subsequent meeting of the Council

6.16 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be guided by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council Rules shall prevail.

## SECTION 7. ORDINANCES

7.1 All ordinances shall be prepared or reviewed by the City Attorney. No Council initiated ordinance shall be prepared for presentation to the Council, unless two Councilmembers support the ordinance and staff has been consulted.

7.2 The City Clerk shall assign a permanent ordinance number at the time the ordinance is initiated.

7.3 The Presiding Officer shall read the title of the ordinance or the Ordinance number prior to voting unless the ordinance is on the Consent Agenda.

7.4 Prior to placement of an ordinance on the agenda, the City Attorney shall approve the ordinance as to form. After the City Attorney's signature, and passage of the Ordinance the City Clerk or designee shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk or designee shall sign the ordinance.

7.5 Ordinances, or ordinance summaries, shall be published in the official newspaper, as a legal publication, immediately following enactment.

7.6 Ordinances become effective five (5) days after the date of publication of the ordinance unless otherwise specified.

## SECTION 8. MAYOR, COUNCIL PRESIDENT, AND COUNCIL VICE-PRESIDENT

8.1 The Presiding Officer at all regular and special meetings of the Council shall be the Mayor and all workshop sessions shall be the Council President.

At regular and special meetings in the absence of the Mayor, the Council President will act as Presiding Officer or in his/her absence the Council Vice-President. If the Mayor, Council President, and Vice-President are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Mayor, Council President or Council Vice-President.

At workshop sessions in the absence of the Council President, the Council Vice-President will act as the Presiding Officer or in his/her absence the Mayor. If the Council President, Vice-President, and Mayor are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Council President, Council Vice-President, or Mayor.

8.2 The Presiding Officer shall:

1. Preserve order and decorum in the Council chambers;
2. Observe and enforce all rules adopted by the Council;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember in which case the Presiding Officer will defer to the City Attorney; and
4. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
5. From time to time, the Mayor and/or Council President may appoint Councilmembers to serve on ad hoc committees.

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 9.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.
- 9.3 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor or City Administrator, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 9.4 A Councilmember shall not attempt to influence City staff in the selection, evaluation or discipline of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 9.5 A Councilmember shall not attempt to change the operating rules and practices of any City department.

- 9.6 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk, as soon as practicable after it arrives.
- 9.7 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.
- 9.8 No Councilmember shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.
- 9.9 Individual requests for information can be made directly to the Department Director. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator and may be referred to the Council.

#### SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 10.2 The City Attorney shall attend all meetings of the Council unless excused by the Mayor, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 10.3 The City Clerk, or designee, shall attend Regular and Special meetings of the Council, keep the official journal (minutes), and perform such other duties, unless excused by the Mayor, as may be needed for the orderly conduct of the meeting.

#### SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1 Councilmembers will inform the Mayor, the Council President, the City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence if approved by the Council.

#### SECTION 12. PUBLIC HEARINGS

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Councilmembers shall comply with all applicable laws related to the conflict of interest requirements in the Appearance of Fairness Doctrine.

### SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1 All public meetings of the City Council and its boards/commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

### SECTION 14. COUNCIL REPRESENTATION

- 14.1 If a Councilmember appears on behalf of the City before another governmental agency, such as the County Council or State Legislature, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state existing City policy and the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. If a Councilmember wishes to clarify the Council's position on a policy issue, they should do so by requesting a Council resolution be prepared and voted on by the Council.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

### SECTION 15. CONFIDENTIALITY

- 15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions or which are otherwise subject to the attorney-client privilege, to ensure that the City's position is not compromised. Any Councilmember having any contact or discussion needs to make full disclosure to the Mayor, City Administrator and/or the City Council in a timely manner.

### SECTION 16. PUBLIC RECORDS

- 16.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Clerk.

### SECTION 17. CITY ADMINISTRATOR EVALUATION ANNUAL PROCESS

- 17.1 The Mayor will determine the evaluation criteria and format for the process. As the City Administrator's immediate supervisor the Mayor shall issue the final annual evaluation. Council members will be given the opportunity to provide their observations, comments and recommendations.

- 17.2 The final step of the City Administrator evaluation process is for the Mayor to prepare amendments, if any, to the City Administrator's employment contract. This contract and any amendment thereto must to be approved by the City Council at a Council meeting.

SECTION 18. MAYOR/COUNCIL PRESIDENT /VICE-PRESIDENT SELECTION PROCESS

- 18.1 Mayor. The Mayor is elected per RCW Title 35A and other applicable election laws.
- 18.2 Council President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Council President who does not serve for more than one consecutive full year.
- 18.3 Council Vice-President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Vice-President who does not serve for more than one consecutive full year.

SECTION 19. CITY BOARDS/COMMISSIONS

- 19.1 Lake Stevens' boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 19.2 These boards/commissions are generally established by ordinance.
- 19.3 Councilmembers ~~should~~ will be assigned as board/commission liaisons in January of each year or as needed. Staff shall provide liaisons with agenda and support material for such meetings. The liaison's role will be as an observer and not an active participant on the board or commission. The liaison may provide updates on City activities, and the liaison may report to Council on actions and activities by their assigned board or commission.
- 19.4 Appointments and reappointments of board/commission members, when vacancies and term expirations occur, shall be as follows:
1. Vacancies to the City's boards and commissions will be advertised in the City newspaper, on the City's web page, at City Hall and such other locations as are deemed appropriate. Councilmembers will be provided with copies of applications of all qualified applicants received for boards/commissions vacancies.
  2. All qualified applicants for a board or commission will be interviewed by a panel consisting of the Mayor, the Department Head and/or staff liaison, the Council liaison or designee to that board or commission, up to two additional councilmembers selected to participate in the interview process for boards and commissions at the beginning of each year, and the Chairperson or designee of the board or commission the applicant applied for.
  3. Following the interviews, the interview panel makes a recommendation and the Mayor nominates a candidate for appointment to the vacant position.

4. The nominated candidate will be notified and requested to complete a criminal background check. All criminal background checks will be conducted by The Human Resources Department.
5. Following successful completion of the criminal background check the Mayor reviews nominee recommendation with Council at a regular Council meeting or at a workshop session. The recommendation should include the number of applicants interviewed, qualifications, and reason for the selection.
6. Mayor appoints board/commission member with Council approval at the regular Council meeting or next regular meeting if recommendation is made at a workshop session.
7. The newly appointed board/commission member will be invited to a subsequent Council meeting to be sworn in. In the case where multiple appointments are made in one Council meeting, all appointees will be sworn in as a group.
8. If the City Council does not confirm or reject the Mayor's nomination for appointment within thirty (30) days of submittal, the Mayor may proceed with the appointment.

## SECTION 20. COUNCIL SUBCOMMITTEES

- 20.1 Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the City. Subcommittees generally involve three or fewer councilmembers and therefore are not subject to the Open Public Meetings act.

Subcommittees will be established on an as-needed basis by motion or other action of the City Council

At its first meeting each year, each subcommittee should select from its members a chairperson who will oversee the meeting and report on the activities of the subcommittee to the Council at regular City Council meetings during Council Business.

- 20.2 Each subcommittee will have staff support as needed and assigned by the City Administrator. Staff will work with the subcommittee chairs to set agendas, provide support materials (including any sensitive communications by staff), and prepare reports as needed. The City Clerk or designee will attend subcommittee meetings and may prepare minutes. Subcommittee meetings will not be electronically recorded.
- 20.3 Even though the Open Meetings Act does not generally apply, subcommittee meetings are open to the public for observation only; no citizen comments or participation will be allowed.

- 20.4 The Mayor or City Administrator may send issues directly to subcommittees for their review in lieu of being referred to committee by the entire Council.
- 20.5 Subcommittee appointments shall be made by the Council President or in his/her absence by the Council Vice-President. The Council President will take into account the interests, availability to serve and requests of individual Councilmembers in making subcommittee assignments.
- 20.6 Membership of each subcommittee will consist of a maximum of three (3) Councilmembers unless otherwise approved by Council.
- 20.6 The Mayor and/ or City Administrator shall be an "ex officio" member of each subcommittee.

## SECTION 21. AD HOC CITIZEN ADVISORY BOARDS

### 21.1 PURPOSE

To effectively use valuable resources provided by the citizenry at large to deal with issues on which more citizen input is judged to be needed. Each Board shall be given a clearly defined goal and adequate information to help them understand their role in the governmental structure. Unless determined otherwise by action of the City Council the authority of such Boards will be limited to providing informal input and recommendations to the City Council.

### 21.2 APPOINTMENT PROCEDURES

The boards will consist of no more than five citizen members (selected by the Mayor and confirmed by the City Council), the Mayor or designee, a staff person, and Councilmember if desired.

### 21.3 STAFF SUPPORT

Each Ad Hoc Advisory Committee will have staff support as needed and assigned by the City Administrator. Staff will work with the committee to provide support materials and prepare reports.

## SECTION 22. FILLING CITY COUNCIL VACANCIES

### 22.1 PURPOSE

To provide guidance to the City Council when a Lake Stevens Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, wherein the person elected will serve the remainder of the unexpired term.

### 22.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office



RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A.12.050 - Vacancies - Filling of Vacancies in Council/Mayor Form of Government

22.3

APPOINTMENT PROCESS

1. A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the Councilmember appointment process and establish a notice, application, interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk's Office shall prepare and submit to the City's Official Newspaper, with courtesy copies to all other local media outlets, a Notice of City Council Vacancy, which announces the vacancy consistent with the requirements necessary to hold public office. The City's web page and other social media may also be used to announce the Council vacancy.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at Lake Stevens City Hall, on the City web site, and such other locations that the City Council deems appropriate. Copies of the advertisement will be provided to current members of City of Lake Stevens' boards and commissions.
5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
6. The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special session City Council meeting.
7. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
8. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
9. Prior to the date and time of the interview the City Clerk or designee will make inquiry of each applicant to determine eligibility to hold office and to fill the Council vacancy in the City.

## 22.4 INTERVIEW MEETING

Depending on the number of applicants to be interviewed, each interview of an applicant/candidate shall be approximately 15 minutes in length as follows:

1. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions.
2. An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions.
3. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
4. The Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

## 22.5 VOTING

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the Councilmembers.
2. In the case of one vacancy to be filled, balloting will continue until a nominee receives a majority of four (4) votes.
3. At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.
4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
5. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember. The new Councilmember shall be sworn into office by any person authorized under state law to administer oaths, at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. In the case of a tie vote, the Mayor may cast a vote.
7. If the City Council does not fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Snohomish County.

SECTION 23. MISCELLANEOUS

- 23.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

SECTION 24. SUSPENSION AND AMENDMENT OF RULES

- 24.1 Any provision of these rules not governed by state law or ordinance, may be temporarily suspended or waived by a two-thirds (2/3) majority vote of the Council.
- 24.2 These rules may be amended, or new rules adopted, by a majority vote of the Council.
- 24.3 While not required, these Rules should be reviewed approximately every 2 years for the purpose of keeping up to date with legal requirements and for purposes of confirming that actual practices conform with these rules.



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** September 11, 2018

**Subject:** Appointment to Planning Commission

**Contact**

**Person/Department:** Mayor Spencer **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Appoint John Cronin to the Planning Commission for an unexpired term ending December 31, 2018.**

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**SUMMARY/BACKGROUND:** The City recently completed interviews for a vacancy on the Planning Commission that was filled on June 19, 2018. During the interview process John Cronin stood out as a highly qualified candidate. While Mr. Cronin does not live within the City limits, he does own property and operates a business in Lake Stevens. LSMC 2.64.020 provides that a member may be appointed to the Planning Commission “. . . who resides in or owns property within the City . . .” A vacancy recently occurred on the Planning Commission, and it is my recommendation that John Cronin be appointed to fill that vacancy. Because this is an unexpired term ending December 31, 2018, Mr. Cronin may request to be reappointed to a full four-year term beginning January 1, 2019 and ending December 31, 2022.

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**APPLICABLE CITY POLICIES:** LSMC 2.64.020

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:** None.

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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**  
**Date:**

September 11, 2018

**Subject:** Deed and Dedication of Public Right of Way – Safe Routes to Schools Sidewalk Project

<b>Contact</b>	Aaron Halverson, Capital Projects	<b>Budget</b>	\$270,000
<b>Person/Department:</b>	<u>Coordinator, Public Works</u>	<b>Impact:</b>	<u></u>

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign the Deed and Dedication for Public Right of Way between Lake Stevens School District 4 and the City; dedicating to the City the right of way necessary to complete its Safe Routes to Schools sidewalk project on 91<sup>st</sup> Ave SE and 4<sup>th</sup> St. SE, adjacent to Hillcrest Elementary.

---

**SUMMARY/BACKGROUND:** The City was award a WSDOT Safe Routes to Schools grant for \$466,500 in 2017. A contract was awarded to Davido Consulting Group in July 2018 for design and engineering of the project. To reduce traffic and to improve pedestrian safety, a right turn lane pocket from 4<sup>th</sup> Street SE onto 91<sup>st</sup> Ave NE has been included in the project. To accommodate a right turn lane pocket an additional 15 ft. width by ~280 ft length of additional right of way is needed. The Lake Stevens School District owns the needed property and has agreed to dedicate the area as right of way.

Council action is required to accept real property. The City intends to begin construction of this project in October of 2018 so acceptance of this right of way is of immediate concern.

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**APPLICABLE CITY POLICIES:** n/a

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**BUDGET IMPACT:** None

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**ATTACHMENTS:**

- Exhibit A: Deed and Dedication of Public Right of Way, including exhibits

**After Recording Return to:**

City Clerk  
City of Lake Stevens  
P.O. Box 257  
Lake Stevens, WA 98258

**DEED AND DEDICATION FOR PUBLIC RIGHT OF WAY**

Grantor: LAKE STEVENS SCHOOL DISTRICT 4  
Grantee: CITY OF LAKE STEVENS  
Legal Description: Sec 13, Twp 29 N, Rge 05 E, W.M. , Snohomish Cty Add'l on P. 3  
Tax Parcel: PORTION OF 29051300400700

The Grantor, Lake Stevens School District 4,  
for and in consideration of satisfaction of a condition of development approval, conveys, warrants  
and dedicates to the CITY OF LAKE STEVENS, a municipal corporation of the State of  
Washington, the following-described real estate, situate in the County of Snohomish, State of  
Washington, together with all after-acquired title of the Grantor therein for use as a public right of  
way:

**See Attached:**

Exhibit A – Legal description of right of way area to be deeded.

Exhibit B – Map of right of way area to be deeded indicating approximate square footage or  
acreage.

Also, the Grantor requests that the Assessor and Treasurer of Snohomish County, Washington,  
segregate the taxes and the assessed valuation as between the portion of property herein conveyed  
and the remainder thereof, and set over the lien of all unpaid taxes, if any, affecting the real estate  
herein conveyed to the portion of tax parcel 29051300400700 not conveyed hereby, as  
provided for by RCW 84.60.070.

DATED this      day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Grantor

**INDIVIDUAL NOTARY**

STATE OF WASHINGTON   )  
  )ss.  
COUNTY OF SNOHOMISH   )

I certify that I know or have satisfactory evidence  
that

\_\_\_\_\_  
is/are the person(s) who appeared before me, and  
said person(s) acknowledged that he/she/they  
signed this instrument and acknowledged it to be  
his/her/their free and voluntary act for the uses and  
purposes mentioned in the instrument.

DATED \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**REPRESENTATIVE NOTARY**

STATE OF WASHINGTON   )  
  )ss.  
COUNTY OF SNOHOMISH   )

I certify that I know or have satisfactory evidence  
that

\_\_\_\_\_  
is/are the person(s) who appeared before me, and  
said person(s) acknowledged that he/she/they  
signed this instrument, on oath stated that  
he/she/they was/were authorized to execute the  
instrument and acknowledged it as the  
\_\_\_\_\_ of  
\_\_\_\_\_ to be the free and  
voluntary act of such party for the uses and  
purposes mentioned in the instrument.

DATED \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
(Legibly print name of notary)  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

ACCEPTED \_\_\_\_\_, 20\_\_\_\_.

CITY OF LAKE STEVENS

By \_\_\_\_\_  
Grantee

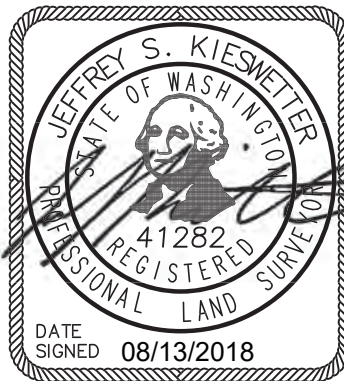


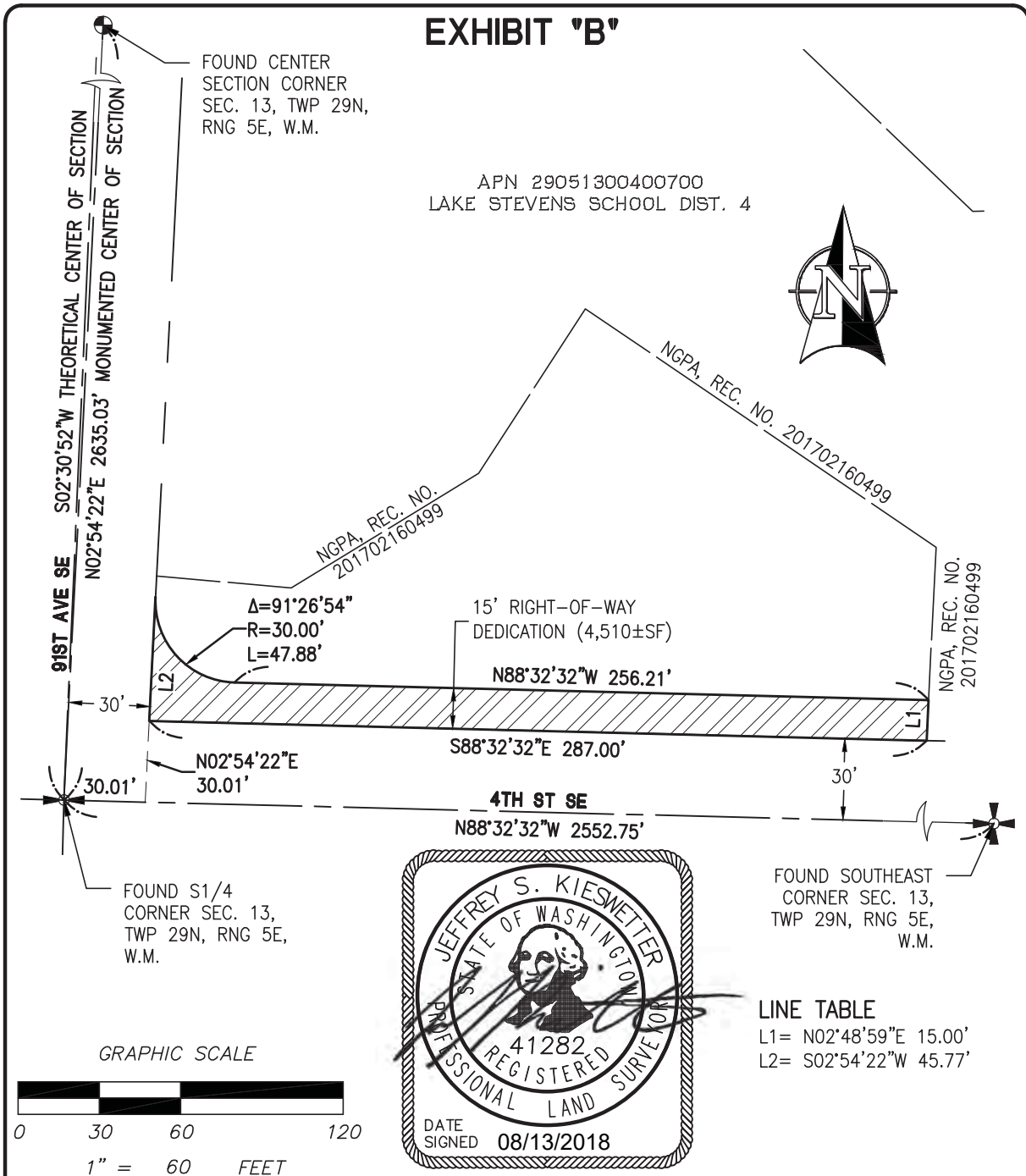
EXHIBIT A  
LEGAL DESCRIPTION  
RIGHT-OF-WAY DEDICATION


That portion of the Southeast quarter of Section 13, Township 29 North, Range 5 East, Willamette Meridian, City of Lake Stevens, Snohomish County, Washington, being more particularly described as follows:

COMMENCING at the South quarter corner of said Section 13;  
THENCE South  $88^{\circ}32'32''$  East, along the South line of said Southeast quarter, 30.01 feet to a line 30.00 feet East of and parallel with the monumented West line of said Southeast quarter;  
THENCE North  $02^{\circ}54'22''$  East, along said parallel line, 30.01 feet to a Northerly right-of-way margin 4<sup>th</sup> Street Southeast and the TRUE POINT OF BEGINNING;  
THENCE South  $88^{\circ}32'32''$  East, along said margin, 287.00 feet to the West line of that NGPA boundary recorded under Snohomish County Recording Number 201702160499;  
THENCE North  $02^{\circ}48'59''$  East, along said West line, 15.00 feet to a line 45.00 feet North of and parallel with the South line of said Southeast quarter;  
THENCE North  $88^{\circ}32'32''$  West, along said parallel line, 256.21 feet to a point of tangency;  
THENCE Northwesterly along the arc of a curve to the right, having a radius of 30.00 feet, through a central angle of  $91^{\circ}26'54''$ , and an arc length of 47.88 feet to a line 30.00 feet East of and parallel with the monumented West line of said Southeast quarter;  
THENCE South  $02^{\circ}54'22''$  West, along said parallel line, 45.77 feet to the TRUE POINT OF BEGINNING.

Containing 4,510+/- square feet





SCALE: HORIZONTAL 1"=60' VERTICAL N/A	For: <b>HILLCREST ELEMENTARY</b>  Title: <b>RIGHT OF WAY DEDICATION</b>	JOB NUMBER <b>3023</b>  3023L.001.DOC
 <b>LANKTREE LAND SURVEYING, INC.</b> 25510 74TH AVENUE SOUTH KENT, WA 98032 PHONE: (253) 653-6423 FAX: (253) 793-1616 WWW.LANKTREELANDSURVEYING.COM		SHEET  <b>1 of 1</b>
DESIGNED XXX	DRAWN JSK	CHECKED JSK
APPROVED TSL DATE 08/13/2018		



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 11, 2018

**Subject:** Adoption of Resolution 2018-025, Initiating annexation to the city of Lake Stevens certain real property being identified as the Northeast Island Annexation through an interlocal agreement with Snohomish County and assigning Lake Stevens Comprehensive Plan and Zoning Designations.

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**Contact** Joshua Machen, AICP, Planning Manager  
**Person/Department:** Russ Wright, Community Dev. Director

**Budget** none  
**Impact:**

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Approve Resolution 2018-025 to:

1. Initiate annexation negotiations with Snohomish County through a interlocal agreement the area identified as the Northeast Island Annexation and
  2. Require that upon annexation the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness.
- 

**DISCUSSION:**

The city has identified an area within the Lake Stevens UGA that meets the alternative requirements under Washington State law for an island annexation. The city has identified the area as the Northeast Island Annexation area (Attachment A & B of Resolution 2018-025). The Northeast Island Annexation is within area #2 identified in the City's Annexation Plan adopted by Resolution 2016-021. In that annexation plan, the city identified that this area should be zoned as Urban Residential (UR-7,200). This zoning designation is consistent with the current zoning designation in Snohomish County.

The property is approximately 36 acres and is currently developed with approximately 12 single-family homes. In accordance with Washington State law, a city may initiate negotiations with a county regarding an Island Annexation if the area to be annexed has more than 60-percent contiguous boundaries with the city. The proposed annexation area has a contiguous border with the city of Lake Stevens that is more than 70-percent.

In a desire to continue to provide additional buildable land within the city of Lake Stevens, and to meet the goals and recommendations of the Washington State Growth Management Act, staff recommends that the City Council initiate Island Annexation discussions with Snohomish County through the development of an interlocal agreement for the Northeast Island Annexation Area.

**Exhibits:**

1. - Draft Resolution 2018-025 with attachments

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

**RESOLUTION NO. 2018-025**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKE STEVENS, WASHINGTON TO INITIATE ANNEXATION  
TO THE CITY OF LAKE STEVENS CERTAIN REAL PROPERTY  
KNOWN AS NORTHEAST ISLAND ANNEXATION THROUGH  
AN INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY.**

WHEREAS, the City Council of the City of Lake Stevens wishes to initiate an annexation through an interlocal agreement with Snohomish County, pursuant to the Revised Code of Washington (RCW) 35A.14.460, of the area described in Exhibit A and generally identified in the site map Exhibit B, attached hereto and incorporated by this reference as if set forth in full; and

WHEREAS, the area identified in Exhibits A and B is within the City of Lake Stevens Urban Growth Area and at least 60 percent of the boundaries of the proposed annexation area are contiguous to the boundaries of the City of Lake Stevens; and

WHEREAS, the City of Lake Stevens has entered an Interlocal Agreement Between the City of Lake Stevens and Snohomish County Concerning Annexation and Urban Development within the Lake Stevens Urban Growth Area, recorded under Snohomish County Auditor's File Number 200511100706 to facilitate the orderly transition of services and responsibilities for capital projects from the County to the City at the time of annexation of unincorporated areas of the County to the City; and

WHEREAS, the City of Lake Stevens has adopted an Annexation Plan, under Resolution 2016-021, as a reasonable measure that provides an annexation strategy and will help address the projected population deficiency, identified in the Snohomish County 2007 Buildable Lands Report, for the Lake Stevens UGA; and

WHEREAS, the City of Lake Stevens City Council has determined that the area will be liable for any of the outstanding indebtedness of the City of Lake Stevens, and that the area will be designated upon annexation by the city's Comprehensive Plan as Medium Density Residential (MDR) and as Urban Residential (UR-7,200) Zoning to correspond to present Snohomish County land use and zoning;

NOW, THEREFORE, the City of Lake Stevens, acting by and through its City Council, does hereby resolve as follows:

Section 1. That the City Council of the city of Lake Stevens is declaring its intent to initiate negotiations with Snohomish County for annexation through an interlocal agreement, pursuant to the Revised Code of Washington (RCW) 35A.14.460 of the area identified in Exhibit A and shown in Exhibit B.

Section 2. All property within the territory hereby shall be assessed and taxed at the same rate and at the same basis as property within the City of Lake Stevens, including an assumption of a proportionate share of indebtedness of all City of Lake Stevens.

Section 3. The Comprehensive Plan designation shall be Medium Density Residential (MDR) and the zoning designation shall become Urban Residential 7,200 (UR7,200) for the annexation area upon the effective date of annexation.

PASSED by the City Council of the City of Lake Stevens this 11th day of September, 2018.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

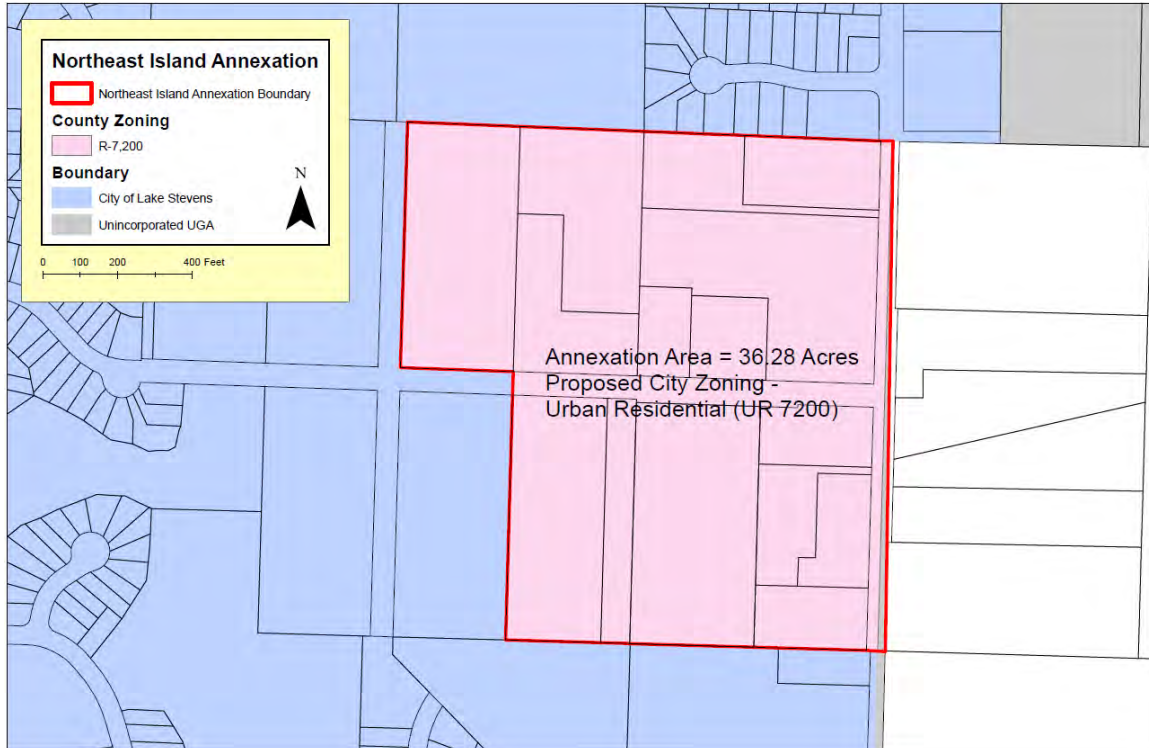
## Exhibit A

### Northeast Island Annexation Area

The following tax assessor's numbers are included in the Northeast Island Annexation area in addition to any adjacent right-of-way not already located within the City of Lake Stevens:

00580900000400  
00580900000301  
00580900000302  
00580900000103  
00580900000102  
00580900000100  
00580900000101  
00580900000201  
00580900001601  
00580900001603  
00580900001600  
00580900001602  
00580900001500  
00580900001400  
00580900001401

Exhibit B







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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 11, 2018

**Subject:** Adoption of Resolution 2018-026, Initiating annexation to the city of Lake Stevens certain real property being identified as the Southeast Island Annexation through an interlocal agreement with Snohomish County and assigning a city of Lake Stevens Comprehensive Plan and Zoning Designations.

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**Contact** Joshua Machen, AICP, Planning Manager  
**Person/Department:** Russ Wright, Community Dev. Director

**Budget** none  
**Impact:**

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Approve Resolution 2018-026 to:

1. Initiate annexation negotiations with Snohomish County through a interlocal agreement the area identified as the Southeast Island Annexation and
  2. Require that upon annexation the simultaneous adoption of land use and zoning designations and require the assumption of all existing city indebtedness.
- 

**DISCUSSION:**

The city has identified an area within the Lake Stevens UGA that meets the alternative requirements under Washington State law for an island annexation. The city has identified the area as the Southeast Island Annexation area (Exhibits A & B of Resolution 2018-026). The Southeast Island Annexation is within area #6 identified in the city's Annexation Plan adopted by Resolution 2016-021. Staff proposes that the Comprehensive Plan Designation for this area be Medium Density Residential (MDR) and that the zoning be Urban Residential (UR 7200) and Suburban Residential (SR 9600) This zoning designation is consistent with the current zoning designation in Snohomish County.

The property is approximately 37.5 acres and is currently developed with approximately 24 single-family homes in an established subdivision in the southwest corner. There is currently a subdivision being constructed in the northeast corner. As part of the negotiation the city would like to explore how to share impact fees with this subdivision with the annexation in addition to coordinating right-of-way improvements along South Lake Stevens Road. The remaining portions are mostly undeveloped or underdeveloped with just a few single-family homes. In accordance with Washington State law, a city may initiate negotiations with a county regarding an Island Annexation if the area to be annexed has more than 60-percent contiguous boundaries with the city. The proposed annexation area has a contiguous border with the city of Lake Stevens that is more than 70-percent.

In a desire to continue to provide additional buildable land within the city of Lake Stevens, and to meet the goals and recommendations of the Washington State Growth Management Act, staff recommends that the City Council initiate Island Annexation discussions with Snohomish County through the development of an interlocal agreement for the Southeast Island Annexation Area

**Attachments:**

A. - Draft Resolution 2018-025 with Exhibits

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

**RESOLUTION NO. 2018-026**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON TO INITIATE ANNEXATION TO THE CITY OF LAKE STEVENS CERTAIN REAL PROPERTY KNOWN AS SOUTHEAST ISLAND ANNEXATION THROUGH AN INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY.**

WHEREAS, the City Council of the City of Lake Stevens wishes to initiate an annexation through an interlocal agreement with Snohomish County, pursuant to the Revised Code of Washington (RCW) 35A.14.460, of the area identified in Exhibit A and generally shown in the site map Exhibit B, attached hereto and incorporated by this reference as if set forth in full; and

WHEREAS, the area identified in Exhibits A and B is within the City of Lake Stevens Urban Growth Area and at least 60 percent of the boundaries of the proposed annexation area are contiguous to the boundaries of the City of Lake Stevens; and

WHEREAS, the City of Lake Stevens has entered an Interlocal Agreement Between the City of Lake Stevens and Snohomish County Concerning Annexation and Urban Development within the Lake Stevens Urban Growth Area, recorded under Snohomish County Auditor's File Number 200511100706 to facilitate the orderly transition of services and responsibilities for capital projects from the County to the City at the time of annexation of unincorporated areas of the County to the City; and

WHEREAS, the City of Lake Stevens has adopted an Annexation Plan, under Resolution 2016-021, as a reasonable measure that provides an annexation strategy and will help address the projected population deficiency, identified in the Snohomish County 2007 Buildable Lands Report, for the Lake Stevens UGA; and

WHEREAS, the City of Lake Stevens City Council has determined that the area will be liable for any of the outstanding indebtedness of the City of Lake Stevens, and that the area will be designated upon annexation by the City's Comprehensive Plan as Medium Density Residential (MDR) and as Urban Residential (UR-7,200) and Suburban Residential (SR) Zoning to correspond to present Snohomish County zoning;

NOW, THEREFORE, the City of Lake Stevens, acting by and through its City Council, does hereby resolve as follows:

Section 1. That the City Council of the City of Lake Stevens is declaring its intent to initiate negotiations with Snohomish County for annexation through an

interlocal agreement, pursuant to the Revised Code of Washington (RCW) 35A.14.460 of the area legally described in Exhibit A and shown in Exhibit B.

Section 2. All property within the territory hereby shall be assessed and taxed at the same rate and at the same basis as property within the City of Lake Stevens, including an assumption of a proportionate share of indebtedness of all City of Lake Stevens.

Section 3. The Comprehensive Plan designation shall be Medium Density Residential (MDR) and the zoning designation shall become Urban Residential 7,200 (UR7,200) and Suburban Residential (SR 9600) for the annexation area upon the effective date of annexation.

PASSED by the City Council of the City of Lake Stevens this 11th day of September, 2018.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

## Exhibit A

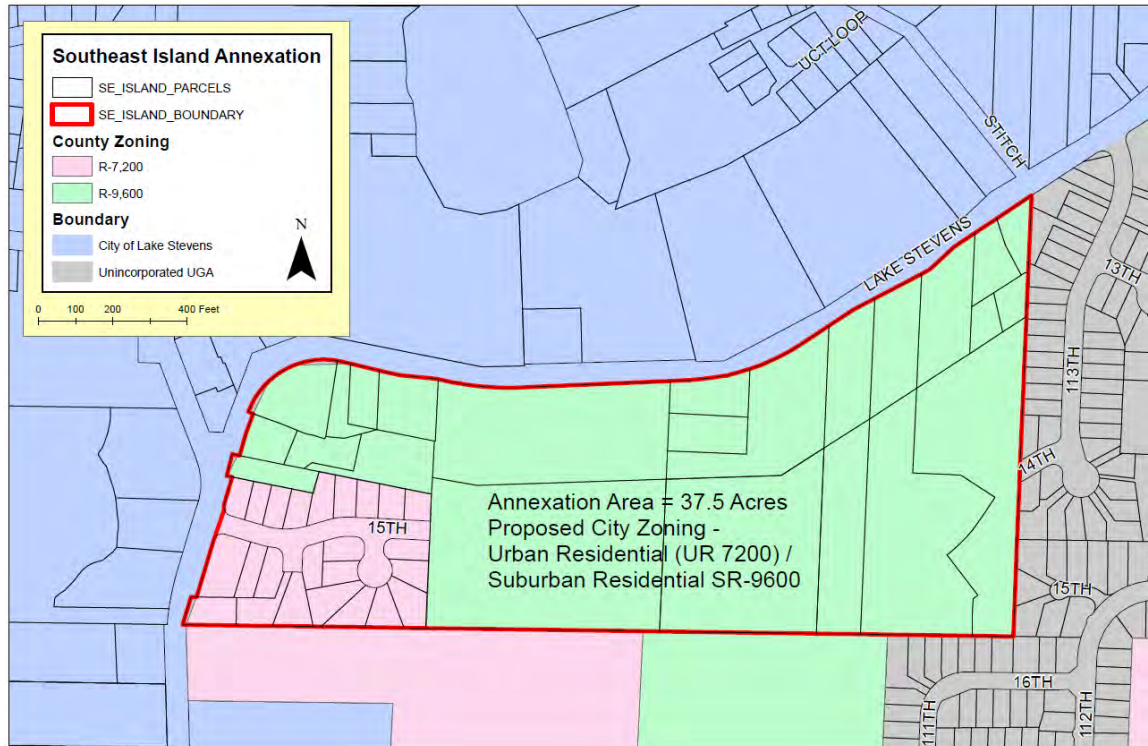
### Southeast Island Annexation Area

The following tax assessor's numbers are included in the Southeast Island Annexation area in addition to any adjacent right-of-way not already located within the City of Lake Stevens:

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00586900000507  
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00586900000509  
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01068600001800  
01068600001700  
01068600001600  
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01068600001100  
01068600001200  
01068600001300  
00586900000402  
00586900000401  
00586900000307  
00586900000309  
00586900000301  
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00586900000202  
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00586900000204

Exhibit B





LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** September 11, 2018

**Subject:** Interim Design Review Regulations – ORD. NO. 1034

**Contact Person/Department:** Russ Wright, Community  
Development Director

**Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Adopt Ordinance No. 1034 dissolving the Design Review Board and establishing an administrative review process.

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**SUMMARY:**

At its January and September retreats the Lake Stevens City Council discussed the role of the Design Review Board and the continued need for this board. Council discussion related to streamlining the review process, workload to maintain/support the board, and staff's ability to implement design review independently. Council also discussed a desire to retain a forum for public comment on multifamily, commercial and industrial projects. The Design Review Board has historically been one of the hardest boards to fill due to requirements for a specific makeup of design-related professionals. At present the board does not have a functional quorum. The City Council directed staff to dissolve the Design Review Board.

Staff recommends that Council enact an interim ordinance related to the design review process until the Planning Commission can review and make a final recommendation and Council takes a final action related to the design review process.

**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 (Exhibit 1) provides findings of fact. A public hearing to consider the interim ordinance will be held on October 23, 2018. The Planning Commission will make recommendations on permanent regulations to City Council at that time.

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**APPLICABLE CITY POLICIES:** Title 14 of Lake Stevens Municipal Code

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**BUDGET IMPACT:**

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**EXHIBITS:**

1. Ordinance No. 1034



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

**ORDINANCE NO. 1034**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ADOPTING AN INTERIM OFFICIAL CONTROL DISSOLVING THE DESIGN REVIEW BOARD AND PROVIDING FOR AN ADMINISTRATIVE DESIGN REVIEW PROCESS; REVISING LSMC 14.16A.030, 14.16A.210, 14.16A.220, 14.16A.260 AND 14.16A.320; REPEALING LSMC 14.16A.340; REVISING LSMC 14.16B.010, 14.16B.305, 14.16B.310, 14.16B.340, 14.16B.405, 14.16B.410, 14.16B.440; REVISING LSMC 14.16C.020, 14.16.025, 14.16C.050; REVISING LSMC 14.44.020; REVISING 14.46.015, 14.46.035; ADOPTING FINDINGS OF FACT; PROVIDING FOR A PUBLIC HEARING AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Lake Stevens City Council directed staff to dissolve the Design Review Board at its Special Meeting on January 19-20, 2018 and reaffirmed this direction at its Special Meeting September 5, 2018; and

**WHEREAS**, the City Council would like to streamline the permit review process by dissolving the Design Review Board and provide for an Administrative Design Review Process during the period necessary for the City to consider permanent regulations; and

**WHEREAS**, the City has had difficulties recruiting qualified design professionals to fill this board; 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 Growth Management Act (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. Several sections of Title 14 – the Land Use Code are hereby amended, to read as follows, as incorporated by Exhibit A.

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 future design review of development projects.

Section 4. Public hearing. The Lake Stevens City Council will hold a public hearing on this matter on **October 23, 2018**, at the hour of 7:00 PM at 12308 – 22<sup>nd</sup> Street, N.E., Lake Stevens, Washington, to hear 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 11<sup>th</sup> day of September 2018.

CITY OF LAKE STEVENS

By: \_\_\_\_\_  
John Spencer, Mayor

ATTEST/AUTHENTICATED:

By: \_\_\_\_\_  
Kathleen Pugh, City Clerk.

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Grant K. Weed, City Attorney

First and Final Reading: September 11, 2018  
Date of Publication: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

## EXHIBIT A

### 14.16A.030 Planning Agency Identified.

The Planning Agency (Chapter 35A.63 RCW) for the City shall be composed of the following:

- (a) The Director of the Department of Planning and Community Development;
- (b) The Building Official;
- (c) The Director of the Department of Public Works;
- ~~(d) Design Review Board;~~
- (e) The Lake Stevens Hearing Examiner;
- (f) The Lake Stevens Planning Commission;
- (g) The Lake Stevens Park Board; and
- (h) The Lake Stevens City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

### 14.16A.210 Types of Review.

(a) The purpose of this section is to provide an overview of the six levels of land use review. Land use and development decisions are classified into six processes based on who makes the decision, the amount of discretion exercised by the decision maker, the level of impact associated with the decision, the amount and type of input sought, and the type of appeal opportunity.

(b) Classification of Permits and Decisions.

(1) Type I Review - Administrative Decisions without Notice. A Type I process is an administrative review and decision by the appropriate department or division. Applications reviewed under the Type I process are minor administrative decisions and are exempt from certain administrative procedures, such as complete application review, noticing, and decision time frames. Appeals of Type I decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type I are listed in the table in subsection (d) of this section.

(2) Type II Review - Administrative Decisions with Notice. A Type II process is an administrative review and decision with recommendation from staff, City departments or others and requiring public notice at the application and/or decision stages of the review. Appeals of Type II decisions are made to the Hearing Examiner, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type II are listed in the table in subsection (d) of this section.

(3) Type III Review - Quasi-Judicial Decisions - Hearing Examiner. This Type III process is a quasi-judicial review and decision by the Hearing Examiner. The Hearing Examiner makes a decision based on a staff report and, if required, the Design Review Board. ~~A public meeting may be held prior to the Design Review Board recommendation.~~ The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing, and decision stages of application review. Appeals of Hearing Examiner decisions are made to Snohomish County Superior Court, except shoreline permit appeals are made to the Shoreline Hearings Board. The permits and actions reviewed and decided as Type III are listed in the table in subsection (d) of this section.

(4) Type IV Review - Quasi-Judicial Decisions - City Council with Hearing Examiner Recommendation. A Type IV process is a quasi-judicial review and recommendation by the Hearing Examiner and a decision by the City Council. The Hearing Examiner considers ~~the recommendation from the Design Review Board, if required,~~ as well as public testimony received at an open record public hearing. The City Council makes a decision based on a recommendation from the Hearing Examiner during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type IV are listed in the table in subsection (d) of this section.

- (5) Type V Review - Quasi-Judicial Decisions - City Council. A Type V process is a quasi-judicial review and decision by the City Council. Public notification is provided at the application, public hearing (if any), and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The permits and actions reviewed and decided as Type V are listed in the table in subsection (d) of this section.
- (6) Type VI Review - Legislative Decisions - City Council with Planning Commission Recommendation. A Type VI review is for legislative and/or nonproject decisions by the City Council under its authority to establish policies and regulations regarding future private and public development and management of public lands. The Planning Commission makes a recommendation to the City Council. The Planning Commission will conduct a public hearing to obtain public testimony on the proposed legislation. The City Council may elect to conduct an additional public hearing. The actions reviewed and decided as Type VI are listed in the table in subsection (d) of this section.
- (c) Permits and Actions Not Listed. If a permit or land use action is not listed in Table 14.16A-I, the Planning Director shall make the determination as to the appropriate review procedure.
- (d) Permit-Issuing Authority and Appeal Authority. The permit-issuing authority and appeal authority for permit applications and legislative actions are established in Table 14.16A-I. A detailed explanation for each review procedure is in Chapter 14.16B under each part for each review type.

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	<div><div>• Administrative</div><div>Design Review</div><div>• Administrative</div><div>Deviation</div><div>• Administrative</div><div>Modifications</div><div>• Boundary Line</div><div>Adjustments</div><div>• Change of Use</div><div>• Code Interpretations</div><div>• Events</div><div>• Floodplain</div><div>Development Permits</div><div>• Home Occupations</div><div>• Master Sign</div><div>Program</div><div>• Minor Land</div><div>Disturbance</div></div>	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
	<ul style="list-style-type: none"><li>• Reasonable Use Exceptions</li><li>• Shoreline Exemptions</li><li>• Signs</li><li>• Temporary Uses</li></ul>				
TYPE II Administrative with Public Notice	<ul style="list-style-type: none"><li>• Administrative Conditional Use (formerly Special Use)</li><li>• Administrative Variance</li><li>• Binding Site Plans</li><li>• Final Plats (short subdivisions and subdivisions)</li><li>• Major Land Disturbance</li><li>• Planned Action Certification</li><li>• SEPA Review (early or when not combined with another permit or required for a Type I permit)</li><li>• Shoreline Substantial Developments</li><li>• Short Plats - Preliminary</li><li>• Short Plat Alterations</li></ul>	None	None	Planning Director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record
	<ul style="list-style-type: none"><li>• Short Plat Vacations</li><li>• Site Plan Review</li></ul>				
TYPE III	<ul style="list-style-type: none"><li>• Conditional Uses</li></ul>				

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
Quasi-Judicial, Hearing Examiner	<ul style="list-style-type: none"><li>• Preliminary Plats</li><li>• Shoreline Conditional Uses</li><li>• Shoreline Variances</li><li>• Variances</li></ul>	<del>Design Review</del> Board (if required) <u>Planning Director or designee</u>	Open Record	Hearing Examiner	Superior Court, except shoreline permits to State Shoreline Hearings Board, and Closed Record
TYPE IV Quasi-Judicial, City Council with Hearing Examiner Recommendation	<ul style="list-style-type: none"><li>• Essential Public Facilities</li><li>• Planned Neighborhood Developments</li><li>• Rezone - Site-Specific Zoning Map Amendments</li><li>• Secure Community Transition Facilities</li></ul>	Hearing Examiner with Open Record Hearing	Closed Record	City Council	None, appeal to Superior Court
TYPE V Quasi-Judicial, City Council	<ul style="list-style-type: none"><li>• Plat Alterations</li><li>• Plat Vacations</li><li>• Right-of-Way Vacations</li></ul>	<del>Design Review</del> Board (if required) <u>Planning Director or designee</u>	Open Record	City Council	None, appeal to Superior Court
TYPE VI Legislative, City Council with Planning Commission Recommendation	<ul style="list-style-type: none"><li>• Comprehensive Plan Amendments, Map and Text</li><li>• Development Agreements</li><li>• Land Use Code Amendments</li><li>• Rezones - Area-Wide Zoning Map Amendments</li></ul>	Planning Commission with Open Record Hearing	Open Record	City Council	Growth Management Hearings Board and Closed Record

14.16A.220 Application Procedures.

- (a) This section describes the requirements for making application for review, including pre-application conferences, submittal requirements, and fees.
- (b) Applications for development permits and other land use actions shall be made to the Department of Planning and Community Development, except Type I applications shall be made to the department which has the decision making authority (see Section 14.16A.210(d)).

(c) The property owner or any agent of the owner with authorized proof of agency may apply for a permit or approval under the type of process specified. Consent to the application must be made by the owners or lessees of property or persons who have contracted to purchase property. Signatures by agents of these parties may be accepted, if a letter from the party with ownership interest is submitted which authorizes the agent to sign the application in their name.

(d) Pre-Application Conferences.

(1) To achieve efficient and effective application of the requirements of this title, a pre-application conference between the applicant and the City staff is required for projects needing a conditional use permit, planned action certification and planned neighborhood developments.

(2) Pre-application conferences are highly recommended for applications requiring Type III, IV or V reviews, and/or design review. Pre-application conferences are optional for applications requiring Type I, II and VI reviews.

(3) Prior to submitting an application, the applicant may arrange a conference with Planning and Public Works staff to review the proposed action, to become familiar with City policies, plans and development requirements and to coordinate all necessary permits and procedures. Pre-application procedures and submittal requirements shall be determined by the Planning Director and available in the Department of Planning and Community Development.

(4) Since it is impossible for the conference to be an exhaustive review of all potential issues, the discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law.

(5) To request a pre-application conference, an applicant shall submit a set of preliminary plans to the City. The amount and quality of the information submitted is up to the applicant; however, better information provided initially is more likely to result in better feedback and discussion with planning staff. At a minimum, the plans should include a basic layout of the proposal, including circulation, lot patterns and building locations, location of critical areas, and other site constraints.

(e) Submittal Requirements.

(1) The Planning Director shall specify submittal requirements, including type, detail, and number of copies, for an application to be complete. Submittal requirements for each permit application shall be available in the Department of Planning and Community Development. At a minimum the following shall be submitted with new applications:

(i) General application form;

(ii) Applicable fees;

(iii) Environmental checklist (if not exempt);

(iv) Applicable signatures, stamps or certifications;

(v) All required items stated in the applicable development handouts.

(2) The Planning Director may waive in writing specific submittal requirements determined to be unnecessary for review of an application. Alternatively, the Planning Director may require additional material, such as maps, studies, or models, when the Planning Director determines such material is needed to adequately assess the proposed project and submits the request in writing to the applicant.

(3) Applications for shoreline substantial development permits shall include submittal of the supplemental requirements set forth in Chapter 7 of the Shoreline Master Program and shoreline permits application materials.

(f) Determination of Complete Application.

(1) The presumption established by this title is that all of the information set forth in the specified submittal checklists is necessary to satisfy the requirements of this section. However, each development is unique, and therefore the Planning Director may request additional information, if necessary, or may waive certain items if it is determined they are not necessary to ensure that the project complies with City requirements.

(2) The Planning Director shall make a determination of completeness pursuant to Section 14.16A.230(c).

(g) Consolidated Permit Process.

(1) When applying concurrently for a development that involves two or more related applications, individual permit numbers shall be assigned and separate permit fees shall be paid, but the applications shall be reviewed and processed collectively. A consolidated report setting forth the recommendation and decision shall be issued.

(2) Applications processed in accordance with subsection (g)(1) of this section, which have the same highest numbered procedure but are assigned different hearing bodies, shall be heard collectively by the highest decision maker(s). The City Council is the highest, followed by the Hearing Examiner and then ~~the Design Review Board~~ Administrative.

(3) No hearing or deliberation upon an application for a conditional use permit, subdivision, variance, planned neighborhood development, site plan review, administrative conditional use permit, shoreline permit, or similar quasi-judicial or administrative action, which is inconsistent with the existing Zoning Map, shall be scheduled for the same meeting at which the required Zoning Map amendment will be considered by the Hearing Examiner or the City Council. This section is intended to be a procedural requirement applicable to such actions as noted in RCW 58.17.070.

(h) Application and Inspection Fees. Fees are set forth in a separate fees resolution adopted by the City Council. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 898, Sec. 2, 2013; Ord. 876, Sec. 10, 2012; Ord. 811, Sec. 2 (Exh. 1), 2010)

**14.16A.260 Public Meetings and Public Hearings (Note to editor -remainder of section remains unchanged).**

(a) This section sets forth procedures for public meetings and hearings in addition to processes set forth in each of the review types in Chapter 14.16B.

(b) Public Meetings. The purpose of a public meeting is to provide the public with the opportunity to learn about a project and/or the City, a board or panel, or decision maker to ask questions for a better understanding of a project. Meetings are not as formal as a hearing, do not require public testimony, and are not required to be taped. Public meetings may be required for Type III, IV or V reviews and design review of commercial and industrial buildings.

**14.16A.320 Planning Director.**

(a) The Planning Director enforces the municipal code unless otherwise specified. As specified in this title, the Planning Director shall be the City's Planning and Community Development Director or designated representative.

(b) Authority and Duties. The Planning Director or designee shall have the authority to enter and inspect buildings and land during reasonable hours with permission of the occupant or owner or by court order, to issue abatement orders and citations and to cause the termination and abatement of violations of this title unless otherwise specified. The duties of the Planning Director shall include, but not be limited to, the following: enforce and administer this title unless otherwise specified; investigate complaints and initiate appropriate action; render decisions or make recommendations as specified in this title; and keep adequate records of land use applications, enforcement actions, and appeals. The Planning Director may also review administrative modifications pursuant to Section 14.16C.025 to items previously approved by the ~~Design Review Board~~, Planning Commission, and/or City Council.

(c) Appeals. Appeals of final decisions of the Planning Director made in the course of interpretation or administration of this title shall be governed by Section 14.16A.265, Appeals. Code enforcement actions pursuant to Section 14.16A.040, Compliance with Title 14 Required, are not "final decisions" for the purpose of this section, except as otherwise provided in this title. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)

**~~14.16A.340 Design Review Board.~~**

~~(a) The Design Review Board is created independent from~~



the legislative functions of the City Council to review and make urban design decisions that will promote visual quality throughout the City. The purpose of the Design Review Board and their procedure includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement land use regulation: promote high-quality urban design and development, promote a coordinated development of the unbuilt areas, lessen traffic congestion and accidents, secure safety from fire, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or design area as a whole;
- (4) To encourage low impact development (LID) by conservation and use of existing natural site features to integrate small scale stormwater controls, and to prevent measurable harm to natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;
- (5) To encourage green building practices to reduce the use of natural resources, create healthier living environments and minimize the negative impacts of development on local, regional, and global ecosystems;
- (6) To encourage creative, attractive harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;
- (7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping and that proper attention is given to exterior appearances of structures, signs and other improvements;
- (8) To protect and enhance the City's pleasant environments for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;
- (9) To stabilize and improve property values and prevent blight areas to help provide an adequate tax base to the City to enable it to provide required services to its citizens;
- (10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the peace, health and welfare of the City and its citizens;
- (11) To ensure compatibility between new and existing developments.

(b) Appointments and Qualifications.

- (1) The Design Review Board shall consist of five individuals, of which at least three are City residents, from the following representatives selected by the City Council and shall include staff as a resource:
  - (i) At least one member and a designated alternate of the Lake Stevens Planning Commission;
  - (ii) At least one member and a designated alternate who work as urban design professionals experienced in the disciplines of architecture, landscape architecture, urban design, graphic design or similar disciplines and need not be residents of the City; and
  - (iii) At least one member and a designated alternate who is a city resident that has expressed an interest in urban design.

~~(2) The term of each professional and resident position is three years and shall expire on December 31st in the final year of each term. When establishing the Design Review Board, one professional shall have a term of three years and the second, if required, shall have a term of two years to start. The Planning Commission representatives shall be voted on by the Planning Commission yearly.~~

~~(c) Authority and Duties. The Design Review Board shall review all structures and site features in specific zones and for specific regulations listed in Section 14.16C.050.~~

~~(d) Meetings. The Design Review Board shall meet on an as-needed basis.~~

~~(e) Rules. The Design Review Board may adopt rules for the transaction of its business. The rules shall be consistent with the development code and may provide for but are not limited to:~~

~~(1) Date, time, place and format of public meetings;~~

~~(2) Record of proceedings, reports, studies, findings, conclusions and decisions;~~

~~(3) Election of a chairman and vice chairman of the Design Review Board for a one-year term.~~

~~(f) Approval Required. No design review approval shall be granted, no building permit shall be issued, and no construction shall begin until the Design Review Board has completed the review specified in this section and determined that the requested action is consistent with the adopted design criteria.~~

~~(g) Appeals of Design Review Board Decisions. Applicants and any interested party may appeal decisions of the Design Review Board. Only those issues under the authority of the Design Review Board as established by this section are subject to appeal. Appeals of the decisions of the Design Review Board will be heard as follows:~~

~~(1) If a related land use permit does not require an open record public hearing, then the appeal shall be heard by the permit issuing or review body.~~

~~(2) If a related development permit requires an open record public hearing, then the appeal shall be heard at that hearing and decided upon by the hearing body or officer hearing the related development permit. (Ord. 1015, Sec. 4 (Exh. C), 2018; Ord. 811, Sec. 2 (Exh. 1), 2010)~~

**14.16B.010 Classification.**

Land use actions, permits and decisions shall be classified according to which procedures apply. In the following table, a symbol in a cell means the specified procedure (row) pertains to the specified permit type (column). Section [14.16A.210](#)(d) Table 14.16A-I, Classification of Permits and Decisions, lists all land use actions, permits and decisions for each type of review.

Procedure Category	Permit Types					
	I	II	III	IV	V	VI
Unique permit submittal requirements & decision criteria apply	X	X	X	X	X	X
Public notice required		X	X	X	X	X
SEPA threshold determination required		*	*	X	*	*
Public meeting may be required			*	*	*	
Public hearing required			X	X	X	X
Design Review Board required	*	*	*	*	*	
Pre-application conference recommended	O	O	H	H	H	O

X - required; \* - may be required depending on the project; O - optional; H - highly recommended

(Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.305 Purpose.**

A Type III process is a quasi-judicial review and decision made by the Hearing Examiner. The Hearing Examiner makes a decision based on a recommendation from staff ~~and, if required, the Design Review Board~~. A public meeting (e.g., scoping, neighborhood, etc.) may be held prior to staff or Design Review Board recommendation. The Hearing Examiner considers public testimony received at an open record public hearing. Public notification is provided at the application, public hearing and decision stages of application review. The administrative appeal body is the Superior Court, except shoreline permits are appealed to the State Shoreline Hearings Board. The purpose of this part is to provide the necessary steps for permit approvals requiring Type III review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.310 Overview of Type III Review.**

(a) This section contains the procedures the City will use in processing Type III applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type III are indicated in Table 14.16A-I.

(b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA Responsible Official. The threshold determination shall be issued prior to the issuance of staff's or Design Review Board's recommendation on the application.

~~(c) Following issuance of the Design Review Board recommendation, if applicable, a public hearing will be held before the city Hearing Examiner.~~

(d) The decision of the Hearing Examiner on a Type III application is appealable to the Superior Court, except shoreline permit appeals are made to the State Shoreline Hearings Board. The Hearing Examiner action deciding the appeal and approving, approving with modifications, or denying a project is the final City decision on a Type III application. A final appeal may be made to the Snohomish County Superior Court. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.340 Notice of Public Hearing.**

(a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.

(b) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.

(c) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted oral or written comments during the public comment period or at any time prior to the publication of the notice of recommendation.

(d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.405 Purpose.**

A Type IV process is a quasi-judicial review and recommendation made by the Hearing Examiner and a decision made by the City Council. At an open record public hearing, the Hearing Examiner considers the recommendation from staff ~~and, if required, the Design Review Board~~, as well as public testimony received at the public hearing. The City Council makes a decision, based on a recommendation from the Hearing Examiner, during a closed record public meeting. Public notification is provided at the application, public hearing, and decision stages of application review. There is no opportunity for an administrative appeal. Appeals of City Council decisions are made to Snohomish County Superior Court. The purpose of this part is to provide the necessary steps for permit approvals requiring Type IV review. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.410 Overview of Type IV Review.**

- (a) This section contains the procedures the City will use in processing Type IV applications. This process begins with a complete application, followed by notice to the public of the application and a public comment period, during which time an informational meeting may be held. The permit-issuing authority and designated appeal body for each application reviewed as a Type IV are indicated in Table 14.16A-I.
- (b) If required by the State Environmental Policy Act, a threshold determination will be issued by the SEPA responsible official. The threshold determination shall be issued prior to the issuance of staff ~~or Design Review Board's~~ recommendation on the application.
- (c) Following issuance of staff ~~or Design Review Board~~ recommendation, a public hearing will be held before the City Hearing Examiner.
- (d) The recommendation of the Hearing Examiner on a Type IV application is forwarded to the City Council. The City Council action approving, approving with modifications, or denying a Type IV application is the final City decision. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16B.440 Notice of Public Hearing.**

- (a) Public notice of the date of the Hearing Examiner public hearing for the application shall be published in a newspaper of general circulation. The public notice shall also include a notice of the availability of the staff ~~or Design Review Board~~ recommendation. If a determination of significance was issued by the SEPA responsible official, the notice of staff ~~or Design Review Board~~ recommendation shall state whether an EIS or supplemental EIS was prepared or whether existing environmental documents were adopted. The public hearing shall be scheduled no sooner than 10 days following the date of publication of the notice.
- (b) The Planning Director shall mail or email notice of the availability of the recommendation and the date of the public hearing to each person who submitted comments during the public comment period or at any time prior to the publication of the notice of recommendation.
- (c) The Planning Director shall mail notice of the public hearing and the availability of the recommendation to each owner of real property within 300 feet of the project site.
- (d) The Planning Director shall post the notice of the date of the public hearing and the availability of the recommendation on site and at City Hall. The Planning Director shall establish standards for size, color, layout, design, wording and placement of the notice boards. (Ord. 811, Sec. 3 (Exh. 2), 2010)

#### **14.16C.020 Administrative Design Review.**

- (a) The purpose of this section is to allow administrative review and approval of ~~design for small development design~~ by establishing the criteria the Planning Director ~~or designee~~ will use in making a decision upon an application for administrative design review in all zones. ~~All other design review must be reviewed by the Design Review Board pursuant to Section 14.16C.050.~~
- (b) Procedure. Applications that seek administrative design review shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process. New commercial and industrial projects subject to design review, shall follow the procedures established in Chapter 14.16B for a Type II permit process, when not associated with other land use applications.
- (c) The Planning Director ~~or designee~~ will review the project administratively ~~make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- (d) Limitations. ~~Administrative d-Design review is limited to of~~ small projects with minimal impacts to exterior design elements, including changes to existing structures, facades, landscaping, or site design with a construction value less than \$100,000 do not require a public meeting. ~~The Planning Director will make a determination if the project can be reviewed administratively or is required to go through the Design Review Board.~~
- (e) Decision Criteria. The Planning Director's decision shall be based on the extent to which the proposed project meets applicable design guidelines adopted by Council. (Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.16C.025 Administrative Modifications.**

(a) This section governs requests to modify any final approval granted pursuant to this title, excluding all approvals granted by passage of an ordinance or resolution of the City Council and requests to revise a recorded plat governed by Chapter [14.18](#).

(b) Procedure. Applications that seek administrative modification that meet the criteria below shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process.

(c) Decision Criteria.

(1) The Planning Director may determine that an addition or modification to a previously approved project or decision will require review as a new application rather than an administrative modification, if it exceeds the criteria in subsection (c)(2) of this section. If reviewed as a new application rather than an administrative modification, the modification shall be reviewed by the same body that reviewed the original application. ~~If the application resulting in the approval which is the subject of the request for modification was reviewed by the Design Review Board and the modification would have minimal impacts to design, then the Planning Director shall review the request and make a final decision.~~ The criteria for approval of such a modification shall be those criteria governing original approval of the permit which is the subject of the proposed modification.

(2) A proposed modification or addition will be decided as an administrative modification, if the modification meets the following criteria:

- (i) No new land use is proposed;
- (ii) No increase in density, number of dwelling units or lots is proposed;
- (iii) No changes in location or number of access points are proposed;
- (iv) Minimal reduction in the amount of landscaping is proposed;
- (v) Minimal reduction in the amount of parking is proposed;
- (vi) The total square footage of structures to be developed is the lesser of 10 percent or 6,000 gross square footage; and
- (vii) Minimal increase in height of structures is proposed to the extent that additional usable floor space will not be added exceeding the amount established in subsection (c)(2)(vi) of this section. (Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.16C.050 Design Review.**

(a) ~~The Design Review Board is created~~ required to review and make urban design decisions that will promote visual quality throughout the City. The purpose of design review includes but is not limited to the following:

- (1) To encourage and promote aesthetically pleasing and functional neighborhood and commercial developments for the citizens of Lake Stevens by establishing design review standards and guidelines including site layout, landscaping, parking and preferred architectural features;
- (2) To implement the City's Comprehensive Plan policies and supplement the City's land use regulations, promote high-quality urban design and development, supplement land use regulation, promote a coordinated development of the unbuilt areas, improve walkability, lessen traffic congestion, provide light and air, prevent the overcrowding of land, and conserve and restore natural beauty and other natural resources;
- (3) To encourage originality, flexibility, and innovation in site planning and development, including the architecture, landscaping and graphic design of proposed developments in relation to the City or subarea as a whole;
- (4) To encourage low impact development (LID) by conservation and use of existing natural site features in order to integrate small-scale stormwater controls and to prevent measurable harm to

natural aquatic systems from commercial, residential or industrial development sites by maintaining a more hydrologically functional landscape;

(5) To encourage green building practices in order to reduce the use of natural resources, create healthier living environments, and minimize the negative impacts of development on local, regional, and global ecosystems;

(6) To encourage creative, attractive and harmonious developments and to promote the orderliness of community growth, the protection and enhancement of property values for the community as a whole and as they relate to each other, the minimization of discordant and unsightly surroundings, the need for harmonious and high quality of design and other environmental and aesthetic considerations which generally enhance rather than detract from community standards and values for the comfort and prosperity of the community and the preservation of its natural beauty and other natural resources which are of proper and necessary concern of local government, and to promote and enhance construction and maintenance practices that will tend to prevent visual impairment and enhance environmental and aesthetic quality for the community as a whole;

(7) To aid in assuring that structures, signs and other improvements are properly related to their sites and the surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;

(8) To protect and enhance the City's community vision for living and working and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business and other properties;

(9) To stabilize and improve property values to help provide an adequate tax base to the City to enable it to provide required services to its citizens;

(10) To foster civic pride and community spirit by reason of the City's favorable environment and thus promote and protect the health, safety and welfare of the City and its citizens; and

(11) To ensure compatibility between new and existing developments.

(b) The City Council shall adopt design guidelines or standards by ordinance.

~~(1) City of Lake Stevens Design Guidelines (Residential Development Handbook for Snohomish County Communities) were readopted on April 17, 1995, for use within City limits, excluding subareas.~~

(2) Subarea Design Guidelines apply to the Downtown Lake Stevens Subarea Plan as presently adopted and as hereafter may be amended, Lake Stevens Center Subarea Plan and 20th Street SE Corridor Subarea Plan. These design guidelines also apply to the construction of new commercial, industrial and multifamily projects inside and outside of the subareas. To assure an attractive, pedestrian-friendly environment, all development occurring within either subarea shall comply with these design guidelines which are attached to the subarea plans. If design guidelines appear to conflict with another provision of this title, the design guidelines shall prevail.

~~(c) Design Review Board. Review of permit applications for conformance with the development design guidelines shall be done by the Design Review Board in public meetings, as set forth in Section [14.16A.260](#).~~

(d) Projects requiring design review that meet the limitations in Section [14.16C.020](#)(d) shall follow the procedures established in Chapter [14.16B](#) for a Type I permit process ~~as an administrative~~ for small project design review. All other projects requiring design review shall follow the procedures in subsection (e) of this section.

(e) Procedure.

(1) Pre-Application Meeting. If design review is required, a pre-application meeting with the City is highly recommended prior to submittal of a formal application.

(2) Design Review Submittal Requirements. Seven color, hard copies and one electronic copy are required for each submittal for review by the Design Review Board.

(i) Buildings and Site Development Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
  1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
  2. Location of building setback lines.
  3. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
  4. Parking lot layout, design and, if applicable, loading areas.
  5. Public improvements including sidewalks, curbs, gutters, etc.
  6. Location of existing trees and vegetation to be retained.
- c. Building material samples and color chips.
- d. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.
- e. Building elevations and/or perspective renderings drawn to scale and indicating the exterior color and material composition (including mechanical equipment and screening).
- f. Roof plan including the location of mechanical equipment.
- g. A lighting plan, if required, adequate to determine the location, character, height and style of fixtures and the amount and impacts of spillover on adjacent properties.
- h. A brief narrative description of the design elements or objectives of the proposal and discussion of the project's relationship to surrounding properties.

(ii) Landscape Plans. The following information and materials shall be submitted to the City for review under this chapter:

- a. A completed application.
- b. Site plan at an engineering scale from one inch equals 20 feet to one inch equals 50 feet, showing:
  1. Location of all proposed structures and any existing structures to be retained or incorporated into the development.
  2. Proposed pedestrian and vehicular circulation including driveways, access points, sidewalks and pedestrian pathways.
  3. Parking lot layout, design and loading areas if applicable.
  4. Public improvements including sidewalks, curbs, gutters, etc.
  5. Location and size of existing trees and vegetation to be retained.
  6. Plans and section drawings depicting the relationship of the proposed project to abutting properties and buildings.



7. Landscape plan showing the location of proposed plant materials, including a plant schedule identifying plants by common and scientific names, spacing, size at time of planting, size at maturity, location of any existing vegetation and trees to be retained, and special notes.

8. Photographs of proposed plant material.

9. Plans showing proposed grading/topography, drawn to the same scale as the landscape plan.

(iii) Sign Plans. The following information and materials shall be submitted to the City for review under this chapter:

a. A completed application.

b. A site plan, drawn to scale, showing the location of the building upon which the sign will be installed, surrounding buildings, and adjacent streets.

c. A drawing showing the size, shape and exact location of the proposed sign(s). For wall or building-mounted signs, the drawing shall portray the proposed sign's relationship to any existing or proposed signs located on the same facade or common building wall. Drawings must be to scale or contain dimensions indicating the size of the sign and the length and height of the appropriate building surface.

d. Dimensions, area (in square feet), and style of letters/symbols of the proposed signs.

e. A colored illustration of the proposed signs.

f. Sign materials (wood, plastic, metal, etc.) and color samples.

(iv) The Director may require the submission of such other information determined to be appropriate and necessary for a proper review of the requested action.

(3) Recommendation. A staff report of findings, conclusions and recommendations shall be forwarded to the ~~Design Review Board~~ Director or designee before a public meeting. The conclusions and recommendations shall indicate how the recommendations carry out the goals, policies, plans and requirements of the development design guidelines. The findings shall be referenced to contested issues of fact, and the conclusions shall be referenced to specific provisions of the development design guidelines and review criteria incorporated therein, together with reasons and precedents relied upon to support the same. The conclusions shall make reference to the effect of the decision upon the Comprehensive Plan, as well as the effect of both approval and denial on property in the vicinity, on business or commercial aspects, if relevant, and on the general public. The decision shall be based upon a consideration of the whole record of the application.

(f) Conformance with Design Guidelines or Standards.

(1) Structures within the following zones are subject to the design guidelines or standards adopted per subsection (b) of this section, except when the project meets the limitations in Section [14.16C.020](#)(d) or when the development is located within an adopted subarea plan ~~and is required to meet the adopted subarea design guidelines:~~

(i) Central Business District ~~(except Class 1.100 or 1.200 uses);~~

(ii) Mixed Use ~~(except Class 1.100 or 1.200 uses);~~

(iii) Neighborhood Commercial ~~(except Class 1.100 or 1.200 uses);~~

(iv) Local Business ~~(except Class 1.100 or 1.200 uses);~~

(v) Planned Business District;

(vi) ~~Sub-Regional Commercial;~~



(vii) High Urban Residential (multifamily developments);

(viii) Multi-Family Residential (multifamily developments);

(ix) Light Industrial;

(x) General Industrial; or

(xi) Public/Semi-Public.

(2) Structures are subject to the design guidelines or standards adopted per subsection (b) of this section when developed under specified regulations listed below, except when the project meets the limitations in Section 14.16C.020(d):

(i) Planned neighborhood developments (Section 14.16C.080);

(ii) Planned residential developments (Section 14.44.020); and

(iii) Innovative Housing Options Program (Chapter 14.46).

(3) No building or land use permit shall be issued for structures or uses which do not conform to the applicable guidelines or standards, except as allowed under subsection (f)(4) of this section.

(4) A building or land use permit may be issued for a structure or use that does not comply with subsection (f)(1), (2) or (3) of this section, if any one of the following findings can be made by the permit-issuing authority:

(i) The structure is of a temporary nature which, in all likelihood, will be replaced by a permanent structure within a reasonable time frame.

(ii) The structure is minor to the overall use of the property and will not be noticeably visible from a public right-of-way.

(iii) The structure will not be visible from an existing, planned, or proposed public right-of-way.

(iv) The structure is pre-existing with proposed changes to portions of the facade that are not visible from public rights-of-way. (Ord. 1027, Sec. 3, 2018; Ord. 903, Sec. 19, 2013; Ord. 876, Sec. 12, 2012; Ord. 811, Sec. 4 (Exh. 3), 2010)

#### **14.44.020 Planned Residential Developments.**

It is intended that a PRD will: result in a residential environment of higher quality than traditional lot-by-lot development by being held to higher standards of design of buildings, parks, open space, landscaping, roadways, entrance and other project features; provide flexibility to the property owners; protect critical areas and significant stands of trees; encourage a variety or mixture of housing types; and encourage compatibility of the development with the surrounding neighborhood. In addition to meeting the other relevant requirements of this title, planned residential developments (PRDs) must comply with the following:

(a) The PRD may only be located on tracts of at least five acres within a Suburban Residential, Urban Residential, High Urban Residential, or Multi-Family Residential zoning district.

(b) The gross density of a PRD shall not exceed the allowable density specified in Section 14.48.010.

(c) Permissible types of residential uses within a PRD include single-family detached dwellings (use classification 1.111), single-family attached (1.130), two-family residences (1.200), and multifamily residences (1.300) regardless of the underlying zone.

(d) In the SR and UR zones the developer may create lots and construct buildings with reduced lot size, width, or setback restrictions, except that:

- (1) In the SR zone, perimeter lots must have a minimum area of 7,500 square feet and width of 60 feet, and in the UR zone, perimeter lots must have a minimum area of 6,000 square feet and width of 45 feet.
  - (2) At least 50 percent of the total number of dwelling units must be single-family detached residences on lots of at least 6,000 square feet in all zones except for the Multi-Family Residential.
  - (3) Comply with the fire protection requirements of the International Building Code (IBC) and the International Fire Code (IFC). Additional fire protection is required by these rules when setbacks are reduced below the standard five feet.
  - (4) Setback requirements of the underlying zone shall apply for all property lines located on the perimeter of the PRD.
  - (5) Each lot must be of a size and shape to contain the proposed improvements.
  - (6) The lots are designed so that homes can be constructed at least 15 feet from any environmentally critical area buffer.
  - (7) In providing additional amenity pursuant to subsection (h) of this section, priority shall be given to maintaining native areas in a natural condition.
  - (8) Homes shall be designed so as to minimize the visual impact of garages and automobiles from the streets and sidewalks through either:
    - (i) Providing alleys which provide access to the garage at the rear of the lot; or
    - (ii) Locate the garage at least 20 feet behind the front of the house; or
    - (iii) Locate the garage at least five feet behind the front of the house, with the combined width of garage doors no wider than 18 feet or 50 percent of the width of the front of the house (including garage), whichever is less.
- (e) The design of a PRD, including site layout, landscaping, public facilities (e.g., storm drainage, parks, streets, etc.) and building design shall be subject to Design Review Board (DRB) approval and shall meet the City's adopted Development Design Guidelines. ~~In lieu of the DRB approving each SFR structure, the applicant may propose project-specific design guidelines, in which case the DRB may approve the guidelines, to be implemented administratively by the Department of Planning and Community Development. Where authority is granted by the DRB to staff to review individual single-family residential structures, the DRB shall be the arbiter between the applicant and staff.~~
- (f) When located in the SR, UR or HUR zone, multifamily portions of a PRD shall be developed more toward the interior rather than the periphery of the tract so that only single-family detached residences border adjacent properties and roads.
- (g) Type A screening (Chapter [14.76](#)) shall apply to the exterior boundaries of the PRD, but are not required between uses within the PRD.
- (h) When creating a PRD, the applicant must improve 10 percent of the site with common amenities, in addition to the open space requirements. The amenities can include, but are not limited to, additional usable open space area, landscaped entries into the project (in addition to the standard roadway dedication and landscaping requirements), landscape islands in the center of roads, special treatment of roads (such as concrete pavers), protection of significant clusters of trees, or other amenities as may be appropriate. Common amenities do not include protected critical areas and their buffers, unless passive recreation is provided within the buffer areas. In such case, credit for trails will be given at a rate of 10 square feet for each lineal foot of trail, 10 square feet for each park bench and five square feet for each interpretive sign. Park space will be given credit towards meeting this requirement only when it meets the criteria for dedication contained in Chapter [14.120](#).
- (i) Protected critical areas and significant stands of trees will be used as an amenity to the project through such techniques as providing pervious trails and benches in buffers and significant stands of

trees, orienting buildings to create views, and any other technique to provide visual and physical access. (Ord. 903, Sec. 31, 2013; Ord. 746, Sec. 5, 2007; Ord. 741, Sec. 6, 2007; Ord. 639, Sec. 3, 2001; Ord. 579, 1998; Ord. 501, Sec. 9, 1995; Ord. 468, 1995)

#### **14.46.015 Review and Processing.**

Innovative housing projects shall be reviewed and processed according to the requirements of Sections [14.16C.015](#), [14.16C.045](#) and [14.40.020\(b\)](#), with the additional requirements below:

- (a) A pre-application conference per Section [14.16A.220\(d\)](#) is required to exchange general and preliminary information and to identify potential issues.
- (b) After the pre-application conference, the applicant shall schedule and host a neighborhood meeting before submitting an application to the City. The purpose of the neighborhood meeting is to provide residents who live adjacent and nearby to the proposed cottage housing development an opportunity to obtain information about the proposal and provide comment on the overall project before an applicant expends significant time and resources in developing the specific site and development features of the proposal.
  - (1) The meeting shall be located in the general area of the proposed project.
  - (2) Notice of the neighborhood meeting shall be mailed to all property owners located within 300 feet of the proposed project or 20 property owners (whichever results in more property owners being noticed) and shall provide details of the proposed project, including a description of any modification or flexibility in site design standards that will be requested.
  - (3) Comprehensive notes describing the meeting shall be submitted with the project application.
  - (4) Following the neighborhood meeting, the applicant shall consider public input received during the neighborhood meeting and shall consider recommendations, if any, for revising the proposed innovative housing project to respond to neighborhood concerns.
- (c) The Design Review Board shall consider project proposals at one meeting with staff and provide a recommendation for design approval of is required for projects in accordance with this chapter.

Duties and authority are as follows:

- ~~(1) The Design Review Board is required to meet with the Director and City staff at a meeting to discuss proposed innovative housing development site plans and recommend modifications.~~
- (2) Prior to a final decision by the Director or the Hearing Examiner, ~~the Design Review Board shall make a recommendation based on~~ a staff report including findings of fact must be provided demonstrating whether the proposed project meets the specific design requirements provided in this chapter for the specific type of innovative housing option and may propose allowable modifications. (Ord. 872, Sec. 5, 2012; Ord. 811, Sec. 54, 2010; Ord. 798, Sec. 7 (Exh. 2), 2009)

#### **14.46.035 Modifications to the Provisions in this Chapter.**

- (a) An applicant may request modifications to the provisions of this chapter or other provisions of this title related specifically to this chapter, to the extent that such modifications are consistent with the purpose, intent and requirements of this chapter.
- (b) The applicant must describe each requested modification and document in writing how the modifications are consistent with the purpose, intent and requirements of this chapter.
- (c) The Director or Hearing Examiner may approve modifications after:
  - (1) Considering the Design Review Board's recommendations a staff report and findings of fact; and
  - (2) Documenting in writing that the modifications are consistent with the purpose and requirements of this chapter and do not threaten the public health, safety, or welfare.

(d) Minor changes to a site plan or design elements approved under this chapter may be approved by the Director. Changes that increase the intensity of development, e.g., trips generated or number of residential units; alter the character of the development or balance of mixed uses; increase the floor area in one building by more than 10 percent; change access points; move buildings around on the site; reduce the acreage of common open area or buffering areas; or diminish the effectiveness of perimeter buffers, are major and shall be subject to the requirements of this chapter. Major modifications may be approved by the original decision body and ~~shall~~ may be subject to design review approval. (Ord. 872, Sec. 6, 2012; Ord. 798, Sec. 7 (Exh. 2), 2009)



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** September 11, 2018

**Subject:** Outcome by Levy Scope of Services for 2018-2019 Professional Services Agreement

**Contact**

**Person/Department:** Gene Brazel, City Administrator

**Budget**

**Impact:** \$54,000 (NTE)

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve Professional Services Agreement with Outcomes by Levy, LLC for 2018-2019 State lobbying services in an amount not to exceed \$54,000.**

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**SUMMARY/BACKGROUND:** For the last several years the City has contracted with Doug Levy of Outcomes by Levy for lobbying services at the State level. The current contract expires September 30, 2018. Council reviewed and discussed the proposed scope of services for the new contract term at the September 5, 2018 Special Meeting. Generally Council was in agreement with the scope of services as proposed with the understanding that specific direction on legislative matters will be provided by the Council and Mayor.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** **Not to Exceed \$54,000**

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**ATTACHMENTS:**

- Exhibit A: Outcomes by Levy Scope of Services

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF LAKE STEVENS, WASHINGTON  
AND OUTCOMES BY LEVY, LLC FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and Outcomes by Levy, LLC, a Washington Limited Liability Corporation ("Consultant").

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

**ARTICLE I. PURPOSE**

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

**ARTICLE II. SCOPE OF SERVICES**

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

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

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

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

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

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work

product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

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

III.3 TERM. The term of this Agreement shall commence on October 1, 2018 and shall terminate at midnight, September 30, 2019. The parties may extend the term of this Agreement by written mutual agreement.

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

### III.5 EMPLOYMENT.

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

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

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

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

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

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



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

### III.6 INDEMNITY.

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

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

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

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

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

### III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein

b. **No Limitation**

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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

(1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01

(2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

(3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

(4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

(1) Comprehensive General Liability. insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

(2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

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

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the

insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

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

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

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

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

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

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

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

### III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 5 1.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

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

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

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

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

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

### III.14 SUBCONTRACTORS/SUBCONSULTANTS.

- a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.
- b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit N/A:
- c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.
- d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

## ARTICLE IV. OBLIGATIONS OF THE CITY

### IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section and shall be \$4,500 per month plus reimbursement for routine expenses for mileage, meals, parking and overnight accommodations. Legislative expenses shall be prorated with other clients of the Consultant to the maximum extent practicable. In no event shall the compensation paid to Consultant under this Agreement exceed \$54,000 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

### IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper

facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records.

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

ARTICLE V. GENERAL

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

To the City:

City of Lake Stevens  
Attn: City Clerk  
1812 Main Street (Physical address)  
Post Office Box 257 (Mailing Address)  
Lake Stevens, WA 98258

To the Consultant:

Outcomes By Levy, LLC  
Attn: Doug Levy  
15619 NE 62<sup>nd</sup> Place  
Kenmore, WA 98028

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

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

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

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

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

#### V.5 SEVERABILITY.

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

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

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

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

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

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

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

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

DATED this \_\_\_\_ day of September, 2018.

CITY OF LAKE STEVENS

OUTCOMES BY LEVY, LLC

By: \_\_\_\_\_  
John Spencer, Mayor

By: \_\_\_\_\_  
Doug Levy, Member

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

EXHIBIT A  
SCOPE OF SERVICES – 2018-2019

Doug Levy will work on the following priorities and issue areas for the City of Lake Stevens:

State Route 9/State Route 204 Project:

- Work with City on securing additional funding at SR 9/24<sup>th</sup> to address signalization costs triggered by new development;
- Assist City with other SR 9 design modifications and funding requests as necessary;
- Work with WSDOT, city staff, and area legislators to ensure that delivery of the SR 9/SR 204 stays on schedule;

U.S. 2 Trestle:

- Assist City with legislative, funding, and regulatory issues related to U.S. 2 improvements and structural replacements;
- Work with WSDOT, city staff, and area legislators to ensure U.S. 2 work stays on track

Civic Center Project in Downtown Lake Stevens:

- Assist City with pursuing \$2.5 million in the 2019-21 Capital Budget for Civic Center Phase II infrastructure improvements.

Prioritizing Other Key Issues:

- Work with the Mayor, City Administrator, city staff, and City Council Members to identify other key priority issues for Lake Stevens, which may include:
  - Fiscal and revenue issues of key importance to the City;
  - Law enforcement/criminal justice including needed funding for Basic Law Enforcement Academy (BLEA) training slots;
  - Public Records Act reforms and modernization;
  - Affordable Housing/Homelessness/Mental Health;

2019 Legislative Agenda Preparation/Implementation/Follow-up:

- Work with the Mayor, City Administration, and City Council Members on development and adoption of a 2019 Legislative Agenda reflecting Lake Stevens' priority issues as well as a variety of items Lake Stevens will be prepared to support or oppose;
- Present a proposed 2019 Legislative Agenda to the Lake Stevens City Council while also reporting back to Council on the 2018 Session;
- Schedule and coordinate meetings with 44<sup>th</sup> District state legislators to prepare for the 2019 Session, as well as in-Session meetings as needed with lawmakers from the 44<sup>th</sup>;
- Schedule, coordinate, and conduct meetings with other key state legislators, including committee chairs and ranking members as appropriate, to further legislative priorities;
- Monitor proposed 2019 bills to ensure those impacting Lake Stevens are reviewed, evaluated, and acted upon as necessary;
- Testify on behalf of Lake Stevens as necessary on bills and budget items of importance;
- Prepare testimony for Lake Stevens Mayor, Council Members, and staff as necessary;



- Organize meetings for the Mayor and Council Members during the planned "City Legislative Action Conference" in Olympia in 2019;
- Prepare weekly reports during the Legislative Session, and a comprehensive post-Session report;
- Provide a post-Session report to the Lake Stevens City Council.
- Track, and participate in as needed, interim meetings that impact the City of Lake Stevens. These include, but are not limited to, the following:
  - Snohomish County Committee for Improved Transportation (SCCIT);
  - Meetings of the Association Washington Cities (AWC) and of AWC with city lobbyists;
  - Interim hearings of Legislative Committees;
  - Joint Transportation Committee meetings;
  - Agency meetings, rule-makings, etc., that may impact Lake Stevens
- Be available to City to join and participate in interim meetings as needed.

Grant and Loan Opportunities:

- Work with the Mayor and City staff to identify ongoing grant and loan opportunities;
- Provide the City with an updated state grants/loan listing;
- Help ensure City is regularly applying for, or at least evaluating, grant and loans which include, but need not be limited to:
  - Transportation Improvement Board (TIB);
  - Regional Mobility Grants;
  - Safe Routes to Schools and Pedestrian/Bicycle Grants;
  - Economic Development and infrastructure grants/loans including Public Works Assistance Account (PWAA), Community Economic Revitalization Board (CERB);
  - Washington Wildlife and Recreation Program (WWRP), Youth Athletic Facilities (YAF), and Boating Facilities Program (BFP);
  - Stormwater Assistance Grants;
  - Energy Efficiency Grants.