



## **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.*

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

**Tuesday, January 8, 2019 – 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>APPROVAL OF AGENDA</b>		Council President
<b>CITIZEN COMMENTS</b>		
<b>COUNCIL BUSINESS</b>	Election of Officers and Appointment of 2019 Board and Commission and Committee Liaisons	Council President
<b>MAYOR'S BUSINESS</b>		
<b>CITY DEPARTMENT REPORT</b>	Update	
<b>CONSENT AGENDA</b>	<ul style="list-style-type: none"><li>*A Approve 2018 Vouchers</li><li>*B Approve 2019 Vouchers</li><li>*C Approve City Council/Arts Commission/Parks Board Joint Meeting Minutes of December 11, 2018</li><li>*D Approve City Council Regular Meeting Minutes of December 11, 2018</li><li>*E Approve City Council/Planning Commission Joint Meeting Minutes of December 18, 2018</li><li>*F Approve City Council Special Meeting Minutes of December 18, 2018</li><li>*G Approve Re-enactment of Resolution 2018-35 re Rates, Fees and Deposits</li></ul>	<ul style="list-style-type: none"><li>Barb</li><li>Barb</li><li>Kathy</li><li>Kathy</li><li>Kathy</li><li>Kathy</li><li>Kathy</li></ul>

**Lake Stevens City Council Regular Meeting Agenda**

**January 8, 2019**

	*H	Changing February 5, 2019 Council Workshop to a Special Meeting, Cancel February 12, 2019 and March 12, 2019 City Council Meetings	Kathy
	*I	Approve Resolution 2019-03 Accepting an Anonymous Donation	Barb
	*J	Approve Ordinance 1047 Amending Kjorsvik Right of Way Vacation	Melissa
<b>PUBLIC HEARING:</b>	*K	Ordinance 1044 Assuming Rights and Powers of Transportation Benefit District	Barb
<b>ACTION ITEMS:</b>	#L	Approve Resolution 2019-04 Adopting Relocation Policies	Russ
	*M	Approve Interlocal Agreement with Marysville re Soper Hill	Gene
<b>DISCUSSION ITEMS:</b>	#N	Retreat Agenda	Gene
<b>EXECUTIVE SESSION:</b>		Real Property	
<b>ADJOURN</b>			

\* ITEMS ATTACHED

\*\* ITEMS PREVIOUSLY DISTRIBUTED

# ITEMS TO BE DISTRIBUTED

**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

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

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



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** January 8, 2019

**Subject:** Selection of City Council Liaisons to Boards, Commissions, and outside agencies

**Contact**

**Person/Department:** John Spencer, Mayor

**Budget**

**Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Discuss and select City Council Liaisons to Boards, Commissions and outside agencies.**

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**SUMMARY/BACKGROUND:** In January each year the Council selects representatives amongst themselves to serve as liaisons to the City's boards and commissions, to attend various meetings of outside agencies including Lake Stevens Chamber of Commerce, Department of Emergency Management, Lake Stevens Fire District #8, Snohomish Health District, and the Sewer District Board Meetings, as well as others.

New in 2019 is that the Affordable Housing Alliance (AHA) has requested the City appoint an elected official to serve as representative to the AHA. The elected official in turn may choose to delegate participation and proxy voting privileges to a staff member by directing a letter to the AHA. The AHA meets approximately every other month on Wednesday at the Jackson House, 1818 Pacific Avenue, Everett. The next meeting is scheduled for January 23. Meetings are usually at 4:30 p.m., but the time for this meeting has not yet been confirmed.

At the December 18, 2018 Council meeting, the following assignments were made:

- Community Transit: Councilmember Daughtry
- Snohomish Health District Board: Councilmember Hilt
- Senior Board: Councilmember Hilt, Councilmember Gailey (Alternate)
- Sewer Utility Committee: Councilmembers McDaniel, Petershagen and Tageant

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**APPLICABLE CITY POLICIES:** City Council Rules of Procedure, Sections 20 and 21.

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

Attachment A: Representatives to Boards/Commission – 2019

Attachment B: Representatives to Boards/Commissions – 2018

## REPRESENTATIVES TO BOARDS/COMMISSIONS – 2019

UPDATED 1/3/2019

Board/Commission	Date	Time	Location	Council Representative	Alternate
Affordable Housing Alliance	As needed, approximately every other month		Jackson House, 1818 Pacific Avenue, Everett		
Arts Commission	2nd Wednesday (optional 4th Wednesday attend 1 x month)	6:30 p.m.	City Hall		(Staff: Haugen)
Chamber of Commerce	1 <sup>st</sup> Tuesday	11:30 a.m.-1:00 p.m.	Sewer District Board Room		
Community Transit	1 <sup>st</sup> Thursday	3:00 p.m.	CT Board Room 7100 Hardeson Rd, Everett	Daughtry (12/18/18)	
Department of Emergency Management	2 <sup>nd</sup> Tuesday of 2 <sup>nd</sup> month of the quarter at 1pm		DEM Offices – Everett		
Economic Alliance					
Family Center	1 <sup>st</sup> Wednesday	5:30 p.m.	Visitor Information Center		
Fire District #8	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday	5:30 p.m.	1825 So Lake Stevens Road		
Health District Board	2 <sup>nd</sup> Tuesday	3:00-5:00 p.m.		Hilt (12/18/18)	
Historical Society		2:45 p.m. – 5:00 p.m.	Museum Conference Room		
Library Board	3 <sup>rd</sup> Thursday (Quarterly)	4:30 p.m.	Museum Conference Room		
Park Board	2 <sup>nd</sup> Monday each month	6:00 p.m.	Community Center		
Planning Commission	1 <sup>st</sup> Wednesday monthly and 3 <sup>rd</sup> Wednesday if needed	7:00 p.m.	Community Center		
Veterans Commission	1 <sup>st</sup> Monday monthly	7:00 p.m.	Community Center		
Retreat Committee	As needed			Council President	Council Vice President
Council Appointees to Board & Commission Interview Panel (2 appointees to sit on panel with Council Liaison)	As needed				
SCCIT: CALL IN OPTION: 1-760-569-7171; Pass Code: 420-814-114#	4 <sup>th</sup> Tuesday	7:30-9:00 a.m.	EASC Office, 808 134 <sup>th</sup> St SW, Ste 101, Everett		
Senior Board	2 <sup>nd</sup> Monday	9:30 a.m.	Senior Center	Hilt (12/18/18)	Gailey (12/18/18)
Sewer Utility Subcommittee	4 <sup>th</sup> Tuesday	4:00 p.m.	Sewer District Office	McDaniel/Petershagen/Tageant (11/27/18)	
Sewer Commission Board Meeting	2nd & 4th Thursday	9:00 a.m.	Sewer District Office		
Snohomish Co. Tomorrow	4 <sup>th</sup> Wednesday	6:00 p.m.	Robert J. Drewel Building (Snohomish County Admin)		Council President
SCC				All	
AWC/NLC				All	

## SUBCOMMITTEES – DISCONTINUED 1/2018

## REPRESENTATIVES TO BOARDS/COMMISSIONS – 2018

UPDATED 4/2/2018

Board/Commission	Date	Time	Location	Council Representative	Alternate
Arts Commission	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday (attend once a month)	6:30 p.m.	Visitor Information Center	Welch	(Staff: Haugen)
Chamber of Commerce	1 <sup>st</sup> Tuesday	11:30 a.m.-1:00 p.m.	Sewer District Board Room	Tageant	McDaniel
Community Transit	1 <sup>st</sup> Thursday	3:00 p.m.	CT Board Room 7100 Hardeson Rd, Everett	Daughtry	
Department of Emergency Management	2 <sup>nd</sup> Tuesday of 2 <sup>nd</sup> month of the quarter at 1pm		DEM Offices – Everett	Hilt	
Economic Alliance				Tageant	Daughtry
Family Center	1 <sup>st</sup> Wednesday	5:30 p.m.	Visitor Information Center	Daughtry	
Fire District #8	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday	5:30 p.m.	1825 So Lake Stevens Road	Gailey	Welch
Health District Board	2 <sup>nd</sup> Tuesday	3:00-5:00 p.m.		Hilt	
Historical Society		2:45 p.m. – 5:00 p.m.	Museum Conference Room	McDaniel/Brazel	
Library Board	3 <sup>rd</sup> Thursday (Quarterly)	4:30 p.m.	Museum Conference Room	Welch	
Park Board	2 <sup>nd</sup> Monday each month	6:00 p.m.	Community Center	Hilt	McDaniel
Planning Commission	1 <sup>st</sup> Wednesday monthly and 3 <sup>rd</sup> Wednesday if needed	7:00 p.m.	Community Center	McDaniel	Petershagen
Veterans Commission	1 <sup>st</sup> Monday monthly	7:00 p.m.	Community Center	Hilt/Daughtry/Tageant	
Retreat Committee	As needed			Council President	Council Vice-President
Council Appointees to Board & Commission Interview Panel	As needed			McDaniel; Gailey	
SCCIT: CALL IN OPTION: 1-760-569-7171; Pass Code: 420-814-114#	4 <sup>th</sup> Tuesday	7:30-9:00 a.m.	EASC Office, 808 134 <sup>th</sup> St SW, Ste 101, Everett	Daughtry	
Senior Board	2 <sup>nd</sup> Monday	9:30 a.m.	Senior Center	Spencer	
Sewer Utility Subcommittee	4 <sup>th</sup> Tuesday	4:00 p.m.	Sewer District Office	Tageant/Daughtry/Petershagen	
Sewer Commission Board Meeting	2 <sup>nd</sup> & 4 <sup>th</sup> Thursday	9:00 a.m.	Sewer District Office	McDaniel	Daughtry
Snohomish Co. Tomorrow	4 <sup>th</sup> Wednesday	6:00 p.m.	Robert J. Drewel Building (Snohomish County Admin)	Spencer	Council President (Tageant)
SCC				All	
AWC/NLC				All	

## SUBCOMMITTEES – DISCONTINUED 1/2018

Admin (Finance/Budget/IT) Committee:

Public Safety:

Public Works:

Parks & Recreation:

Economic Dev:



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## **CITY DEPARTMENT REPORT CITY COUNCIL REGULAR MEETING JANUARY 8, 2019**

### **City Clerk – Update**

- Records Management: As part of an ongoing project Staff entered into a Professional Services Agreement with FreeDoc LLC to assist with reviewing and dispositioning records maintained at the City Shop. These records include Finance/Administration/City Clerk, Public Works and Planning. Once the records are reviewed, inventoried and dispositioned, staff intends to apply for a grant to scan the remaining records. Cost: \$12,790.
- Public Records Requests: The City received 1,118 requests for public records in 2018, all of which have been closed. These requests were directed as follows: 924 to Police, 115 to Planning and Community Development, 17 to Public Works, and 60 to Admin (HR/Finance/City Clerk. Collectively staff spent approximately 534 hours responding to records requests in 2018.

### **Public Works Department – Update**

- City Shop: Pacific Air Control was contracted to complete an installation of two radiant heaters and associated gas piping in the Public Works Mechanic Shop Office with a completion date of January 31, 2019. Cost of \$19,655.37



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BLANKET VOUCHER APPROVAL  
**2018**

Payroll Direct Deposits	12/25/2018	\$203,620.35
Payroll Checks	46763-46764	\$3,481.61
Tax Deposit(s)	12/25/2018	\$70,937.74
Electronic Funds Transfers	ACH	\$58,706.14
Claims	46765-46860	\$314,020.53
Void Checks	46502	(\$123.00)
Total Vouchers Approved:		\$650,643.37

**This 8th day of January 2019:**

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

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember



January 8th, 2019

2018 Invoices

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

Personnel Costs	\$	207,102	32%
Payroll Federal Taxes	\$	70,938	11%
Retirement Benefits - Employer	\$	51,418	8%
Other Employer paid Benefits	\$	353	0%
Employee paid benefits - By Payroll	\$	11,902	2%
Supplies	\$	64,837	10%
Professional Services	\$	146,863	23%
Intergovernmental	\$	18,719	3%
Capital	\$	78,634	12%
Void Check	\$	(123)	0%
<b>Total</b>	<b>\$</b>	<b>650,643</b>	<b>100%</b>



## 2018 Blanket Vouchers

Total for Period
\$443,664.41

Checks to be Approved for Period 12/13/2018 - 12/31/2018

Vendor: Ace Hardware

Check Number: 46772

Invoice No	Check Date	Account Number	Account Name	Description	Amount
60948	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	T Strap/Joist Hanger/Corner Brace/Bolt Eye	\$36.95
60948	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	T Strap/Joist Hanger/Corner Brace/Bolt Eye	\$36.95
61027	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Spray Paint Red	\$7.05
61027	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Spray Paint Red	\$7.05
61029	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Spray Paint Red	\$11.53
61055	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Elbow Insert Poly PW52	\$2.81
61064	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Cap Post/Staples/LED Lights/LED Feit	\$23.84
61064	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Cap Post/Staples/LED Lights/LED Feit	\$23.85
61067	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Ext Cord/Lights/Power Stakes	\$494.29
61129	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Liquid Nails Project/Reflector Red	\$10.86
61133	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Paint Pad/Spray Paint/Ryl Ext Sat	\$30.46
61133	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Paint Pad/Spray Paint/Ryl Ext Sat	\$30.46
61185	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Mending Brace/Mini Trim Pad/Poly Film	\$32.09
61185	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Mending Brace/Mini Trim Pad/Poly Film	\$32.10
61203	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Christmas Lights Winterfest	\$304.73
61213	12/31/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Bubble Cover for Christmas Lights	\$21.32
61224	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Dawn Soap/Scrubber/Cloths	\$41.46
61234	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	LED Lights/Extension Cords	\$304.27
61236	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Paint Tray/Brush/Roller	\$40.38
61239	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Tapcube HD Grnd	\$10.87
61240	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Lamp Clamp/LED Feit	\$18.67
61248	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Ext Cord/Tapcube/LEF Micro Lights	\$97.44
61250	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	LED Fctd/Tapcube	\$102.27
61256	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Outlet Box/Connector Comp	\$9.78
61258	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Snow Cover Fluff/Poinsettia/Batteries/Extn Cord/Tinsel	\$359.39
61278	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Paracord/Anchor Point	\$131.43
61286	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Silicone Clear	\$13.05
61304	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	PVC Adapter/Coupler/Nipple	\$5.14
61304	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	PVC Adapter/Coupler/Nipple	\$5.14
61309	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Propane Fuel	\$33.06
61312	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Ace Cush Gr SCDR	\$14.15
					\$2,292.84

Vendor: AG Enterprise Supply Inc

Check Number: 46773

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV033744	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Manifold Gaskets	\$25.06
					\$25.06

Vendor: Airport Way Service Glass

Check Number: 46774

Invoice No	Check Date	Account Number	Account Name	Description	Amount
A0025097	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Windshield PW53	\$321.26
					\$321.26

Vendor: Alexander Printing

Check Number: 46765

Invoice No	Check Date	Account Number	Account Name	Description	Amount
56311	12/21/2018	001 012 565 20 40 00	CS-Veteran Services	Logo Design Veterans Commission	\$123.41
					\$123.41

Vendor: Alexander Printing

Check Number: 46775

Invoice No	Check Date	Account Number	Account Name	Description	Amount
58187	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Business Cards - Knoepfle/Eshleman	\$63.49
58187	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Business Cards - Knoepfle/Eshleman	\$63.49
					\$126.98

Vendor: Amazon Capital Services

Check Number: 46776

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1C3H-R1XC-XHL7	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Tactical Identification Patches	\$89.86
1C3H-R1XC-XV4Q	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Tactical Identification Patches	\$37.48
1JDT-GNYM-DVN1	12/31/2018	001 004 514 23 31 00	FI-Office Supplies	Thermal Tape for CC Machine	\$18.77
1N4T-QW3D-1LWG	12/31/2018	001 008 521 50 30 01	LE-Facilities Minor Equipment	Smart Cart Mobile Lecturn with Sound	\$336.24
1TWF-TM9J-4Q16	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Febreze Air Freshener Mist Refills	\$31.92
1TX4-XLFL-GPWH	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Laminated 2019 Wall Calendar	\$19.48
1V4K-N1QV-NC1G	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Otter Box for Tablet	\$81.63
					\$615.38

Vendor: American Forest Management Inc

Check Number: 46777

Invoice No	Check Date	Account Number	Account Name	Description	Amount
114972	12/31/2018	001 010 576 80 41 01	PK -Professional Tree Srv	Arborst Work - 3227 Bryce Dr	\$425.00
114973	12/31/2018	001 010 576 80 41 01	PK -Professional Tree Srv	Arborst Work - 8105 27th PL NE	\$425.00
					\$850.00

Vendor: Apodaca

Check Number: 46778

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122018 APODACA	12/31/2018	001 012 573 20 31 00	CS-Arts Commission	Audio Equipment for Arts Commission City Events	\$47.49
					\$47.49

Vendor: Bio Clean Inc  
Check Number: 46779

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9383	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Decontamination of BAC Room at Police Department	\$321.26
					\$321.26

Vendor: Business Card  
Check Number: 46766

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5393 1218	12/21/2018	001 007 571 00 30 00	PL - Park & Recreation	Credit Drill Press Mount Branding Iron Winterfest	(\$15.00)
5393 1218	12/21/2018	001 007 571 00 30 00	PL - Park & Recreation	Drill Press Mount Branding Iron Winterfest	\$452.68
5393 1218	12/21/2018	101 016 544 90 31 01	ST-Office Supplies	Trip Generation - Electronic Bundle	\$447.50
5393 1218	12/21/2018	101 016 544 90 31 02	ST-Operating Cost	Trip Generation Paper Manuals	\$236.00
5393 1218	12/21/2018	410 016 531 10 31 01	SW-Office Supplies	Trip Generation - Electronic Bundle	\$447.50
5393 1218	12/21/2018	410 016 531 10 31 02	SW-Operating Costs	Survey Test Kits/Power Module/Wiper Disposable	\$2,226.73
5393 1218	12/21/2018	410 016 531 10 43 00	SW-Travel & Meetings	2018 Stmwtr Outreach for Muni Symposium - L Everett	\$15.90
					\$3,811.31

Vendor: Cadman Inc  
Check Number: 46780

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5568616	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Street Sweeping Disposal	\$1,666.28
					\$1,666.28

Vendor: Canon Financial Services Inc  
Check Number: 46781

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19550690	12/31/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Maintenance - City Hall Dec 2018	\$285.00
19551565	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance - City Shop Dec 2018	\$17.07
19551565	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance - City Shop Dec 2018	\$17.06
					\$319.13

Vendor: CDW Government Inc  
Check Number: 46782

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q GK3152	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Vehicle Equip Mount PT85 K9	\$35.92
Q GK5423	12/31/2018	520 008 594 21 63 00	Capital Equipment	Vehicle Equip Mount - New Patrol Vehicles	\$405.63
Q GK7647	12/31/2018	520 008 594 21 63 00	Capital Equipment	Vehicle Equip Mount - New Patrol Vehicles	\$297.26
					\$738.81

Vendor: CHS Engineers LLC  
Check Number: 46783

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371705-1711	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0186 Nourse Development	\$587.52
371821-1811	12/31/2018	310 016 544 40 41 00	20th St SE - Professional Srv	20th and 99th ROW Legal Description	\$560.62
371822-1811	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0181 18th St SE ROW Vac & Con	\$761.50
371823-1811	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0170 The Grove FP	\$1,121.24

\$3,030.88

Vendor: City of Everett

Check Number: 46784

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I18004037	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Storm Water Testing	\$150.00
I18004098	12/31/2018	001 008 554 30 51 00	LE-Animal Control	Animal Control Services - Nov 2018	\$2,305.00
					\$2,455.00

Vendor: City of Everett

Check Number: 46785

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010340 1218	12/31/2018	101 016 543 50 47 00	ST-Utilities	Water Services 9306 20th St SE	\$27.93
					\$27.93

Vendor: City of Marysville

Check Number: 46786

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-021	12/31/2018	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Nov 2018	\$21,239.81
					\$21,239.81

Vendor: Coast Gateway Hotel

Check Number: 46787

Invoice No	Check Date	Account Number	Account Name	Description	Amount
517586	12/31/2018	001 008 521 20 43 00	LE-Travel & Per Diem	Hotel - Firearms Training - M Hingtgen	\$306.12
					\$306.12

Vendor: Comcast

Check Number: 46788

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0808840 1218	12/31/2018	001 010 576 80 42 00	PK-Communication	Internet Services City Shop	\$31.92
0808840 1218	12/31/2018	101 016 543 30 42 00	ST-Communications	Internet Services City Shop	\$31.92
0808840 1218	12/31/2018	410 016 531 10 42 00	SW-Communications	Internet Services City Shop	\$31.93
0991976 1218	12/31/2018	001 010 576 80 42 00	PK-Communication	Internet Services Parks & Rec Office	\$31.98
					\$127.75

Vendor: Crystal Springs

Check Number: 46789

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16015194 120818	12/31/2018	001 008 521 50 30 00	LE-Facilities Supplies	Bottled Water - Police Department	\$133.91
					\$133.91

Vendor: Datec Inc

Check Number: 46790

Invoice No	Check Date	Account Number	Account Name	Description	Amount
33946	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Toughbook/Docking Station PT85 K9	\$4,183.06
					\$4,183.06

Vendor: Day Wireless Systems

Check Number: 46791

Invoice No	Check Date	Account Number	Account Name	Description	Amount
477791	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Python Bank/Dual Antenna Radar Package	\$76.23
					\$76.23

Vendor: Dept Graphics

Check Number: 46792

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9609	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Graphics for PT18-85 K9 Unit	\$1,042.15
9639	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Lettering Install on New Emergency Mgmt Trailer	\$1,919.75
					\$2,961.90

Vendor: Dept of Retirement (Deferred Comp)

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,420.00
					\$2,420.00

Vendor: Dept of Retirement PERS LEOFF

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$51,417.80
					\$51,417.80

Vendor: Dicks Towing Inc

Check Number: 46793

Invoice No	Check Date	Account Number	Account Name	Description	Amount
180633	12/31/2018	001 007 559 30 48 00	PB-Repair & Maintenance	Towing City Vehicle PW51	\$126.16
					\$126.16

Vendor: Dunlap Industrial Hardware

Check Number: 46794

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1420450-01	12/31/2018	410 016 531 10 31 00	SW-Clothing	Coveralls	\$121.21
					\$121.21

Vendor: Eco 3 Associates LLC

Check Number: 46795

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3511	12/31/2018	410 016 531 10 49 01	SW-Staff Development	Erosion & Sediment Control Cert Training - A Halverson	\$300.00
					\$300.00

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$70,937.74
					\$70,937.74

Vendor: Electronic Business Machines

Check Number: 46796

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR119727	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$14.22
AR119727	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$14.22
AR120989	12/31/2018	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance PL/PW	\$86.10
AR120989	12/31/2018	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance PL/PW	\$86.10
AR120989	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PL/PW	\$86.10
AR120989	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PL/PW	\$86.09
AR121617	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Repair & Maintenance PD	\$160.71
AR121811	12/31/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH	\$1,288.24
					\$1,821.78

Vendor: Elite Lock and Safe

Check Number: 46797

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36503	12/31/2018	001 012 575 50 48 00	CS-Community Center - R & M	Comm Center Lock Repair	\$191.12
					\$191.12

Vendor: Environmental Coalition of South Seattle

Check Number: 46798

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121918 ECOSS	12/31/2018	410 016 531 50 31 16	DOE - Capacity Exp 17-19	Spill Kit Outreach and Education Program	\$500.00
					\$500.00

Vendor: Everett Stamp Works

Check Number: 46799

Invoice No	Check Date	Account Number	Account Name	Description	Amount
25932	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	City of Lake Stevens Stamp	\$91.97
					\$91.97

Vendor: Farmer

Check Number: 46800

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120218 FARMER	12/31/2018	001 007 559 30 43 00	PB-Travel & Mtgs	PerDiem-Hotel/Meals/Fuel Build Inspect Exam/Portland-Farmer	\$1,013.28
120218 FARMER	12/31/2018	001 007 559 30 49 01	PB-Staff Development	Building Inspector Exam Registration - Farmer	\$1,543.00
					\$2,556.28

Vendor: Fastenal Company

Check Number: 46801

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WAARN125241	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Gloves	\$45.86
WAARN125241	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Gloves	\$45.86
WAARN125242	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Sling	\$130.66
					\$222.38



Vendor: Frontier

Check Number: 46802

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 FRONTIER	12/31/2018	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services Museum Dec 2018	\$84.48
120118 FRONTIER	12/31/2018	001 013 518 20 42 00	GG-Communication	City Hall Fax Services Dec 2018	\$27.29
120118 FRONTIER	12/31/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem Dec 2018	\$59.81
120118 FRONTIER	12/31/2018	101 016 543 30 42 00	ST-Communications	City Hall Fax Services Dec 2018	\$27.29
120118 FRONTIER	12/31/2018	410 016 531 10 42 00	SW-Communications	City Hall Fax Services Dec 2018	\$27.29
					\$226.16

Vendor: Good

Check Number: 46803

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121118 GOOD	12/31/2018	001 001 513 10 43 00	Executive - Travel & Mtgs	Bottled Water Legislative Meeting	\$5.43
					\$5.43

Vendor: Grainger

Check Number: 46804

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9022975180	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Liquid Bandage	\$8.36
9022975180	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Liquid Bandage	\$8.37
9022975198	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Lab Notebook	\$5.77
9022975198	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Lab Notebook	\$5.77
9029390839	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Body Belt	\$38.27
					\$66.54

Vendor: Grange Supply

Check Number: 46805

Invoice No	Check Date	Account Number	Account Name	Description	Amount
617758/4	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Propane	\$22.26
617884/4	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Propane	\$46.58
					\$68.84

Vendor: Granite Construction Supply

Check Number: 46806

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00074614	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Danger Hot Keep Out Signs/Stop Slow Paddle Handle	\$447.58
262_00074860	12/31/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Roundabout Sign	\$296.19
					\$743.77

Vendor: Greenshields Industrial Supply Inc

Check Number: 46807

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73775	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Hook/Pipe/Hook Weld On/Measuring Wheel/Tray	\$561.83
					\$561.83

Vendor: Haugen

Check Number: 46808

Invoice No	Check Date	Account Number	Account Name	Description	Amount
041318 HAUGEN	12/31/2018	001 012 573 20 31 00	CS-Arts Commission	Reimburse - Seeds for Discover Expo - Haugen	\$189.90
050218 HAUGEN	12/31/2018	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - Mileage/Parking WRPA Conference - Haugen	\$61.05
050918 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Mural Board for Eagle Ridge - Haugen	\$110.58
051518 HAUGEN	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Reimburse - Lock Keys Lundeen - Haugen	\$67.30
051918 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Paint Supplies Mural Eagle Ridge - Haugen	\$39.42
052218 HAUGEN	12/31/2018	001 007 558 50 43 00	PL-Travel & Mtgs	PerDiem - Fuel RCO Training - Haugen	\$54.75
062618 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Posters for Music by the Lake - Haugen	\$71.36
070318 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Water for Music & Movie Events - Haugen	\$49.20
070618 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Activity Supplies for Music by the Lake - Haugen	\$195.31
070618 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse-Deposit Tent Rental/Stage Music in the Park-Haugen	\$75.00
081018 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Children Activities Movies in the Park - Haugen	\$37.83
082418 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Candy Movies in the Park - Haugen	\$31.96
102618 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Halloween Candy Downtown Event - Haugen	\$130.56
112918 HAUGEN	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Reimburse - Audio Equip Cables for Winterfest - Haugen	\$83.33
					\$1,197.55

Vendor: HB Jaeger Co LLC

Check Number: 46809

Invoice No	Check Date	Account Number	Account Name	Description	Amount
208821/1	12/31/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Concrete Saw Blades	\$365.88
					\$365.88

Vendor: HERC Rentals Inc

Check Number: 46810

Invoice No	Check Date	Account Number	Account Name	Description	Amount
30467274-001	12/31/2018	410 016 531 10 45 01	SW-Rentals-Leases	Roller Ride-On Rental	\$365.30
99999999010	12/31/2018	001 010 576 80 49 00	PK-Miscellaneous	Late Fee - Scissor Lift Rental	\$4.29
					\$369.59

Vendor: Holly

Check Number: 46811

Invoice No	Check Date	Account Number	Account Name	Description	Amount
112718 HOLLY	12/31/2018	001 010 576 80 43 00	PK-Travel & Meetings	PerDiem - Mileage/Ferry CPSI Training - M Holly	\$265.41
					\$265.41

Vendor: Honey Bucket

Check Number: 46812

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550880462	12/31/2018	001 010 576 80 45 00	PK-Equipment Rental	Credit - Honey Bucket Rental Boat Launch	(\$70.07)
0550888590	12/31/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
0550894877	12/31/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Event Swim Beach	\$269.65
					\$317.08

Vendor: HSA Bank  
Check Number: 46767

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$549.00
					\$549.00

Vendor: International EZ UP Inc  
Check Number: 46813

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV0134615	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Pop Up Tent with City Logo for City Events	\$3,202.17
					\$3,202.17

Vendor: J Thayer Company Inc  
Check Number: 46814

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1310757-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	CD Envelopes/Pens/CD-RW/Marker Caddy/Wipes/Toner	\$266.44
1310828-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Post It Notes	\$7.61
1311172-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Document Cover/Pushpins	\$41.60
1311283-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Scanned Stamp/Tissues	\$100.30
1312455-0	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Hand Sanitizer/File Folders/Wipes/Wall Calendar	\$53.52
1312455-0	12/31/2018	101 016 544 90 31 01	ST-Office Supplies	Colored Pencils/Pop Up Notes and Dispenser	\$19.62
1312455-0	12/31/2018	410 016 531 10 31 01	SW-Office Supplies	Colored Pencils/Pop Up Notes and Dispenser	\$19.61
1314256-0	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Toilet Paper	\$130.66
1314584-0	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	Binder Clips	\$4.21
1314584-0	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Fastener Folders	\$28.66
1314584-0	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Paper/Wipes/Towels/Hooks/Binder Clips	\$290.43
1314584-0	12/31/2018	101 016 544 90 31 01	ST-Office Supplies	Tape Dispenser/Post It Notes	\$7.48
1314584-0	12/31/2018	410 016 531 10 31 01	SW-Office Supplies	Wristrest/Tape Dispenser/Post It Notes	\$23.80
1315487-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Note Paper/Post It Flags	\$59.78
C1307452-0	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Credit Post-It Notes	(\$9.25)
					\$1,044.47

Vendor: K&E Enterprise Inc  
Check Number: 46815

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121918 SIG	12/31/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Emergency Management Forest River Cargo Trailer	\$3,206.98
4507	12/31/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Emergency Management Forest River Cargo Trailer Hitch	\$43.86
					\$3,250.84

Vendor: KPG Inc PS  
Check Number: 46816

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11-4418	12/31/2018	305 016 595 30 60 02	Main Street Project	Main Street Improvements	\$17,349.80
					\$17,349.80

Vendor: Kustom Signals Inc

Check Number: 46817

Invoice No	Check Date	Account Number	Account Name	Description	Amount
351084	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	ProLaser 4	\$2,956.06
					\$2,956.06

Vendor: Lake Industries LLC

Check Number: 46818

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36573	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Fill Hauled in by the Yard	\$232.50
36573	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Fill Hauled in by the Yard	\$232.50
36603	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Fill Hauled in by the Yard	\$150.00
36611	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Fill Hauled in by the Yard	\$100.00
					\$715.00

Vendor: Lake Stevens Police Guild

Check Number: 46768

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,143.50
					\$1,143.50

Vendor: Lake Stevens School District

Check Number: 46819

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0018190057	12/31/2018	001 007 558 50 32 00	PL-Fuel	Fuel	\$83.45
0018190057	12/31/2018	001 007 559 30 32 00	PB-Fuel	Fuel	\$241.65
0018190057	12/31/2018	001 008 521 20 32 00	LE-Fuel	Fuel	\$6,609.09
0018190057	12/31/2018	001 010 576 80 32 00	PK-Fuel Costs	Fuel	\$168.18
0018190057	12/31/2018	101 016 542 30 32 00	ST-Fuel	Fuel	\$2,273.79
0018190057	12/31/2018	410 016 531 10 32 00	SW-Fuel	Fuel	\$1,688.70
					\$11,064.86

Vendor: Lake Stevens Sewer District

Check Number: 46769

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 LSSD	12/21/2018	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr	\$86.00
120118 LSSD	12/21/2018	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station	\$86.00
120118 LSSD	12/21/2018	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park	\$172.00
120118 LSSD	12/21/2018	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library	\$86.00
120118 LSSD	12/21/2018	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall	\$172.00
120118 LSSD	12/21/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Family Center	\$86.00
120118 LSSD	12/21/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Permit Center	\$86.00
120118 LSSD	12/21/2018	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
120118 LSSD	12/21/2018	101 016 543 50 47 00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
					\$946.00

Vendor: Lemay Mobile Shredding

Check Number: 46820

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4591677	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD Nov 2018	\$4.93
					\$4.93

Vendor: LN Curtis & Sons

Check Number: 46821

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV237083	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Pants/Jackets/Long Sleeve Shirts - Olsen/Ubert/Anderson	\$273.22
INV237143	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Fleece Jacket - Brooks	\$153.34
INV237407	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Custom Oval Badges - PD	\$423.57
INV238256	12/31/2018	001 008 521 20 31 05	LE-Equipment - New Officers	Armorskin Short Sleeve Base Shirt	\$145.82
INV238466	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Pistol Pouch/Phone Pouch - Beazizo	\$130.68
INV239038	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Handcuff Pouch - Beazizo	\$38.12
					\$1,164.75

Vendor: Mach Publishing Co Inc

Check Number: 46822

Invoice No	Check Date	Account Number	Account Name	Description	Amount
815285.03	12/31/2018	001 005 518 10 41 00	HR-Professional Services	Help Wanted - Engineering Tech	\$125.50
					\$125.50

Vendor: Mackenzie Engineering Inc

Check Number: 46823

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1057633	12/31/2018	002 008 594 18 60 03	Police Dept Chapel Hill	Chapel Hill Civic Center Design Nov 2018	\$17,410.02
1057636	12/31/2018	002 008 594 18 60 03	Police Dept Chapel Hill	Chapel Hill Civic Center Design Nov 2018	\$496.14
					\$17,906.16

Vendor: MobileDemand LC

Check Number: 46824

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SI60355	12/31/2018	001 008 521 21 31 00	LE-Boating Minor Equipment	Tablet/Battery/Warranty/Adapter	\$3,142.21
					\$3,142.21

Vendor: Monroe Correctional Complex

Check Number: 46825

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MCC1811.933	12/31/2018	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew - Nov 2018	\$82.38
MCC1811.933	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew - Nov 2018	\$469.42
MCC1811.933	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Crew - Nov 2018	\$146.38
					\$698.18

Vendor: Nationwide Retirement Solution

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$4,704.84

\$4,704.84

Vendor: Norpoint Shooting and Tactical

Check Number: 46826

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20188	12/31/2018	001 008 521 40 49 01	LE-Registration Fees	Firearms Range Training	\$872.80
					\$872.80

Vendor: O Reilly Auto Parts

Check Number: 46827

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-460452	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Wiper Blades	\$51.69
2960-472710	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Trouble Lite	\$26.11
2960-475736	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Capsule	\$19.59
					\$97.39

Vendor: Ogden Murphy Wallace PLLC

Check Number: 46828

Invoice No	Check Date	Account Number	Account Name	Description	Amount
819175	12/31/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Nov 2018	\$13,195.00
819175	12/31/2018	001 011 515 41 41 01	Ext Consult - PRA	Legal Services Nov 2018	\$4,072.50
819606	12/31/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services Nov 2018	\$160.00
819794	12/31/2018	001 011 515 41 41 01	Ext Consult - PRA	Legal Services Nov 2018	\$2,000.00
					\$19,427.50

Vendor: OSW Equipment & Repair LLC

Check Number: 46829

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S030427	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Manual Tarp System/Asphalt Tarp	\$644.41
S030427	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Manual Tarp System/Asphalt Tarp	\$644.41
					\$1,288.82

Vendor: Otak Inc

Check Number: 46830

Invoice No	Check Date	Account Number	Account Name	Description	Amount
000121800194	12/31/2018	310 016 544 40 41 00	20th St SE - Professional Srv	20th Street Nursery Property	\$6,308.04
					\$6,308.04

Vendor: Perteet Inc

Check Number: 46831

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-42	12/31/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II - Segment 1 Design	\$145.12
					\$145.12

Vendor: Pitney Bowes

Check Number: 46832

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3307874664	12/31/2018	001 013 518 20 45 00	GG- Rental & Services	Postage Machine Rental	\$353.00
					\$353.00

Vendor: Public Safety Testing Inc

Check Number: 46833

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-8877	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Q4 2018 Recruiting Assistance	\$437.00
					\$437.00

Vendor: Puget Sound Energy

Check Number: 46834

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 PSE	12/31/2018	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$178.69
3723810 PSE	12/31/2018	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$122.89
					\$301.58

Vendor: Republic Services 197

Check Number: 46835

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002372681	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Dumpster Services - Hartford Rd/36th St	\$2,079.15
0197-002372681	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Dumpster Services - Hartford Rd/36th St	\$2,079.16
0197-002372681	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Dumpster Services - Hartford Rd/36th St	\$2,079.16
0197-002373509	12/31/2018	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services - City Shop	\$748.08
0197-002373509	12/31/2018	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services - City Shop	\$748.08
0197-002373509	12/31/2018	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services - City Shop	\$748.09
0197-002374103	12/31/2018	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services - City Hall	\$147.42
					\$8,629.14

Vendor: Rexel USA Inc

Check Number: 46836

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U015801	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Outlets/Insul Brush/GFCI/Cutter Cable	\$474.38
					\$474.38

Vendor: Setina Manufacturing Co Inc

Check Number: 46837

Invoice No	Check Date	Account Number	Account Name	Description	Amount
174875	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Alum Bumper/Ion Light/Fender Wraps PT85 K9	\$1,058.66
					\$1,058.66

Vendor: SirennnetCom

Check Number: 46838

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0235189-IN	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Spotlight - PT85 K9	\$381.40
0235360-IN	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Assy I/O WC Liberty PT85 K9	\$338.72
0235676-IN	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lightbar Replace Lens Kit	\$184.05
					\$904.17

Vendor: Six Robblees Inc

Check Number: 46839

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-378138	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Receiver Tube	\$30.88
					\$30.88

Vendor: Smarsh Inc

Check Number: 46840

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00437059	12/31/2018	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$654.00
					\$654.00

Vendor: Snohomish County Health District

Check Number: 46841

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121918 SHD	12/31/2018	001 013 518 90 49 09	GG - Snohomish Health District	Per Capita Contribution to Snohomish Health District	\$31,740.00
					\$31,740.00

Vendor: Snohomish County Parks and Recreation

Check Number: 46842

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000491270	12/31/2018	304 016 595 30 60 01	79th Ave SE Access Road	Cavalero Hill Skate Park Amend	\$42,675.00
					\$42,675.00

Vendor: Snohomish County PUD

Check Number: 46843

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105024544	12/31/2018	001 013 518 20 47 00	GG-Utilities	200206019 Old City Hall	\$111.78
105024545	12/31/2018	001 013 518 20 47 00	GG-Utilities	200245215 Family Center	\$192.97
105028547	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal	\$223.46
108338880	12/31/2018	001 010 576 80 47 00	PK-Utilities	201513934 Parks	\$43.19
111632888	12/31/2018	001 012 572 20 47 00	CS-Library-Utilities	200206977 Library	\$554.53
111632888	12/31/2018	001 013 518 20 47 00	GG-Utilities	200206977 Library Water Meter	\$80.92
114952274	12/31/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$90.54
124894356	12/31/2018	001 013 518 20 47 00	GG-Utilities	201783685 New City Hall	\$336.91
124894357	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal	\$200.76
128177911	12/31/2018	001 013 518 20 47 00	GG-Utilities	201956075 War Memorial	\$27.92
128178366	12/31/2018	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park	\$62.48
131486812	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203115522 Street Light meter	\$172.95
131490419	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	\$67.79
134796410	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$61.61
134802747	12/31/2018	001 010 576 80 47 00	PK-Utilities	202340527 Decant Yard	\$8.52
134802747	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202340527 Decant Yard	\$8.52
134802747	12/31/2018	410 016 531 10 47 00	SW-Utilities	202340527 Decant Yard	\$8.52
138007488	12/31/2018	001 008 521 50 47 00	LE-Facility Utilities	202766820 Police Dept Electric	\$689.43
141308998	12/31/2018	001 012 575 50 47 00	CS-Community Center-Utilities	200860922 Community Center	\$366.90



160874615	12/31/2018	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$89.15
164090154	12/31/2018	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$67.29
164090154	12/31/2018	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$67.30
167333937	12/31/2018	001 010 576 80 47 00	PK-Utilities	200748721 Parks	\$52.28
167334507	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$101.96
					\$3,687.68

Vendor: Snohomish County PUD

Check Number: 46844

Invoice No	Check Date	Account Number	Account Name	Description	Amount
144655603	12/31/2018	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$38.80
144655603	12/31/2018	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$38.78
144655603	12/31/2018	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$38.79
144660036	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202988481 Street Lights	\$293.03
147939049	12/31/2018	001 013 518 20 47 00	GG-Utilities	221412273 Admin Annex	\$204.64
147946748	12/31/2018	001 010 576 80 47 00	PK-Utilities	200493443 Cath Creek Park Meter 73867	\$22.11
147949247	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal	\$118.94
151246802	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202342622 Street Lights	\$104.42
151251836	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$70.46
157691951	12/31/2018	001 010 576 80 47 00	PK-Utilities	202513354 Park lighting	\$22.21
157696568	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$74.25
157699043	12/31/2018	001 010 576 80 47 00	PK-Utilities	203599006 City Shop	\$206.38
157699043	12/31/2018	101 016 543 50 47 00	ST-Utilities	203599006 City Shop	\$206.39
157699043	12/31/2018	410 016 531 10 47 00	SW-Utilities	203599006 City Shop	\$206.45
					\$1,645.65

Vendor: Snohomish County Sheriffs Office

Check Number: 46845

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1000491770	12/31/2018	001 008 521 30 51 00	LE-Drug Task Force	4th Qtr JAG Contributions	\$1,988.25
					\$1,988.25

Vendor: Snohomish County Sheriffs Office

Check Number: 46846

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-4771	12/31/2018	001 008 523 60 51 00	LE-Jail	Jail Services Medical Oct 2018	\$223.62
2018-4786	12/31/2018	001 008 523 60 51 00	LE-Jail	Jail Services Medical Nov 2018	\$165.08
2018-4806	12/31/2018	001 008 523 60 51 00	LE-Jail	Jail Services Nov 2018	\$14,037.32
					\$14,426.02

Vendor: Sound Publishing Inc

Check Number: 46847

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7882018	12/31/2018	001 007 558 50 41 00	PL-Professional Servic	Assistant Planner - Advertisment	\$401.00
EDH833229	12/31/2018	001 013 518 30 41 01	GG-Advertising	Civil Service Commission Meetings	\$44.72
EDH836218	12/31/2018	001 013 518 30 41 01	GG-Advertising	Ordinance 1038	\$36.24

EDH836226	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	PH Rhodora Annexation	\$55.16
EDH836269	12/31/2018	001 013 518 30 41 01	GG-Advertising	Ordinance 1037	\$43.12
EDH836315	12/31/2018	001 013 518 30 41 01	GG-Advertising	Civil Service Commission Meeting Cancellation	\$19.04
EDH836728	12/31/2018	001 013 518 30 41 01	GG-Advertising	Salary Commission Meeting	\$37.96
EDH836906	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0179 Geottler Short Plat	\$58.60
EDH837037	12/31/2018	001 013 518 30 41 01	GG-Advertising	Arts Commission Meeting Cancellation	\$19.04
EDH837046	12/31/2018	001 013 518 30 41 01	GG-Advertising	City Council/Parks Board/Arts Commission Joint Meeting	\$36.24
EDH837238	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0159 St John Variance & Reasonable Use Ex	\$87.84
EDH837240	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0158 St John Variance & Reasonable Use Ex	\$84.40
EDH837420	12/31/2018	001 013 518 30 41 01	GG-Advertising	PH Transportation Benefit District	\$65.60
EDH837932	12/31/2018	001 013 518 30 41 01	GG-Advertising	City Council/Planning Commission Joint Meeting	\$44.84
EDH838043	12/31/2018	001 013 518 30 41 01	GG-Advertising	Ordinances 1040/1042/1045	\$56.88
EDH838776	12/31/2018	001 013 518 30 41 01	GG-Advertising	Ordinances 1043/1046	\$41.40
EDH838813	12/31/2018	001 013 518 30 41 01	GG-Advertising	Meeting Cancellation City Council	\$20.76
					\$1,152.84

Vendor: Springbrook Nursery

Check Number: 46848

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-113029	12/31/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Trucking & Concrete Dump - City Yard	\$2,674.44
					\$2,674.44

Vendor: State Auditors Office

Check Number: 46849

Invoice No	Check Date	Account Number	Account Name	Description	Amount
L128472	12/31/2018	001 004 514 23 41 00	FI-Professional Service	2018 Accountability/Financial Audit	\$13,581.32
					\$13,581.32

Vendor: Stericycle Inc

Check Number: 46850

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004497178	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: StrategyClicks Inc

Check Number: 46851

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-LSPD-09-15	12/31/2018	001 008 521 20 41 00	LE-Professional Services	StrategyClicks - Tem Dev/Facilitation Services	\$3,000.00
2018-LSPD-12-19	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Leadership Coaching - J Anderson	\$4,950.00
					\$7,950.00

Vendor: Summit Law Group

Check Number: 46852

Invoice No	Check Date	Account Number	Account Name	Description	Amount
99813	12/31/2018	001 005 518 10 41 00	HR-Professional Services	General Labor Matters Nov 2018	\$212.00
					\$212.00

Vendor: SVR Inc

Check Number: 46853

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21107	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Dumpster Rental - Cleanup Hartford Rd Shop	\$972.27
21107	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Dumpster Rental - Cleanup Hartford Rd Shop	\$972.28
21129	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Dumpster Rental - Cleanup Hartford Rd Shop	\$618.78
21129	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Dumpster Rental - Cleanup Hartford Rd Shop	\$618.77
21146	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Dumpster Rental - Cleanup Hartford Rd Shop	\$554.05
21146	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Dumpster Rental - Cleanup Hartford Rd Shop	\$554.04
					\$4,290.19

Vendor: Tacoma Screw Products Inc

Check Number: 46854

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18223590	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Power Inverter	\$81.89
18223591	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Magnetic Nut Setter/Power Bit/Cable Ties/Turnbuckle	\$222.71
18223591	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Magnetic Nut Setter/Power Bit/Cable Ties/Turnbuckle	\$222.72
18223592	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Headlamp	\$13.61
18223592	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Headlamp	\$13.62
18224325	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Magnum Gatorline Square	\$58.62
18224326	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Tie Downs/Rope/Cable Ties/Links/Driver Glove Insulated	\$211.73
18224326	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Tie Downs/Rope/Cable Ties/Links/Driver Glove Insulated	\$211.73
18224327	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Eye & Eye Slings	\$114.82
18224327	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Eye & Eye Slings	\$114.82
					\$1,266.27

Vendor: Technological Services Inc

Check Number: 46855

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10955	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Left Door Lock Repair PT-16-61	\$164.55
10970	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Left Rear Tire Repair A-13-52	\$190.14
10975	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Check Fluids/Tire Mount/Balance PT-17-75	\$676.07
11010	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Repair/Trans Check/PT-16-65	\$1,996.10
11152	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lube/Oil/Filter/Fluids/Tire Rotation PT-17-72	\$83.15
11154	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lube/Oil/Filter/Fluids/New Tires A-08-38	\$596.39
11167	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Replace Brakes PT-14-58	\$1,381.73
11177	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Fluids/Tire Rotation PT-18-79	\$79.31
					\$5,167.44

Vendor: The Watershed Co

Check Number: 46856

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-1353	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	Environmental Consulting - Wetland Delineation	\$315.00
2018-1444	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	Environmental Consulting - Shoreline Master Plan	\$2,368.75
					\$2,683.75

Vendor: UPS

Check Number: 46857

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42508	12/31/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$25.48
0000074Y42518	12/31/2018	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$16.32
					\$41.80

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 46770

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
					\$352.81

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 46771

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$2,921.35
					\$2,921.35

Vendor: Verizon Northwest

Check Number: 46858

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9820916237	12/31/2018	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	(\$155.54)
9820916237	12/31/2018	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service	(\$21.04)
9820916237	12/31/2018	001 002 513 11 42 00	AD-Communications	Wireless Phone Service	(\$28.07)
9820916237	12/31/2018	001 004 514 23 42 00	FI-Communications	Wireless Phone Service	(\$22.22)
9820916237	12/31/2018	001 005 518 10 42 00	HR-Communications	Wireless Phone Service	(\$43.26)
9820916237	12/31/2018	001 006 518 80 42 00	IT-Communications	Wireless Phone Service	(\$42.08)
9820916237	12/31/2018	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	(\$42.08)
9820916237	12/31/2018	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	(\$70.08)
9820916237	12/31/2018	001 008 521 20 42 00	LE-Communication	Wireless Phone Service	\$2,759.73
9820916237	12/31/2018	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	(\$137.84)
9820916237	12/31/2018	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	(\$137.84)
9820916237	12/31/2018	410 016 531 10 42 00	SW-Communications	Wireless Phone Service	(\$137.83)
					\$1,921.85

Vendor: Washington State Dept of Agriculture

Check Number: 46859

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120518 HOLLY	12/31/2018	001 010 576 80 49 01	PK-Staff Development	Pesticide License Renewal - M Holly	\$33.00
					\$33.00

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122418	12/21/2018	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Zachor and Thomas Inc PS

Check Number: 46860

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-LKS0012	12/31/2018	001 011 515 41 41 02	Ext Consult - Prosecutor Fees	Prosecution Services Dec 2018	\$11,431.82
					\$11,431.82



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BLANKET VOUCHER APPROVAL  
**2019**

Payroll Direct Deposits		
Payroll Checks		
Tax Deposit(s)		
Electronic Funds Transfers	ACH	
Claims	46861-46886	\$80,508.82
Void Checks		
Total Vouchers Approved:		\$80,508.82

**This 8th day of January 2019:**

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

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

January 8th, 2019

2018 Invoices




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

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Supplies	\$	7,229	9%
Professional Services	\$	22,170	28%
Intergovernmental	\$	4,177	5%
Debt Payments *	\$	46,932	58%
<b>Total</b>	<b>\$</b>	<b>80,509</b>	<b>100%</b>

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**Large Purchases**

\* Excavator Lease - \$44,092.15





## 2019 Blanket Vouchers

Total for Period
\$80,508.82

Checks to be Approved for Period 01/01/2019 - 01/03/2019

Vendor: Accela Inc  
Check Number: 46861

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV-ACC43315	1/2/2019	510 006 518 80 49 29	LR - Accela/Springbrook	Accela Finance Integration	\$2,716.84
					\$2,716.84

Vendor: Agency 360  
Check Number: 46862

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV-1535	1/2/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Agency 360 Platform Basic Subscription	\$1,197.00
					\$1,197.00

Vendor: Brazel  
Check Number: 46863

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 BRAZEL	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Brazel	\$25.00
					\$25.00

Vendor: Crime Stoppers of Puget Sound  
Check Number: 46864

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120518 CSPS	1/2/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	2019 Crime Stoppers Support	\$1,084.00
					\$1,084.00

Vendor: Daughtry  
Check Number: 46865

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 DAUGHTRY	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Daughtry	\$25.00
					\$25.00

Vendor: Durpos  
Check Number: 46866

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 DURPOS	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Durpos	\$25.00
					\$25.00

Vendor: FBI - LEEDA  
Check Number: 46867

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200023469	1/2/2019	001 008 521 40 49 01	LE-Registration Fees	Registration - CLI/Marysville WA - J Anderson	\$695.00
					\$695.00

Vendor: Gailey

Check Number: 46868

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 GAILEY	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Gailey	\$25.00
					\$25.00

Vendor: Government Finance Officers Association

Check Number: 46869

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0131003	1/2/2019	001 004 514 23 49 00	FI-Miscellaneous	2019-2020 Membership B Stevens/J Roundy	\$250.00
					\$250.00

Vendor: Governmentjobs.com

Check Number: 46870

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV26551	1/2/2019	510 006 518 80 49 30	LR - NEOGOV	2019 Software Licenses and Subscription	\$10,842.36
					\$10,842.36

Vendor: Heinemann

Check Number: 46871

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011419 HEINEMAN	1/2/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals FTO Academy/Everett - Heinemann	\$100.00
					\$100.00

Vendor: Hilt

Check Number: 46872

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 HILT	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Hilt	\$25.00
					\$25.00

Vendor: J J Keller & Associates Inc

Check Number: 46873

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9103540634	1/2/2019	001 005 518 10 31 01	HR-Operating Cost	Employment Law Posters 2019-2021	\$481.23
					\$481.23

Vendor: Komatsu Financial

Check Number: 46874

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3587570	1/2/2019	530 016 594 48 60 01	Sales Tax on Capital Lease	Capital Excavator Lease	\$4,176.97
3587570	1/2/2019	530 016 594 48 70 00	Capital Lease Principal	Capital Excavator Lease	\$44,092.15
3587570	1/2/2019	530 016 594 48 80 00	Capital Lease Interest	Capital Excavator Lease	\$2,840.06
					\$51,109.18

Vendor: Lexipol LLC

Check Number: 46875

Invoice No	Check Date	Account Number	Account Name	Description	Amount
27097	1/2/2019	001 008 521 20 31 02	LE-Minor Equipment	2019 DTB Subscription Service	\$6,748.00
					\$6,748.00

Vendor: McDaniel  
Check Number: 46876

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 MCDANIEL	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - McDaniel	\$25.00
					\$25.00

Vendor: Mount Baker Council, Boy Scouts of America  
Check Number: 46877

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010219 BSA1	1/2/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	2019 Charter Renewal	\$627.00
010219 BSA2	1/2/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	2019 Charter Renewal	\$133.00
					\$760.00

Vendor: Naval Surface Warfare Center  
Check Number: 46878

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N00164LE0885-19	1/2/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Thermal Camera SN04482/SN03534	\$600.00
					\$600.00

Vendor: Petershagen  
Check Number: 46879

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 PETERSHA	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Petershagen	\$25.00
					\$25.00

Vendor: Pugh  
Check Number: 46880

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 PUGH	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Pugh	\$25.00
					\$25.00

Vendor: Smith  
Check Number: 46881

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 SMITH	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - T Smith	\$25.00
					\$25.00

Vendor: Spencer  
Check Number: 46882

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 SPENCER	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Spencer	\$25.00
					\$25.00

Vendor: Stevens  
Check Number: 46883

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 STEVENS	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Stevens	\$25.00
					\$25.00

Vendor: Wave Broadband  
Check Number: 46884

Invoice No	Check Date	Account Number	Account Name	Description	Amount
07434991	1/2/2019	001 002 513 11 42 00	AD-Communications	Telephone Service	\$23.88
07434991	1/2/2019	001 003 514 20 42 00	CC-Communications	Telephone Service	\$47.76
07434991	1/2/2019	001 004 514 23 42 00	FI-Communications	Telephone Service	\$47.76
07434991	1/2/2019	001 005 518 10 42 00	HR-Communications	Telephone Service	\$23.88
07434991	1/2/2019	001 006 518 80 42 00	IT-Communications	Telephone Service	\$71.64
07434991	1/2/2019	001 007 558 50 42 00	PL-Communication	Telephone Service	\$155.31
07434991	1/2/2019	001 007 559 30 42 00	PB-Communication	Telephone Service	\$23.88
07434991	1/2/2019	001 008 521 20 42 00	LE-Communication	Telephone Service	\$812.30
07434991	1/2/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Service Museum	\$23.88
07434991	1/2/2019	001 012 575 50 42 00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$23.89
07434991	1/2/2019	001 013 518 20 42 00	GG-Communication	Telephone Service	\$95.53
07434991	1/2/2019	101 016 543 30 42 00	ST-Communications	Telephone Service Shop	\$137.44
07434991	1/2/2019	410 016 531 10 42 00	SW-Communications	Telephone Service Shop	\$137.44
07434991	1/2/2019	510 006 518 80 49 00	License Renewal - Annual Maint	Fiber Leases	\$1,975.62
					\$3,600.21

Vendor: Welch  
Check Number: 46885

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 WELCH	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Welch	\$25.00
					\$25.00

Vendor: Wright  
Check Number: 46886

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 WRIGHT	1/2/2019	001 001 511 60 49 02	Legislative-C.C.Retreat	PerDiem - Meal Council Retreat 2019 - Wright	\$25.00
					\$25.00

**CITY OF LAKE STEVENS  
CITY COUNCIL, PARKS BOARD AND ARTS COMMISSION  
JOINT MEETING MINUTES**

Tuesday, December 11, 2018  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 6:02 p.m. by Council Vice President Petershagen

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey, Marcus Tageant (6:30 p.m.)

ELECTED OFFICIALS ABSENT: None

PARKS BOARD MEMBERS  
PRESENT: Chris Jones, Tina Decker, Carl Johnson, Roger Schollenberg

PARKS BOARD MEMBERS  
ABSENT: Terry Van Wyck, Marlene Sweet, Susan Green

ARTS COMMISSION MEMBERS  
PRESENT: Steve Apodaca, John Vicente, Linda Ehmen, Bridget Scott

ARTS COMMISSION MEMBERS  
ABSENT: Kathy Kruse; Navid Nikoo,

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Community Development Director Russ Wright, Parks Coordinator Jim Haugen, Police Chief John Dyer, Commander Ron Brooks, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim

OTHERS:

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Council Vice President Petershagen called the meeting to order, and introductions were made.

**Arts Commission 2018 Accomplishments:** Commissioner Apodaca reviewed the events of 2018 including Music by the Lake in the new Lundeen Park with the Air Force Band. He commented that the events were thematic and they are trying to create a culture and educational component through all of the events. He also commented on other events including Shakespeare in the Park.

Director Wright added that these commissioners dedicate a lot of time behind the scenes putting events together and reaching out to the community.

**Parks Board 2018 Accomplishments:** Board Chair Decker commented on how busy both the Parks Board and Arts Commission have been and thanked the Arts Commission for their contributions. She next commented on Cavelero Park and improvements made at Eagle Ridge

Park, as well as coming improvements for Frontier Heights Park, the 20<sup>th</sup> Street Ballfields, and the coming park in the Nourse Development. Chair Decker also shared there is now an Arts Commission/Parks Board subcommittee that meets regularly.

Director Wright said that a sports field inventory will be very useful. He added that in line with Council's vision for a Parks and Recreation Department, a subcommittee has been formed to help the boards work together to make sure they are kept informed as to what the other has going on.

Responding to Mayor Spencer's question, Boardmember Jones said that one issue in parks that has come up is the need for multi-use parks. Chair Decker noted there is also a need for practice fields, and the City does not have enough inventory.

There was discussion about how many fields are needed and Boardmember Schollenberg commented that when fields are added, it supports recreation within the city, and also that people come into the city to shop and dine.

Coordinator Haugen said the permits for Cavelero Park were issued today, and he also shared the concept drawing for Frontier Heights Park. Director Wright added that the concept plan meets the identified needs of the neighborhood, and it will also meet some of the park needs for the greater city. He added that the 20<sup>th</sup> Street Ballfields are ready for use as practice fields. Staff is also exploring ideas with surrounding communities that will be brought forward later in 2019.

Boardmember Jones shared he has been contacted by the Lake Stevens Soccer Club president about the possibility of writing a grant for turf. He explained that the International Soccer Organization gives out the grant that would provide the turf and the City would be responsible for installation.

**2019 Parks Board /Arts Commission Work Plans:** Chair Decker said the Board is working on an Adopt a Community program, and they will also be working on updating the code again, as well as working with the Arts Commission to develop more programs and events.

Commissioner Apodaca added that a lot of the arts programs would be considered recreational programs and the Arts Commission is committed to providing arts and cultural events. The Arts Commission wants to work more on bringing art into the parks.

Chair Decker commented on the slide show that Commissioner Ehmen created showing how art can be incorporated into park design to create a unique experience for park visitors.

Responding to Mayor Spencer's question, Commissioner Apodaca said it would be helpful to have Council input on projects they would like to see and share some ideas for weekend events that would bring people into the city.

**Open Discussion:** Boardmember Schollenberger commented on how helpful it has been to have Coordinator Haugen bring the Parks Board and Arts Commission together, and that both bodies are moving forward and working together.

Responding to Councilmember Tageant's question, Commissioner Ehmen said it is important to have a direction and plan from Council before funding can be pursued. Most of the proposals for

arts in the parks are not expensive but the commission would need Council's direction to move forward.

Mayor Spencer commented on how art has been handled in the past, and how it might be managed moving forward. He said over the next several years there are some large infrastructure projects being built so there should be more funding available for integrating art in the parks.

Commissioner Ehmen suggested that rather than shopping for art after the fact, select the art to be incorporated into the design of the park, and the art can be placed before the park design and buildout is finalized.

Coordinator Haugen shared the "save the date" cards for 2019 events as well as the final rack card that was used for 2018. Councilmember McDaniel suggested distributing the cards to local businesses for circulation throughout the community.

Responding to Councilmember Welch's question, Commissioner Apodaca said the support for the Arts Commission to be involved in the artistic nature of the parks has improved significantly over the last few years.

Chair Decker commented the Parks Board has been implementing the master plan, and that going forward the Parks Board hopes to have more input in parks design.

Commissioner Apodaca commented that City support has improved over the four years he has been on the commission.

Councilmember McDaniel requested Aquafest be listed as an event on save the date cards.

Councilmember Petershagen asked about committing some time to see Commissioner Ehmen's presentation soon.

**Adjourn:**

Council Vice President Petershagen adjourned the meeting at 6:53 p.m.

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John Spencer, Mayor

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Kathy Pugh, City Clerk

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Tina Decker, Parks Board

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Arts Commission



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

Tuesday, December 11, 2018  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: None

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 Ron Brooks, Police Officer David Carter, Human Resources Director Teri Smith, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, City Attorney Greg Rubstello, Planning Manager Josh Machen, Associate Planner Jill Meis, IT Manager Troy Stevens

OTHERS:

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**Pledge of Allegiance:** Mayor Spencer led the pledge of allegiance.

**Roll Call:** All present.

**Approval of Agenda:** Council President Tageant said that the executive session item, potential litigation, is being removed from the agenda.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the agenda with the noted change. On vote the motion carried (7-0-0-0).

**New Employee Introductions:** Human Resources Director Teri Smith introduced the new Public Works Administrative Assistant, Jessica Knoepfle.

**Citizen Comments:**

Robin McGhee, 2505 Meadow Drive, Lake Stevens, spoke in support of the Lake Stevens Community Food Bank and asked that the City support them in purchasing land to improve their program. She also hoped that the Council was setting up a human services fund.

**Council Business:**

- Councilmember Daughtry: Community Transit, Veterans Commission
- Councilmember Hilt: Snohomish Health District
- Councilmember Tageant: Sewer District

**Mayor's Business:** Sewer District, WSDOT Stakeholders Meeting re SR 9/SR 204 intersection improvements.

**City Department Report:**

- City Administrator Gene Brazel: Year's wrap up.
- Human Resources Director Teri Smith: Salary Commission; internal recruitment for Parks Planning & Development Coordinator; Senior Center; Health Care Committee is reviewing benefits.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Petershagen to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$248,062.28, Payroll Check No. 46626 in the amount of \$1,721.19, Tax Deposits of \$94,928.32, Electronic Funds Transfers (ACH) of \$57,831.22, Claims Check Nos. 46627-46691 totaling \$361,857.30, Total Vouchers Approved: \$764,400.31], (B) City Council Regular Meeting Minutes of November 27, 2018, (C) City Council Workshop Meeting Minutes of December 4, 2018, (D) Cancellation of January 1, 2019 City Council Workshop Meeting, (E) Boards and Commissions Reappointments, (F) City Attorney Contract with Ogden Murphy Wallace, (G) Contract with Weed Graafstra & Associates for Attorney Services, (H) Repurpose of Existing Position in Public Works, (I) One-Year Contract Extension with Zachor Thomas for Prosecutor Attorney Services. On vote the motion carried (7-0-0-0).

**Public Hearings:**

**Rhodora Annexation and First Reading of Ordinance 1041:** Mayor Spencer opened the public hearing and said tonight's Council action is to approve the first reading of Ordinance 1041 and is not a final action. There cannot be final action until such time as the appeal of the Boundary Review Board decision has been resolved.

Director Wright shared that staff met with some of the residents affected by the annexation and explained that the annexation is a non-project action and only changes the boundaries of the jurisdiction from county to city. He further explained that this annexation is not being done in conjunction with a project and if a development application is submitted to the City, the City has its own set of rules for review and processing. Director Wright shared the process for review of development applications including public notice and opportunities for public input.

Planning Manager Machen presented the staff report and reviewed the history of this annexation process. He said on October 1, 2018 the Washington State Boundary Review Board for Snohomish County held a public hearing on the proposed annexation and issued written findings and a decision approving the annexation on October 30, 2018 has now been appealed. The Council may consider this proposed annexation ordinance but cannot make a final decision this evening. He then reviewed the differences between this annexation process and the one recently approved by Council, including proposed development standards for this annexation area.

Director Wright added that the City would like to have an additional public meeting to further explain to the public what the development standards might look like and to respond to any questions the public has.

Planner Machen then reviewed the process for any development application and that there will be opportunities for public input.

Planner Machen next responded to questions by Council, including that the 60% petition is for 60% of the value of the annexation area.

Mayor Spencer then opened the public comment portion of the public hearing.

Mike Mashock, 12102 7<sup>th</sup> Place SE, Lake Stevens, is impressed that the City has worked with the developer to address development concerns, and that the City will have some modelling and opportunity for citizen input. He added he has remorse for property owners who unwittingly signed away their rights on petitioning for annexation.

Susan Fenner, 827 Rhodora Heights, Lake Stevens, wants to know what the zoning will be. She would also like to know the benefits of being annexed. Mayor Spencer said staff will provide answers outside of the meeting.

Mayor Spencer closed the public comment portion of the public hearing and invited additional questions and comments of Council.

In response to Councilmember Hilt's question, Director Wright summarized the noticing requirements.

Councilmember Daughtry clarified that notice was provided to residences 300 feet outside the annexation boundary, as well as to residences 300 feet within the boundary.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to hold a public hearing for Rhodora Annexation and have the first reading of Ordinance 1041. On vote the motion carried (6-1-0-0).

**Pellerin Ridge Right-of-Way Vacation and Final Action:** Mayor Spencer opened the public hearing.

Planning Manager Machen presented the staff report and said a portion of the right-of-way frontage along 18<sup>th</sup> Street SE has a 37-foot half-width while the remainder has the standard 30-foot half-width. He said the City is constructing a multi-use path along South Lake Stevens Drive and needs an additional 4-feet of right-of-way dedication for the proposed project. The applicant has requested that the City vacate the excess width along the wide portion of 18<sup>th</sup> Street SE in exchange for the proposed dedication of 4-feet of land for right-of-way use along South Lake Stevens Road. Planner Machen also mentioned the value of the right-of-way to be vacated is \$9,580.56 and the value of the land to be dedicated would be \$11,596.08; the applicant has not requested any monetary compensation for the difference in valuation. Planner Machen then responded to Councilmembers' questions.

Mayor Spencer then invited public comment and there was none.

Mayor Spencer closed the public comment portion of the public hearing and invited additional questions and comments of Council.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Hilt, to approve the Proposed Right-of-Way Vacation and Adopt Ordinance 1040. On vote the motion carried (7-0-0-0).

**Action Items:**

**Ordinance 1042 Amending Title 10 re Lake Safety:** Associate Planner Meis presented the staff report and summarized the history of reviewing lake safety issues including establishment of the Lake Safety Task Force to gather public input and make recommendations. The Lake Safety Taskforce, comprised of City Council Liaisons, residents, lake users, City staff and Lake Stevens Police, met from October 2017 to April 2018. The Task Force recommended safety measures to be implemented on Lake Stevens, with the result being the proposed amendments to LSMC Title 10 before Council this evening. She added that Council's requested changes have been incorporated into Ordinance 1042.

Chief Dyer updated Council on the requirement for counterclockwise direction and said that there is a need for this due to the high usage on the lake. He said the vast majority of people follow the counterclockwise directions but when they do not, most boaters respond to visual signals to correct their rotation. He also explained that the officers enforce through education rather than ticketing.

Associate Planner Meis and Chief Dyer then responded to Councilmembers' questions. There was discussion as to buoys being removed annually and whether homeowners should be required to pay a \$100 fee each year for a permit to install a buoy. Discussion also ensued as to who makes the decision on when boating should be regulated due to conditions. Officer Carter clarified what is taken into consideration when regulating boats due to current conditions.

Councilmember Hilt thanked everyone and said he considers this a first step in a continuing process of looking at lake safety.

Councilmember Petershagen asked about the cost for the buoy permit and Mayor Spencer said this will be addressed with the Fees Resolution being brought forward next week, and that the permit fee is per buoy. Councilmember Petershagen suggested the permit have a life span of up to five years rather than an annual permit fee.

There was discussion regarding the placement of buoys and the 100-foot requirement for placement from docks. Also discussed was the need to ensure that buoys are promptly removed in October of each year.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to adopt Ordinance 1042 Amending LSMC Title 10 re Lake Safety. On vote the motion carried (7-0-0-0).

**Action Items:**

**Ordinance 1045 re Wheeled All Terrain Vehicles:** Police Chief Dyer presented the staff report and summarized that at the November 27, 2018 Council meeting, Council gave direction to staff to bring forward an ordinance allowing the use of Wheeled All-Terrain Vehicles, on public roads

in Lake Stevens. He said the staff report includes the proposed Ordinance with certain staff-recommended restrictions, which he reviewed. Chief Dyer then invited questions from Council.

Councilmember Gailey requested Section 7.30.020(2) limiting street use to only daylight hours be removed, and requested in Section 7.30.080(4) that the 20<sup>th</sup> Street SE limitation be removed.

Councilmember Tageant agreed with Councilmember Gailey regarding removing the limitation of street use only during daylight hours.

Councilmember McDaniel agreed with Councilmember Gailey's recommendations especially with the new parks going in around 20<sup>th</sup> Street SE.

**MOTION:** Moved by Councilmember Gailey, seconded by Councilmember Hilt, to approve the first and final reading and adopt Ordinance 1045 re Wheeled All Terrain Vehicles, striking Section 7.30.020(2) and the words "and 20<sup>th</sup> Street SE" from Section 7.30.080(4). On vote the motion carried (7-0-0-0).

**Executive Session:** Mayor Spencer announced an executive session beginning at 8:20 p.m. for 10 minutes for the purpose discussing real property, with no action to follow.

At 8:31 p.m. City Clerk Pugh announced the executive session was extended 5 minutes.

The regular meeting of the Council reconvened at 8:36 p.m.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by Welch, to adjourn the meeting at 8:37 p.m. On vote the motion carried (7-0-0-0).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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**CITY OF LAKE STEVENS  
CITY COUNCIL-PLANNING COMMISSION JOINT MEETING MINUTES**

Tuesday, December 18, 2018  
Lake Stevens Community Center  
1808 Main Street, Lake Stevens

CALL TO ORDER: 6:00 p.m. by Mayor Pro Tem Marcus Tageant

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

ELECTED OFFICIALS ABSENT: Mayor John Spencer, Councilmember Gary Petershagen

PLANNING COMMISSIONERS PRESENT: Tracey Trout, Steve Ewing, Vicki Oslund, Janice Huxford, John Cronin, Jennifer Davis

PLANNING COMMISSIONERS ABSENT: Linda Hoult

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, Planning Manager Josh Machen, Associate Planner Dillion Roth

OTHERS:

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Mayor Pro Tem Tageant called the meeting to order and introductions were made.

**Planning Commission 2018 Accomplishments:** Director Wright reviewed some of this year's accomplishments including completing the adoption of the downtown plan, and reviewing stormwater and land disturbance regulations. He also mentioned there were some social service issues discussed over the last year where the Planning Commission attempted to bring the community's perspective forward when determining what type of community both the Commission and the Council want Lake Stevens to be.

Director Wright stated the Planning Commission was able to walk through code amendments that are helpful to the administration of development, such as accessory dwelling units and the model home regulations.

Commissioner Huxford said there was a lot of public comment this year.

Commissioner Davis said there was a lot more community involvement at the meetings over the last year.

**2019 Planning Commission Docket / Work Programs:** Planning Manager Machen reviewed some of the topics that have been worked on over the past year and will continue into the next year including the critical areas ordinance, shoreline master plan update, wireless communication regulations, and fence/retaining wall regulations.

Councilmember Hilt asked what coordination with the Alliance for Housing Affordability looks like.

Planner Roth explained part of the Alliance for Housing Affordability's role is to support participating cities by providing data about housing and distributing a housing trust fund when available. Director Wright added the Alliance for Housing Affordability is really an advisory body.

**Open Discussion:**

Councilmember McDaniel thanked the Planning Commission for all their hard work, and asked what can be done to make the process of erosion on the shorelines more environmental and friendlier to those who have an investment in their properties.

Director Wright responded there are strict guidelines in state statutes as they relate to hardening or armoring of the shoreline. He said one of the things staff is hoping to tackle in the 2019 update is finding ways, both engineered and biological, that can be used to protect shorelines and beach properties.

Commissioner Huxford read an email from Commissioner Hoult, who was unable to attend the meeting. Commissioner Hoult expressed concerns about the lack of sidewalks and walkability and asked that staff look at installing sidewalks from the bus stops to the High School and Middle School so that students may use public transit to attend events safely.

Councilmember Daughtry said he has been tasked with establishing a committee in the community to pursue starting a local circulatory bus system in Lake Stevens.

Responding to Councilmember Daughtry's questions, Director Wright said one of the work programs for next year is to look at zoning codes and permissible uses.

Councilmember Gailey asked to have the Planning Commission review the sidewalk project list to create some criteria for determining the sidewalks with the most priority.

Councilmember McDaniel said it is important to keep all the boards and commissions in the loop with what Council is reviewing.

Commissioner Huxford said the Commission has been asked by the community to make the City's website more user friendly for mobile devices.

**Adjourn:**

The meeting was adjourned the meeting at 6:43 p.m.

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John Spencer, Mayor

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Kathy Pugh, City Clerk

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Janice Huxford, Planning Commission Chair



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

Tuesday, December 18, 2018  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:15 p.m. by Mayor Pro Tem Marcus Tageant

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

ELECTED OFFICIALS ABSENT: Mayor John Spencer; Councilmember Gary Petershagen

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, Human Resources Director Teri Smith, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, City Attorney Greg Rubstello

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 Daughtry, to excuse Councilmember Petershagen from the meeting. On vote the motion carried (6-0-0-1).

**Approval of Agenda:**

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Hilt to move Action Items (G) Approve Ordinance 1046 Adopting Lake Stevens School District Capital Facilities Plan, (H) Adopt Resolution 2018-035 Setting Rates, Fees and Deposits, and (I) Approve Professional Services Agreement with Epic Land Solutions re Williams Property Relocations to the Consent Agenda. On vote the motion carried (6-0-0-1).

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to approve the agenda as amended. On vote the motion carried (6-0-0-1).

**Citizen Comments:** None.

**Council Business:**

- Councilmember Daughtry: Snohomish County Cities for Improved Transportation (SCCIT)
- Councilmember Hilt: Rewire Washington Conference

**City Department Report:**

- City Administrator Gene Brazel: Year's Wrap Up

- Community Development Director Russ Wright: Buildable Lands Reporting, Cavelero Park, Complete Streets Grant

**Consent Agenda:**

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$213,172.23, Payroll Check No. 46692 totaling \$1,721.82, Tax Deposits of \$74,647.79, Electronic Funds Transfers (ACH) of \$193,044.85, Claims Check Nos. 46693-46762 totaling \$293,454.20, Total Vouchers Approved: \$776,040.89], (B) Contract with Trans Tech re Bridge Certifications, (C) Contract with Kenyon Disend re Attorney Services, (D) Appointments of Council Representatives to Snohomish Health District and Snohomish Community Transit, (G) Ordinance 1046 Adopting Lake Stevens School District Capital Facilities Plan, (H) Resolution 2018-035 Setting Rates, Fees and Deposits, and (I) Professional Services Agreement with Epic Land Solutions re Williams Property Relocations. On vote the motion carried (6-0-0-1).

**Public Hearing:**

**Ordinance 1043 Establishing a Transportation Benefit District:** Mayor Pro Tem Tageant opened the public hearing.

Finance Director Stevens presented the staff report and summarized the steps for creating a Transportation Benefit District (TBD). She said the proposed ordinance is the first step in creating an additional funding mechanism for necessary transportation preservation and improvements. She explained Ordinance 1043 only establishes the TBD, its authority, and boundaries and legislative authorities; it does not impose any fees or taxes. The recommendation is that the TBD boundaries be the same as the City's boundaries. Director Stevens then reviewed what the authority of the TBD would be as a taxing district. She further explained should the TBD be formed, the funds would be used for several transportation projects including annual street overlays, pavement preservation programs, sidewalk extension and preservation, road improvements, guardrail maintenance, and road striping. Director Stevens reviewed the advertising for tonight's public hearing and commented there is one change to the ordinance, changing the effective date to January 1, 2019. Director Stevens also reviewed possible next steps and then invited questions from Council.

Responding to Councilmember Hilt's question regarding a robust process, City Administrator Brazel said the Mayor was speaking more to the sales tax than to imposition of the \$20 tab fee.

Mayor Pro Tem Tageant then opened the public comment portion of the public hearing.

Bruce Morton, 11222 Vernon Road, Lake Stevens, does not support a new taxing authority and urged the Council to vote against a Transportation Benefit District.

Steve Himmel, 121 101<sup>st</sup> Street NE, Lake Stevens, agrees with much of Mr. Morton's comments; he wondered how money is being spent now and why a TBD is necessary. He believes people should be able to vote on a TBD.

Sally Jo Sebring, 1023 99<sup>th</sup> Avenue SE, Lake Stevens, does not support a Transportation Benefit District, and believes the timing is poor. She also does not support the list of possible projects that might be funded through a TBD.

Mayor Pro Tem Tageant closed the public comment portion of the public hearing, and invited additional questions and comments of Council.

Councilmember Daughtry confirmed that TBD funds can only be used for transportation.

Director Stevens added there is also an annual reporting requirement showing what money has come in and what has been spent out of the TBD funds.

Mayor Pro Tem Tageant commented having a TBD would be a nice catalyst to review projects and receive community input.

Councilmember Gailey expressed some concerns with the TBD not capturing that much money in comparison to what a project costs, and said this is a regressive tax which should go to a vote.

Mayor Pro Tem Tageant commented on the people in South Lake Stevens who are concerned about failing roads. He also commented that the state may not be willing to provide funding if the City is not using tools such as a TBD to help fund projects. It will help the City to obtain matching grants and to access other funding sources. He would like an understanding and plan on how any funds will be spent.

Councilmember Hilt agreed that it is important to have a plan on how any TBD funds will be spent. He commented the idea is to improve infrastructure, and sales tax is not enough to pay for it.

Mayor Pro Tem Tageant closed the public hearing.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to adopt Ordinance 1043, Establishing the Lake Stevens Transportation Benefit District and adding a new chapter 3.80 Transportation Benefit District to the Lake Stevens Municipal Code, to be effective January 1, 2019. On vote the motion carried (6-0-0-1).

### **Action Items:**

#### **Resolution 2018-34 Setting a Date for a Public Hearing re Transportation Benefit District:**

Finance Director Stevens presented the staff report and explained since the City Council adopted Ordinance 1043 creating the Lake Stevens Transportation Benefit District the City may assume the TBD and all of its authority by ordinance following a public hearing. She said the proposed Resolution 2018-34 sets the Public Hearing concerning the City Council's intent to assume the TBD for January 8, 2019 at 7:00 pm at the Lake Stevens School District Educational Service Center. She then invited questions from Council.

Councilmember Daughtry is concerned about assuming the TBD. He believes on one hand the City Council needs to assume the TBD to preserve funds, but on the other hand he believes the TBD should be separate to be more responsive to citizen concerns. He proposed, as a compromise, that when action is to be taken on a TBD item it be clear to constituents that an item is a TBD-funded item. Administrator Brazel suggested the concern could be addressed in the agenda.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Hilt, to adopt Resolution 2018-34 Setting a Public Hearing Date of January 8, 2019 at 7:00 pm concerning the City Council's Intent to Assume the Rights, Powers, Functions and Obligations of the Lake Stevens Transportation Benefit District. On vote the motion carried (6-0-0-1).

**2019 Senior Center Committee Representatives:** Administrator Brazel presented the staff report and summarized the Senior Center and City's desire to work together to maximize and improve services provided by the Senior Center to seniors in the community and greater Snohomish County. He said the Mayor is currently the City representative to the Senior Center and he recommended appointing two representatives to provide additional interfacing and communication between the City and the Senior Center for calendar year 2019. He then invited questions from Council.

Councilmember Hilt is interested in being appointed as the Senior Center liaison.

Councilmember Gailey is also interested in being appointed as a Senior Center liaison.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to appoint Councilmembers Hilt and Gailey as Senior Center Committee liaisons for calendar year 2019. On vote the motion carried (6-0-0-1).

### **Discussion Items:**

**Senior Center Facility Rental:** Administrator Brazel said he and Director Smith met with representatives of the Senior Center at the facility and said they are doing a phenomenal job of maintaining the facilities. Administrator Brazel added it is clear the agreement needs to be updated, particularly as to event leasing and insurance, which Director Smith is currently working on. Administrator Brazel said they are exploring whether the Senior Center could become a regional facility with Snohomish County to be eligible to receive County funding, which could help move the Senior Center toward being able to hire a director. Administrator Brazel's recommendation is to enter an ILA so that the Senior Center can utilize the City's dollars and then assist the Senior Center until a director position can be established.

Mayor Pro Tem Tageant supports this approach.

There was discussion as to which County division supports Senior Centers.

There was consensus to move forward with an ILA.

**2019 Retreat Details:** City Administrator Brazel said the retreat is scheduled for January 18-19, 2019 and he would like to confirm which Councilmembers will be able to attend.

Councilmember Tageant will not be attending the 2019 retreat.

Council then discussed the meal plan for the retreat.

Councilmember Hilt suggested solidifying the retreat agenda at the next Council meeting.

### **Adjourn:**

Moved by Councilmember Daughtry, seconded by Councilmember Hilt, to adjourn the meeting at 8:03 p.m. On vote the motion carried (6-0-0-1).

\_\_\_\_\_  
Marcus Tageant, Mayor Pro Tem

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



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** January 8, 2019

**Subject:** Re-Enact Resolution 2018-35 Setting Rates, Fees and Deposits

**Contact**

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

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Re-enact Resolution 2018-35 Setting Rates, Fees and Deposits.

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**SUMMARY/BACKGROUND:** At the December 18, 2018 Special Meeting, Council approved Resolution 2018-35 setting Rates, Fees and Deposits. The resolution as approved removed Section 11, Fire Safety Inspections, Permits and Fire District Related Service Fees, but erroneously did not include the new Section 11 setting new rates and fees for Fire District related Service Fees. With the re-enactment of Resolution 2018-35 the new fees will be included.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:** Resolution 2018-35

CITY OF LAKE STEVENS

RESOLUTION NO. 2018-35

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CITY OF LAKE STEVENS  
Lake Stevens, Washington

RESOLUTION NO. 2018-35

A RESOLUTION REPEALING RESOLUTION NO. 2018-22 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom; and

WHEREAS, the City Council did adopt Resolution 2018-35 on December 18, 2018, and the Resolution as adopted erroneously did not include the new fees set out in Section 11. Fire Safety Inspections, Permits and Fire District Related Service Fees, and the City Council wishes to re-enact Resolution 2018-35 to correctly set out those fees contained in Section 11,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS TO RE-ENACT RESOLUTION 2018-35 AS FOLLOWS: Resolution No. 2018-22 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

**Section 1. Fees and Deposits-General.**

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An



CITY OF LAKE STEVENS

RESOLUTION NO. 2018-35

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applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.

- C. Late Payment Penalties. If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. Waivers. Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.
- E. Concurrent Applications. Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

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RESOLUTION No. 2018-35

**Section 2. Land Use Fees.** Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
<b>ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW</b>	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required_(may also require SEPA and critical area review fees)	150
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
Temporary Encampment (LSMC 14.44.038)	1,250
<b>ADMINISTRATIVE REVIEW</b> (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Review of Model Home	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
<b>ANNEXATIONS</b>	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
<b>ATTORNEY FEES</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>APPEALS PER TITLE 14</b>	

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Action/Permit/Determination	Fee (\$)
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
<b>BINDING SITE PLANS</b>	<b>6,000</b>
Revision	1,000
<b>CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)</b>	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
<b>COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)</b>	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
<b>CONCESSIONS</b>	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
<b>CONDITIONAL USE PERMITS</b>	3,500+ Hearing Examiner cost
<b>CONSTRUCTION PLAN APPROVAL</b>	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below)

CITY OF LAKE STEVENS

RESOLUTION No. 2018-35

Action/Permit/Determination	Fee (\$)
	As determined by the appropriate Department Director
<b>CONSULTANT FEES</b> (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
<b>CRITICAL AREA REVIEW</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>DESIGN REVIEW</b>	
Design Review – Administrative Decision	450
Design Review –Design Review Board	450
<b>DEVELOPMENT AGREEMENT</b>	1,400
<b>EDDS DEVIATION REQUEST</b>	150 for first two hours + 75 per hour for each additional hour of staff time
<b>ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)</b>	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
<b>EVENT PERMITS</b>	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
<b>FIREWORKS PERMITS</b>	
Fireworks Display	250
Fire Works Stand	100
<b>IMPACT FEES</b>	
Park Mitigation	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	4,154.92/dwelling unit
Multifamily residences with three or more units	3,004.75/dwelling unit
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	1,912.53/dwelling unit
School Mitigation	
Detached Single Family Residence	7,235/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	3,512/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,771/PM peak hour trip

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Action/Permit/Determination	Fee (\$)
Traffic Impact Zones 2 & 3	3,500/PM peak hour trip
Impact Fee Adjustment/Deferral Application	150
<b>LAND DISTURBANCE</b>	
Minor Land Disturbance Permits	375
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
<b>LAND USE CODE AMENDMENTS</b>	3,000
<b>MISCELLANEOUS ACTIONS/ITEMS</b>	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	35/tree
Lake Safety Marker – one-time fee for contribution to the Lake Safety Program for buoy purchase.	350
<b>MISCELLANEOUS TASKS</b>	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
<b>PARK PERMITS</b>	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
<b>PLANNED NEIGHBORHOOD DEVELOPMENTS</b>	3,500+Hearing Examiner cost
<b>PRE-APPLICATION CONFERENCE FEE</b> (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
<b>RECONSIDERATION OF DECISION by:</b>	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
<b>RECORDING FEES</b>	At cost (paid directly to Snohomish County)
<b>REZONES - ZONING MAP AMENDMENTS</b>	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Action/Permit/Determination	Fee (\$)
<b>RIGHT-OF-WAY</b>	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200

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Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
<b>SEPA REVIEW (does not include critical areas review, which is a separate fee)</b>	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
<b>SHORELINE PERMITS (may also require SEPA and critical area review fees)</b>	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
<u>Shoreline Exemption with Floodplain Development Permit</u>	<u>300</u>
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
<b>SIGN PERMITS</b>	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
<b>SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)</b>	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
<b>VARIANCE (Hearing Examiner review)</b>	
	1,100+Hearing Examiner cost
<b>ZONING CERTIFICATION LETTER</b>	
	150

**Section 3. Building Permit Fees.** (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2015 edition of the International Building Code (IBC)
  2. 2015 edition of the International Residential Code (IRC)
  3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code)
  4. 2015 edition of the Uniform Plumbing Code
  5. Washington State Barrier Free Regulations (Title 51 WAC)
  6. Current edition of the Washington State Energy Code
  7. 2015 edition of the International Fire Code
  8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

**Table 1A: Building Permit Fees**

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

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RESOLUTION NO. 2018-35

C. Plan Review Fees:

*Residential:*

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

*Commercial:*

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Group U

Construction Valuation From: To:	Fee
Group R-3 or IRC Dwellings (regardless of valuation)	\$30
\$0 \$1,000	\$30
\$1,001 \$5,000	\$115
\$5,001 \$10,000	\$175
\$10,001 \$20,000	\$200
\$20,001 \$45,000	\$260
\$45,001 \$100,000	\$315
\$100,001 \$250,000	\$430
\$250,001 \$500,000	\$545
\$500,001 \$1,000,000	\$690
\$1,000,001 \$1,500,000	\$775
\$1,500,001 \$2,000,000	\$835
>\$2 million	\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.  
Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.  
Reinspection fees assessed at \$75 per hour (1 hour minimum).  
Penalty for commencing work prior to permit issuance: Double permit fee.  
Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).  
Additional plan review required by changes, additions or revisions to plans: \$75/hour.  
For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:



CITY OF LAKE STEVENS

RESOLUTION NO. 2018-35

**Table B2: Schedule of Miscellaneous Building Permit Fees**

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
<b>BASIC HOUSE PLAN REVIEW</b>			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each residential permit)	\$6.50		\$6.50
Each additional residential unit	\$2.00		\$2.00
Each Commercial permit (per RCW 19.27.085)	\$25.00		\$25.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, August 2012, International Code Council

**Table B3: Mechanical and Plumbing Fees**

Mechanical Fees		Plumbing Fees	
<b>Mechanical Permit</b>	<b>35.00</b>	<b>Plumbing Permit</b>	<b>35.00</b>
<b>AC unit &lt; 100,000k</b>	<b>20.00</b>	<b>Back Flow Preventer</b>	<b>10.00</b>
<b>AC unit 100,000k – 499,999 k</b>	<b>30.00</b>	<b>Bathtub</b>	<b>10.00</b>
<b>AC unit 500,000k and up</b>	<b>40.00</b>	<b>Commercial Dishwasher</b>	<b>15.00</b>
<b>Air Handlers &lt;10,000 CFM</b>	<b>13.00</b>	<b>Drinking Fountain</b>	<b>10.00</b>
<b>Air Handlers 10,000 CFM and up</b>	<b>23.00</b>	<b>Floor Sink or Drain</b>	<b>10.00</b>

CITY OF LAKE STEVENS

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Mechanical Fees		Plumbing Fees	
Boilers	15.00	Grease Interceptor	50.00
Commercial Incinerator	30.00	Grease Traps	10.00
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00

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Mechanical Fees		Plumbing Fees	
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

**Section 5. Animal Code Fees.** Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
<b>Dog/Cat License:</b> <ul style="list-style-type: none"> <li>Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime</li> <li>Each dog or cat neutered or non-neutered, lifetime</li> <li>Senior Citizen (defined as being 62 years of age or older) owners, lifetime</li> <li>Service and guide dogs, lifetime</li> <li>Duplicate license for lost or destroyed dog/cat tag</li> <li>Duplicate license - Senior Citizen owners and Service/Guide Dogs</li> <li>Other Code Violations: <ul style="list-style-type: none"> <li>First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> <li>Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> </ul> </li> </ul>	<p>Free</p> <p>20</p> <p>Free</p> <p>Free</p> <p>4</p> <p>Free</p>
<b>Impound Fees for Cost Recovery:</b> <ul style="list-style-type: none"> <li>Dogs and cats (at police kennel)</li> <li>Animals</li> <li>Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.</li> <li>Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.</li> </ul>	<p>25</p> <p>30</p> <p>Varies</p>
<b>Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees</b>	

**Section 6. Miscellaneous Police Fees.** Fees for various Police services, actions, and permits shall be as listed in Table E.



**Table E: Schedule of Miscellaneous Police Fees & Fines**

Permit/Action/Service	Fee (\$)
<b>Fingerprinting:</b>	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
<b>Lamination Services – Concealed Pistol Licenses</b>	3.50
<b>Boat Launch Parking Fees and Fine:</b>	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
<b>DUI cost recovery:</b>	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
<b>False Alarm Fees:</b>	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
<b>Impound Fees for Cost Recovery:</b>	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
<b>Fine for parking:</b>	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
<b>Off-duty Officer:</b>	<b>Refer to current billable rate schedule</b>
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
<b>Special Event Services Deposit:</b> (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
<b>Letters for search of local criminal justice data bases</b>	10
<b>Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee</b>	<b>25</b>

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**Section 7. Miscellaneous Fees.** Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
<b>Public Works :</b>	<b>Refer to current billable rate schedule</b>
Hourly Rate for Service for Non-profits	
Hourly Rate for Service for others (includes a 15% administrative fee)	
<b>Business Licenses:</b>	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1 <sup>st</sup> three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing's Master License Service	Currently New Application \$15 Renewal \$9
- Business license handling fee (fees shall be automatically amended by the State)	
<b>Duplication of Public Records: (postage/delivery costs extra)</b>	
- In-house Copying of City documents for the public.	For all records duplication and/or transmission, first \$5 cumulative waived
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side \$1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	10¢ per gigabyte
- In-House duplication of City documents to CD, such as	Actual Cost
• Comprehensive Plan, Lake Stevens Municipal Code Title 14,	
• Urban Design Standards, Engineering Design and Development Standards, etc.	

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Permit/Action	Fee or Fine (\$)
- Documents or CDs printed by outside vendor	Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)
- Maps - Duplication of maps less than 11"x17"	Actual Cost to reproduce; requestor may arrange to pay outside vendor directly
- Maps - Duplication of maps greater than 11"x17"	\$2
- Special requests for plotted maps, aerials, plans, etc. (each)	\$6
- Audio recordings of meetings:	\$12
• Duplicated by Staff	\$1/tape/disc
• Duplicated by outside vendor	Actual cost to reproduce
- Color photos (cost to reproduce)	40¢
- Certified copy of a public record	\$5 for 1 <sup>st</sup> Page and \$1 each after the 1 <sup>st</sup> Page
<b>Dishonored Check Fine (in payment of City services)</b>	\$35
<b>Passports</b> ( fees shall be automatically amended by U.S. Dept. of State )	Consistent with effective federal changes
Age 16 and Over	Passport Fee \$110 Execution Fee \$35
Under Age 16	Passport Fee \$80 Execution Fee \$35
<b>Passport Photos</b>	\$16.00/set including sales tax
<b>Technology Fee</b>	A technology fee of three (3) percent will be assessed on each building and land use permit issued.

**Section 8. Community Center and Facility Rental Fees.** Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
<b>Community Center</b>	
*Local users – see definition below	\$10/ hour or \$60/day
Non-local users	\$15/hour or \$90/day
**Non-Profit Community Interest Groups - see definition below	\$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free
Key Replacement Fee	\$25
<b>Facilities</b>	
Athletic Fields	
Youth Sports	\$20 per every 2hrs
Adult Sports	\$30 per every two hours
Eagle Ridge Community Garden bed rental	\$40 annually

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. \*\*Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee.
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

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**Section 9. Lundeen Park Shelter Fees.** Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

	Group Size	Number of shelters	Rate
<b>Lundeen Park Shelter Pricing</b>	1-50	1	<div>\$ 60</div> <div><i>Non-refundable reservation fee</i> + \$ 7</div> <div><u>\$ 67</u></div>
	1-100	2	<div>\$ 120</div> <div><i>Non-refundable reservation fee</i> + \$ 7</div> <div><u>\$ 127</u></div>

Maximum of 50 people per shelter.  
Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens



**Section 10. Stormwater Utility and Lake Management Charges.** Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

**Table IA: Stormwater Management Utility**

<b>Type</b>	<b><u>Impervious Area per Equivalent Service Unit</u></b>	<b><u>Annual Rate per ESU</u></b>
Residential and Multifamily Residential with Five or Fewer Units <sup>1</sup>	NA	\$220
All Other Customers, Including Commercial and Multifamily Residential with Six or More Units	3,000 square feet	\$220
Undeveloped <sup>2</sup>	NA	No Charge
State Highways		Set in accordance with RCW 90.03.525
Low Income Senior or Disabled Exemption		Set in accordance with Snohomish County guidelines

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.

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Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

**Table IB: Lake Management Benefit Assessment**

Class		Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot		NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot		NA	\$11.33 per parcel	\$136.00per parcel

1. The lakefront lot assessment applies to each land parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

**Section 11. Fire Safety Inspections, Permits and Fire District Related Service Fees**

Fees for fire safety inspections, permits and Fire District related services shall be as listed in Tables A through L below. Fees listed in Tables C through K are comprehensive for plan review, permit issuance, and two (2) site inspections per inspection item.

<b>Table A - Fire Safety Inspection Fees</b>	
<b>Inspected Square-footage (SF)</b>	<b>Fee</b>
1-1,000	\$25
1,001-2,500	\$50
2,501-10,000	\$75
10,001-50,000	\$150
50,001-150,000	\$300
150,001-400,000	\$425
Over 400,000	\$550
<b>R-2 Apartment Buildings</b>	<b>Fee</b>
1 and 2 story	\$25
3 story and greater	\$50
Interior halls	SF Fee
<b>Other Fees</b>	<b>Fee</b>
Re-inspection Fee (for uncorrected violations are time of re-inspection)	\$50

<b>Table B - Operational Fire Permits</b>			
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes that may produce conditions hazardous to life or property.			
An Operational Fire Permit is required prior to engagement in the activities, operations, practices, or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed at least annually.			
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event.			
<b>IFC Reference</b>	<b>Permit</b>	<b>Required for:</b>	<b>Fee</b>
105.6.1	Aerosol Products	Level 2 or Level 3 aerosol products in excess of 500 pounds.	\$75
105.6.2	Amusement Buildings	Operation of a special amusement building.	\$75
105.6.3	Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.	\$75

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105.6.4	Carbon Dioxide Systems	Carbon dioxide systems having more than 100 pounds of carbon dioxide.	\$75
105.6.5	Carnivals and Fairs	Conducting a carnival or fair.	\$75
105.6.6	Cellulose Nitrate Film	Storage, handling or using cellulose nitrate film in a Group A occupancy.	\$75
105.6.7	Combustible Dust-Producing Operations	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.	\$75
105.6.8	Combustible Fibers	Storage and handling of combustible fibers in quantities greater than 100 cubic feet.	\$75
105.6.9	Compressed Gases	Storage, use or handling of compressed gases in excess of the amounts listed in Table 105.6.9.	\$75
105.6.10	Covered and Open Mall Buildings	(1) The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall. (2) The display of liquid- or gas-fired equipment in the mall. (3) The use of open-flame or flame-producing equipment in the mall.	\$75
105.6.11	Cryogenic Fluids	Production, storage, transportation on site, use, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11.	\$75
105.6.12	Cutting and Welding	Cutting or welding operations.	\$75
105.6.13	Dry Cleaning	Dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.	\$75
105.6.14	Exhibits and Trade Shows	Operation of exhibits and trade shows	\$75

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105.6.15	Explosives	See Table D	Table D
105.6.16	Fire Hydrants and Valves	Contact water purveyor having jurisdiction.	No Fee
105.6.17	Flammable and Combustible Liquids	See IFC 105.6.17 for permit requirements.	\$75
105.6.18	Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.	\$75
105.6.19	Fruit and Crop Ripening	Operation of a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.	\$75
105.6.20	Fumigation and Insecticidal Fogging	Operation of a business of fumigation or insecticidal fogging, and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.	\$75
105.6.21	Hazardous Materials	Storage, transportation on site, dispensing, use or handling of hazardous materials in excess of the amounts listed in Table 105.6.21.	\$75
105.6.22	HPM Facilities	Storage, handling or use hazardous production materials.	\$75
105.6.23	High-Piled Storage	Use of a building or portion thereof as a high-piled storage area exceeding 500 square feet.	\$75
105.6.24	Hot Work Operations	Hot work including, but not limited to: (1) Public exhibitions and demonstrations where hot work is conducted. (2) Use of portable hot work equipment inside a structure. (3) Fixed-site hot work equipment, such as welding booths. (4) Hot work conducted within a wildfire risk area. (5) Application of roof coverings with the use of an open-flame device. (6) Where approved, the fire code	\$75

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		official shall issue a permit to carry out a hot work program.	
105.6.25	Industrial Ovens	Operation of industrial ovens regulated by Chapter 30.	\$75
105.6.26	Lumber Yards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet.	\$75
105.6.27	Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings.	\$75
105.6.28	LP Gas	(1) Storage and use of LP-gas. (2) Operation of cargo tankers that transport LP-gas.	\$75
105.6.29	Magnesium	Melting, casting, heat treatment or grind more than 10 pounds of magnesium.	\$75
105.6.30	Miscellaneous Combustible Storage	Storage in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.	\$75
105.6.31	Motor Fuel-Dispensing Facilities	Operation of automotive, marine and fleet motor fuel-dispensing facilities.	\$75

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105.6.32	Open Burning	Kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground.	\$75
105.6.33	Open Flames and Torches	Removing paint with a torch; or to use a torch or open-flame device in a wildfire risk area.	\$75
105.6.34	Open Flames and Candles	Use of open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.	\$75
105.6.35	Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.	\$75
105.6.36	Places of Assembly	Operation a place of assembly.	\$75
105.6.37	Private Fire Hydrants	The removal from service, use or operation of private fire hydrants.	\$75
105.6.38	Pyrotechnic Special Effects Material	Use and handling of pyrotechnic special effects material.	\$75
105.6.39	Pyroxylin Plastics	Storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics, and for the assembly or manufacture of articles involving pyroxylin plastics.	\$75
105.6.40	Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by Chapter 6.	\$75
105.6.41	Repair Garages and Motor Fuel-Dispensing Facilities	Operation of repair garages.	\$75
105.6.42	Rooftop Heliports	Operation of a rooftop heliport.	\$75
105.6.43	Spraying or Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids, or the application of combustible powders regulated by Chapter 24.	\$75

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105.6.44	Storage of Scrap Tires and Tire Byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires, and for indoor storage of tires and tire byproducts.	\$75
105.6.45	Temporary Membrane Structures and Tents	Operation of an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet.	Table C
105.6.46	Tire-Rebuilding Plants	Operation and maintenance of a tire-rebuilding plant.	\$75
105.6.47	Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities.	\$75
105.6.48	Wood Products	Storage of chips, hogged material, lumber or plywood in excess of 200 cubic feet.	\$75
105.6.49	Marijuana Extraction Systems	Use of a marijuana / cannabis extraction system regulated under WAC 314-55-104.	\$75
WAC 173-425-060	Residential Open Burning (Only for unincorporated Snohomish County within Lake Stevens Fire District boundary)	Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a human dwelling and burned on such lands by the property owner or his or her designee.	\$25



<b>Table C - Special Assembly Permits</b>	
IFC 105.7.18 Required to erect an air-supported temporary membrane structure, a temporary stage canopy or a tent having an area in excess of 400 square feet. Fees listed below include issuance of operational permit 105.6.45.	
<b>Temporary Membrane Structures, Canopies and Tents</b>	
<b>Duration of Use</b>	<b>Fee</b>
Less than 3 Days	No Fee
4-180 Days	\$60
<b>Temporary Assembly Membrane Structures, Canopies and Tents</b>	
<b>Occupant Load</b>	<b>Fee</b>
50-99 persons	\$60
Over 100 persons	\$115

<b>Table D - Explosives</b>	
IFC 105.6.15 Required for manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 56.	
<b>Retail and Wholesale Fireworks</b>	
<b>Type</b>	<b>Fee</b>
CFRS Facility - Wood Stand	\$100
CFRS Facility - Tent or Canopy	\$100
Fireworks sales in other than a CFRS Facility	\$100
<b>Public Fireworks Display</b>	
<b>Type</b>	<b>Fee</b>
Public Display (Licensed pyrotechnic operators in accordance with RCW 70.77 only)	\$250
Temporary Storage	\$175
<b>Blasting</b>	
<b>Type</b>	<b>Fee</b>
Blasting (Licensed blasters in accordance with WAC 296-52 only)	\$250
Temporary Storage	\$175

<b>Table E - NFPA 72 Fire Alarm and Detection Systems and Related Equipment</b>
IFC 105.7.6 Required for installation of or modification to fire alarm and detection systems and related equipment.
Devices include individual parts of a fire alarm system including, but not limited to initiating devices, notification appliances, NAC panels, modules, relays, remote annunciation panels, and other such devices. Each part of the system is one device.
Note: All Central Station Monitoring shall be UL or FM listed.

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<b>Tenant Improvement or Modification to Existing System</b>	
<b>Number of Devices</b>	<b>Fee</b>
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
Over 200	\$660
<b>New System</b>	
<b>Number of Devices</b>	<b>Fee</b>
1-100	\$430
101-200	\$545
Over 200	\$660
<b>FACP and/or Transmitter</b>	
In addition to the above device fees shown, the following fees also apply:	
<b>Condition</b>	<b>Fee</b>
Replacement	\$145
New	\$230

<b>Table F - Automatic Fire Extinguishing Systems and Components</b>	
IFC 105.7.1 required for installation of or modification to an automatic fire-extinguishing system.	
<b>NFPA 13 and 13R Fire Sprinkler Systems &amp;</b>	
Devices are individual parts of an automatic fire extinguishing system including, but not limited to sprinkler heads, risers, valves, gongs and other such devices. Each part of the system is one device.	
<b>Tenant Improvement or Modification to Existing System</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-2	\$85
3-5	\$145
6-10	\$200
11-20	\$260
21-40	\$345
41-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720

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<b>New System</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-100	\$430
101-200	\$545
201-300	\$660
Over 300	\$720
<b>NFPA 13D Residential Fire Sprinkler Systems</b>	
<b>Number of Heads and Devices</b>	<b>Fee</b>
1-10	\$200
11-25	\$260
Over 25	\$315
*Non-required NFPA 13D systems shall not be charged a fee for plan review, permits or inspections.	
<b>UL 300 Commercial Cooking Hood Suppression Systems &amp; NFPA 2001 Clean Agent Systems</b>	
<b>Type</b>	<b>Fee</b>
Pre-Engineered	\$145
Custom Engineered	\$315
<b>NFPA 14 Standpipe Systems</b>	
IFC 105.7.17 Required for the installation, modification or removal from service of a standpipe system.	
<b>Class</b>	<b>Fee</b>
I, II or III	\$175
<b>NFPA 20 Fire Pumps and Related Equipment</b>	
IFC 105.7.7 Required for installation of or modification to fire pumps and related fuel tanks, jockey pumps, controllers and generators.	
<b>Quantity</b>	<b>Fee</b>
1	\$345
2 or more	\$575

<b>Underground Supply Piping for Automatic Sprinkler Systems</b>	
IFC 105.7.20 Required for the installation of the portion of the underground water supply piping, public or private, supplying a water-based fire protection system. The permit shall apply to all underground piping and appurtenances downstream of the first control valve on the lateral piping or service line from the distribution main to one foot above finished floor of the facility with the fire protection system.	
<b>Quantity of Supply Lines to Building</b>	<b>Fee</b>
1	\$115
2 or more	\$230

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<b>Private Fire Hydrants</b>	
IFC 105.7.13 Required for the installation or modification of private fire hydrants.	
<b>Quantity</b>	<b>Fee</b>
1	\$115
2 or more	\$230

<b>Table G - Hazardous Materials</b>	
IFC 105.7.10 Required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by Chapter 50 where the hazardous materials in use or storage exceed the amounts listed in Table 105.6.21.	
<b>Quantity</b>	<b>Fee</b>
1-2 Hazardous Materials	\$115
3-5 Hazardous Materials	\$230
Over 5 Hazardous Materials	\$460

<b>Table H - Gases, Liquids and Cryogenics</b>	
<b>Compressed Gases</b>	
IFC 105.7.3 Where the compressed gases in use or storage exceed the amounts listed in Table 105.6.9, a construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a compressed gas system.	
<b>Type</b>	<b>Fee</b>
Compressed Gas System	\$230
<b>LP- Gas</b>	
IFC 105.7.12 Required for installation of or modification to an LP-gas system.	
<b>Tanks</b>	<b>Fee</b>
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000	\$460
Residential LP-Gas System	\$85
<b>Flammable and Combustible Liquids</b>	
IFC 105.7.8 Required to (1) to install, repair or modify a pipeline for the transportation of flammable or combustible liquids. (2) To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. (3) To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.	

CITY OF LAKE STEVENS

RESOLUTION NO. 2018-35

Type	Fee
(1) Pipeline	\$230
(2) Vehicles, Equipment, Facilities, etc.	\$230
<b>(3) Tanks</b>	<b>Fee</b>
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460
Residential Fuel Tank Install or Abandonment	\$60
<b>Cryogenic Fluids</b>	
IFC 105.7.4 Required for installation of or alteration to outdoor stationary cryogenic fluid storage systems where the system capacity exceeds the amounts listed in Table 105.6.11.	
Quantity	Fee
500 Gallons or Less	\$115
501-1,000 Gallons	\$230
Over 1,000 Gallons	\$460

<b>Table I - Spraying/Dipping, Industrial Ovens and Marijuana Extraction Systems</b>	
<b>Spraying or Dipping</b>	
IFC 105.7.16 Required to install or modify a spray room, dip tank or booth.	
Type	Fee
Pre-Engineered Booth or Tank	\$175
Site-Built or Used Room, Booth or Tank	\$290
<b>Industrial Ovens</b>	
IFC 105.7.11 Required for installation of industrial ovens covered by Chapter 30.	
Class	Fee
Class A, B, C or D	\$290
<b>Marijuana Extraction System</b>	
IFC 105.7.19 Required to install a marijuana/cannabis extraction system regulated under WAC 314-55-104.	
Valuation	Fee
\$25,000 or Less	\$115
\$25,001-\$50,000	\$230
\$50,001-\$100,000	\$460
Over \$100,000	\$575

CITY OF LAKE STEVENS

RESOLUTION No. 2018-35

<b>Table J - Power, Radio and Smoke Control Systems</b>	
<b>Battery System</b>	
IFC 105.7.2 Required to install stationary storage battery systems having a liquid capacity of more than 50 gallons.	
<b>Quantity</b>	<b>Fee</b>
50-100 Gallons	\$115
Over 100 Gallons	\$230
<b>Solar Photovoltaic Power System</b>	
IFC 105.7.15 required to install or modify solar photovoltaic power systems.	
<b>Type</b>	<b>Fee</b>
Residential PV System	\$115
Commercial PV System	\$230
<b>Emergency Responder Radio Coverage System</b>	
IFC 105.7.5 required for installation of or modification to emergency responder radio coverage systems and related equipment.	
<b>Type</b>	<b>Fee</b>
Single Bi-Directional Antenna System	\$230
Distributed Antenna System	\$460
<b>Smoke Control System</b>	
IFC 105.7.14 required for installation of or alteration to smoke control or smoke exhaust systems.	
<b>Type</b>	<b>Fee</b>
Smoke Control Systems (Passive and Mechanical)	\$460

<b>Table K - Gates and Barricades Across Fire Apparatus Roads</b>	
IFC 105.7.9 Required for the installation of or modification to a gate or barricade across a fire apparatus access road.	
<b>Quantity</b>	<b>Fee</b>
1	\$115
2 or More	\$230

<b>Table L - Miscellaneous Fees</b>	
<b>Description</b>	<b>Fee</b>
After Hours Inspections (Regular Hours: Monday-Friday 8:00am - 4:00pm excluding Holidays)	\$85 per Hour; 1 Hour Minimum
Additional Plan Review Fee (required by (1) changes, (2) additions, or (3) revisions to approved plans)	\$85 per Hour; 1 Hour Minimum

CITY OF LAKE STEVENS

RESOLUTION NO. 2018-35

City of Lake Stevens Administrative Fee (added to all fees collected by the City of Lake Stevens)	15% of Permit Fee
Construction Permit Extension (additional 180 days)	\$150
Construction Re-Inspection Fee (for uncorrected violations after 2nd site inspection)	\$75
Expired Construction Permit Re-Issuance (for expired permits not exceeding 1 year abandonment)	50% of Permit Fee
Firefighter Fire Watch or Standby	\$75 per Hour per Firefighter; 2 Hour Minimum
Fire Flow Determination	Contact Water Purveyor Having Jurisdiction
Outside Consultant Review	Actual Cost Plus 50% of Permit Fee
Work Without a Permit	Permit Fee x 3

Table M - Fire Investigation Fees	
Cause Determined As	Fee
Accidental, Natural or Undetermined	No Fee
Incendiary (intentionally set or criminal fire, arson)	Actual cost shall be billed to the convicted party for investigation, report preparation, courtroom preparation and testimony as received from Snoomish County in accordance with the current ILA.

PASSED by the City Council of the City of Lake Stevens on the 18<sup>th</sup> day of December, 2018 and re-enacted this 8<sup>th</sup> day of January, 2019.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Greg Rubstello, City Attorney



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** January 8, 2019

**Subject:** City Council Meeting Schedule

**Contact**

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

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve changing the February 5, 2019 Council Workshop Meeting to a Special Meeting, and cancellation of the February 12, 2019 and March 12, 2019 Regular Council Meetings.

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**SUMMARY/BACKGROUND:** After review of upcoming agendas and schedules with Council President Tagueant and staff, staff is requesting the following changes to the Council meeting schedule:

- Change the February 5, 2019 Workshop Meeting to a Special Meeting due to the cancellation of the February 12, 2019 Regular Meeting as set out below.
- Cancel the February 12, 2019 Regular Meeting of Council as Council is attending AWC Action Days in Olympia with expected travel on February 12<sup>th</sup> in order to attend early morning meetings with state legislators.
- Cancel the March 12, 2019 Regular Meeting of Council as three Councilmembers, the Mayor and City Administrator are attending the National League of Cities Conference from March 10-13, 2019.

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**APPLICABLE CITY POLICIES:** LSMC 2.08.030

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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:** January 8, 2019

**Subject:** Resolution 2018-03 Accepting a Cash Donation

<b>Contact</b>	Barb Stevens/ Finance	<b>Budget</b>	\$10,000
<b>Person/Department:</b>	<u>Chief John Dyer/ Police</u>	<b>Impact:</b>	<u></u>

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

Approve Resolution 2019-03 Accepting a Cash Donation to City.

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**SUMMARY/BACKGROUND:**

A donor who requested to remain anonymous has made a generous donation to the Lake Stevens Police Department of ten thousand dollars (\$10,000), under conditions specified in the attached Exhibit A.

Lake Stevens Ordinance 948 allows acceptance of donations of value greater than \$5,000 by City Council Resolution.

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**APPLICABLE CITY POLICIES:**

LSMC 3.60 – Donations to City

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**BUDGET IMPACT:** \$10,000

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**ATTACHMENTS:**

- Resolution 2019-03 – Accepting a Cash Donation from an Anonymous Donor

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**RESOLUTION NO. 2019-03**

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON  
ACCEPTING A CASH DONATION FROM AN ANONYMOUS DONOR**

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

**WHEREAS**, Lake Stevens Ordinance 948 allows acceptance of donations of value greater than \$5,000 by City Council Resolution; and

**WHEREAS**, a donor who requested to remain anonymous has made a generous donation of ten thousand dollars (\$10,000), under conditions specified in the attached Exhibit A; and

**WHEREAS**, the City is willing to fulfill the conditions expressed in Exhibit A in exchange for the donation.

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

Section 1. Acceptance of Donation. The Lake Stevens City Council accepts the donation of ten thousand dollars (\$10,000) from the donor, to be deposited into the General Fund – Police Donations account, and agrees to the specific uses outlined in Exhibit A.

Section 2. Other Actions Authorized. The Lake Stevens City Council hereby authorizes the City Administrator or designee to take other actions necessary to implement this decision and to fulfill the City's obligations contained in the attached Exhibit A.

PASSED by the City Council of the City of Lake Stevens and APPROVED by the Mayor this 8<sup>th</sup> day of January, 2019.

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John Spencer, Mayor

ATTEST:

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Kathy Pugh, City Clerk

APPROVED AS TO FORM:

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Greg Rubstello, City Attorney

**EXHIBIT A**

<b><u>DESCRIPTION OF USE</u></b>	<b><u>DONATION</u></b>
<b><u>2019:</u></b>	
• Explorer Program Costs	\$1,500.00
• AED Machines for Vehicles	\$3,500.00
• “Less than Lethal” Program	\$1,500.00
○ Platform to deliver “less than lethal” rounds (Pepper Ball System)	
• Awards Banquet and Recognition Program	<u>\$3,500.00</u>
○ The awards and recognition would be used to recognize Staff/ Officers within the organization.	
<b><u>TOTAL</u></b>	<b><u>\$10,000.00</u></b>



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**  
**Date:** January 8, 2019

**Subject:** LUA2016-0201 – Amended Soper Hill Road Right-of-Way Vacation (Ordinance No. 1047)

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

**Budget Impact:** NA

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve the proposed amended Right-of-Way Vacation by adoption of Ordinance 1047 (**Attachment 1**).

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**BACKGROUND/HISTORY:**

The City Council previously approved the proponent's road right-of-way vacation and dedication for the project on March 28, 2017 via Ordinance 992. The proponent did not record the ordinance and record of survey after the 2017 approval due to traffic engineering revisions to the plans.

The proponent submitted a revised application and supporting materials under the same file number on December 12, 2017. The Lake Stevens City Council held a public hearing on February 13, 2018 and subsequently adopted Ordinance 1017 (**Attachment 2**).

**ANALYSIS:**

After adoption of Ordinance 1017 it was discovered vacated property would cut off the vacated easterly half of Park Drive from parcels 006049-000-008-04 and 006049-000-008-01. The vacated easterly half of Park Drive should be vacated in favor of parcel 006049-000-007-06 instead of parcels 006049-000-008-04 and 006049-000-008-01 in order to resolve this abnormality. Ordinance 1047 amends Ordinance 1017 by reallocating the vacated easterly half of Park Drive in favor of parcel 006049-000-007-06 and reallocating other portions of the vacated property as set forth and depicted in Ordinance 1047.

This amending Ordinance is solely intended to reallocate the vacated property among the already affected parcels identified in Ordinance 1017 and does not increase the area of property to be vacated and no further public hearing is necessary.

**RECOMMENDATION**

Staff recommends that the City Council **APPROVE** the proposed amended Right-of-Way Vacation (LUA2016-0201) subject to Ordinance 1047.

**APPEALS**

The decision of the City Council on a Type V application is the final decision and may be appealed to Snohomish County Superior Court by filing a land use petition which meets the requirements set forth in

Chapter 36.70C RCW. The petition must be filed and served upon all necessary parties as set forth in State law and within the 21-day time period as set forth in RCW 36.70C.040. The appeal period shall commence upon the City Council's final decision and not upon expiration of the reconsideration period.

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**APPLICABLE CITY POLICIES:** Lake Stevens Municipal Code 14.16C.095 – Right-of-Way Vacation and Chapter 14.16B LSMC, Part V – Type V Review - Quasi-Judicial, City Council Decisions

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**BUDGET IMPACT:** There is no budget impact.

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**ATTACHMENTS:**

1. Ordinance No. 1047
2. Ordinance No. 1017



# ATTACHMENT 1

## CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

### ORDINANCE NO. 1047

**AN ORDINANCE OF THE CITY OF LAKE STEVENS AMENDING ORDINANCE NO. 1017 BY REALLOCATING PORTIONS OF THE VACATED AND DEDICATED PROPERTY PREVIOUSLY VACATED AND DEDICATED BY COUNCIL'S ADOPTION OF ORDINANCE 1017 THAT PROVIDED FOR A RIGHT-OF-WAY VACATION OF APPROXIMATELY 12,504 SQUARE FEET OF LAND AND A DEDICATION OF APPROXIMATELY 25,514 SQUARE FEET OF LAND BETWEEN THE KJORSVIK PROPERTIES (PARCEL NUMBERS 00590700032002 AND 29050100401300) AND THE SOPER HILL LLLP PROPERTIES (PARCEL NUMBERS 29051200200600, 00604900000706 AND 00604900000804) AND ADJACENT CITY RIGHT-OF-WAY LOCATED OFF SOPER HILL ROAD AND SR-9.**

**WHEREAS**, the City of Lake Stevens is the owner of public right-of-way located east of the intersection of Soper Hill Road and SR-9; and

**WHEREAS**, Walter Kjorsvik and Petra Kjorsvik are the owners of Parcel Numbers 00590700032002 and 29050100401300, and Soper Hill LLLP is the owner of Parcel Numbers 29051200200600, 00604900000706 and 00604900000804; and

**WHEREAS**, Walter Kjorsvik and Harry Cussen are principals of Soper Hill LLLP; and

**WHEREAS**, Walter Kjorsvik did petition the City Council to vacate portions of Soper Hill Road, described and shown in **Ordinance 1017**, in accordance with the provisions of Lake Stevens Municipal Code (LSMC) 14.16C.095; and

**WHEREAS**, said owners proposed to dedicate portions of their properties to the city of Lake Stevens to compensate the city for the proposed vacation of portions of Soper Hill Road, described and shown in **Ordinance 1017**; and

**WHEREAS**, right-of-way vacations are Type V (quasi-judicial) land use permits subject to public notice and a public hearing before the City Council; and

**WHEREAS**, Planning and Community Development staff prepared a staff report for City Council's consideration describing the project and provided an analysis, conclusions and recommendations in coordination with the Public Works Department; and

**WHEREAS**, public notice for the land use action and hearing was provided by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties; and posting the site on February 1, 2018, in accordance with Chapter 14.16B LSMC, Part V; and

**WHEREAS**, the Lake Stevens City Council held a public hearing on February 13, 2018 to receive public comment and testimony, in accordance with Chapter 14.16B LSMC, Part V; and

**WHEREAS**, after adoption of Ordinance 1017 it was discovered vacated property would cut off the vacated easterly half of Park Drive from parcels 006049-000-008-04 and 006049-000-008-01; and

**WHEREAS**, the vacated easterly half of Park Drive should be vacated in favor of parcel 006049-000-007-06 instead of parcels 006049-000-008-04 and 006049-000-008-01 in order to resolve this abnormality; and

**WHEREAS**, this Ordinance 1047 amends section 2 by reallocating the vacated easterly half of Park Drive in favor of parcel 006049-000-007-06 and reallocating other portions of the vacated property as set forth in Section 5 herein and depicted in **Exhibit A**; and

**WHEREAS**, this amending Ordinance is solely intended to reallocate the vacated property among the already effected parcels identified in Ordinance 1017 and does not increase the area of property to be vacated, no further public hearing is necessary; and

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

**Section 1.** The City Council hereby readopts and confirms the following findings and conclusions, in addition to the analysis, conclusions and recommendations contained in the staff report dated February 13, 2018 in support of the proposed request:

**ANALYSIS:**

1. The city received a Type V application and supporting materials on December 28, 2016, identified as File No. LUA2016-0201, which staff deemed complete on January 13, 2017.
2. City Council previously approved the proponent's road right-of-way vacation and dedication for the project on March 28, 2017 via Ordinance 992. The proponent did not record the ordinance and record of survey after the 2017 approval due to traffic engineering revisions to the plans.
3. The proponent submitted a revised application and supporting materials under the same file number on December 12, 2017.
4. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on February 1, 2018 in accordance with Chapter 14.16B LSMC, Part V.
5. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative responding to LSMC 14.16C.095 with the application.
  - a. Mr. Harry Cussen, on behalf of Mr. Walter Kjorsvik, petitioned the city to consider a right-of-way vacation of approximately 12,504 square feet. Mr. Kjorsvik proposes to dedicate a compensatory amount of property to the city totaling approximately 25,514 square feet
  - b. The application contains the signature of Walter Kjorsvik, the adjacent property owner.
  - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.

- d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey.
- e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
- f. Decision Criteria pursuant to LSMC 14.16C.095(f):
  - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
  - 2) Responses to City Council criteria for deciding upon the petition:
    - i. The realignment and frontage improvements to Soper Hill Road will assure safer travel for both pedestrians and vehicles.
    - ii. The construction of a round-about will provide improved vehicle circulation.
    - iii. The ROW vacation does not adversely affect the public need and will provide an opportunity for infill development.
    - iv. The ROW is not contemplated or needed for a future public use.
    - v. No abutting owner will become landlocked nor will any abutting owner have their access substantially impaired.
  - 3) The total assessed value of the area proposed to be vacated is \$118,608.24. The total assessed value of the area to be dedicated to the city is \$132,894.88.
- g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

**CONCLUSIONS:**

1. The proposal has met the procedural and noticing requirements for Type V permits per Chapters 14.16A and 14.16B LSMC.
2. The proposal meets the criteria to approve a Right-of-Way vacation per LSMC 14.16C.095.
3. The Public Works Department has verified that the assessed values are fair and accurate.
4. The city's consulting engineer has verified that no substantive discrepancies exist in the legal descriptions or survey.

**Section 2.** Section 2 of Ordinance 1017 is hereby amended to read as follows:

~~Conditioned on the compensatory dedication of land required in Section 3 hereof, the city of Lake Stevens does hereby vacate the portions of Soper Hill Road, described and shown in Exhibit A to Walter Kjorsvik, the adjacent landowner, to become part of his parcels. Recording of this ordinance in accordance with Section 5 hereof shall confirm satisfaction of the condition to this right-of-way vacation;~~

Conditioned on the compensatory dedication of land required in Section 3 hereof, the city of Lake Stevens does hereby vacate the portions of Soper Hill Road, described and shown in Exhibit A to the adjacent landowners as follows: the vacated right of way adjacent to and southerly of Tax Parcel 005907-000-320-02 shall become part of Tax Parcel 005907-000-320-02; the vacated right of way adjacent to and northerly of tax parcel 290512-002-006-00 shall become part of Tax Parcel 290512-002-006-00; and the vacated right of way adjacent to and northerly of Tax Parcel 006049-000-007-06 shall become part of Tax Parcel 006049-000-007-06. Recording of this ordinance in accordance with Section 5 hereof shall confirm satisfaction of the condition to this right-of-way vacation.

**Section 3.** Walter Kjorsvik and Petra Kjorsvik and/or Soper Hill LLLP, or their successors, agree to dedicate a compensatory amount of property to the city totaling approximately 25,514 square feet.

**Section 4.** Reservation of Utility and Access Easement. The above-described property shall be vacated subject to reservation of a utility and access easement under and through the property for all existing utilities connecting to the public right-of-way.

**Section 5.** Ordinance 1017 adopted February 13, 2018 is hereby amended by this Ordinance 1047.

**Section 6.** Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 7.** Ratification. The City Council hereby ratifies and confirms any acts consistent with the authority and intent occurring after adoption of Ordinance 1017 and prior to approval of this amendment thereto as well as all findings and conclusions, in addition to the analysis, conclusions and recommendations contained in the staff report dated February 13, 2018 in support of the proposed vacation request.

**Section 8.** Effective Date. This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council of the City of Lake Stevens this \_\_\_\_ day of \_\_\_\_\_, 2019.

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John Spencer, Mayor

ATTEST:

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Kathy Pugh, City Clerk

APPROVED AS TO FORM:

First and Final Reading: January 8, 2019

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

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Greg Rubstello, City Attorney



## ATTACHMENT 2

**CITY OF LAKE STEVENS**  
**Lake Stevens, Washington**  
**ORDINANCE NO. 1017**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS PROVIDING FOR A RIGHT-OF-WAY VACATION OF APPROXIMATELY 12,504 SQUARE FEET OF LAND AND A DEDICATION OF APPROXIMATELY 25,514 SQUARE FEET OF LAND BETWEEN THE KJORSVIK PROPERTIES (PARCEL NUMBERS 00590700032002 AND 29050100401300) AND THE SOPER HILL LLLP PROPERTIES (PARCEL NUMBERS 29051200200600, 00604900000706 AND 00604900000804) AND ADJACENT CITY RIGHT-OF-WAY LOCATED OFF SOPER HILL ROAD AND SR-9; AND REPEALING ORDINANCE NO. 992.**

**WHEREAS**, the City of Lake Stevens is the owner of public right-of-way located east of the intersection of Soper Hill Road and SR-9; and

**WHEREAS**, Walter Kjorsvik and Petra Kjorsvik are the owners of Parcel Numbers 00590700032002 and 29050100401300, and Soper Hill LLLP is the owner of Parcel Numbers 29051200200600, 00604900000706 and 00604900000804; and

**WHEREAS**, Walter Kjorsvik and Harry Cussen are principals of Soper Hill LLLP; and

**WHEREAS**, Walter Kjorsvik did petition the City Council to vacate portions of Soper Hill Road, described and shown in **Exhibit A**, in accordance with the provisions of Lake Stevens Municipal Code (LSMC) 14.16C.095; and

**WHEREAS**, said owners proposed to dedicate portions of their properties to the city of Lake Stevens to compensate the city for the proposed vacation of portions of Soper Hill Road, described and shown in **Exhibit A**; and

**WHEREAS**, right-of-way vacations are Type V (quasi-judicial) land use permits subject to public notice and a public hearing before the City Council; and

**WHEREAS**, Planning and Community Development staff prepared a staff report for City Council's consideration describing the project and provided an analysis, conclusions and recommendations in coordination with the Public Works Department; and

**WHEREAS**, public notice for the land use action and hearing was provided by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties; and posting the site on February 1, 2018, in accordance with Chapter 14.16B LSMC, Part V; and

**WHEREAS**, the Lake Stevens City Council held a public hearing on February 13, 2018 to receive public comment and testimony, in accordance with Chapter 14.16B LSMC, Part V; and

ORDINANCE – 1017

LS-18-001/Kjorsvik Vacation/  
Ordinance 1017 – Revised Soper Hill Road ROW Vacation 2.7.18

Page 1

**WHEREAS**, Ordinance 992, adopted March 28, 2017, contemplated a slightly smaller vacation and dedication, but said vacation and dedication were never finalized; and

**WHEREAS**, the vacation and dedication described herein supersede and replace the vacation and dedication contemplated by Ordinance 992, and said ordinance should be repealed;

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

**Section 1.** The City Council hereby adopts the following findings and conclusions, in addition to the analysis, conclusions and recommendations contained in the staff report dated February 13, 2018 in support of the proposed request:

**ANALYSIS:**

1. The city received a Type V application and supporting materials on December 28, 2016, identified as File No. LUA2016-0201, which staff deemed complete on January 13, 2017.
2. City Council previously approved the proponent's road right-of-way vacation and dedication for the project on March 28, 2017 via Ordinance 992. The proponent did not record the ordinance and record of survey after the 2017 approval due to traffic engineering revisions to the plans.
3. The proponent submitted a revised application and supporting materials under the same file number on December 12, 2017.
4. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on February 1, 2018 in accordance with Chapter 14.16B LSMC, Part V.
5. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative responding to LSMC 14.16C.095 with the application.
  - a. Mr. Harry Cussen, on behalf of Mr. Walter Kjorsvik, petitioned the city to consider a right-of-way vacation of approximately 12,504 square feet. Mr. Kjorsvik proposes to dedicate a compensatory amount of property to the city totaling approximately 25,514 square feet
  - b. The application contains the signature of Walter Kjorsvik, the adjacent property owner.
  - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.
  - d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey.

- e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
- f. Decision Criteria pursuant to LSMC 14.16C.095(f):
  - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
  - 2) Responses to City Council criteria for deciding upon the petition:
    - i. The realignment and frontage improvements to Soper Hill Road will assure safer travel for both pedestrians and vehicles.
    - ii. The construction of a round-about will provide improved vehicle circulation.
    - iii. The ROW vacation does not adversely affect the public need and will provide an opportunity for infill development.
    - iv. The ROW is not contemplated or needed for a future public use.
    - v. No abutting owner will become landlocked nor will any abutting owner have their access substantially impaired.
  - 3) The total assessed value of the area proposed to be vacated is \$118,608.24. The total assessed value of the area to be dedicated to the city is \$132,894.88.
- g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

**CONCLUSIONS:**

- 1. The proposal has met the procedural and noticing requirements for Type V permits per Chapters 14.16A and 14.16B LSMC.
- 2. The proposal meets the criteria to approve a Right-of-Way vacation per LSMC 14.16C.095.
- 3. The Public Works Department has verified that the assessed values are fair and accurate.
- 4. The city's consulting engineer has verified that no substantive discrepancies exist in the legal descriptions or survey.

**Section 2.** Conditioned on the compensatory dedication of land required in Section 3 hereof, the city of Lake Stevens does hereby vacate the portions of Soper Hill Road, described and shown in **Exhibit A** to Walter Kjorsvik, the adjacent landowner, to become part of his parcels. Recording of this ordinance in accordance with Section 5 hereof shall confirm satisfaction of the condition to this right-of-way vacation; and

**Section 3.** Walter Kjorsvik and Petra Kjorsvik and/or Soper Hill LLLP, or their successors, agree to dedicate a compensatory amount of property to the city totaling approximately 25,514 square feet; and



**Section 4.** Reservation of Utility and Access Easement. The above-described property shall be vacated subject to reservation of a utility and access easement under and through the property for all existing utilities connecting to the public right-of-way.

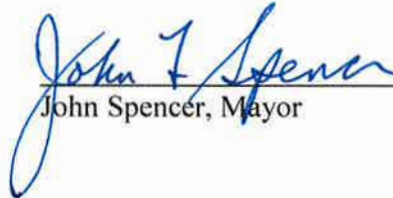
**Section 5.** Pursuant to LSMC 14.16C.095 (g) the City Clerk or designee will confirm that Walter Kjorsvik or successor shall and has recorded the record of survey for the right-of-way vacation and certified copy of Ordinance 1017 and any part thereof and returned conformed copies of the same to the Lake Stevens Planning and Community Development Department. Walter Kjorsvik or successor shall be responsible for all recording costs; and

**Section 6.** Ordinance 992 adopted March 28, 2017 is hereby repealed and replaced by this ordinance.

**Section 7.** Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance; and

**Section 8.** Effective Date. This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

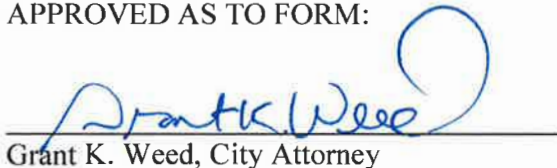
PASSED by the City Council of the City of Lake Stevens this 13<sup>th</sup> day of February, 2018.

  
John Spencer, Mayor

ATTEST:

  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

  
Grant K. Weed, City Attorney

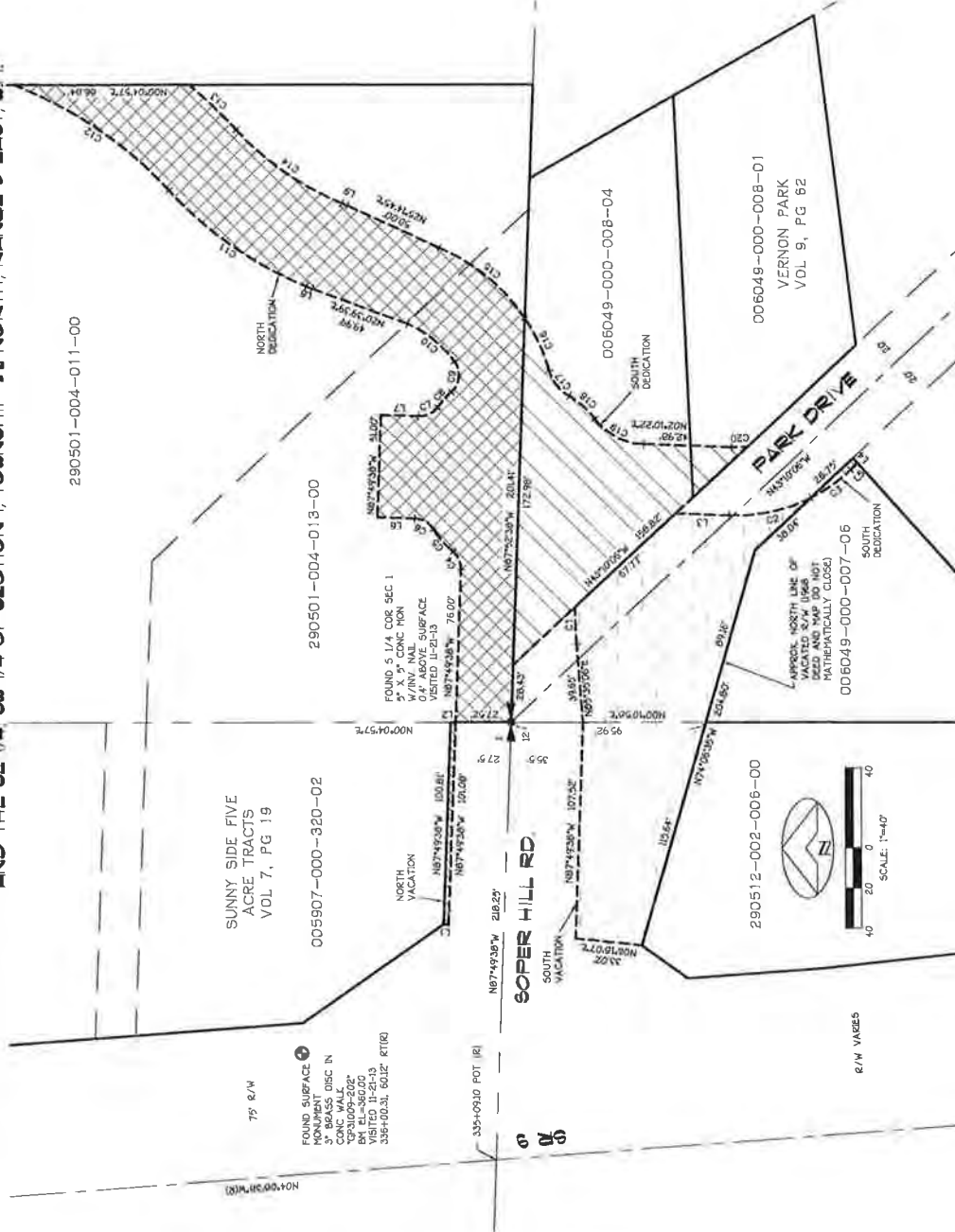
First and Final Reading: February 13, 2018

Date of Publication: Feb 17, 2018

Effective Date: Feb 22, 2018

# EXHIBIT A

A PORTION OF THE NE 1/4, NW 1/4 OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 5 EAST, WM.  
AND THE NW 1/4, NE 1/4 OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 5 EAST, WM.  
AND THE SE 1/4, SW 1/4 OF SECTION 1, TOWNSHIP 29 NORTH, RANGE 5 EAST, WM.



LINE	BEARING	DISTANCE
1	N87°49'30"W	2.50
2	N87°49'30"W	2.50
3	N82°10'24"E	26.30
4	N48°1'33"E	3.50
5	N43°10'05"W	4.74
6	N52°10'22"E	18.30
7	N52°10'22"E	3.00
8	N27°57'12"E	2.85

CURVE	RADIUS	DELTA ANGLE	ARC LENGTH
C1	187.50'	2°58'58"	15.33'
C2	83.50'	2°58'58"	7.42'
C3	83.50'	2°58'58"	7.42'
C4	11.50'	50°30'31"	10.16'
C5	53.50'	15°55'40"	14.67'
C6	11.50'	55°17'05"	11.10'
C7	11.50'	55°17'05"	11.10'
C8	83.50'	2°58'58"	7.42'
C9	11.50'	82°15'46"	16.52'
C10	54.50'	57°03'26"	50.49'
C11	192.50'	2°53'42"	83.64'
C12	202.50'	26°34'56"	35.25'
C13	183.50'	1°53'51"	33.53'
C14	141.50'	24°53'42"	84.69'
C15	35.50'	53°31'41"	52.88'
C16	95.50'	1°26'25"	29.07'
C17	21.50'	43°09'20"	18.20'
C18	11.50'	1°11'11"	1.91'
C19	31.50'	31°11'43"	28.15'
C20	49.50'	8°15'02"	7.99'

## SURVEY REFERENCES

(R) WSDOT RECORD OF SURVEY AYN 20030099001  
WSDOT RECORD OF SURVEY AYN 20030099001  
WSDOT RECORD OF SURVEY AYN 20030099001  
WSDOT RECORD OF SURVEY AYN 20030099001

## BASIS OF BEARING

WSDOT RECORD OF SURVEY AYN 20030099001

## SURVEY NOTES

EQUIPMENT: 5" ELECTRONIC TOTAL STATION AND/OR TOPCON GB 500 RTK GPS  
METHOD: FIELD TRAVERSE AND/OR RTK GPS  
THE CORNERS OF THIS FIELD TRAVERSE CONDUCTED DURING THIS SURVEY MEET OR EXCEED THE TRIPYU CLUSTER STATIONS STATED IN WAC 358-150-090.



A.S.P.I.  
LAND SURVEYING  
AND  
PLANNING  
5205 6 2ND AVE. SUITE 4  
EVERETT, WA 98203  
(425) 282-1884

RIGHT-OF-WAY VACATION  
& DEDICATION  
LUA2016-0201  
SURVEY EXHIBIT  
FOR  
SOPER HILL LLLP  
CITY OF LAKE STEVENS  
SNOHOMISH COUNTY, WASHINGTON

PREP: 12-23-2016  
REV: 02-08-2017  
ASL  
MSG  
1 OF 2  
21360



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** January 8, 2019

**Subject:** Assumption of the Lake Stevens Transportation Benefit District by the City of Lake Stevens

**Contact Person/Department:** Barb Stevens **Budget Impact:** N/A

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

**Adopt** Ordinance 1044, Assuming the Rights, Powers, Functions and Obligations of the Lake Stevens Transportation Benefit District and Amending LSMC 3.80

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**SUMMARY/BACKGROUND:**

A Transportation Benefit District (TBD) is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district.

On December 18<sup>th</sup>, 2018, the City Council adopted Ordinance 1043, establishing the Transportation Benefit District, its authority, and boundaries with an effective date of January 1, 2019.

Per RCW 36.74, any city in which a transportation benefit district has been established with the same boundaries as the city's may, by ordinance of the city legislative authority, assume the rights, powers, functions, and obligations of the transportation benefit district

The TBD as a separate taxing district, requires separate reporting, auditing, insuring, etc. This is more time consuming and costly than if the City were to absorb the TBD. Because the Lake Stevens Transportation Benefit District has not yet collected any funds, does not have any contracts, has not committed to any projects, and has not spent any funds, the transfer of authority is simplified. Assuming the TBD into the City government, will significantly simplify the administration of the funds collected and used.

Resolution 2018-34 was adopted by City Council on December 18<sup>th</sup>, 2018, setting the public hearing date concerning the City Council's intent to assume the Transportation Benefit District as January 8<sup>th</sup>, 2019. As required by RCW, the resolution was published twice in the City's official newspaper, once on December 26<sup>th</sup>, 2018 and again on January 2<sup>nd</sup>, 2019. Information regarding the public hearing was also pushed out as a "news flash" on our City website as well as to City social media sites that included a link to the Transportation Benefit District webpage.

**Ordinance 1044** will approve the assumption of the Lake Stevens TBD by the City and amend LSMC 3.80 as such.

Transportation Benefit District webpage:

<https://www.lakestevenswa.gov/472/Transportation-Benefit-District>

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**APPLICABLE RCW or CITY POLICIES:** RCW 36.73 – Transportation Benefit Districts; RCW 36.74.010 - Assumption of rights, powers, functions, and obligations authorized.

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**BUDGET IMPACT: N/A**

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**ATTACHMENTS:**

► Exhibit A: Ordinance 1044

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

**ORDINANCE NO. 1044**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS,  
WASHINGTON, ASSUMING THE RIGHTS, POWERS,  
FUNCTIONS AND OBLIGATIONS OF THE LAKE STEVENS  
TRANSPORTATION BENEFIT DISTRICT; AMENDING LAKE  
STEVENS MUNICIPAL CODE CHAPTER 3.80 OF THE LAKE  
STEVENS MUNICIPAL CODE; AND PROVIDING FOR  
SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to Ordinance No. 1043, and codified in Chapter 3.80 of the Lake Stevens Municipal Code (hereinafter "LSMC"), the City of Lake Stevens City Council established a transportation benefit district to be known as the Lake Stevens Transportation Benefit District ("District" or "TBD"), with geographical boundaries comprised of the corporate limits of the City of Lake Stevens as they now exist or may hereafter be altered by future annexations; and

**WHEREAS**, the 2015 Legislature adopted Second Engrossed Substitute Senate Bill ("2ESSB") 5987, the majority of which became effective on July 15, 2015 — Codified as Chapter 36.74 RCW; and

**WHEREAS**, RCW 36.74.010 (Section 301 of 2ESSB 5987) authorizes any city in which a transportation benefit district ("TBD") has been established pursuant to chapter 36.73 RCW with boundaries coterminous with the boundaries of the city to assume the rights, powers, functions, and obligations of the TBD, by adoption of an ordinance or resolution of the city legislative authority; and

**WHEREAS**, RCW 36.74.020 (Section 302 of 2ESSB 5987) provides that the assumption of the rights, powers, functions, and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or a resolution by the city legislative authority, indicating its intention to consider the assumption of such rights, powers, functions, and obligations and setting a public hearing at which all interested parties may appear and be heard and at which the city does then consider the proposed assumption of the rights, powers, functions, and obligations of the transportation benefit district; and

**WHEREAS**, on December 18, 2018 the Lake Stevens City Council adopted Resolution No. 2018-34, declaring the City Council's intention to consider the assumption of the rights, powers, functions and obligations of the District, and set a public hearing for January 8, 2019; and

**WHEREAS**, on January 8, 2019, the City Council held a public hearing at which all interested parties were invited to appear and be heard; and

**WHEREAS**, following the conclusion of the public hearing, the City Council determined that the public interest and welfare would be satisfied by the City's assumption of the rights, powers, functions and obligations of the District;

**WHEREAS**, Section 303(2) of 2ESSB 5987 provides that upon assumption of the rights, powers, immunities, functions, and obligations of the transportation benefit district by the city, the governing body

established pursuant to RCW 36.73.020 must be abolished and the city legislative authority is vested with all rights, powers, immunities, functions and obligations otherwise vested by law in the governing board of the transportation benefit district; and

**WHEREAS**, the intent of this Ordinance is therefore to eliminate the separate entity status of the Lake Stevens Transportation Benefit District;

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

**Section 1. Amendment.** Chapter 3.80 LSMC entitled “Transportation Benefit District” is hereby amended as follows (new text in underline, deleted text in ~~strikethrough~~):

**CHAPTER 3.80  
LAKE STEVENS TRANSPORTATION BENEFIT DISTRICT**

**Sections:**

- 3.80.010**        **Establishing Transportation Benefit District.**
- 3.80.020**        **Assumption of Lake Stevens Transportation Benefit District.**
- 3.80.0230**       **Governing Board Body.**
- 3.80.0340**       **Authority of the District City.**
- 3.80.0450**       **Transportation Improvements Funded.**
- 3.80.050**       **Dissolution of District.**

**3.80.010**        **Establishing Transportation Benefit District.** There is created a transportation benefit district to be known as the Lake Stevens Transportation Benefit District or “District” with geographical boundaries comprised of the corporate limits of the City as they currently exist or as they may exist following future annexations.

**3.80.020**        **Assumption of Lake Stevens Transportation Benefit District.**  
From and after the effective date of this Ordinance, the City of Lake Stevens assumes all of the rights, powers, immunities, functions and obligations of the Lake Stevens Transportation Benefit District previously established in this chapter. The City of Lake Stevens is hereby vested with each and every right, power, immunity, function, and obligation granted to or possessed by the Lake Stevens Transportation Benefit District under Chapter 36.73 RCW, this chapter, and/or any other applicable law as of the effective date of this Ordinance. The governing body of the Lake Stevens Transportation Benefit District is abolished and the rights, powers, functions and obligations previously exercised and/or performed by the governing body of the Lake Stevens Transportation Benefit District are vested in the City of Lake Stevens City Council.

**3.80.0230**        **Governing Board Body.**

- A. ~~The governing board “Board” of the transportation benefit district shall be the Lake Stevens City Council acting in an ex officio and independent capacity, which shall have be vested with the authority to exercise the all statutory powers set forth in Chapter 36.73 RCW and this Chapter. The Board shall be known as the “Lake Stevens Transportation Benefit District Board.”~~

- ~~B. The treasurer of the transportation benefit district shall be the City Lake Stevens~~

~~Finance Director.~~

- ~~EB.~~ The ~~Board~~ Lake Stevens City Council shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). ~~At a minimum, if a transportation improvement exceeds its original cost by more than twenty percent, as identified in the District's original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.~~
- ~~DC.~~ The ~~Board~~ Lake Stevens City Council shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

**3.80.0340 Authority of the District City.**

- A. The District City may authorize a vehicle fee of up to twenty dollars (\$20) per vehicle. The District City may subsequently increase this fee to forty dollars (\$40) if the twenty-dollar (\$20) fee has been imposed for at least twenty-four months, or fifty dollars (\$50) if a fee of forty dollars (\$40) has been imposed for at least twenty-four months as provided for by RCW 82.80.140.
- B. When authorized by the voters pursuant to the requirements of chapter 36.73 RCW, the District City may assess other taxes, fees, charges and tolls or increases in these revenue sources for the preservation, maintenance, enhancement, construction, reconstruction and operation of city streets and ways.
- C. The District City shall have and may exercise any and all powers and functions provided by ~~chapter~~ Chapter 36.73 RCW and this Chapter. ~~to fulfill the purposes of the District.~~

**3.80.0450 Transportation Improvements Funded.** The funds generated by the ~~transportation benefit district~~ the exercise of powers granted by Chapter 36.73 RCW shall be used for transportation improvements that preserve, maintain, enhance and operate the existing transportation infrastructure of the City, and to construct and reconstruct improvements and capital projects consistent with the requirements of Chapter 36.73 RCW and may include but shall not be limited to "transportation improvements" as defined in RCW 36.73.015(4). The funds may be utilized for any lawful purpose under the Chapter; but all funds ~~raised through the TBD~~ shall be expended only for such preservation, construction, reconstruction maintenance and operation in accordance with the provisions of Chapter 36.73 RCW as the same exists or is hereafter amended. The funds expended by the District City shall preserve, maintain and operate the City's previous investments in the transportation infrastructure, reduce the risk of transportation facility failure, improve safety, continue the cost-effectiveness of the City's infrastructure investments, fund new capital projects and continue the optimal performance of the transportation system. Additional transportation improvement projects may be funded only after compliance with the provisions of RCW 36.73.050(2)(b) following notice, public hearing and enactment of an authorizing ordinance.

~~**3.80.050 — Dissolution of District.** Pursuant to RCW 36.73.050 and 36.73.170 the transportation benefit district shall be automatically dissolved when all indebtedness of the District has been retired and when all of the District's anticipated responsibilities have been satisfied. Street preservation, maintenance and operation are ongoing, long-term obligations of the City.~~

**Section 2. No Existing Right Impaired.** Pursuant to RCW 36.74.040 (Section 304 of 2ESSB 5987), nothing in this Ordinance shall be construed as impairing or altering any existing rights acquired by the Lake Stevens TBD under chapter 36.73 RCW, this chapter or any other provision of law applicable to transportation benefit districts. Nor does this assumption impair or alter any actions, activities, or proceedings validated thereunder; any civil or criminal proceedings instituted thereunder; any rule, regulation, or order promulgated thereunder; any administrative action taken thereunder; nor the validity of any act performed by the Lake Stevens TBD or division thereof or any officer thereof prior to the assumption of such rights, powers, functions, and obligations by the City hereunder.

**Section 3. Rules, Regulations, Pending Business, and Contracts.** Pursuant to RCW 36.74.050 (1) (Section 305, subsection (1) of 2ESSB 5987), all rules and regulations and all pending business before the board of the Lake Stevens Transportation Benefit District shall be continued and acted upon by the Lake Stevens City Council. In addition, pursuant to subsection RCW 36.74.050 (2) ((2) of Section 305 of 2ESSB 5987), all existing contracts and obligations of the Lake Stevens Transportation Benefit District remain in full force and effect, and will be performed by the City. The assumption does not affect the validity of any official act performed by any official or employee prior to the assumption authorized under the law.

**Section 4. Records of the Lake Stevens Transportation Benefit District.** Pursuant to RCW 36.74.060 (1) (Section 306, subsection (1) of 2ESSB 5987), all reports, documents, surveys, books, records, files, papers, or other writings relating to the administration of the powers, duties, and functions available to the Lake Stevens Transportation Benefit District shall be made available to the City.

**Section 5. Funds, Credits, Appropriations, Federal Grants, or Other Assets.** Pursuant to RCW 36.74.060 (2) (Section 306, subsection (2) of 2ESSB 5987), all funds, credits, or other assets held in connection with rights, powers, duties, and functions of the Lake Stevens Transportation Benefit District assumed hereunder shall be assigned to the City. Further, pursuant to RCW 36.74.060 (3) (Section 306, subsection (3) of 2ESSB 5987), any appropriations or federal grant made to the Lake Stevens Transportation Benefit District for the purpose of carrying out the rights, powers, functions, and obligations authorized to be assumed by the City must, on the effective date of the assumption, be credited to the City for the purpose of carrying out such assumed rights, powers, functions, and obligations.

**Section 6. Assumption of Indebtedness.** Pursuant to RCW 36.74.070 (Section 307 of 2ESSB 5987), the City assumes and agrees to provide for the payment of all of the indebtedness of the Lake Stevens Transportation Benefit District, including the payment and retirement of outstanding general obligation and revenue bonds (if any) issued by the Lake Stevens Transportation Benefit District.

**Section 7. Severability.** If any one or more section, subsection, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, is held to be unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such

decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances, and the same shall remain in full force and effect.

**Section 8. Effective Date.** The ordinance shall be effective five (5) days follow passage and publication as provided by law.

**Section 9. Publication.** A summary of this Ordinance consisting of the title shall be published in the official newspaper as provided by law.

**Section 10. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

PASSED by the City Council and APPROVED by the Mayor this 8<sup>th</sup> day of January, 2019.

CITY OF LAKE STEVENS

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

Attest:

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

Approved as to form:

By \_\_\_\_\_  
Greg Rubstello, City Attorney





LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** January 8, 2019

**Subject:** Interlocal Agreement (ILA) Between the City of Marysville and the City of Lake Stevens Regarding Improvements to Soper Hill Road

**Contact Person/** Gene Brazel, City Administrator and Russ Wright, **Budget**  
**Department:** Planning & Community Development **Impact:** See ILA

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Move to approve the Interlocal Agreement Between the City of Marysville and the City of Lake Stevens Regarding Improvements to Soper Hill Road and Authorize the Mayor to Approve Nonsubstantive Administrative Changes as Appropriate.**

**SUMMARY/BACKGROUND:**

Marysville and Lake Stevens meet along the northern boundary of the Soper Hill Road right-of-way, with the whole of Soper Hill Road, from the 8000 block east to State Route 9, being located within the jurisdictional boundaries of Lake Stevens. Marysville and Lake Stevens agree that future growth within Marysville will necessitate traffic control improvements along Soper Hill Road on both the West and East side of Highway 9. In addition, traffic control improvements will be needed at the intersections of 83<sup>rd</sup> Ave. NE and Soper Hill Road and 87<sup>th</sup> Ave. NE and Soper Hill Road. The ILA provides a path forward on how to address said future traffic impacts.

The Lake Stevens City Council has also expressed concerns or impacts to Lake Stevens City Parks because of future growth within Marysville, this is being addressed through a separate ILA.

**APPLICABLE CITY POLICIES:** City of Lake Stevens Capital Plan

**BUDGET IMPACT:** **Improvements will be paid by development fees collected by Marysville and Marysville and Lake Stevens will pursue grant opportunities.**

**ATTACHMENTS:**

- Exhibit A: Interlocal Agreement

## **INTERLOCAL AGREEMENT BETWEEN THE CITY OF MARYSVILLE AND THE CITY OF LAKE STEVENS REGARDING IMPROVEMENTS TO SOPER HILL ROAD**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, and is entered into by and between the City of Marysville, a municipal corporation under the laws of the state of Washington, (“Marysville”) and the City of Lake Stevens, a municipal corporation under the laws of the state of Washington (“Lake Stevens”), collectively referred to as the “parties.”

Whereas, the jurisdictional boundaries of Marysville and Lake Stevens meet along the northern boundary of the Soper Hill Road right-of-way, with the whole of Soper Hill Road, from the 8000 block east to State Route 9, being located within the jurisdictional boundaries of Lake Stevens; and

Whereas, future development in the Soper Hill Road area, largely within Marysville, and resulting traffic impacts may cause several Soper Hill Road intersections to fall below adequate levels of service for the cities of Marysville and Lake Stevens; and

Whereas, Marysville and Lake Stevens agree that future growth within Marysville will necessitate traffic control improvements at specific intersections and associated frontage improvements within Lake Stevens to maintain adequate levels of service and wish to define general standards for the Soper Hill Road corridor and the manner in which those improvements will be designed and constructed; and

Whereas, Marysville and Lake Stevens have the authority to enter into this Agreement pursuant to and in accordance with the State Interlocal Cooperation Act, Chapter 39.34 RCW;

Now, therefore, in consideration of the mutual promises herein, the parties agree that:

### **1. Requirements of the Interlocal Cooperation Act.**

- a. **Purpose of Agreement.** This Agreement is authorized by and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. The purpose and intent of this Agreement is for Marysville and Lake Stevens to work together effectively and efficiently to accomplish the “Soper Hill Projects,” as defined in Section 3 of this Agreement. This Agreement establishes the responsibilities of Marysville and Lake Stevens for the planning, design, and construction of the Soper Hill Projects, which includes intersection and frontage improvements. Lake Stevens will cooperate with

Marysville and Marysville will cooperate with Lake Stevens to the extent reasonably necessary to accomplish the Soper Hill Projects.

- b. No Separate Entity. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.
- c. Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party and the other party shall have no interest therein.
- d. Administrators. Each party to this Agreement shall designate an individual (an “Administrator”), who may be designated by title or position, to oversee and administer such party’s participation in this Agreement. The parties’ initial Administrators shall be the following individuals:

Marysville’s Initial Administrator:

Chief Administrative Officer  
Gloria Hirashima  
1049 State Avenue  
Marysville, WA 98270

Lake Steven’s Initial Administrator

City Administrator  
Gene Brazel  
1812 Main St.  
P.O. Box 257  
Lake Stevens, WA 98258

Either party may change its Administrator at any time by delivering written notice of such party’s new Administrator to the other party.

- 2. **Effective Date**. This Agreement shall take effect upon being authorized for execution by the City Council of each party, fully executed by the mayor for each party, and being (a) filed with the Snohomish County Auditor or (b) being posted on either Marysville’s or Lake Stevens’ city website.
- 3. **Soper Hill Projects**. Soper Hill Road is an important east-west minor arterial forming a portion of the jurisdictional boundary between Marysville and Lake Stevens. Continued development in the area will necessitate improvements to the Soper Hill Road corridor.
  - a. Road Segments. The parties agree to the following conceptual layouts for the identified road segments, all as represented in the attached Exhibit A:
    - i. Soper Hill Road West of 83rd Avenue NE to City Limits. Two eleven foot wide travel lanes, five foot wide bike lanes, five foot wide planters, and five foot wide sidewalks.

- ii. Soper Hill Road Between 83rd Avenue NE and 87th Avenue NE. Two eleven foot wide travel lanes and a twelve foot wide center turn lane, twelve foot shared use path north side, five foot sidewalk on south side, and a road buffer accommodating variable width planters.
  - iii. Soper Hill Road Between 87th Avenue NE and Highway 9. Five eleven foot travel lanes (two westbound and three eastbound) at Highway 9 tapering to three eleven foot travel lanes (two westbound and one eastbound) at 87th Avenue NE. On the north side, a twelve foot shared use path and five foot planters.
- b. Traffic Control at 83rd Avenue NE and 87th Avenue NE. Two roadway traffic control improvement projects including the installation of two mini-roundabouts and associated improvements including curb and gutter, sidewalks, and drainage improvements at the intersections of 83rd Avenue NE and Soper Hill Road together with completing the frontage improvements along the Soper Hill Road segment west of 83<sup>rd</sup> Avenue NE past the Lake Stevens city limits to 79<sup>th</sup> Ave NE (the “83rd Project”); and the intersection of 87th Avenue NE and Soper Hill Road together with the complete frontage improvements to the Soper Road segment between 83<sup>rd</sup> Avenue NE and 87<sup>th</sup> Avenue NE (the “87th Project”). Collectively, the 83rd Project and 87th Project constitute the “Soper Hill Projects.” As more fully detailed below and as shown in Exhibit A, the parties intend that the Soper Hill Projects will be substantially similar in their design and that Marysville will design and construct the 83rd Project and that a developer will design and construct the 87th Project, with Marysville having the option at its discretion to instead design and/or construct the 87<sup>th</sup> Project in lieu of a developer. Lake Stevens will be the permitting agency and the lead agency for SEPA purposes on the Soper Hill Projects, within Lake Stevens’ jurisdictional boundaries. Notwithstanding anything written herein, the City of Lake Stevens permitting and SEPA authority over Soper Road shall not be diminished or impaired by this Agreement.
- c. Marysville’s Responsibilities for the 83rd Project. With regard to the 83rd Project, Marysville, by and through its officials, officers, employees, and agents, agrees to:
- i. Obtain Permits. Marysville is responsible for obtaining all required permits from Lake Stevens, including but not limited to construction plan approval, grading permit approval, environmental review, including issuance of a SEPA threshold determination, and right-of-way permit approval. The 83rd Project will be designed consistent with Lake Stevens’ ordinances and Engineering Design and Development Standards and consistent with the design and construction of the 87th Project. Marysville will comply with all applicable laws, rules, and regulations associated with said application and issuance of required permits and defense of all permitting decisions and any appeal thereof.

- ii. Grant of Access. Marysville will obtain permission and written right-of-entry on, over, under, above, and through private property if, in the reasonable judgment of Marysville's Engineer, access is necessary for designing or constructing the 83rd Project. Lake Stevens will reasonably assist Marysville to obtain permission and right-of-entry on, over, under, above, and through private property located within the jurisdictional boundaries of Lake Stevens as may be necessary from time to time. Any right-of-way, right of entry, or other real property interest that may need to be acquired by fee or easement will be the responsibility of Marysville and any private real property rights acquired by Marysville for the projects will be conveyed to Lake Stevens for properties located within Lake Stevens' boundaries.
  - iii. Project Design. All aspects of the 83rd Project will be designed in compliance with federal law and regulations and pursuant to Lake Stevens' ordinances and Engineering Design and Development Standards. Final design will be subject to Lake Stevens' written approval or permit approval, which shall not be unreasonably withheld.
  - iv. Sub-Contracting. Marysville may, in its sole discretion, hire one or more consultants, sub-consultants, contractors, and/or sub-contractors to perform some or all of the design or construction of the 83rd Project.
  - v. Timeline. Marysville will complete design, permitting, and construction of the 83rd Project within two years of the effective date of this Agreement.
  - vi. Conveyance. Within ninety (90) days following the later of (1) completion of construction of the 83rd Project, (2) final acceptance of the 83rd Project, or (3) resolution of all claims against retainage for the 83rd Project, Marysville will convey the 83rd Project, and any and all acquired interests in real property and improvements associated therewith and located within Lake Stevens, to Lake Stevens by bill of sale. The 83rd Project will be free of all liens and encumbrances at the time of conveyance.
  - vii. Appropriation. Marysville currently has available funding of Five Million Dollars (\$5,000,000.00) for the Soper Hill Projects. To the extent such funding is not expended on the 83<sup>rd</sup> Project, the remaining funds shall be committed by Marysville to the funding of the 87<sup>th</sup> Project and frontage improvements in the project area.
- d. Lake Stevens' Responsibilities for the 83rd Project. With regard to the 83rd Project, Lake Stevens, by and through its officials, officers, employees, and agents, agrees to:
- i. Lead Agency. Pursuant to WAC 197-11-926(1), Lake Stevens will serve as the lead agency on the 83rd Project for purposes of SEPA.

- ii. Permit Authority. Lake Stevens will act as the permitting authority related to the 83rd Project and associated improvements within the Soper Hill Road right of way, including but not limited to construction plan approval, grading permit approval, environmental review, issuance of a SEPA threshold determination, and right-of-way permit approval.
  - iii. Cooperation. Lake Stevens agrees to cooperate with Marysville as may be necessary from time to time in designing and constructing the 83rd Project.
  - iv. Grant of Access. Lake Stevens grants Marysville, its officials, officers, employees, and agents, for the purposes of designing and constructing the 83rd Project pursuant to this Agreement, permission and right-of-entry on, over, under, above, and through those Lake Stevens rights-of-way that are necessary in the design or construction of the 83rd Project. The terms and conditions of such access shall be pursuant to a right-of-way permit issued by Lake Stevens.
- e. Marysville and Lake Stevens Responsibilities for Developer Construction of the 87th Project. With regard to the 87th Project, Marysville and Lake Stevens, by and through their officials, officers, employees, and agents, agree:
- i. Developer Construction. Marysville anticipates that a development will locate within Marysville, near 87th Avenue NE and Soper Hill Road, and that such a development will trigger the need for the 87th Project. Any proposed development in Marysville for which traffic analysis demonstrates traffic from the development will cause the intersection to fail the level of service requirement for the intersection designated by Lake Stevens or be reduced to a service level \_\_\_ as documented by XX pm peak hour trips related to development that depend on this intersection, shall trigger the need for the 87<sup>th</sup> Project.
  - ii. Analysis of Development. Upon receiving a complete application for a development in the vicinity of 87th Avenue NE and Soper Hill Road, Marysville will provide Lake Stevens a notice of application and a timely opportunity for review, comment, staff consultation, and where applicable, participation in Marysville's development review and approval process. Marysville, in consultation with Lake Stevens, may either independently study the traffic impacts of a proposed development or may rely on a traffic impact study submitted by the applicant. Marysville may require the applicant to prepare a traffic impact study and may request such supplemental information and analysis as Marysville determines is necessary.
  - iii. Conditioning of Development. If Marysville after consultation with Lake Stevens determines in the exercise of its land use authority that the development will trigger the need for the 87th Project, Marysville will condition the development upon

- construction of the 87th Project and conveyance of the 87th Project to Lake Stevens by a bill of sale.
- iv. Permits. The developer will be required to obtain the necessary permits and approvals from Lake Stevens pursuant to the Lake Stevens Municipal Code. Lake Stevens will act as the permitting authority for the 87th Project and, pursuant to WAC 197-11-926(1), will serve as the lead agency for purposes of SEPA on the 87th Project.
  - v. Development Standards. Marysville and Lake Stevens agree that the 87th Project will be designed and constructed consistent with Lake Stevens' ordinances and Engineering Design and Development Standards and consistent with the design and construction of the 83rd Project.
  - vi. Cooperation. To the extent necessary, Marysville and Lake Stevens will coordinate to assure that the 87th Project is designed, permitted, and constructed in a form substantially similar to the 83rd Project.
  - vii. Conveyance. Following the developer's construction of the 87th Project, portions of the project shall be conveyed by the developer to Lake Stevens in accordance with the Lake Stevens Municipal Code and the Lake Stevens Engineering Design and Development Standards.
  - viii. Marysville Public Improvement Project. In its sole discretion, Marysville will have the option to design, permit and potentially construct the 87<sup>th</sup> Project in lieu of a developer as a public improvement occurring in advance of a private development triggering said improvements. In the event Marysville exercises this option, then the terms of Section 3.c and 3.d will apply to the 87<sup>th</sup> Project (as though those Sections substituted "87th Project" in place of "83rd Project") except for Section 3.c.v, which will be modified so that the 87th Project will be completed prior to any development occupancy that trigger the improvements consistent with Section 3.e.iii.

#### **4. Maintenance of the Soper Hill Projects.**

- a. 83rd Project. During construction of the 83rd Project, and until such time as this Agreement expires or is terminated, Marysville will be responsible for the maintenance and repair of all improvements of the 83rd Project including the roadway, curb, gutter, sidewalks, and storm water drainage improvements, but excluding pavement overlays and channelization.

b. 87th Project.

- i. Prior to conveyance to Lake Stevens, and in accordance with the Lake Stevens Municipal Code and the Lake Stevens Engineering Design and Development Standards, the developer shall be responsible for maintenance of the 87th Project.
- ii. In accordance with the Lake Stevens Municipal Code and the Lake Stevens Engineering Design and Development Standards, Lake Stevens shall assure that any necessary maintenance or repair of the 87th Project is completed by the developer, or by Marysville with resort to available bonds, prior to conveyance of the improvements to Lake Stevens.
- iii. Upon conveyance of all or any portion of the 87th Project improvements to Lake Stevens, Marysville will, within ninety (90) days, provide written notice to Lake Stevens of the conveyance. The written notice must identify the specific improvements conveyed to Lake Stevens (the "Noticed Improvements"). Thereafter, and until such time as this Agreement expires or is terminated, Marysville will be responsible for the maintenance and repair of the Noticed Improvements, excluding pavement overlays.
- iv. In the event Marysville exercises its option to construct the 87th project pursuant to Section 3.e.viii, then during construction of the 87th Project, and until such time as this Agreement expires or is terminated, Marysville will be responsible for the maintenance and repair of all improvements of the 87th Project including the roadway, curb, gutter, sidewalks, and storm water drainage improvements, but excluding pavement overlays and channelization.

**5. Access to Soper Hill Road.**

- a. Marysville and Lake Stevens shall retain all permitting authority with regard to right-of-way use permits allowing access onto Soper Hill Road within their respective jurisdictions.
- b. The parties agree that one right-in or right-in-right-out access point onto Soper Hill Road may be located between State Route 9 and 87th Avenue NE and at least one access point onto Soper Hill Road may be located between 87th Avenue NE and 83rd Avenue NE, generally aligning with 85th Drive NE; provided, Marysville and Lake Stevens enter into an agreement for Marysville to make a financial commitment to street improvements east of Highway 9 providing safe access to Lundeen Park from the Soper Hill road segments described in this Agreement. An additional access point for emergency access only, as required by the Fire District, may also be located between 87th Avenue NE and 83rd Avenue NE for the subdivision known as Belle Haven.



- c. The access points in Marysville will be designed, constructed, and approved in compliance with Marysville ordinances and Marysville's Engineering Design and Development Standards. This includes the location and spacing of the access points relative to existing intersections and other access points and the nature of the access point (right-in-right-out, full access, etc.). Marysville will consult with Lake Stevens regarding the design and location of the Soper Hill Road access points and to the greatest extent practicable will incorporate Lake Stevens' design standards and aesthetics in its permitting decision.

**6. Coordination of Future Growth.** Marysville is committed to assuring that future growth in the area of the Soper Hill Projects does not unduly burden Lake Stevens.

- a. Density. Lake Stevens desires to have future development within Marysville, in the area of the Soper Hill Projects, occur at densities similar to those found in Lake Stevens' Campus Park development, which is located adjacent to the Soper Hill Projects. Existing Marysville zoning allows slightly higher density. To the extent Marysville seeks to modify underlying zoning within the East Sunnyside/Whiskey Ridge Subarea in a manner that further increases density, Marysville will provide Lake Stevens notice of the possible modifications and reasonably attempt to address concerns raised by Lake Stevens.
- b. Traffic. Marysville will continue to consider the traffic impacts of potential development within Marysville and condition such developments upon mitigation of traffic impacts as provided in the Marysville Municipal Code.
- c. Parks. An interlocal agreement titled "Interlocal Agreement between the City of Marysville and City of Lake Stevens regarding improvements to Powerline Trail" provides for coordination of future recreation improvements between the cities will be executed by the parties contemporaneously with this Agreement. Marysville and Lake Stevens agree to good faith negotiation of an agreement mitigating the impact of future development in the Soper Hill area of Marysville on access to and usage of Lake Stevens park and recreation facilities.
- d. Schools. Both Marysville and Lake Stevens are committed to supporting quality school facilities. Marysville regularly adopts the Lake Stevens School District's Capital Facilities Plan as a sub-element of the Public Facilities and Services Element of the Marysville Comprehensive Plan. This allows Marysville to collect impact fees to fund the Lake Stevens School District's necessary capital facility improvements and assure that future developments in the area of the Soper Hill Projects bear the cost of facilities necessitated by that future development. Marysville will continue to coordinate with the Lake Stevens School District to address the District's needs for capital facilities improvements.

- e. Coordination of Traffic Impacts on SR9. Marysville and Lake Stevens agree to coordinate with each other and the Washington State Department of Transportation (“WSDOT”) on future development impacts at the intersection of Soper Hill Road and SR9, as well as the intersection of SR92 and SR9, to ensure that new developments construct improvements necessary to mitigate safety and transportation impacts. Marysville will be responsible for coordinating (through its development review and approvals) intersection improvements and realignment of the intersection of Soper Hill Road and SR 9 on the west side of SR 9. Lake Stevens will be responsible for coordinating (through its development review and approvals) intersection improvements and realignment of the intersection of Soper Hill Road and SR 9 on the east side of SR 9. Each party’s responsibilities for the Soper Hill/SR 9 intersection improvements and realignment will include addressing WSDOT specifications, and if one party’s improvements on their geographic side of the intersection (as described in this Section 6.e) trigger WSDOT specifications in the other party’s geographic side, the other party will be responsible for addressing those specifications on their geographic side of the intersection.
- f. Grant Application. Marysville agrees to cooperate with Lake Stevens in making application for state and federal grants to provide safe walkways from the Soper Hill area of Marysville to Lake Stevens Schools and Parks.

**7. Indemnification/Hold Harmless.**

- a. Marysville’s Indemnification of Lake Stevens. Marysville shall protect, hold harmless, indemnify, and defend, at its own expense, Lake Stevens, its elected and appointed officials, officers, employees, and agents, from any loss or claim for damages of any nature whatsoever arising out of Marysville’s performance of this Agreement, including claims by Marysville’s own employees or third parties, except for (1) those damages caused solely by the negligence or misconduct of Lake Stevens, its elected and appointed officials, officers, employees, or agents or (2) those damages caused by any breach by Lake Stevens under this Agreement.
- b. Lake Stevens’ Indemnification of Marysville. Lake Stevens shall protect, hold harmless, indemnify, and defend, at its own expense, Marysville, its elected and appointed officials, officers, employees, and agents, from any loss or claim for damages of any nature whatsoever arising out of Lake Stevens’ performance of this Agreement, including claims by Lake Stevens’ own employees or third parties, except for (1) those damages caused solely by the negligence or misconduct of Marysville, its elected and appointed officials, officers, employees, or agents or (2) those damages caused by any breach by Marysville under this Agreement.

- c. Waiver of Immunity Under Industrial Insurance Act. The indemnification provisions of Section 7.a. and Section 7.b. above are specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Title 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
  - d. Survival. The provisions of this Section 7 shall survive the expiration or earlier termination of this Agreement.
8. **Insurance.** Each party shall maintain its own insurance and/or self-insurance (including membership in a self-insured pool) for its liabilities from damages to property and or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance (including membership in a self-insured pool) shall not limit either party's indemnification obligations under Section 7.
9. **Duration.** This Agreement shall continue in force and effect until the earliest occurrence of:
- a. Marysville has constructed the 83rd Project and conveyed it to Lake Stevens and a developer (or Marysville pursuant to Section 3.e.viii) has constructed the 87th Project and conveyed it to Lake Stevens and thereafter Lake Stevens provides Marysville written notice that Lake Stevens no longer wishes for Marysville to provide maintenance of the Soper Hill Projects as provided in this Agreement.
  - b. Fifteen (15) years from the date this Agreement is effective.
10. **Compliance with Laws.** Each party, in performing its obligations under this Agreement, shall comply with all applicable federal, state, and local laws, regulations, and rules.
11. **Dispute Resolution.**
- a. Informal Discussions; Mediation. The parties agree that any dispute, claim, or controversy arising out of or relating to this Agreement will first be discussed between the parties' Administrators. Thereafter and except as herein provided, no civil action with respect to any dispute, claim, or controversy arising out of or relating to this Agreement may be commenced until the dispute, claim, or controversy has been submitted to a mutually agreed upon mediator. The parties agree that they will participate in the mediation in good faith, and that they will share equally in its costs. Each party shall be responsible for the costs of its own legal representation. Either party may seek equitable

relief prior to the mediation process, but only to preserve the status quo pending the completion of that process.

- b. Civil Action. In the event the dispute, claim, or controversy is not resolved within 45 days of the commencement of mediation as described in Section 11.a, either party exercise any and all rights and remedies available to it in law or equity to resolve said dispute, claim, or controversy. The prevailing party shall be entitled to recover reasonable attorney's fees together with costs.

**12. Relationship to Existing Laws and Statutes.** This Agreement in no way modifies or supersedes existing state laws and statutes. In meeting the commitments encompassed in this Agreement, all parties will comply with all applicable state or local laws. Marysville and Lake Stevens will retain the ultimate authority for land use and development decisions within their respective jurisdictions. By executing this Agreement, Marysville and Lake Stevens do not intend to abrogate the decision-making responsibility or police powers vested in them by law.

**13. Notices.** All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given three days from the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 1.d. of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

**14. Miscellaneous.**

- a. Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document approved by the city council of each party and signed by the mayor of both parties.
- b. Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be the Superior Court of the State of Washington, in and for Snohomish County.
- c. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties and the language in all parts of this

Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

- d. Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.
- e. No Waiver. A party's forbearance or delay in exercising any right or remedy with respect to a default by the other party under this Agreement shall not constitute a waiver of the default at issue. Nor shall a waiver by either party of any particular default constitute a waiver of any other default or any similar future default.
- f. No Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a default under this Agreement.
- g. Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.
- h. No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture, or other joint enterprise between the parties.
- i. No Third Party Beneficiaries. This Agreement and each and every provision thereof are for the sole benefit of Marysville and Lake Stevens. No other persons or parties shall be deemed to have any rights in, under, or to this Agreement.
- j. Execution in Counterparts. This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

In witness whereof, the parties have executed this Agreement as of the last date written below.

CITY OF MARYSVILLE

CITY OF LAKE STEVENS

By: \_\_\_\_\_  
Jon Nehring, Mayor

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

Attested/Authenticated:

Attested/Authenticated:

\_\_\_\_\_  
April O'Brien, Deputy City Clerk

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

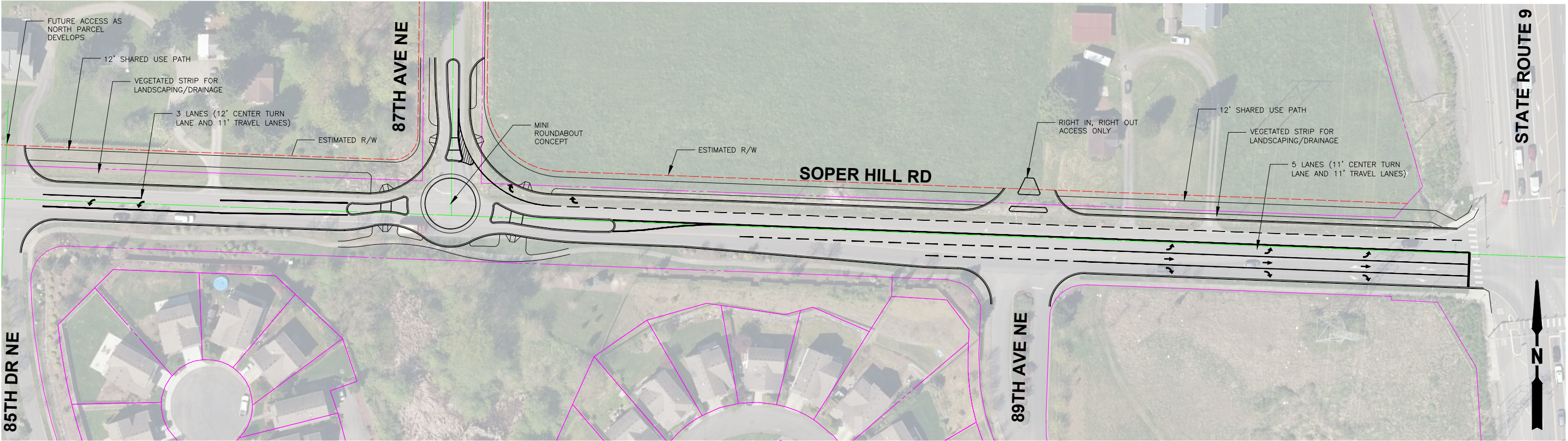
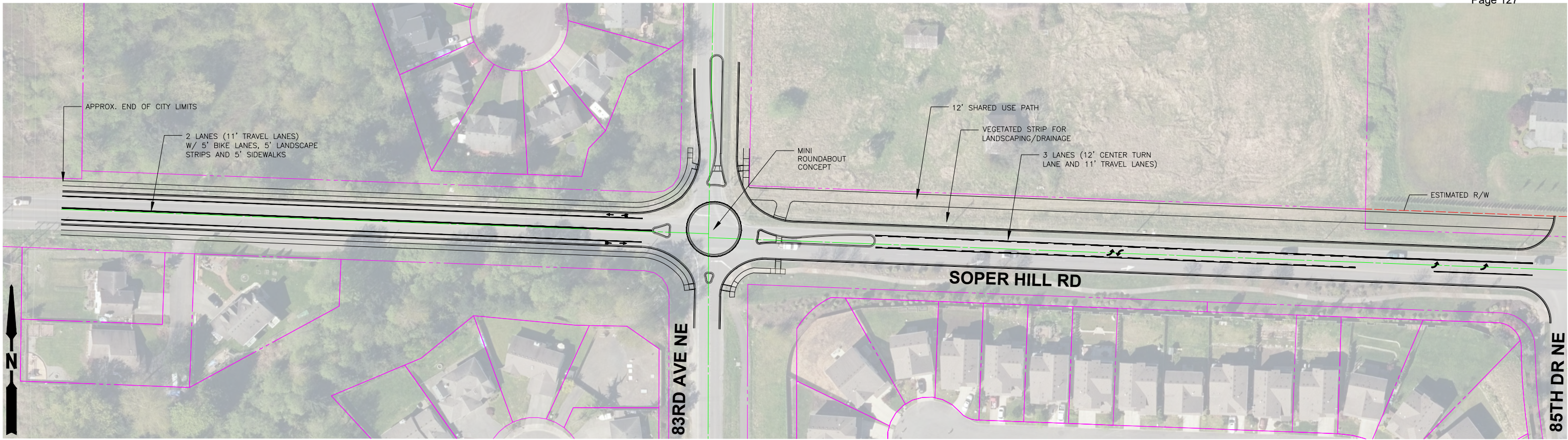
Approved as to form:

Approved as to form:

\_\_\_\_\_  
Jon Walker, City Attorney

\_\_\_\_\_  
Greg Rubstello, City Attorney





SOPER HILL RD (west of 83rd Ave NE to SR 9) CONCEPTUAL PLAN





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