



City of Lake Stevens Vision Statement

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

CITY COUNCIL REGULAR MEETING AGENDA Tuesday, May 26, 2020 – 7:00 p.m.

REMOTE ACCESS ONLY

JOIN MEETING

TO LISTEN TO THE MEETING PLEASE DIAL 253 215 8782

Meeting ID No. 819 2124 2146

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

CALL TO ORDER	7:00 p.m.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		
APPROVAL OF AGENDA		Council President
GUEST BUSINESS	Heather Thomas, Public & Government Affairs Manager, Snohomish Health District	
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA		
	*A 2020 Vouchers	Barb
	*B City Council May 12, 2020 Regular Meeting Minutes	Kathy
	*C City Council May 19, 2020 Special Meeting Minutes	Kathy
	*D City Council May 19, 2020 Workshop Meeting Minutes	Kathy

Lake Stevens City Council Regular Meeting Agenda

May 26, 2020

	*E	Ordinance 1088 Amending LSMC 2.29 and 3.38, Dissolving Arts Commission	Jill M./Russ
	*F	Washington State Recreation & Conservation Office (RCO) Grants (1) Resolution 2020-09 re Eagle Ridge Park (2) Resolution 2020-10 re Frontier Heights Park	Jill M./Russ
	*G	Kompan Contract for Purchase and Installation of Playground Equipment at Frontier Heights Park	Jill M./Russ
	*H	Resolution 2020-11 re Lake Stevens Community Small Business Grant	Russ/Gene
	*I	Interlocal Agreement with Lake Stevens Sewer District re Terms & Conditions for Utility Construction	Eric
PUBLIC HEARING:	*J	Ordinance 1084 re Interim Regulations for Temporary Permit Extensions	Russ
	*K	Ordinance 1089 re Temporary Signs	Russ
ACTION ITEMS:	*L	Ordinance 1090 re Interim Regulations for Food Vendor Trucks	Jill N./Russ
	*M	Revised 2020 Long-Range Planning Work Program	Russ
	*N	Interlocal Agreement with Snohomish Health District re Per Capita Funding	Gene
DISCUSSION ITEMS:	*O	Summer Event Programming	Jill M./Russ
	*P	Temporary Hazard Pay Policy	Mayor

CITIZEN COMMENTS

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED

** ITEMS PREVIOUSLY DISTRIBUTED

ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 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.

A Shared Vision for Health

City of Lake Stevens and Snohomish Health District

City Council Presentation
Heather Thomas, Public & Government Affairs Manager
Snohomish Health District

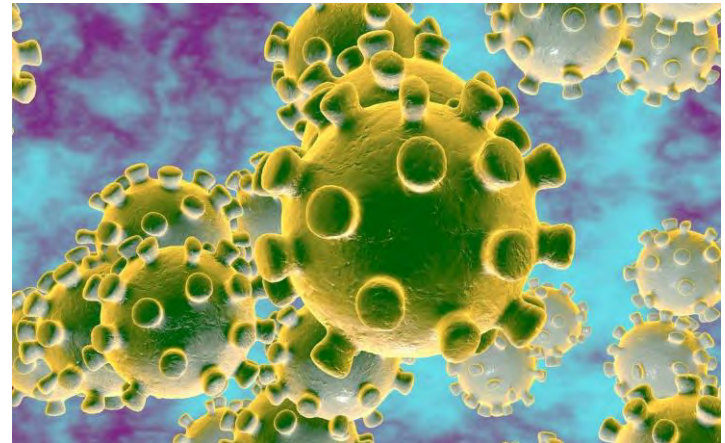


May 26, 2020

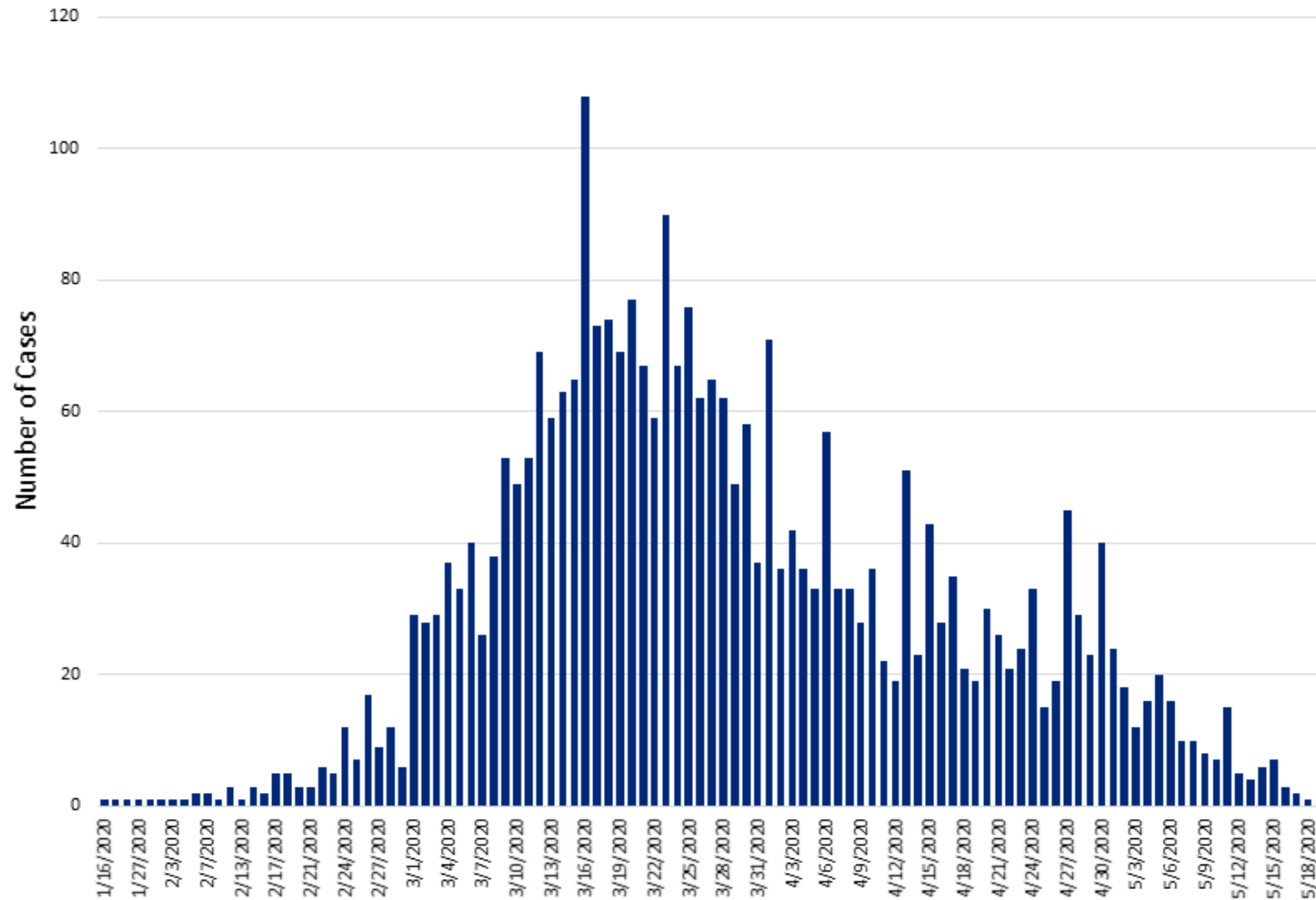
COVID-19 RESPONSE

Novel Coronavirus (COVID-19)

- Situation continues to evolve, with guidance and information shifting accordingly.
- Encourage following www.snohd.org/ncov2019 and social medial channels (Facebook, Twitter and Instagram) for latest information.

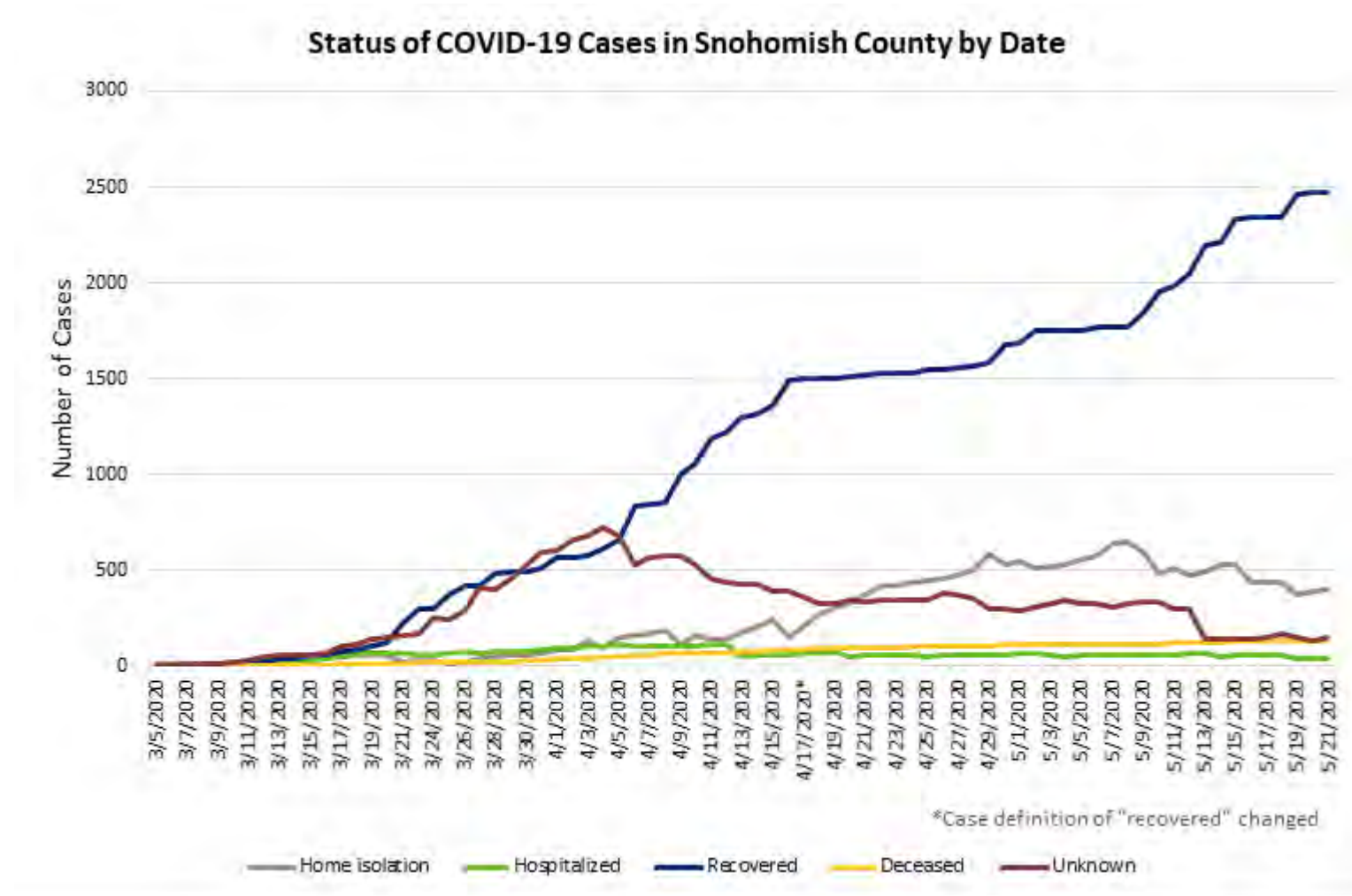


COVID-19 Cases by Onset Date



As of May 21, 2020

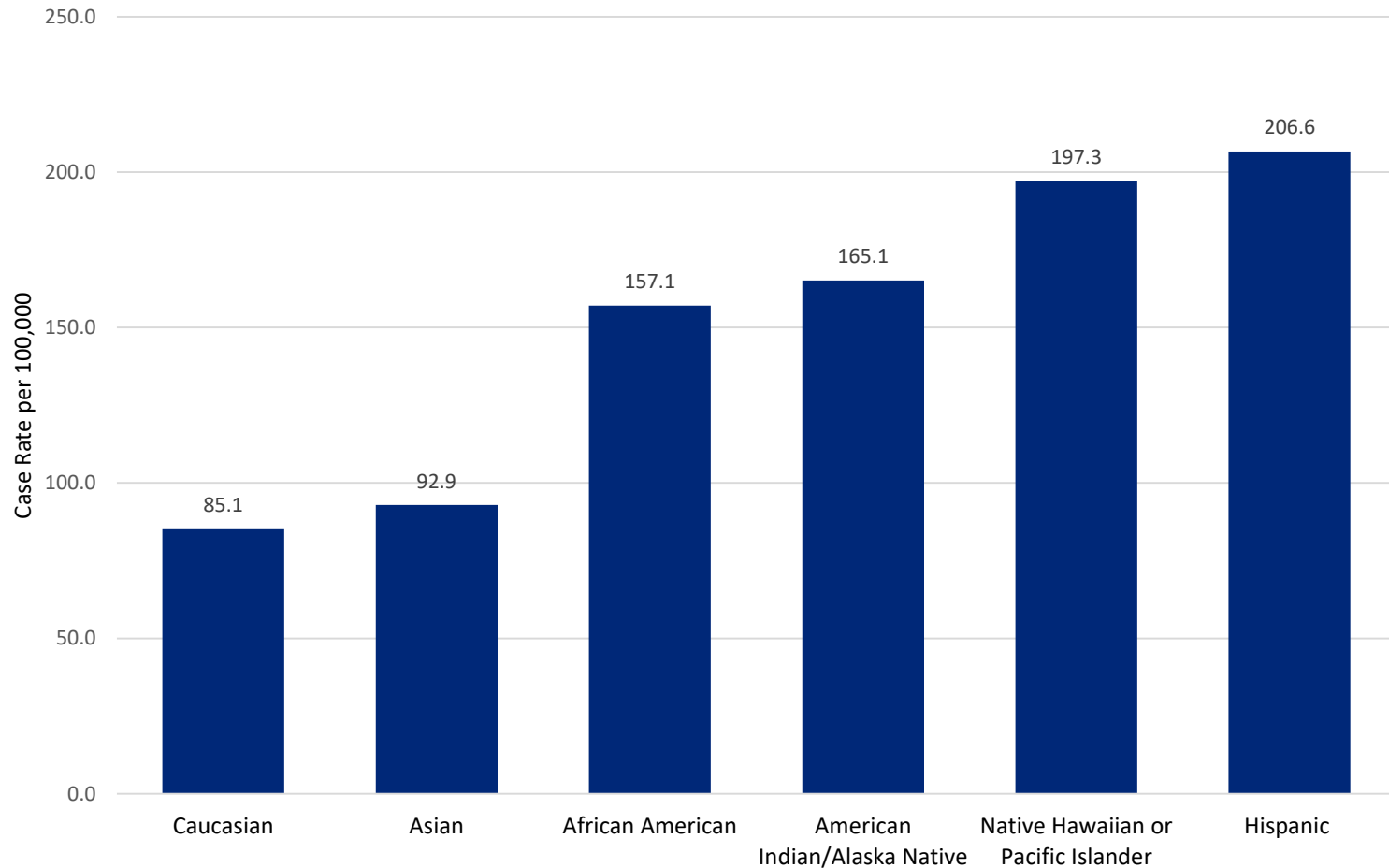
Cases by Status



As of May 21, 2020

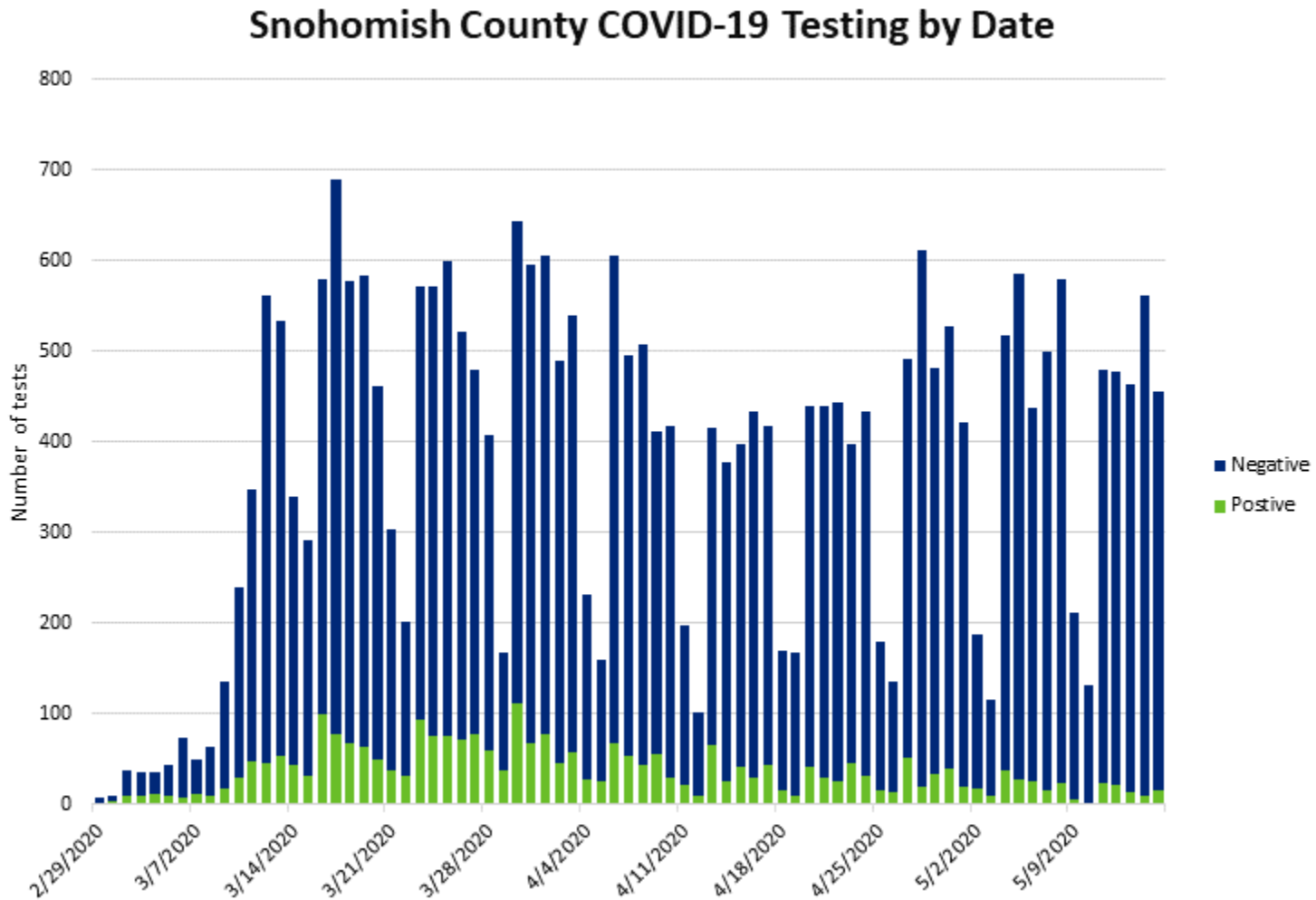
Race and Ethnicity

Snohomish County COVID-19 Case Rates per 100,000 by Race and Ethnicity



As of April 17, 2020

Positive vs. Negative Testing



As of May 21, 2020

Weekly Testing

Week	Total	Total Negative	Total Positive	Positive %
3/3 - 3/9	450	374	76	16.9%
3/10 - 3/16	2891	2543	348	12.0%
3/17 - 3/23	3396	2976	420	12.4%
3/24 - 3/30	3396	2889	507	14.9%
3/31 - 4/6	3229	2859	370	11.5%
4/7 - 4/13	2548	2274	274	10.8%
4/14 - 4/20	2533	2328	205	8.1%
4/21 - 4/27	2520	2306	214	8.5%
4/28 - 5/4	2871	2691	180	6.3%
5/5 - 5/11	2927	2802	125	4.3%
*5/12 - 5/18	2942	2854	88	3.0%

As of May 21, 2020

Incidence of New Cases

Calculation

<10 cases /
100,000 residents
in the prior 14
days



820,000
(estimated
population) /
100,000 = 8.2



$8.2 \times 10 = 82$

Target

Need to have
< 82 new cases
in last 14 days



An average of
<6 new cases
per day

Actual

For May 8-21 =
308 new cases
in last 14 days



An average of
22 new cases
per day

As of May 21, 2020

Key Priorities

- ✓ Testing capacity
 - ✓ Resources for case investigations & tracing
- ✓ Long-term care facilities
- ✓ PPE availability and healthcare capacity
- ✓ Mid- and long-range planning
- ✓ Ongoing communications
 - ✓ Translated materials & expanding outreach

Moving **FORWARD**

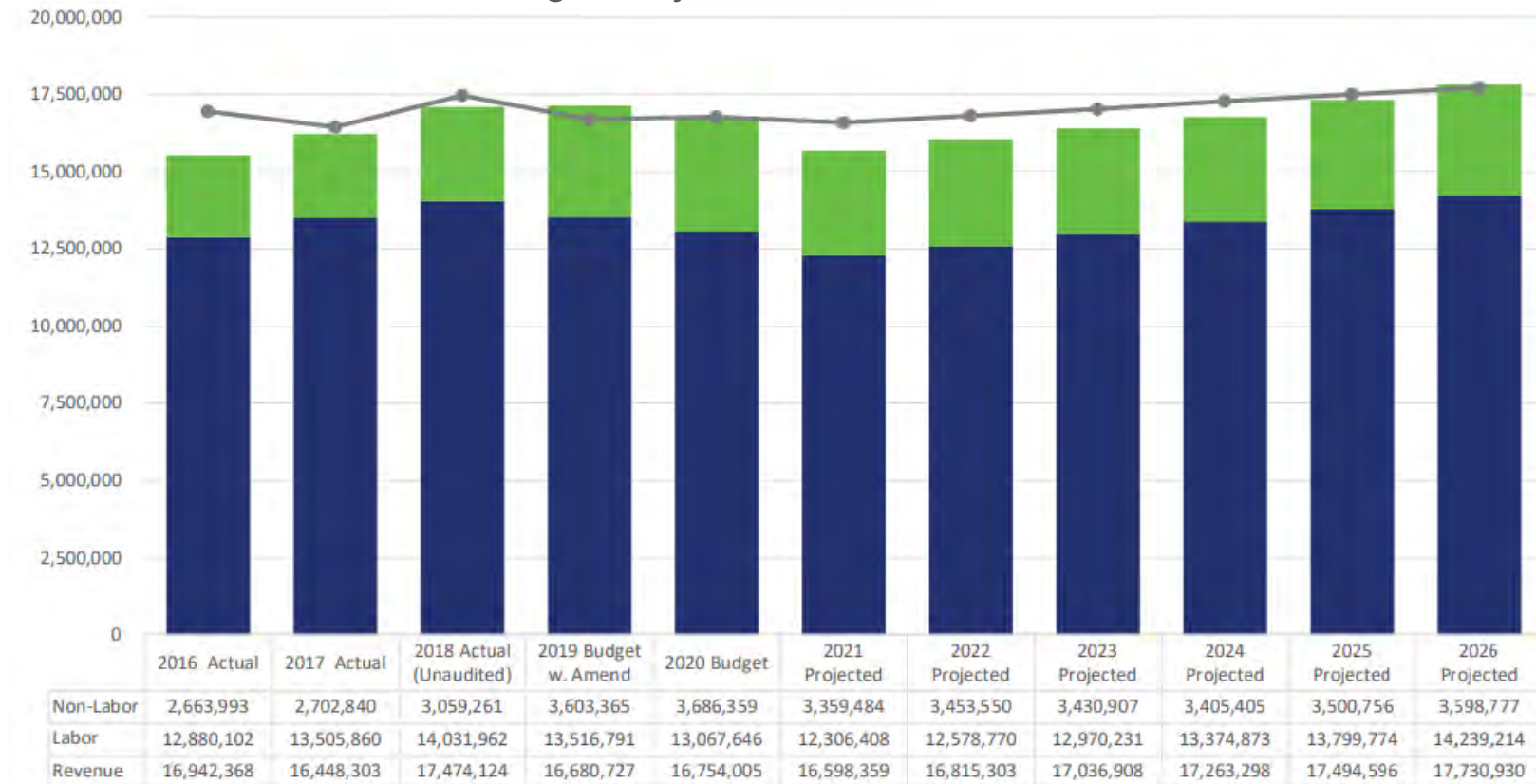
Continuing Essential Work

- ✓ Issuing birth and death certificates
- ✓ Tracking and responding to other communicable diseases like tuberculosis, whooping cough & STDs.
- ✓ Supporting children's health needs
- ✓ Inspecting food establishments, pools & spas, etc.
- ✓ Reviewing permit applications
- ✓ Providing refugee health screenings
- ✓ Responding to complaints and violations

Monitoring Budgets & Projections

- 2020 budget was balanced, with \$16.75 million in revenues/expenditures.
- Current budget includes 113 full-time equivalent positions.

Budget Projection, 2021-2026



Per Capita Contributions

- Naloxone purchase & coordination for cities
- Support general fund activities not covered by other funding:
 - Data & Reports
 - Community Health Assessment & Improvement Plans
 - Healthy Communities
 - Suicide Prevention
 - Safe Routes to School/Complete Streets
 - Healthy Housing
 - Health Fairs & Community Events
 - Child Care Health Outreach

Preparing for Special Session(s)

Additional funding is needed for state and local public health.



**Case
investigations and
contact tracing**



**Preparedness
and planning**



**Communications
and outreach**

Implementing Our Strategic Plan

Mission

Spearhead efforts to protect, promote and advance the collective health of our community.

Goals

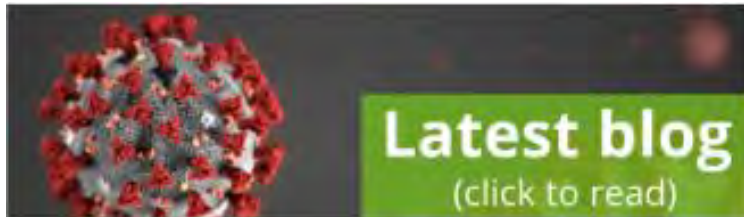
- Reduce the rate of communicable disease and other notifiable conditions
- Prevent or reduce chronic diseases and injuries
- Provide high-quality environmental health services
- Improve maternal, child, and family health outcomes
- Provide legally required vital records
- Address ongoing, critical public health issues
- Support increased access to medical, oral, and mental health care
- Build a more sustainable organization



2020 Strategic Plan

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Blog & Newsletters



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Social Media



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Thank you

contact information

For more info, please contact:

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Public & Government Affairs Mgr.

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**CITY DEPARTMENT REPORT
CITY COUNCIL REGULAR MEETING
MAY 26, 2020**

City Clerk – Update

In 2019 the City received 1,113 requests for public records and spent 547.4 staff hours responding to them. As of May 20, 2020, the City has received 391 requests and spent 218.5 staff hours responding to records requests. Attached for Council information is a copy of the 2020 log for Council's information.

PDR#	Department	Text of Request	Identity of Requestor	Type of Requestor (new column with drop downs)	Date Received	Days-Rcvd to Complete	Completed by	Staff Time (min)	Description of Records Produced	Description of Records Redacted or Withheld & RCW for Each	Notes
PLEASE USE NOTES COLUMN WHERE MORE EXPLANATION IS NEEDED THAN DROP DOWN MENU ALLOWS											
2020-0001	Police	AUTO ACCIDENT 2019-26479	LEXIS NEXIS	Insurer	12/31/2019	3	SS153	5	COLLISION REPORT 19-26479		
2020-0002	Police	AUTO ACCIDENT 2019-26453	LEXIS NEXIS	Insurer	12/31/2019	3	SS153	5	COLLISION REPORT 19-26453		
2020-0003	Police	I AM REQUESTING DISCOVERY OF ANY VIDEO FOOTAGE INCLUDING SQUAD CAR OR BODY CAM FOOTAGE. PERTAINING TO THE ARREST MADE 9/17/2018 AT THE ADDRESS 9529 6TH ST SE LAKE STEVENS, WA OF BRIAN GWIN. PLEASE REFER TO CITATION #8Z0965126, 8Z0701924	BRIAN GWIN	Individual	1/2/2020	1	SS145	5	NONE		
2020-0004	Police	I WOULD LIKE TO MAKE A PUBLIC RECORDS REQUEST FOR ALL ACCIDENT REPORTS FROM 12/23/2019 TO 01/02/2020	JOE MILLER	Individual	1/2/2020	2	SS145	15	SEE LSPD PDR FOLDER 2020-0004	NONE	
2020-0005	Police	ALL RECORDS, INCLUDING BUT NOT LIMITED TO, REPORTS, OFFICER NOTES, CALL LOGS, WITNESS STATEMENTS, REGARDING INCIDENTS INCLUDING GRACIE SHEHEEN (7/8/1991) AND ANTHONY GUYETT (10/17/1989) AND OCCURING AT 12207 14TH ST NE LAKE STEVENS FROM 1/1/2014 TO PRESENT	HANNAH BARTOW	Legal	1/2/2020	22	SS145	180	SEE LSPD PDR FOLDER 2020-0005	2, 5, 6, 15	5-day to Jan 17
2020-0006	Police	REQUESTING COPY OF POLICE REPORT FROM DECEMBER 30TH OF CASE #27155	ANDREW HOBERT	Individual	1/2/2020	4	SS145	20	INC, CAD AND CASE 27155	1	
2020-0007	Police	COPY OF THE WRITTEN REPORT FOR CASE NUMBER 2019-26917	SAMANTHA BOSH	Individual	1/2/2020	1	SS145	15	INC, CAD AND CASE FOR 19-26917	NONE	
2020-0008	Police	12/30/2019 EVAN BERGER ASSAULT 4 DV 19-27202	RHONDA BERGER	Individual	1/2/2020	2	SS145	20	INC, CAD AND CASE FOR 19-27202	1	
2020-0009	Police	I AM REQUESTING INFORMATION ON AN INCIDENT THAT OCCURRED ON THE 31ST OF DECEMBER AT THE BELOW CONSTRUCTION SITE. THE ADDRESS IS 10227 20TH ST SE, LAKE STEVENS, WA 98258.	BILLY WESTBROOK	Individual	1/2/2020	2	SS145	15	INC AND CAD 19-27188	NONE	
2020-0010	Planning	All opened or closed residential property code violations that occurred within 12/1/2019-12/31/2019 including the property parcel number	Bryce DeCora	Organization/Business	1/2/2020	3	K. Pugh	10	Records information provided		
2020-0011	HR	Personnel Records Kristen Parnell	Jeremiah Bourgeois Laura Shaver Law	Legal	1/6/2020	25	K. Pugh	300	Personnel File provided	RCW 42.56.230(3); Woessner, 90 Wn. App. At 224;RCW 42.56.250(2); Dawson, 120 Wn.2d at 797	
2020-0012	Police	COLLISION 19-26451	SUSAN MERCER	Individual	1/6/2020	1	SS153	10	INC, CAD FOR 26451	NONE	
2020-0013	Police	I CALLED 911 FOR A WELFARE CHECK FOR MY SON/AND EX WIFE JAMIE PERRY	JOHN PERRY	Individual	1/3/2020	5	SS145	5	NONE	NONE	
2020-0014	Police	DECEMBER 21ST 12:47 AM BURGLERY OFFICER BASSETT 1321 SPRINGBROOK RD LAKE STEVENS WA	AARON WILLIAMS	Individual	1/3/2020	4	SS145	20	INC, CAD AND CASE 19-26549	2	
2020-0015	Police	I WOULD LIKE TO REQUEST POLICE REPORTS AND RECORDS ON NIKOLAY AVDEYEV 2/4/1986 FOR TIME PERIOD 1/1/2007 TO 1/3/2020.	INNA COCHRAN	Individual	1/3/2020	4	SS145	15	NONE	NONE	
2020-0016	Police	I AM WRITING TODAY TO REQUEST A POLICE REPORT FOR AND ACCIDENT THAT OCCURRED ON 4TH JANUARY 2020 IN THE INTERSECTION OF HIGHWAY 9 AND STATE ROUTE 204. THE POLICE REPORT NUMBER I WAS GIVEN IS 2020-170	LOGAN CRUMRINE	Individual	1/6/2020	8	SS145	180	INC, CAD 2020-170	2	5-day to Jan 17th due date

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2020-0017	Police	I WOULD LIKE TO REQUEST A COPY OF THE POLICE REPORT IN WHICH I FILLED OUT IN REGARD TO A DOMESTIC VIOLENCE INCIDENT THAT TOOK PLACE ON JANUARY 2ND. INCIDENT DATE 1-2-2020. PLACE OF INCIDENT 12623 20TH ST NE LAKE STEVENS INVOLVING KARI AUSTIN AND NATHANIEL KERNS	KARI AUSTIN	Individual	1/6/2020	4	SS145	15	INC, CAD AND CASE 2020-68	NONE	
2020-0018	Police	I WOULD LIKE TO REQUEST PUBLIC RECORDS SHOWING INCIDENTS RELATED TO KENTON KING FROM JANUARY 2019 TO PRESENT. I WOULD LIKE BOTH THAT LIST HIS NAME SEPERATELY AS WELL AS ANY CALLS TO HIS HOME. HIS INFORMATION IS KENTON KING 8011 8TH ST SE	SHERI DEGRAAF	Individual	1/6/2020	4	SS145	15	SEE LSPD FOLDER 2020-0018	1	
2020-0019	Police	AUTO ACCIDENT 19-20886	LEXIS NEXIS	Insurer	1/7/2020	2	SS153	10	COLLISION REPORT 19-20886		
2020-0020	Police	AUTO ACCIDENT 19-26883	LEXIS NEXIS	Insurer	1/7/2020	2	SS153	10	COLLISION REPORT 19-26883		
2020-0021	Police	AUTO ACCIDENT INVOLVING JESSE MACK ON 12/28/19	LEXIS NEXIS	Insurer	1/7/2020	2	SS153	10	NO RECORD FOUND		
2020-0022	Police	POLICE REPORT AND OFFICER NOTES ON CASE #9Z117492	SCOTT STAVINGA	Individual	1/7/2020	3	SS145	15	INC, CAD AND CASE 2019-24851	NONE	
2020-0023	Police	I WOULD LIKE THE RECORDS PERTAINING TO CARLIE Fournet DOB 3/9/1997) AND ANY ADDITIONAL RECORDS THAT PERTAIN TO THE ADDRESS 10015 5TH PL SE APT# 132 SINCE 2017 TO CURRENT DATE	JACOB SCHRADER	Individual	1/7/2020	4	SS145	180	SEE LSPD PDR FOLDER 2020-0023	1	
2020-0024	Police	BAC VIDEO FOR JASON HARRISON DOB 12-19-1990	SULLIVAN LAW GROUP	Legal	1/8/2020	4	SS145	10	NONE	NONE	
2020-0025	Police	I AM REQUESTING A COPY OF POLICE REPORT 18-	NUBIA ALVAREZ	Legal	1/8/2020	12	SS145	120	SEE LSPD FOLDER 2020-0025	5	
2020-0026	Police	COPY OF CASE 2020-170	CHARLES YOUNG	Individual	1/8/2020	6	SS145	60	INC AND CAD 2020-170	2	
2020-0027	Police	AUTO ACCIDENT 19-26942	LEXIS NEXIS	Insurer	1/7/2020	3	SS153	10			
2020-0028	Police	WRITTEN COPY OF THE REPORT FOR CASE NUMBER 2020-450 BY OFFICER ADAMS	HEATHER RIPPLINGER	Individual	1/10/2020	2	SS145	15	INC AND CAD 2020-450	2	
2020-0029	Police	ALL POLICE REPORTS, WITNESS STATEMENTS, PHOTOS REGARDING NATHANIEL KERNS (POTENTIALLY INVOLVES KARI AUSTIN) FROM DECEMBER 2019 AND JANUARY 2020 UP TO YESTERDAYS DATE OF JANUARY 9, 2020.	BRIAN ASHBACH	Legal	1/10/2020	2	SS145	20	INC, CAD 2020-136 AND INC, CAD AND CASE 2020-68	NONE	
2020-0030	Police	CASE 2020-00170 INVOLVED LOY J NELSON CAHRLES YOUNG (OUR CLIENT) OFFICER ANDERSON LOCATION SR 204/SR9	BRIAN HOUSLEY	Legal	1/10/2020	4	SS145	60	INC, CAD 2020-170	2	
2020-0031	HR	2020 wages scale for employees represented by LSPG and the percentage increase used over 2019 wages as set forth in Appendix A.1.2 and 2020 medical, dental, vision premium rates for employees represented by the LSPG for both employee and employer contributions.	Leah Julius Vick Julius McClure P.S.	Legal	1/8/2020	2	J. Good	15	Requested records and information provided	NONE	
2020-0032	Police	CASE 2020-000000450	PATRICK MERRILL	Individual	1/10/2020	4	SS145	15	INC AND CAD FOR 2020-450	2	
2020-0033	Police	I WOULD LIKE TO MAKE A PUBLIC RECORDS REQUEST FOR ALL ACCIDENT REPORTS FROM 01/02/2020 TO 1/13/20	JOE MILLER	Individual	1/13/2020	3	SS145	30	SEE LSPD PDR FOLDER 2020-0033	NONE	
2020-0034	Police	REPORT REF #2020-815	BARBARA ANDERSON	Individual	1/13/2020	5	SS145	30	INC, CAD, CASE FOR 2020-815	4	
2020-0035	Police	ON FRIDAY JAN 10, 2020 I RECEIVED A SUMMONS TO APPEAR IN COURT FOR VIO OF ANTI HARASSMENT ORDER. I HAVE NO IDEA WHAT I SUPPOSEDLY DID SO I'M REQUESTING REPORT 2019-27102	ROBIN FERGUSON	Individual	1/13/2020	3	SS145	20	INC, CAD AND CASE 2019-27102	NONE	
2020-0036	Police	COLLISION 19-24796	PATRICK BROOKS	Individual	1/13/2020	1	SS153	10	INC AND CAD 19-24976	NONE	
2020-0037	Police	AUTO ACCIDENT 20-341	LEXIS NEXIS	Insurer	1/13/2020	1	SS153	10	COLLISION REPORT	NONE	
2020-0038	Police	AUTO THEFT RECOVERY 2020-290	LEXIS NEXIS	Insurer	1/13/2020	1	SS153	10	COLLISION REPORT	NONE	
2020-0039	Police	AUTO ACCIDENT ON SR 92 INVOLVING MARK BLUBAUGH	LEXIS NEXIS	Insurer	1/13/2020	12	SS163	10	COLLISION REPORT	NONE	
2020-0040	Police	#20-373	AMY BROCATO	Individual	1/15/2020	1	SS145	15	INC, CAD FOR 2020-373	NONE	

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2020-0041	Police	ANY AND ALL REPORTS AND 911 CALLS FROM ADDRESS 12207 14TH ST NE LAKE STEVENS FROM JANUARY 1, 2018 THROUGH CURRENT	TRESA SADLER	Legal	1/14/2020	8	SS145	60	SEE LSPD PDR FOLDER 2020-0041	5	5 DAY TO JANUARY 24TH
2020-0042	Police	I WOULD LIKE THE RECORDS REGARDING JACLYN THOMAS AT 10018 5TH PL SE #A2 FROM FRIDAY JANUARY 10, 2020	KORAE RUTLEDGE	Individual	1/13/2020	5	SS145	25	INC, CAD AND CASE FOR 2020-644		
2020-0043	Police	AUTO ACCIDENT 2020-460	LEXIS NEXIS	Insurer	1/14/2020	2	SS153	10	COLLISION REPORT	NONE	
2020-0044	Police	AUTO ACCIDENT 2020-82	LEXIS NEXIS	Insurer	1/14/2020	2	SS153	10	COLLISION REPORT	NONE	
2020-0045	Police	THEFT BURGLARY 20-173	LEXIS NEXIS	Insurer	1/14/2020	2	SS153	10	CASE, INC AND CAD FOR 20-173	2, 4	
2020-0046	Police	AUTO ACCIDENT 20-184	LEXIS NEXIS	Insurer	1/14/2020	2	SS153	10	COLLISION REPORT	NONE	
2020-0047	Police	POLICE REPORT REGARDING THE HIT AND RUN COLLISION THAT OCCURRED ON 1/2/2020 INVOLVING THE VEHICLE OF PAUL J GRASS. THE REPORT WAS TAKEN ON 1/4/2020	SULLIVAN LAW GROUP	Legal	1/13/2020	3	SS145	15	INC, CAD AND CASE FOR 2020-184	NONE	
2020-0048	Police	RE REQUESTING 2019-27155	RHONDA BERGER & ANDREW HOBERT	Individual	1/15/2020	1	SS145	15	2019-27155	1	
2020-0049	City Clerk	List of names of Planning Commission applicants	Dan Myers	Individual	1/8/2020	7	K. Pugh	15	NONE	RCW 42.56.250(2)	This is a request for information and not for a specific record
2020-0050	Finance	Copies of dog waste bags for city, county & state parks and shelters-Please provide most recent copies of purchase Invoices for DOG WASTE BAGS by parks & recreatoin, publi works, naimal control/shelter, police/sheriff's K-9, trails & open space areas, etdc.	Susan Jones Zero Waste USA/Dog Waste Depot	Organization/Business	1/13/2020	5	A. Crim	60	Requested records and information provided	NONE	
2020-0051	Public Works	for each Lake Stevens employee in a union-represented bargaining unit: (1) first name; (2) middle name; (3) last name; (4) work email address; (5) day and month of birth (excluding year). If the employiye is a criminal justice employee pursuant to RCW 42.56.250, please produce the day and withhold the employee's year and month of birth; (6) Bargaining unit indicator, including any or all of the following: (a) name of the entity recognized as the exclusive bargaining representative; (b) the Public Employment Relations Commissin decision number defining the bargaining unit; (c) Other descriptor used to identify the bargaining unit	Maxford Nelson Freedom Foundation	Organization/Business	1/14/2020	14	K. Pugh	45	Excel spreadsheet provided with information requested; formula for email provided; referred to PERC for their records	NONE	
2020-0052	Public Works	Re Park 20 Apartments: copies of all correspondence from neighbor relating to areas in question that could potentially originate from our site, including documentation of turbid discharge, plumes, in the wetland complex and streams east f our site and doing their own turbidity testing	Hans Christiansen Evergreen Housing Development Group	Organization/Business	1/16/2020	4	L. Everett	20	Requested records (4 emails) provided		
2020-0053	Police	I WANTED TO REQUEST A POLICE REPORT FROM DATE OF JANUARY 4, 2020. CASE 2020-859	YULIYA ZORYA	Individual	1/16/2020	2	SS145	15	INC AND CAD 2020-859	NONE	
2020-0054	Police	I WOULD LIKE TO REQUEST A COPY OF MY CASE 20-833 TO FORWARD TO THE LOAN COMPANY THAT IS TRYING TO COLLECT FROM ME. PLEASE SEND AS SOON AS POSSIBLE	REBECCA JONES	Individual	1/15/2020	13	SS145	30	SEE LSPD PDR FOLDER 2020-0054		5-DAY TO JAN 24
2020-0055	Police	REQUESTING A LIST OF CALLS MADE TO 2506 GRADE RD APT 11, STEPHANIE BRUNIUS, ALSO CASE REPORTS	KENT EAGLESTON	Individual	1/16/2020	17	SS145	180	SEE LSPD PDR FOLDER 2020-0055	2	5 DAY TO JAN 31ST
2020-0056	Police	COLLISION REPORT 2020-809	JOSHUA BOOBER	Individual	1/16/2020	5	SS145	20	INC, CAD FOR 2020-0809	NONE	
2020-0057	Police	THE POLICE REPORT FROM A CAR CRASH ON JUNE 19TH, 2018 BY TURNERS MARKET BY QUINTON JENKINS	TERESA STARK	Individual	1/17/2020	5	SS145	20	INC, CAD AND CASE FOR 2018-12624	6	
2020-0058	Police	PLEASE PROVIDE THE INCIDENT REPORT FOR RACHEL LYNCH 12703 16TH ST NE #33 LAKE STEVENS ON JANUARY 16TH APPROXIMATELY 10PM	MONICA HAUBRICH	Individual	1/17/2020	5	SS145	30	INC, CAD AND CASE 2020-1011	NONE	

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2020-0059	City Clerk	Names of Planning Commission Applicants	Tom Jaycox	Individual	1/21/2020	1	K. Pugh	10	No responsive record and requested information is exempt	RCW 42.56.250(2)	
2020-0060	Police	AUTO ACCIDENT 20-452	LEXIS NEXIS	Insurer	1/16/2020	-31319					
2020-0061	Police	AUTO ACCIDENT MACHIAS AND CENTENNIAL 1/12/20 INVOLVING ANGELA EDDY	LEXIS NEXIS	Insurer	1/17/2020	-31320					
2020-0062	Police	AUTO ACCIDENT 2020-367	LEXIS NEXIS	Insurer	1/17/2020	-31320					
2020-0063	Police	AUTO ACCIDENT 2020-492	LEXIS NEXIS	Insurer	1/17/2020	-31320					
2020-0064	Police	AUTO ACCIDENT 2020-497	LEXIS NEXIS	Insurer	1/17/2020	-31320					
2020-0065	Police	AUTO ACCIDENT 2020-450	LEXIS NEXIS	Insurer	1/17/2020	-31320					
2020-0066	Police	AUTO ACCIDENT 19-601	LEXIS NEXIS	Insurer	1/22/2020	-31323					
2020-0067	Police	AUTO ACCIDENT INVOLVING IAN WAMBUA	LEXIS NEXIS	Insurer	1/22/2020	-31323					
2020-0068	Police	AUTO ACCIDENT 2020-859	LEXIS NEXIS	Insurer	1/22/2020	-31323					
2020-0069	Police	THEFT/BURGLARY 20-750	LEXIS NEXIS	Insurer	1/22/2020	-31323					
2020-0070	Police	AUTO ACCIDENT 20-772	LEXIS NEXIS	Insurer	1/22/2020	-31323					
2020-0071	Public Works	Stormwater asbuilts for 8th st SE from 7th PI SE to 87th Ave SE and then also along 87th Ave SE south to 10th St SE. The parcels we are researching are 00431400500500 and 00431400500603. Any stormwater asbuilts near would be helpful	LeAnn Smith - D.R. Strong Consulting Engineers	Organization/Business	1/22/2020	6	A. Crim	20	requested records provided		
2020-0072	Public Works	Stormwater asbuilts for 216 and 220 103rd Ave SE. The parcels are 00493401400600, -601, -800, -700. Also for Sharlyn Place (2nd PI SE Stormwater Asbuilts) and Stewards Lane (3rd PI SE). Any Stormwater asbuilts near would be helpful	LeAnn Smith - D.R. Strong Consulting Engineers	Organization/Business	1/22/2020	6	A. Crim	15	requested records provided		
2020-0073	Planning	1608 S Lake Stevens Road: (1) is property condemned (2) code violations & records of same (3) what needs to be done to make property in compliance	Ian Qi	Individual	1/22/2020	9	K. Pugh	35	code violation files provided; directed to contact Tyler Farmer with any additional questions	NONE	
2020-0074	Police	I WOULD LIKE TO MAKE A PUBLIC RECORDS REQUEST FOR ALL ACCIDENT REPORTS FROM 1/13/2020 TO 1/20/2020.	JOE MILLER	Individual	1/21/2020	4	SS145	20	SEE LSPD FOLDER 2020-0074	NONE	
2020-0075	Police	I AM REQUESTING LSPD PRESERVE ANY AND ALL AUDIO OR VIDEO RECORDINGS OF THE INCIDENT BELOW JANUARY 1, 2020 ARREST OF SCOTT M CARPENTIER 2020-0175 DOB 4/28/1964	JEANNIE MUCKLESTONE	Legal	1/21/2020	4	SS145	10	NONE	NONE	
2020-0076	Police	REQUEST RECORDS FOR INCIDENT INVOLVING CANDY MASTEN DATE OF ARREST JANUARY 16, 2020, 20-965 DOB 2/8/1970	JEANNIE MUCKLESTONE	Legal	1/21/2020	4	SS145	30	INC, CAD AND CASE 2020-0076	NONE	
2020-0077	Police	19-26803	MIGUEL LOPEZ	Individual	1/21/2020	4	SS145	30	INC AND CAD FOR 2019-26803	NONE	
2020-0078	Police	19-14043	JEREMY TODD WELCH	Individual	1/21/2020	4	SS145	15	INC, CAD AND CASE FOR 2019-14043	NONE	
2020-0079	Police	ALL CRIME REPORTS, ARREST REPORTS AND INCIDENT REPORTS WHERE JOHN ANTHONY ALEXANDER DOB 9/10/1977 WAS LISTED AS A SUSPECT.	EMILIO MALDONADO	Individual	1/21/2020	4	SS145	30	SEE LSPD PDR FOLDER 2020-0079	11	
2020-0080	Police	I AM REQUESTING ANY AND ALL RECORDS FOR THE ADDRESS OF 8728 12TH ST NE LAKE STEVENS WA FROM JUNE 2019 TO PRESENT	MARCI ENGELHART	Individual	1/21/2020	5	SS145	120	SEE LSPD PDR FOLDER 2020-0080	1, 4, 15	
2020-0081	Police	DATE 1/20/2020 BOOKED AT 5PM, JOHN L GOMM, REGARDING DUI ARREST	GRACE GOMM	Individual	1/22/2020	4	SS145	10	NONE	NONE	
2020-0082	Police	AUTO ACCIDENT 2020-846	LEXIS NEXIS	Insurer	1/27/2020	2	SS153	5	COLLISION REPORT		
2020-0083	Police	AUTO ACCIDENT 2020-1278	LEXIS NEXIS	Insurer	1/27/2020	2	SS153	5	COLLISION REPORT		
2020-0084	Police	AUTO ACCIDENT INVOLVING JORDAN SMAY 1/14/20	LEXIS NEXIS	Insurer	1/27/2020	2	SS153	5	NO REPORT FOUND		
2020-0085	Police	AUTO ACCIDENT 2020-505	LEXIS NEXIS	Insurer	1/27/2020	2	SS153	5	COLLISION REPORT		
2020-0086	City Clerk	I am looking to get a copy of my property lines	Beau Allen	Individual	1/27/2020	2	K. Pugh	5			
2020-0087	Police	I AM REQUESTING ALL POLICE RECORDS ASSOCIATED WITH REGINA (GINA) MARIE STARTUP (MAIDENT NAME: MURGO) DOB 7-12-1954 TO BE SEND TO ME (PAPER COPIES) P O BOX 17725 SEATTLE, WA 98127	RON MURGO	Individual	1/24/2020	-31325					

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2020-0088	Police	GUARDIAN AD LITEM AND NEE ANY POLICE CALLS INVOLVING BENJAMIN MOORE DOB 8-15-1974; MARY MOORE DOB 10-1-1978; DAWN FRITZLER 5/7/1975; KYLAR MOORE 7/01/2002; MELEAH MOORE DOB 5/13/2004	JULIE ANDORFF OHNEMUS	Legal	1/24/2020	4	SS145	15	SEE LSPD PDR FOLDER 2020-0088	NONE	
2020-0089	Police	I AM REQUESTING THE POLICE REPORT FROM JANUARY 16TH, 2020 FOR THE 911 CALL THAT WAS PLACED FROM DARREN THOMPSON'S CELL PHONE 425-530-1381 REQUESTING ASSISTANCE TO HIS RESIDENCE AT 11928 22ND ST NE, LAKE STEVENS WA, 98258	DARREN THOMPSON	Individual	1/27/2020	5	SS145	15	INC, CAD FOR 2020-1006	NONE	
2020-0090	Police	I AM REQUESTING ALL POLICE REPORTS THAT MAY HAVE BEEN FILED AS A RESULT OF POLICE OFFICERS BEING CALLED TO MY ADDRESS DURING THE CALENDAR YEAR Janary 2019 TO DECEMBER 2019.	DARREN THOMPSON	Individual	1/27/2020	5	SS145	30	SEE INCIDENTS IN LSPD PDR FOLDER 2020-0090	NONE	
2020-0091	Police	I AM REQUESTING A POLICE REPORT I FILED EARLIER THIS MONTH WITH OFFICER LYONS REPORT NUMBER 2020-324	AMBER GARTSIDE	Individual	1/28/2020	6	SS145	20	INC AND CAD FOR 2020-00324	NONE	
2020-0092	Police	ANY POLICE REPORTS AND DOCUMENTS REGARDING DARLA LACKOR DOB 7-25-1983 FROM 11-14-2019 TO PRESENT	TINA WALDO	Legal	1/28/2020	6	SS145	30	INC AND CAD FOR 2019-22933, 2019-22979 AND EMAILS	NONE	
2020-0093	Police	ACCIDENT REPORT FOR ACCIDENT ON 12/31/2019 ABOUT 5PM OCCURRED ON HWY 92 AND GRADE	BRAD LAMBORN	Individual	1/27/2020	5	SS145	30	INC AND CAD FOR 2019-27256	NONE	
2020-0094	Police	2020-90000152	LEXIS NEXIS	Insurer	1/28/2020	2	SS153	10		NONE	
2020-0095	Police	AUTO ACCIDENT 2020-1464	LEXIS NEXIS	Insurer	1/28/2020	2	SS153	5		NONE	
2020-0096	Police	AUTO ACCIDENT ON 1/14/2020 INVOLVING GABRIEL M CISNEROS MONTE	LEXIS NEXIS	Insurer	1/28/2020	2	SS153	5	NO REPORT FOUND	NONE	
2020-0097	Planning	I would like to request an email copy of the current draft updates, specifically those concerning development around small streams and wetlands. I would like to know	Marlene Sweet	Individual	1/29/2020	2	S. Gassaway	20	Link to web page record provided and questions answered	NONE	Includes request for information

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2020-0098	City Clerk	(1) Minimum needed for any initial review to provide comments; (2) Complete Right of Way Vacation submittal Checklist required information (3) The blueprints of the proposed structure in Mixed use zoning; (4) Survey of the subject property with exact dimensions and all buildings exact location on each corner of adjoining land parcels with driveways, utilities and sidewalks as well as the dimensions of the subject property; (5) The site plan showing exact setbacks of the proposed structure, its proposed exact locatnoi on the lot within the current lot size in Mixed use zning as well as the site plan if the Right of Way vacation is granted; (6) The maximum allowable footprint with the minimal setbacks in all directions in Mixed use zoning; (7) All setbacks regarding a corner lot for Mixed use development; (8) The equirements for minimum landscaping in Mixed use zoning; (9) Site distance limitation minimums in Mixed use zoning rearding ingress, egress and parking; (10) Wetland setbacks limitatoin minimums in Mixed use zoning; (11) Lot structure coverage actual and maximums in Mixed use zoning; (12) Traffic studies on the current tripos per day average for peak use calendar months in all directions on N Lakeside Drive and 123rd Ave NE; (13) Traffic studies on the current trips per day average for peak use calendar months in all directions on 20th Street NE and 123rd Ave NE; (14) Traffic studies on the current trips per ay averagte for peak use calendar months in all directions on 20th St NE and Main Street; (16) Any traffic studies in the past 4 years to obtain an estimate of the increaes in traffic activity now and in the future 5 years; (17) The formula and criteria used to determine the value of the land, the impact of loss and	James M. Hartford	Individual	1/29/2020	12	K. Pugh	310	Primarily a request for information. Llinks to information and documents provided	NONE	
2020-0099	Planning	the public notice for the ROW 123rd Avenue NE	Rauchel McDaniel	Individual	1/30/2020	5	K. Pugh	25	Requested records provided		
2020-0100	City Clerk	the list of 7 names selected for interview for Planning Commission	Dan Myers	Individual	1/31/2020	2	K. Pugh	10	Requested information provided		
2020-0101	Public Works	Any and all records from and after 2005 to date concerning drainage and/or surface water, including permits, notes, and emails for the following properties: 8413 7th Place SE, Lake Stevens, with Sno Co Parcel #00486200001000, & address unknown to the County with Sno Co Parcel No. 00486200000801	Cheryl Spangler Anderson Hunter Law Firm	Legal	1/30/2020	4	K. Pugh	20	Requested records provided; requestor referred to county for additional records		
2020-0102	Police	2020-1251	LINDA FULLER	Individual	1/30/2020	9	SS145	60	INC. CAD. CASE FOR 2020-1251	NONE	
2020-0103	Police	PROPERTY SHEETS FROM 2016-21821	PARIDES ROOHANI	Legal	1/31/2020	1	SS99	10	PROPERTY SHEETS FROM 2016-21821		
2020-0104	Police	CASE 2020-904 WITH PICTURES	MARCELLA ROCKENBACH	Individual	2/3/2020	5	SS145	30	INC. CAD AND CASE WITH PHOTOS FOR 2020-0904	NONE	
2020-0105	Police	I AM REQUESTING THE POLICE REPORTS FOR ANY CALLS PLACED TO LSPD WHICH REQUIRED OFFICER AT MY RESIDENCE OF 11928 22ND ST NE, LAKE STEVENS, WA 98258 FOR THE CALENDAR YEAR 2018	DARREN THOMPSON	Individual	2/3/2020	5	SS145	30	SEE INCIDENTS IN LSPD PDR FOLDER 2020-0105	NONE	
2020-0106	Police	VEHICLE THEFT RECOVERY 2020-1840	LEXIS NEXIS	Insurer	2/3/2020	4	SS153	30	CASE. INC AND CAD FOR 20-1842	1, 2, 4	
2020-0107	Police	AUTO ACCIDENT ON 1/12/20 AT MACHIAS & CENTENNIAL INVOLVING ANGELA EDDY	LEXIS NEXIS	Insurer	1/31/2020	4	SS153	10	NO REPORT		
2020-0108	Police	I WOULD LIKE TO REQUEST ALL ACCIDENT REPORTS FROM 1/20/20 TO 2/4/2020	JOE MILLER	Individual	2/4/2020	4	SS145	20	SEE LSPD PDR FOLDER 2020-0108	NONE	
2020-0109	Police	I AM LOOKIN FOR ANY RECORDS PERTAINING TO AARON WEST	DAMON MATZ	Individual	2/4/2020	5	SS145	30	SEE LSPD PDR FOLDER 2020-0109	1,2	
2020-0110	Police	COPY OF ACCIDENT REPORT 2020-1278	ANTHONY HERNANDEZ	Individual	2/5/2020	4	SS145	15	INC AND CAD FOR 2020-1278	2	
2020-0111	Police	I WOULD LIKE TO RECEIVE A WRITTEN COPY OF REPORT 2020-2114	JOEL BOWLIN	Individual	2/6/2020	5	SS145	30	INC. CAD AND CASE FOR 2020-2114	4, 9	

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2020-0112	Police	COPY OF THE POLICE REPORT FOR CASE #6Z0218646	CHRISTINE SEVEY	Individual	2/7/2020	3	SS145	30	INC, CAD AND CASE FOR 2016-838	1,2	
2020-0113	Police	AUTO ACCIDENT 2020-1460	LEXIS NEXIS	Insurer	2/6/2020	3	SS153	5	COLLISION REPORT	NONE	
2020-0114	Police	AUTO ACCIDENT 2020-1894	LEXIS NEXIS	Insurer	2/7/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0115	Police	AUTO ACCIDENT ON 1/25/20 INVOLVING DANIELLE CLARK	LEXIS NEXIS	Insurer	2/10/2020	1	SS153	5	COLLISION REPORT	NONE	
2020-0116	Police	I WAS ARRESTED FOR A DUI IN LAKE STEVENS ON 1/15/20.	CHET DECKER	Individual	2/10/2020	2	SS145	15	INC, CAD AND CASE FOR 2020-942	NONE	
2020-0117	Police	2020-7542	BARTLEY STOKES, SR	Individual	2/10/2020	3	SS145	15	NONE	10	
2020-0118	Police	DOMESTIC CALL SPOUSE ARRESTED MARCH/APRIL 2016 BRIAN C YORKS	OLIMPIA YORKS	Individual	2/11/2020	1	SS145	30	INC, CAD AND CASE FOR 2016-5257	NONE	
2020-0119	Planning	LUA2019-0185	Kanoe Kottsich	Individual	2/7/2020	1	J. Fenrich	5	Copy of file provided	NONE	
2020-0120	Planning	LUA2019-1057 & 0158: copy of City Review Decision on completed Environmental Checklist and other info on this file including Developer's responses to City's wetland, traffic, parking, geotechnical, drainage reports, and SEPA checklist; also send the website to access these aforementioned responses	Gretta Meier	Individual	2/7/2020	3	J. Fenrich	15	Link to requested information available on city web page provided	NONE	
2020-0121	Police	I WOULD LIKE TO GET A COPY OF POLICE REPORT FROM THE DOMINOS IN LAKE STEVENS	TAYLOR ORTMAN	Individual	2/11/2020	3	SS145	30	INC, CAD AND CASE FOR 2020-2932	2	
2020-0122	Police	POLICE REPORT FILED DEC 19, 19-26518, REPORTING PERSON KATIE MARTIN RE: VIOLATION OF AN ANTI HARASSMENT ORDER	DANA LAFFIN	Individual	2/11/2020	2	SS145	30	INC, CAD AND CASE FOR 2019-26518	4	
2020-0123	Police	OCTOBER 28TH STOLEN VEHICLE FROM 2705 106TH DR NE LAKE STEVENS FORD FOCUS 2013	MICHAEL HAGEN	Individual	2/11/2020	2	SS145	30	INC, CAD AND CASE FOR 2018-22248	2, 3	
2020-0124	Police	AUTO ACCIDENT 2020-2261	LEXIS NEXIS	Insurer	2/10/2020	3	SS153	5	COLLISION REPORT	NONE	
2020-0125	Police	2020-1503	METRO REPORTING BUREAU	Insurer	2/10/2020	3	SS153	5	COLLISION REPORT	NONE	
2020-0126	Planning	all emails sent 2/10/2020-2/11/2020 to or from Russ Wright regarding impervious surface	Sally Jo Sebring	Individual	2/12/2020	2	K. Pugh	20	No responsive records; response supplemented and responsive records provided	NONE	
2020-0127	City Clerk	any or all handouts Russ Wright provided to City Councilmembers at 2/11/2020 council meeting	Sally Jo Sebring	Individual	2/12/2020	1	K. Pugh	10	Responsive records provided	NONE	
2020-0128	Planning	any environmental or critical areas studies prepared for development in th Pointe at Crosswater Condominiums project area, particularly for any development which occurred along Soper Hill Road	Alana Vidmar TALASAEA Consultants, Inc.	Organization/Business	2/12/2020	2	K. Pugh	20	No responsive records		
2020-0129	Planning	erosion control permits for shoreline on Lakeshore Drive or elsewhere on lake shoreline - rip rap	Karol Kottick	Individual	2/11/2020	-31337					
2020-0130	Planning	9408 N Davies Rd: hisorical building/planning records (structural plans/poermits, heat sources, grading and filling plans/permits), underground storage tank records, hazardous materials response records, historical tax assessor records, sewer or septic records or illeal drug lab records	Ashley Lawton Atlas Geosciences NW	Organization/Business	2/13/2020	2	K. Pugh	25	No responsive records		
2020-0131	Police	ALL DRUG TESTS, EVALUATIONS, REPORTS, STATEMENTS, PHOTOS, RECORDINGS PERTAINING TO ALLEGED DRUGGING AND SEXUAL ASSAULT OF MISTY LAZZAR ON OR ABOUT 2/17/19	SNOHOMISH LAW GROUP	Legal	2/12/2020	7	SS145	60	INC, CAD AND CASE FOR 2019-10065	NONE	
2020-0132	Police	ALL REPORTS AND PHOTOS FOR MONICA VAUGHAN ON 2-9-2020	SULLIVAN LAW GROUP	Legal	2/13/2020	2	SS145	30	INC, CAD AND CASE FOR 2020-2864	6	
2020-0133					2/18/2020	1	K. Pugh	5	Ordinance 1069-subdivisions	NONE	
2020-0134					2/17/2020	2	K. Pugh	15	No responsive records		
2020-0135	Police	TWO COPIES OF REPORT XZ0138875	TRACY BELL	Individual	2/18/2020	2	SS143	45	INC & CASE 2020-3343	NONE	
2020-0136	Police	COPY OF POLICE REPORT FOR CASE 2020-2732	CARA HAWK	Individual	2/18/2020	2	SS145	15	INC, CAD AND CASE FOR 2020-2732	9	
2020-0137	Police	WRITTEN REPORTS PAST YEAR REGARDING PARKING OR ABANDONED VEHICLES ON 28TH ST NE	TIM WHEELER	Individual	2/18/2020	4	SS145	30	SEE LSPD PDR FOLDER 2020-0137	4	
2020-0138	Police	ALL ACCIDENT REPORTS FROM 2/4/20 TO 2/17/20	JOE MILLER	Individual	2/18/2020	2	SS145	20	SEE LSPD PDR FOLDER 2020-0138	NONE	
2020-0139	Police	ENTIRE FILE FOR 2020-2389	ADAM KARP	Legal	2/18/2020	3	SS145	60	INC, CAD AND CASE FOR 2020-2389	4	
2020-0140	Police	AUTO ACCIDENT 2020-2849	LEXIS NEXIS	Insurer	2/18/2020	3	SS153	10	COLLISION REPORT	NONE	

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2020-0141	Police	AUTO ACCIDENT 2017-7089	LEXIS NEXIS	Insurer	2/18/2020	3	SS153	10	COLLISION REPORT	NONE	
2020-0142	Police	AUTO ACCIDENT 2020-20185	LEXIS NEXIS	Insurer	2/18/2020	3	SS153	10	NO REPORT		
2020-0143	Police	AUTO ACCIDENT ON 2/7/20 INVOLVING VICORIA LEVIN	LEXIS NEXIS	Insurer	2/18/2020	3	SS153	10	COLLISION REPORT	NONE	
2020-0144	Police	CASE 19-16465	SEAN ROGGE	Individual	2/19/2020	1	SS143	10	INC & CASE 19-16465	NONE	
2020-0145	Police	SINGLE CAR ACCIDENT ON 1/10/20	LEO BACHAND	Individual	2/19/2020	1	SS143	10	INC 2020-588	NONE	
2020-0146	Police	WRITTEN REPORT 2020-2980 AND WRITTEN REPORTS FROM 1526 85TH AVE NE SINCE 2016	OLIMPIA YORKS	Individual	2/19/2020	3	SS145	20	SEE LSPD PDR FOLDER 2020-0146	NONE	
2020-0147	Police	AUTO ACCIDENT 2020-2573	LEXIS NEXIS	Insurer	2/20/2020	1	SS153		COLLISION REPORT	NONE	
2020-0148	Police	2020-326	TERESA MAIN - LSSD	Organization/Business	2/20/2020	1	SS143	15	INC & CASE 20-326	NONE	
2020-0149	Planning	Recreational Opportunities or Community Classes: copy of any specifications and/or documents associated with this prject.	Jacqueline Sessa Deltex	Organization/Business	2/20/2020	1	J. Meis	10	RFP provided; no other responsive documents	NONE	
2020-0150	Public Works	Records request made by phone call for Westlake Crossing Plat information	Danielsfam	Individual	2/19/2020	1	J. Stevens	5			Request was made by phone call to Jon Stevens
2020-0151	Planning	We appreciate your good work at the hearings last night... Could you please send me a copy of what was entered into the record by Sally Joe?	Mark Villwock	Individual	2/20/2020	2	R. Wright	5			
2020-0152	Planning	any preliminary plat applications, preliminary plats and any modificatoins thereto related to Seneca Lane, Tax Parcel #29051300300400; and any public records request response to Rodney Harmon	Peter Ojala Ojala Law, Inc.	Legal	2/20/2020	3	K. Pugh	20	Records dispositioned for expired permits; PRR record provided & link to Citizens Connect	None	
2020-0153	Police	WRITTEN REPORT FOR PHYSICALLY ASSAULTED ON 2-11-20 IN MY HOME BY MY EX HUSBAND.	KRISTEN BELL	Individual	2/20/2020	3	SS145	20	INC, CAD AND CASE FOR 2020-3343	NONE	
2020-0154	Police	PLEASE PROVIDE A COPY OF THE POLICE REPORT 20-3123	TERESA MAIN - LSSD	Organization/Business	2/20/2020	4	SS145	30	INC, CAD AND CASE FOR 2020-326	NONE	
2020-0155	Police	POLICE CASE NUMBER FOR DAWN GREENMAN 2020-627	JOELLE HI COMM FCU	Organization/Business	2/20/2020	3	SS145	30	INC, CAD AND CASE FOR 2020-627	9	
2020-0156	Police	I AM REQUESTING A COPY OF BOTH POLICE REPORT AND MY WRITTEN STATEMENT THAT TOOK PLACE 2-8-2020 AT APPROXIMATELY 11PM. CASE 2020-2816	DIANE HILDEBRANDT	Individual	2/20/2020	3	SS145	30	INC, CAD AND CASE FOR 2020-2816	NONE	
2020-0157	Police	2020-2113	JOI LUSTED	Organization/Business	2/21/2020	5	SS145	60	AMENDED TOW FORM	NONE	
2020-0158	Police	I WOULD LIKE TO MAKE A PUBLIC RECORDS REQUEST FOR ALL ACCIDENT REPORTS FROM 2-17-2020 TO 2-23-2020	BOB ELLIS	Individual	2/24/2020	2	SS145	25	SEE LSPD PDR FOLDER 2020-0157	NONE	
2020-0159	Police	REPORT FROM 2/23/2020 AT 8923 8TH ST SE	BRANDON AMES	Individual	2/24/2020	1	SS153	5	INC & CAD 2020-3870	NONE	
2020-0160	Police	WRITTEN INC 20-3711	TIMOTHY KELLY	Individual	2/24/2020	1	SS153	10	INC & CAD 2020-3711		
2020-0161	Police	POLICE RPEORTS FOR SHANNON DALE, TERESA DALE AT 420 97TH DR NE #11 SOMETIME THE WEEK OF MONDAY FEBRUARY 10TH THROUGH FRIDAY FEBRUARY 14	MONICA HAUBRICH	Organization/Business	2/24/2020	2	SS145	15	INC, CAD AND CASE FOR 2020-2902	NONE	
2020-0162	Police	PLEASE EMAIL ME ANY AND ALL INCIDENTS INVOLVING MY DAUGHTER REBECCA	LINDA FLINK	Individual	2/24/2020	2	SS145	30	SEE LSPD PDR FOLDER 2020-0162	1, 2	
2020-0163	Police	2018-21564	CODY SCOTT	Individual	2/24/2020	2	SS145	30	INC, CAD AND CASE FOR 2018-21564	NONE	
2020-0164	Police	2020-1740	LISA GRABER	Individual	2/24/2020	2	SS145	30	INC AND CAD FOR 2020-1740	NONE	
2020-0165	Police	2020-497	THOMAS DEANE	Individual	2/24/2020	2	SS145	30	INC, CAD AND CASE FOR 2020-497	NONE	
2020-0166	Police	2020-3838	MATTIE GEORGE	Individual	2/24/2020	4	SS145	30	INC, CAD AND CASE FOR 2020-3838	NONE	
2020-0167	Police	2020-2120	ASHLIE BERGER	Individual	2/25/2020	1	SS145	60	INC, CAD AND CASE FOR 2020-2120	4	
2020-0168	Police	AUTO ACCIDENT 2020-3211	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0169	Police	AUTO ACCIDENT 2020-832	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0170	Police	AUTO ACCIDENT 2020-3460	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0171	Police	AUTO ACCIDENT 2020-2849	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0172	Police	AUTO THEFT 2020-2279	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	INC AND CAD	NONE	
2020-0173	Police	AUTO ACCIDENT 2019-6045	LEXIS NEXIS	Insurer	2/24/2020	2	SS153	5	COLLISION REPORT	NONE	
2020-0174	Police	20-4020	KAT JONES	Individual	2/26/2020	-31348					
2020-0175	Police	CASE 3591A-18D	KYLE RAINEY	Individual	2/26/2020	1	SS145	20	NONE	NONE	
2020-0176	Police	2020-832	KATIE RYBAR	Organization/Business	2/27/2020	1	SS145	20	INC AND CAD FOR 2020-832	NONE	
2020-0177	Police	20-3603	GUSTA BEARD	Individual	2/27/2020	1	SS145	20	INC AND CAD FOR 2020-3603	NONE	
2020-0178	Police	2020-4150	GARY CAYA	Individual	2/28/2020	2	SS143	15	INC 2020-4150	NONE	
2020-0179	Police	INCIDENT THAT TOOK PLACE ON FRIDAY 2/21/2020 AT THE ADDRESS 2708 121ST CT NE	KEISHA CLARK	Individual	2/28/2020	2	SS143	10	INC & CASE 2020-3735	NONE	

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2020-0180	Police	AUTO ACCIDENT 2020-2573	LEXIS NEXIS	Insurer	2/28/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0181	Police	AUTO ACCIDENT 2020-3211	LEXIS NEXIS	Insurer	2/28/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0182	Police	AUTO ACCIDENT 2020-3603	LEXIS NEXIS	Insurer	2/28/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0183	Police	DISPUTES BETWEEN MYSELF AND EX BOYFRIEND DATE RANGE 1/1/2020 TO CURRENT	RENA HEISLER	Individual	3/2/2020	1	SS143	10	20-4307 AND 20-1763 INC	NONE	
2020-0184	Police	AUTO ACCIDENT 2020-3591	LEXIS NEXIS	Insurer	3/2/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0185	Police	AUTO ACCIDENT 2020-3587	LEXIS NEXIS	Insurer	3/2/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0186	Police	AUTO ACCIDENT 2020-2308	LEXIS NEXIS	Insurer	3/2/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0187	Police	AUTO ACCIDENT 2020-3788	LEXIS NEXIS	Insurer	3/2/2020	3	SS163	5	COLLISION REPORT	NONE	
2020-0188	Police	AUTO ACCIDENT 2020-3378	LEXIS NEXIS	Insurer	3/3/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0189	Police	AUTO ACCIDENT 2020-832	LEXIS NEXIS	Insurer	3/3/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0190	Police	AUTO ACCIDENT 2020-3513	LEXIS NEXIS	Insurer	3/3/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0191	Police	WRITTEN REPORT 2020-3937	SEAN BARQUIST	Individual	3/2/2020	3	SS145	30	INC, CAD AND CASE FOR 2020-3937	NONE	
2020-0192	Police	A COPY OF ANY/ALL POLICE REPORTS INCLUDING ANY AUDIO AND VIDEO INVOLVING AN ALLEGED CRIMINAL OFFENSE INVOLVING MR. TRACY BELL DOB 2-24-1973 AND KRISTEN BELL DOB 7-19-1977 INVOLVING AN ASSAULT IN JUNE 2019 AT 1707 95TH AVE NE	WENDY COCHINELLA	Legal	3/3/2020	3	SS145	120	SEE LSPD PDR FOLDER 2020-0192	2, 6	
2020-0193	Police	POLICE REOPRT INVOLVING MARY ZAVALA ON 2/20/20 AT 1020 122ND AVE NE LAKE STEVENS WA 98258	ALLSTATE INSURANCE	Insurer	3/3/2020	-31352					
2020-0194	Planning	All communicatins and documents relating to permit applicatni BLD2019-0554 for an Accessory Dwelling Unit at 10231 N. Davies Rd, Lake Stevens. To include all incoming, outgoing and internal emails, permits, applicatoins, site plans, locate service documents, ticket call numbers and communications	Galen Ryan Adams & Duncan, Inc. PS	Legal	2/28/2020	12	K. Pugh	120	Requested records provided	NONE	
2020-0195	Planning	Re 303 91st Avenue NE, Lake Stevens: Permit summary (date/type of permit/applicant-tenant) or available permits from construction to present; Construction date (current building, previous buildings if applicable); List of tenants which have occupied the subject property; Oldest and most recent site layout plan from the abovementioned property if available; erosion control plans on record for the subject property, Record violations or complaints registered against the subject property; records of any Activity Use Limitations in connection with the property, in particular: Record of any Activity Use Limitations in connection with the prperty and subject property zoning and any current zoning violatoins; Records regarding hazardous materials usage/storage/incidents or known environmental concerns/cntaminaton which may have affected the property; records regarding above ground or underground sorage tank systems which are currently or historically located at hte property; records of fire inspections at the porperty	Tom Nanevics AEI Consultants	Organization/Business	2/28/2020	11	K. Pugh	65	Link to records on web page provided; redirected to other public agencies for most records	NONE	
2020-0196	Planning	opened or closed property code violations that occurred within 2/1/20-2/29/20 including parcel numbers	Bryce DeCora Local Crime Reporting	Organization/Business	3/2/2020	4	K. Pugh	30	Responsive records provided	NONE	
2020-0197	Public Works	Frontier Village Access Improvements: Construction Contract and specifications for a contract amount of \$522,518.50	Tiffany Huff NWLECET	Organization/Business	3/2/2020	3	K. Pugh	20	Contract, RFB & Specifications and Bid Response provided	NONE	
2020-0198	Police	EVENT THAT HAPPENED ON 3/2/2020 INVOLVING RENA HEISLER	RENA HEISLER	Individual	3/2/2020	-31351					
2020-0199	Police	COPY OF POLICE REPORT FOR CHRSTINE WELKER AND TYRELL WELKER	CHRSTINE WELKER	Individual	3/3/2020	3	SS145	30	SEE LSPD PDR 2020-0199	15	
2020-0200	Police	2020-4479 ON 3/3/2020, SECOND REPORT 3/1/2020 3RD REPORT BETWEEN 2/19 - 4/19	JESSICA PLATE	Individual	3/4/2020	2	SS143	10	INC 20-4479, 20-4410, 19-10229	None	

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2020-0201	Police	MY NAME IS JASON TURNER AND I AM LOOKING FOR ANY RECORDS IN MY NAME FROM AUGUST 2ND THROUGH AUGUST 5TH OF 2019 AT THE 8304 2ND ST NE LAKE STEVEN	JASON TURNER	Individual	3/4/2020	4	SS143	15	INC 19-15835	None	
2020-0202	Police	2020-3299	RANDY CELORI	Organization/Business	3/4/2020	1	SS145	30	INC, CAD AND CASE FOR 2020-3299	4, 11	
2020-0203	Police	2020-4535	ALYSSA OWEN	Individual	3/4/2020	2	SS143	10	INC 20-4535	NONE	
2020-0204	City Clerk	January 7, 2020 Workshop Meeting Recording	Sally Jo Sebring	Individual	3/4/2020	2	K. Pugh	10	Request Withdrawn		
2020-0205	Planning	Send current copy of the draft regulations for changes to the zoning code or direct me to where I can find them on the city website. I have recent copies, but it sounded like there were more changes to be made.	Sally Jo Sebring	Individual	3/4/2020	1	R. Wright	10	Requested records provided		
2020-0206	Police	2019-23646	MARIA IBARRA	Individual	3/5/2020	1	SS143	10	19-23646 INC	NONE	
2020-0207	Police	20-4163	MADHAV SONDHI	Organization/Business	3/5/2020	1	SS143	15	20-4163 INC & CASE	NONE	
2020-0208	Finance	SmartProcure is submitting a public records request to the City of Lake Stevens for any and all purchasing records from 11/21/2019 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.	SmartProcure	Organization/Business	3/5/2020	4	J. Norris	5	Requested records provided	NONE	
2020-0209	Police	ALL AVAILABLE RECORDS FOR 911 CALL FRIDAY FEBRUARY 28, 2020 INVOLVING WILLIAM TAYLOR AND MINOR LOWERN TAYLOR	JESSICA TAYLOR	Individual	3/5/2020	3	SS143	20	20-4246	NONE	
2020-0210	Police	I AM REQUESTING ALL POLICE RECORDS FOR MY ADDRESS; 2619 CEDAR RD UNIT A	ROBIN PLATE	Individual	3/6/2020	2	SS143	30	ALL INCIDENTS AT 2619 CEDAR RD UNIT A, AND 2619 CEDAR RD INVOLVING THE PLATES	NONE	
2020-0211	Police	RECORDS REQUEST FOR POLICE REPORT AND WITNESS STATEMENTS FROM KRISTOPHER COTE AND KATHERINE EVERLY FOR MAJOR VEHICLE COLLISION THAT OCCURRED ON FEBRUARY 9TH, 2020 OFFICER HINGTGEN RESPONDED TO THE INCIDENT	KATHERINE EVERLEY	Individual	3/6/2020	2	SS143	20	INC 20-2849	NONE	
2020-0212	Police	2019-23639 WRITTEN REPORT	MARIA IBARRA	Individual	3/6/2020	2	SS143	15	19-23639 INC	NONE	
2020-0213	Police	AUTO ACCIDENT 2020-4236	LEXIS NEXIS	Insurer	3/6/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0214	Police	AUTO ACCIDENT 2019-26045	LEXIS NEXIS	Insurer	3/6/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0215	Police	CASE FROM 1/2/07 INVOLVING STEVIERAE HABEDANK	CATHY BARAN - LICE SPIES	Organization/Business	3/6/2020	2	SS143	10	NO REPORT - 2006-886 PURGED		
2020-0216	Police	2020-3580	MYRNA A	Individual	3/6/2020	3	SS143	45	INC & CASE 20-3580	10	
2020-0217	Police	3/2/2020 ON MARKETPLACE BETWEEN HWY 9 AND 91ST, COLLISION	KIMBERLEY GARTHLEY	Individual	3/9/2020	6	SS143	30	2020-4451 INC	NONE	
2020-0218	Police	AUTO ACCIDENT 2019-25617	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0219	Police	AUTO ACCIDENT 2020-04252	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	INC AND CAD FOR CASE 2020-04252	NONE	
2020-0220	Police	AUTO ACCIDENT 2020-4491	LEXIS NEXIS	Insurer	3/9/2020	5	SS163	5	COLLISION REPORT	NONE	
2020-0221	Police	AUTO ACCIDENT 2020-4236	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0222	Police	AUTO ACCIDENT 2020-4045	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0223	Police	AUTO ACCIDENT 2019-25617	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0224	Police	AUTO ACCIDENT 2020-4252	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	INC AND CAD FOR CASE 2020-04252	NONE	
2020-0225	Police	AUTO ACCIDENT 2020-4491	LEXIS NEXIS	Insurer	3/9/2020	5	SS163	5	COLLISION REPORT	NONE	
2020-0226	Police	AUTO ACCIDENT 2020-4236	LEXIS NEXIS	Insurer	3/9/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0227	Police	COPY OF WHATEVER YOU HAVE FOR 2020-3713 BUS-VEHICLE COLLISION	RANDY CELORI - LSSD	Organization/Business	3/10/2020	1	SS143	10	20-3713 INC	NONE	
2020-0228	Police	ACCIDENT OUR TECHNICIAN DANIEL NIDA WAS INVOLVED IN ON 3/4/20	LAUREN MCRORIE - ACE ACME SEPTIC	Organization/Business	3/11/2020	1	SS143	15	INC & CASE 2020-4553	NONE	
2020-0229	Police	CAR ACCIDENT ON 1/6/20 STATE ROUTE 9 AND 32ND ST SE	MICHAEL RIVERS	Individual	3/11/2020	2	SS143	10	20-341 AND 20-334 INC	NONE	
2020-0230	Police	COMPLETE PD REPORT/OFFICERS NARRATIVE/WRITTEN STATEMENTS FOR AUTYMN NORVELL ON 10/23/11	BROOKE ESHELMAN - ALFORD & ASSOCIATES, PLLC	Legal	3/11/2020	2	SS143	10	2011-2479 MASK & ARREST MASK	NONE	
2020-0231	HR	Re Police Dept: Updated health care information including deductible amounts, number of employees in each plan by rank and amount paid by the employee/employer	Julie St Onge Natoinal Fraternal Order of Police	Organization/Business	3/12/2020	19	J. Good	180	requested records provided		

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2020-0232	Planning	building floor plans and architectural elevatoin for townhomes under constructin in a plate being marketed as the Farmhouses at Roxburghe: PN 29061900301000; property address: 1017 20th Street SE	Scott Cameron Land Advisors Organization	Organization/Business	3/9/2020	4	K. Pugh	20	Link to requested records on web page provided	NONE	
2020-0233	Planning	I am researching zoning laws on behalf of the Consortium, specifically single and multi family zoning laws for all the jurisdictions within Snohomish County. I was wondering if you can provide me with the following information to aid with my project. 1. Percentage of your jurisdiction/city/town that is zoned as single family residential. 2. Percentage of your jurisdiction/city/town that is zoned as multi-family residential (if applicable). 3. If there are any current rezoning plans occurring within your jurisdiction and if so what the plans are. 4. Number of single family and multi family homes in your jurisdiction.	Mena Peebles	Individual	3/11/2020	2	J. Needham	10			
2020-0234	Police	AUTO ACCIDENT 2020-4752	LEXIS NEXIS	Insurer	3/13/2020	1	SS163	5	INC AND CAD FOR 2020-4752	NONE	
2020-0235	Planning	re 303 91st Avenue NE, Lake Stevens: Certificate of Occupancy; Approved Site Plans; Variances, conditional/special use permits; Open building and zoning code violations: open fire code vialtions	Jalyn Porchay AEI Consultants	Organization/Business	3/5/2020	7	K. Pugh	15	Certificates of Occupancy provided	NONE	
2020-0236	Police	POLICE REPORT FROM FEBRUARY 2020 REGARDING ANTHONY GUYETT, GRACIE SHEHEEN AND AUDREY GUYETT	ANTHONY GUYETT	Individual	3/13/2020	2	SS143	15	20-3597 INC	NONE	
2020-0237	Planning	LUA2019-0055, LUA2018-0029, LUA2019-0102, LUA2018-0015, LUA2018-0016, LUA2016-0198, LUA2017-0091, LUA2017-0011, LUA2017-0052, LUA2017-0051, CU2006-1, 06-101896SD	Chas Peterson Blue Fern	Organization/Business	3/16/2020	6	K. Pugh	120	Links to requested recprds provided plus four additional records attached	NONE	
2020-0238	Police	AUTO ACCIDENT 2020-4492	LEXIS NEXIS	Insurer	3/16/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0239	Police	AUTO ACCIDENT 2020-4150	LEXIS NEXIS	Insurer	3/16/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0240	Police	AUTO ACCIDENT 2019-26451	LEXIS NEXIS	Insurer	3/16/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0241	Planning	BLD2020-0129; 0096; 0095; 0094; 0089; 0088; 0086; 0051; 0050; 0039; 0022; 0018; 0005; 0004; BLD2019-0963; 0957; 0940; 0907; 0906; 0905; 0904; 0903; 0893; 0730; 0718; 0693; 0536; BLD 2018-0422	Paul Silva Construction Monitor	Organization/Business	3/11/2020	1	T. Meyers	30			
2020-0242	Police	DNA REPORTS, FINGERPRINTS, WITNESS STATEMENTS, POLICE REPORTS, COLLECTION AND PROCESSING OF ANY DNA FOUND, THE CHAIN OF COLLECTION, THE SIZE OF SAMPLE IF ANY AND PROCESSING, MEMORANDUMS, EMAILS, OR COMMUNICATION WITH SNOHOMISH COUNTY PROSECUTING ATTORNEYS OFFICE, AND THE SNOHOMISH COUNTY OFFICE OF PUBLIC DEFENSE ON CASE NUMBER SNOHOMISH COUNTY CAUSE NUMBER 15-1-00393-8	CHRISTOPHER ARTHUR MILLER	Incarcerated Person	3/16/2020	1	SS143	30	NO REPORT		
2020-0243	Police	POLICE REPORT CASE NUMBER 2020-5532	ASHLEY SORENSON - CEDARWOOD II	Organization/Business	3/17/2020	3	SS143	45	INC & CASE 2020-5532	NONE	
2020-0244	Police	POLICE RECORD REGARDING JOEL BOWLIN (I BELIEVE CASE NO IS 20-2114)	WENDY BOWLIN	Individual	3/17/2020	2	SS143	45	INC & CASE 20-2114	1, 4, 9	
2020-0245	Police	WRITTEN REPORT 2020-5216	AARON BENNETT	Individual	3/17/2020	2	SS143	15	INC & CASE 2020-5216	2	
2020-0246	Police	AUTO ACCIDENT 20-4805	LEXIS NEXIS	Insurer	3/17/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0247	Police	AUTO ACCIDENT 20-8976	LEXIS NEXIS	Insurer	3/17/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0248	Police	AUTO ACCIDENT 20-4862	LEXIS NEXIS	Insurer	3/17/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0249	Police	AUTO ACCIDENT 20-4415	LEXIS NEXIS	Insurer	3/17/2020	2	SS163	5	COLLISION REPORT	NONE	
2020-0250	Police	ANY REPORTS OR CALLS REGARDING THE NAME TANYA FOLLETT AT ADDRESS 7702 44TH ST NE, LAKE STEVENS BETWEEN MARCH 2 AND 19 AND THE NAME ROBERT AIKMAN IV	TRESA SADLER	Legal	3/19/2020	2	SS143	10	NONE		
2020-0251	Planning	Construction/Build Plans for 1521 11st Avenue SE,LS	Joshua Yang	Individual	3/23/2020	1	K. Pugh	10	Directions provided to access records on line	None	

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2020-0252	HR	Any and all employee s for year 2019 including employer name, employer zip code, year of compensatoin, first name, miiddle initial, last name, hire date, base salary amount, bonus amount, overtime amount, gross annual wages and position title.	Justin Kramer Amderican Transparench Open the Books	Organization/Business	3/17/2020	10	K. Pugh	150	requested recordls provided		5 day letter sent 3/23/20
2020-0253	Planning	All c orrespondence and emails or other documents shared between Rodney Harmon/Ease Inn Homes LLC (Ted Kitchner)/Steve Berg/Merle Ashe and Russ Wright from Rodney Harmon/Easy Inn Homes LLC (Ted Kitchner)/Steve Berg/Merle Ashe in the last year to today's date) pertaining to the Seneca Lane preliminary plat matter, parcel BLA, parcel subdivision/short subdivision, related to property at tax parcel 29051300300400 in the City of Lake Stevens	Peter Ojala Ojala Law, Inc.	Legal	3/16/2020	14	K. Pugh	60	Requested records provided-emails		5 day letter sent 3/23/20
2020-0254	Police	ANY REPORTS BETWEEN DATES 2/19/20 THROUGH CURRENT WITH THE NAMES ANTHONY GUYETT, AUDREY GUYETT, AND GRACIE SHEHEEN, THE REPORT AND ANY FOLLOW UP DOCUMENTS, ANY AND ALL COMMUNICATION THAT IS ACCESSIBLE	TRESA SADLER LAW	Legal	3/23/2020	5	SS143	90	2020-3573 INC, CASE, PHOTOS, EMAIL SEARCH	6, 15, RCW 13.50 & 26.44.187 CHILD FORENSIC INTERVIEWS	
2020-0255	Police	BAC VIDEO AND HOLDING CELL VIDEO FOR NATHANIEL MIRACLE INCIDENT ON 3/6/20 20-4725	SULLIVAN LAW GROUP	Legal	3/23/2020	1	SS143	10	NO REPORT LETTER		
2020-0256	Police	2020-5821	RANDY CELORI - LSSD	Organization/Business	3/23/2020	5	SS143	30	20-5821 INC & CASE	NONE	
2020-0257	Police	INCIDENT REPORT 7924 GRACE LN ON 3/11/20	METROPOLITAN REPORTING	Insurer	3/23/2020	2	SS163	10	NO REPORT FOUND	NONE	
2020-0258	Police	AUTO ACCIDENT 2020-5306	LEXIS NEXIS	Insurer	3/23/2020	2	SS163	10	COLLISION REPORT	NONE	
2020-0259	Police	AUTO ACCIDENT 2020-5412	LEXIS NEXIS	Insurer	3/23/2020	2	SS163	10	INC AND CAD FOR 20-5412	NONE	
2020-0260	Police	AUTO ACCIDENT 2020-5073	LEXIS NEXIS	Insurer	3/23/2020	2	SS163	10	COLLISION REPORT	NONE	
2020-0261	Police	AUTO ACCIDENT 2019-226986	LEXIS NEXIS	Insurer	3/23/2020	2	SS163	10	COLLISION REPORT	NONE	
2020-0262	Planning	copies of all building permits of \$5,000 valuation and up (\$20K min for re-roofs), (\$50K min. for cell tower upgrades), (Electrical, Mechanical & Plumbing at \$100K minimum) and Solar Panels, Swimming Pools, Foundations & Demolitions at any valuation)	Paul Silva Construction Monitor	Organization/Business	3/24/2020	2	K. Pugh	30	Request permits provided		
2020-0263	Police	ANY POLICE REPORTS/INCIDENT REPORTS INCLUDING OR ASSOCIATED WITH THE ADDRESS OF 1020 122ND AVE NE LAKE STEVENS OVER THE PAST 12 MONTHS	SALENA CARMONA	Individual	3/27/2020	9	SS143	240	INCIDENTS/CASES AT ADDRESS FOR PAST YEAR	16	
2020-0264	Planning	Report of all issued buildingpermit informatno ifor residential and commercial properties from 3/1/2020 to 3/15/2020 including Permit #s and dates, Site addresses, Valuation of jobs, Description of working being done, Contractor information and Owner	Braden Minner Construction Monitor	Organization/Business	3/26/2020	3	K. Pugh	60	Requested records provided		
2020-0265	Police	CASE NUMBER 2020-0005954	SHERRY FORREST	Individual	3/27/2020	1	SS143	45	20-5954 INC & CASE	2	
2020-0266	Police	AUTO ACCIDENT 2020-3021	LEXIS NEXIS	Insurer	3/27/2020	1	SS163	5	COLLISION REPORT	0	
2020-0267	Police	WRITTEN REPORTS 2016-2020 AT 227 99TH AVE NE #B INVOLVING JAMES CAVALLO OR RALPH WIK	LILLIE-MAE LYONS	Individual	3/30/2020	1	SS143	240	2016-2022 WRITTEN REPORTS AT 227 99TH AVE NE B	2, 5, 15	
2020-0268	Police	SEEKING TO OBTAIN MY PUBLIC RECORDS FOR PURPOSES OF MY LAWYERS REQUIREMENTS	RICKY	Individual	3/31/2020	3	SS143	20	NOT AN IDENTIFIABLE RECORDS REQUEST		
2020-0269	Police	ALL INFORMATION REGARDING AN INCIDENT ON 11/30/2019 AT 9:21:24 AM INVOLVING MATT HAYDEN, DOUGLAS TAYLOR, NICHOLAS TAYLOR, ALL INFORMATION REGARDING ANY INCIDENTS INVOLVING MATTHEW HAYDEN	CARLY HAYDEN	Individual	3/31/2020	1	SS143	60	INC 19-25012, SUMMARY MASK 11-2688 10-1004 TICKETS I5021 I5824 I6231, FIELD INVESTIGATION 11004299	NONE	
2020-0270	Police	INCIDENT ON 3/26 OR 3/27 AT 430 97TH DR NE #1 AND INCIDENT AT 412 97TH DR NE #18	MONICA HAUBRICH - MERCY HOUSING	Organization/Business	3/31/2020	3	SS143	25	INC & CASE 20-6071, INC 20-6072 20-6046	2	

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2020-0271		Any and all documentation, records communications relating to, including any applications for development, site plan review, environmental review, or design review, as well as nay pre-application materials for the proposed Costco from May 7, 2019 to the present, relating to the following: (1) Costco Wholesale, (2) Building site at the intersection of Route 9 and 20th St; (3) 0 24th St SE; (4) 0 91st Ave SE, (5) SWC of SR 9 and 20th St SE; (6) 2326 S. Lake Stevens Rd, (7) 2404 S. Lake Stevens Rd; (8) Parcel No. 00457000002102; (9) Parcel No. 00457000002201; (10) Parcel No. 00457000002401; (11) Parcel No. 00457000002501; (12) Parcel No. 00457000002502; (13) Parcel No. 00457000002304; (14) Parcel No. 00457000002503; (15) LUA2019-0178; (16) LUA2019-0156; (17) LUA2019-0080; (18) LUA2019-0081; (19) LUA 2019-0082; (20) NWS 2019-175; Any coordination between Costco, the city, other agencies, and/or the Tulalip Tribes, specifically, any and all materials referred to by Russ Wright, recent press communications.	Michael D. Whipple Whipple Law Group PLLC	Legal	3/31/2020	-31372		830			Installment No. 1 consisting of links to Citizen Connect on city web page sent 4/6/2020
2020-0272	Police	AUTO ACCIDENT	METROPOLITAN	Insurer	3/30/2020	2	SS163	10	COLLISION REPORT 2020-3713	NONE	
2020-0273	Police	AUTO ACCIDENT	METROPOLITAN	Insurer	3/30/2020	2	SS163	10	COLLISION REPORT 2020-5619	NONE	
2020-0274	Police	AUTO ACCIDENT	METROPOLITAN	Insurer	3/30/2020	2	SS163	10	COLLISION REPORT 2020-5938	NONE	
2020-0275	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	3/30/2020	2	SS163	5	NO REPORT	NONE	
2020-0276	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	3/30/2020	2	SS163	10	COLLISION REPORT 2020-5656	NONE	
2020-0277	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	3/31/2020	1	SS163	10	COLLISION REPORT 2020-5750	NONE	
2020-0278	Police	REPORTS 920991706 AND XZ0351291	HAILEY LARSON	Individual	3/31/2020	1	SS143	10	NO REPORT LETTER		
2020-0279	Planning	All opened or closed residential property code violations that occurred within 3/1/20-3/31/20 including property parcel number	Bryce DeCora Decorateam	Organization/Business	4/1/2020	2	K. Pugh	20	Requested records provided		
2020-0280	Planning	All records in regards to 10th PI NE trees, landscaping, HOA, emails, complaints from any and all parties involved including hte city with photos, reports and responses and notes, all subjects from 2017 through date of response	Tracy McMillan	Individual	4/2/2020	3	K. Pugh	65	Requested records provided		
2020-0281	Planning	Copies of development permit applicatoin materials (including but not limited to, building permits and grading permits), incuding staff analysis and issued permits, for the Hartford Court Apartments, 1901 125h Ave NEW, Lake Stevens, WA (SnoCo TPN 2906800407200). Particularly interested in surveys and site plans. Hartford Court Apartmens were constructed in 1990. This inquiry need not look earlier in time than the initial permit applications associated iwth hte construction of the apartments, but please provide all materials since then through presentday.	Matthew J. Vivian Van Ness Feldman LLP	Legal	4/2/2020	4	K. Pugh	60	Link to record provided; no electronic records for earlier dated materials.		Requestor voluntarily clarified he is only seeking electronic records
2020-0282	Police	AUTO ACCIDENT 2020-47356	LEXIS NEXIS	Insurer	4/3/2020	3	SS163	5	NO REPORT FOUND		
2020-0283	Police	POLICE REPORT MADE BY MR BECVAR ON 3/30 OR POSSIBLY THE 31ST RE MYSELF, RENA HEISLER, DUE TO LEAVING MR BECVARS PERSONAL BELONGINGS AT HIS RESIDENCE ON THE 29TH	RENA HEISLER	Individual	4/3/2020	2	SS143	20	NO REPORT LETTER		
2020-0284	Police	CASE 2020-6388	RANDY CELORI - LSSD	Organization/Business	4/6/2020	2	SS143	20	2020-6388 INC & CASE	NONE	
2020-0285	Police	2020-6019	OLIVIA MCCORD	Individual	4/7/2020	1	SS143	30	2020-6019 INC & CASE	15	
2020-0286	Planning	Copies of building permits of \$5,000 valuation and up (\$20,000 minimum for re-roofs), \$50,000 minimum for cel tower upgrades, electrical, mechanical & plumbing at \$100,000 minimum and solar panels, swimming pools, foundations and demolitions at any value issued 3/24/2020 through 4/6/2020	Paul Silva Construction Monitor	Organization/Business	4/7/2020	1	K. Pugh	20	Requested Records Provided		

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2020-0287	Police	CASE 2020-5622 AND CASE 2020-5993	TINA NGUYEN	Individual	4/7/2020	1	SS143	30	INC 20-5622 & 20-5993	NONE	
2020-0288	Police	POLICE REPORT FROM NIGHT OF 4/1/20 INVOLVING RESIDENT ANGELICA MOLANO AND EDWARD AT 9929 5TH PL SE A5	ASHLEY SORENSON	Organization/Business	4/7/2020	1	SS143	90	INC & CASE 20-6327	4	
2020-0289	Public Works	records pertaining to water (including fire hydrants) or sewer sabestos cement projects done between 1965 and 1987. Over theyears municipalilites expanded or replaced water and sewer distribution systems. Any records for that work either done by city employees or contractors	Curt Cira Maune, Raichle, Hartley, French & Mudd	Legal	4/7/2020	4	K. Pugh	45	No responsive records		
2020-0290	Police	2020-6168	MARK FOWLER	Individual	4/8/2020	2	SS143	60	INC & CASE 20-6168	10	
2020-0291	Police	ANY RECORDS RELATING TO ABIGAIL MECKLE FROM 2/1/20-4/8/20 - POLICE RECORDS ONLY	KEITH HUDSON	Individual	4/9/2020	1	SS143	20	INC 20-3154 20-3488 20-3486	NONE	
2020-0292		All payments and checks made to (1) AWC, (2) DES, providing front and back, and all contracts wth AWC and DES for time period 2010-2020	Lori Shavlik	Individual	4/10/2020	10	K. Pugh	370	Checks, AWC & DES contracts, vendor list; Account Summary provided	NONE	
2020-0293	Police	AUTO ACCIDENT	METROPOLITAN	Insurer	4/10/2020	1	SS163	5	COLLISION REPORT 2020-6460	NONE	
2020-0294	Police	POLICE REPORT 2019-13075	KELLY STECKLER - CONNOR LAW	Legal	4/13/2020	1	SS143	40	INC & CASE 19-13075	2, 3	
2020-0295	Police	COPY OF THE REPORT FOR CASE 2020-6847	TOM SURRIDGE	Individual	4/14/2020	2	SS143	45	INC & CASE 20-6847	NONE	
2020-0296	Police	ALL REPORTS PERTAINING TO CALLS/REPORTS, ETC., TO POLICE BEING DISPATCHED TO THE CORRESPONDING ADDRESS OF 13120 19TH PL NE LAKE STEVENS FROM MARCH 12, 2020 AND THE POLICE GOING TO ADDRESS 11327 128TH DR NE LAKE STEVENS ON SEPTEMBER 20-21, 2019	JANESSA PARSONS	Individual	4/14/2020	1	SS143	45	REPORTS FROM 3/12/20-4/14/20 AT 13120 19TH PL NE AND 19-19703	NONE	
2020-0297	Police	WRITTEN REPORT 19-24679	AUSTIN STEVENS	Individual	4/14/2020	1	SS143	45	INC & CASE 19-24679	NONE	
2020-0298	Police	WRITTEN REPORT 19-27256	MARK BLUBAUGH	Individual	4/14/2020	1	SS143	30	INC 19-27256	NONE	
2020-0299	Police	CHILD SEXUAL ABUSE CASE BETWEEN 2010 AND 2012	GEORGINA MEDINA	Individual	4/14/2020	5	SS143	210	CASE 2011-541	1, 5, 6, 10, 15	
2020-0300	Police	REPORT ON JULY 15, 2015 REGARDING DOUG EKLUND TRESPASSING, THREATENING AND YELLING, AND DIGGING MY CHERRY TREE FROM MY BACKYARD	TINA NGUYEN	Individual	4/14/2020	1	SS143	15	INC MASK 15-14057	NONE	
2020-0301	Police	THEFT/BURGLARY	LEXIS NEXIS	Insurer	4/13/2020	2	SS163	30	CASE 2020-6193	2	
2020-0302	Police	INCIDENT 14-12599	TINA NGUYEN	Individual	4/15/2020	1	SS143	10	INC MASK 14-12599	NONE	
2020-0303		Performance Evaluations	Katie Rivers	Individual	4/13/2020	3	J. Good	40	Requested record provided	NONE	
2020-0304	Police	REPORT 2018-9411	BILLY CAMPBELL	Individual	4/15/2020	1	SS143	25	INC & CASE 18-9411	NONE	
2020-0305	Planning	underground/above ground storage tanks (USTs or ASTs), hazardous materials storage, spill response records, oil/gas wells, remediation records, or any other envinromental concerns for the following property: 10300 20th Street SE, Lake Stevens, WA, PN 00457000003103	Warde R. Mangus Terracon	Organization/Business	4/7/2020	10	K. Pugh	20	No responsive records		
2020-0306	Police	POLICE REPORT FOR TROY JELLISON, DATE OF LOSS 12/5/2017	KAYELANI - LOWE LAW GROUP	Legal	4/20/2020	4	SS143	60	NO REPORT LETTER		
2020-0307	Police	AUTO ACCIDENT	METRO	Insurer	4/21/2020	1	SS163	5	NO REPORT FOUND (SCSO)		
2020-0308	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	4/20/2020	2	SS163	5	NO REPORT FOUND (SCSO)		
2020-0309	Police	CASE 2020-7201	KAREN HUMMEL	Individual	4/21/2020	1	SS143	20	2020-7201 INC	NONE	
2020-0310	Planning	Copies of building permits of \$5,000 valuatnoi and up (20,000 min for Re-Roofs), (\$50,000 min. for Cell Tower upgrades), (Electrical, Mechanical & Plumbing at \$100,000 min.) and (Solar Panels, Swimming Pools, Foundations & Demolitions at any valuation).	Paul Silva Construction Monitor	Organization/Business	4/20/2020	2	K. Pugh	20	Responsive records provided		
2020-0311	Planning	all permits for 11924 - 32nd Street NE	Lorna Scott	Individual	4/20/2020	2	K. Pugh	20	No responsive records		
2020-0312	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	4/21/2020	1	SS163	5		NONE	
2020-0313	HR	electronic copy of the report that details the results of the "investigation" for which the City hired outside experts to review 35 allegations made by staff and public in early 2018.	Shane Oden	Individual	4/22/2020	6	K. Pugh	35	Requested record provided	NONE	

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2020-0314	Public Works	electronic copy of the geotechnical repoert, engineering design, stormwater report, and as-builts stamped by a licensed engineer for work conducted by the City to construct North Cove Park not including "the Mill" facility currently under costruction and the new City Hall. An electronic copy of the stamped geotechnical report, engineering design, and permits for the retaining wall constructed on Vernon Road over King Creek (?) by City crews	Shane Oden	Individual	4/22/2020	6	K. Pugh	135	WSDOT schematic and work order provided; links to council minutes and audio provided	NONE	requestor submitted multiple records requests, one was submitted twice
2020-0315	Public Works	electronic copy of the geotechnical repoert, engineering design, stormwater report, and as-builts stamped by a licensed engineer for work conducted by the City to construct North Cove Park not including "the Mill" facility currently under costruction	Shane Oden	Individual	4/22/2020	6	K. Pugh	40	Weblink to requested records provided	NONE	
2020-0316	Police	ALL POLICE REPORTS REGARDING MINOR VEHICLE ACCIDENTS WITH INVOLVED ROBIN PETHERAM, VEHICLE ARH4321 OR AKR9022, AT 2310 CEDAR RD, FROM 2014 TO 2016	NEIL HARRISON	Individual	4/22/2020	1	SS143	30	CASE 15-547 AND INC 15-3971	NONE	
2020-0317	Police	REPORT 2020-7515	JENNIFER FOWLDS	Individual	4/22/2020	1	SS143	15	INC 2020-7515	NONE	
2020-0318	Police	REPORT 2020-7201	ANDREW TORICK	Individual	4/23/2020	3	SS143	30	INC & PICTURES 2020-7201	NONE	
2020-0319	Police	WRITTEN REPORT 2020-6918	ANGELO ROSSI	Individual	4/23/2020	1	SS143	20	INC & CASE 2020-6918	NONE	
2020-0320	Planning	2727 Soper Hill Road: drawings or documents on my house	Kristy Dow	Individual	4/23/2020	2	K. Pugh	15	Records available at Citizen Connect on line: instructions provided	NONE	
2020-0321	Police	ANY RECORDS, WRITTEN REPORTS IN BINDER, FRONT OF BINDER, BOOKING FORMS, NARRATIVES, SUPER FORMS, INVESTIGATION NOTES AND/OR REPORTS, ACCIDENT MEASUREMENTS, WITNESS STATEMENTS, COLOR PHOTOGRAPHS, AND BLACK AND WHITE PHOTOS, PRINTS, DRAWINGS, OR MAPS REGARDING THE ACCIDENT ON MAY 7, 2018, ANY AND ALL MATERIAL KNOWN TO YOU REGARDING THE MATTER NOTED ABOVE	STEPHEN MONRO - MONRO LAW FIRM	Legal	4/24/2020	5	SS143	60	INC 18-9292, EMAIL SEARCH	NONE	
2020-0322	Police	REPORTS IN REFERENCE TO CPS ON APRIL 17 OR 18, 2020 AT 10303 26TH PL SE IN LAKE STEVENS	ANA RODGERS	Individual	4/27/2020	1	SS143	30	INC 20-7297, 7306, 7325, 7360, 7642	15	
2020-0323	Police	POLICE REPORT ON OR ABOUT APRIL 11, 2020 REGARDING ANGELO ROSSI AND VICTIM CHRISTINA ROSSI	PATRICIA BAUGHER - LUMINOSITY LAW	Legal	4/28/2020	1	SS143	15	INC & CASE 2020-6918	NONE	
2020-0324	Police	CASE 18-18142	JEFF DOOLEY - CARNEGIE HERO FUND COMMISSION	Organization/Business	4/28/2020	1	SS143	30	INC & CASE 18-18142	6	
2020-0325	Police	INCIDENT REPORT FOR APRIL 27, 2020 INVOLVING GINA DEBARTOLO AT 10018 5TH PL SE #A4	KORAE RUTLEDGE - MERCY HOUSING	Organization/Business	4/28/2020	1	SS143	30	INC 20-7836	4	
2020-0326	Police	FIRE CAR	LEXIS NEXIS	Insurer	4/24/2020	4	SS163	10	CASE REPORT 2018-13772	NONE	
2020-0327	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	4/27/2020	3	SS163	10	INC & CAD 2020-7411	NONE	
2020-0328	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	4/27/2020	3	SS163	10	INC & CAD 2020-7365	NONE	
2020-0329	Police	2020-4218	CYNTHIA WETLANDER	Individual	4/29/2020	5	SS143	90	INC & CASE 20-4218	5	
2020-0330	Police	2020-6400 CASE AND CAD	MARY MCBRIDE - STATE FARM	Organization/Business	4/29/2020	1	SS143	15	INC 2020-6400	NONE	
2020-0331	Police	MOTOR VEHICLE COLLISION ON 4/23-4/24 IN MACHIAS AREA WITH 4 MALES	COLETTE LARSON	Individual	4/29/2020	1	SS143	10	NO REPORT LETTER		
2020-0332	Police	DECLINE NOTICE/MEMO TO LAKE STEVENS PD FROM SNOH CO PROSECUTING ATTORNEYS OFFICE REGARDING OUR CLIENT, NICHOLAS REBO REGARDING AN INVESTIGATION FOR CHILD ABUSE	TRACEY MCDONALD - MARSHALL DEFENSE FIRM	Legal	4/30/2020	1	SS143	30	DECLINE NOTICE FROM 2020-5924	5	
2020-0333	Police	ANY AND ALL INCIDENT REPORTS INVOLVING MONICA-LYNN CARMICHAEL OR 519 95TH DR SE LKS FROM AUGUST 1, 2019 TO NOW	DENECIA EVANS - DENO MILLIKAN LAW	Legal	4/30/2020	4	SS143	60	INCIDENTS AND CASES AT 519 95TH DR SE FROM 8/1/19 TO 5/5/20	NONE	

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2020-0334	Police	records for Police action that took place in the Soundview Estates Home Owners Association (SEHA) which is located with 1ST ST SE, 79th Dr SE, and Meridian Pl NE from April 07th to April 19th. I understand that Officer Aukerman (on 08 Apr), Officer Wells (on 13 Apr), and another all responded and I would like any reports, emails or other available recordings that were written about activity in the neighborhood. An area of particular interests is activity and recordings from Officers or others about a vehicle that is a Black Ford license plate ALS1537.	JOSHUA WILSON	Individual	4/30/2020	5	SS143	240	EMAIL SEARCH, RADIUS SEARCH, VOICEMAILS	NONE	
2020-0335	Planning	Seneca Lana records, both paper & electronic	Rodney Harmon	Legal	4/30/2020	-31394					Request is for multiple electronic and paper records to be used in by attorney as part of record for trials
2020-0336	Planning	All opened or closed residential property code violations that occurred within 4/1/20-4/30/20, including the property parcel number	Bryce DeCora Local Crime Reporting	Organization/Business	5/1/2020	3	T. Meyers	15	Requested records provided		
2020-0337	Police	POLICE REPORT FROM AN INCIDENT THAT OCCURRED ON 4/29/20 AT 12011 29TH PL NE LKS...PIT BULLS GOT OUT AND RAN UP BARKING AT ME AND MY 11 YEAR OLD SON	MICHAEL MOORE	Individual	5/1/2020	3	SS143	20	20-7975 INC, 20-8087 INC	NONE	
2020-0338	Police	WRITTEN REPORT 2020-7626	CARLO NAVARIO	Individual	5/5/2020	2	SS143	60	INC & CASE 2020-7626	9	
2020-0339	Police	INVESTIGATIVE FILE REGARDING OUR CLIENT NICHOLAS REBO, DET WAS DETECTIVE PARNELL, 2019 OR 2020 CASE THAT WE PREVIOUSLY REQUESTED THE DECLINE NOTICE FOR	TRACEY MCDONALD - MARSHALL DEFENSE FIRM	Legal	5/5/2020	-31397					
2020-0340	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/5/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0341	Police	REPORT FOR CASE 2020-6837	NINA SVAE	Individual	5/5/2020	1	SS143	15	INC 20-6837	NONE	
2020-0342	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/5/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0343	Police	REPORTS AT 12011 29TH PL NE LKS FROM 1/1/20 TO NOW	WHITNEY LEIGHTON - INVITATION HOMES	Organization/Business	5/6/2020	1	SS143	20	INC 20-7975, INC 20-8087	NONE	
2020-0344	Police	POLICE RECORDS AT 11415 25TH ST SE IN LAST MONTH	CINDY ERICKSON	Individual	5/6/2020	1	SS143	10	NO REPORT LETTER		
2020-0345	Police	REPORTS 20-3486 AND 20-3488	ABIGAIL MECKLE	Individual	5/6/2020	1	SS143	20	INC 20-3486 AND 20-3488	NONE	
2020-0346	Police	PUBLIC RECORDS REGARDING AN INCIDENT THAT OCCURRED ON MARCH 19, 2017 AT THE BUZZ INN STEAKHOUSE, ANY AND ALL DOCUMENTS IN YOUR POSSESSION OR WITHIN YOUR CONTROL REGARDING THIS INCIDENT, INCLUDING BUT NOT LIMITED TO REPORTS, STATEMENTS, SUPPLEMENTS, PHOTOGRAPHS, AUDIO/VIDEO RECORDINGS, CITATIONS, CORRESPONDENCE, NOTES, AND ANY OTHER DOCUMENTATION IN YOUR POSSESSION	CAROL ARKINS - BETTS PATTERSON MINES	Legal	5/7/2020	11	SS143	600	ANY & ALL 17-5878	1, 6, 19	
2020-0347	Public Works	An electronic copy of the stamped engineering design for sidewalk and ADA ramp improvments on 124th Ave. NE, the enhanced crossing on Lundeen Park Way at Lundeen Park, and the City's approved ADA Transition Plan as required under Title II of the American with Disabilities Act of 1990.	Shane Oden	Individual	5/4/2020	-31396					Sent 5-day notice on 05/07/20 - extended to 05/22/20
2020-0348	Planning	Requesting a report of all issued Building permit information for residential and commercial properties. From 04/16/2020 To 04/30/2020. Report to include if possible; Permit #'s & Dates, Site Addresses, Valuations of Jobs, Description of Work Being Done, Contractor Information & Owner Name	Braden Mineer Construction Monitor	Organization/Business	5/6/2020	2	T. Meyers	30	Requested Records Provided		

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2020-0349	Public Works	An electronic copy of the approved contract including unit bid and specifications on the South Lake Stevens Multi-use Path Project and the list of responsive bidders including their contact information. An electronic copy of the City policy or code for documenting and approving change orders.	Shane Oden	Individual	5/4/2020	-31396					Sent 5-day notice on 05/07/20 - extended to 05/22/20
2020-0350	Police	AUTO ACCIDENT	METRO REPORTING	Insurer	5/7/2020	1	SS163	5	COLLISION REPORT	NONE	
2020-0351	Police	CASE FILE 2020-8482	RICHARD TAYLOR	Individual	5/8/2020	8	SS143	60	INC. CASE, PHOTOS FOR 20-8482	2	
2020-0352	Police	CASE FILE 2020-8482	ANGELA GEARY	Organization/Business	5/8/2020	8	SS143	60	INC & CASE 20-8482	2	
2020-0353	Police	ANY AND ALL FOR REPORT 2020-8556	MICHAEL MOORE	Individual	5/8/2020	9	SS143	180	INC. CASE, PHOTOS 20-8556	4, 17	
2020-0354	Police	WRITTEN REPORT 2020-8556	ERIC HANSON	Individual	5/8/2020	5	SS143	45	INC & CASE 2020-8556		
2020-0355	Police	1020 81ST DR SE, FORCED ENTRY POLICE REPORT	RACHEL HUNING	Individual	5/11/2020	3	SS143	60	ALL INCIDENTS AT 1020 81ST DR SE SINCE 1/1/2020	NONE	
2020-0356	Police	WRITTEN REPORT 2020-8601	DAMON SHELBY	Individual	5/11/2020	5	SS143	30	INC & CASE 2020-8601	NONE	
2020-0357	Police	ANY POLICE REPORTS, OFFICER NARRATIVES, RADAR INFORMATION (MAKE/MODEL, AND ANY INFORMATION CONCERNING THE LAST TIME IT WAS CALIBRATED AND ALL DOCUMENTATION SHOWING THAT CALIBRATION WAS DONE IN ACCORDANCE WITH APPLICABLE QUALITY CONTROL MEASURES BY THE MANUFACTURER), ANY PID/BRADY DISCLOSURES FOR OFFICER WAYNE AUKERMAN, REFERENCE TRAFFIC INFRACTION CASE NUMBER XZ0403868	ASHLEY NEAL - SNO CO PUBLIC DEFENDERS ASSOCIATION	Legal	5/11/2020	1	SS143	60	TICKET XZ0403868, INC 20-7640, ASSET TIGER LOG FOR RADAR	NONE	
2020-0358	Police	ANY AND ALL DOCUMENTS, RECORDS, WITNESS STATEMENTS, POLICE OR OTHER REPORTS OF ANY KIND REGARDING ANY INCIDENTS INVOLVING RICHARD DAWSON AKA DICK DAWSON, INCLUDING BUT NOT LIMITED TO ANY INCIDENTS ON OR ABOUT APRIL 1, 2020 TO PRESENT, OCCURRING IN LAKE STEVENS	MICHAEL ANDREWS - COGDILL NICHOLS REIN WARTELLE ANDREWS	Legal	5/11/2020	8	SS143	180	ALL RELATED TO RICHARD DAWSON	4, 17	
2020-0359	Police	WRITTEN REPORT 2020-8629	MICHAEL SHERMAN	Individual	5/11/2020	4	SS143	45	INC & CASE 2020-8629	1	
2020-0360	Police	POLICE ACTIVITY AT 12011 29TH PL NE LAKE STEVENS IN THE PAST SEVERAL DAYS, SPECIFICALLY 5/8/2020, PLEASE SUPPLY THE POLICE REPORTS	WHITNEY LEIGHTON - INVITATION HOMES	Organization/Business	5/11/2020	4	SS143	20	INC & CASE 2020-8556	1, 4	
2020-0361	Police	WRITTEN REPORT FOR 9Z0395800 & COPY OF TICKET	BERNARD HERRERA	Individual	5/11/2020	1	SS143	15	INC 19-4231, 9Z0395800 TICKET MODULE	NONE	
2020-0362	Planning	building records for - 12405 20th St NE, Lake Stevens; blueprints and/or Architectural drawings, building permitting and planning documentation, land use permits, code informant information, inspection documentation, and photos	Kevin Palermo DEA	Government	5/11/2020	3	K. Pugh	70	No responsive records, link to web page provided for documentation of old permits	NONE	
2020-0363	Planning	Lake Stevens zoning data	Grace Young PSRC	Government	5/11/2020	1	J. Needham	20	requested records provided	NONE	
2020-0364	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/11/2020	2	SS163	10	INC AND CAD FOR 2020-780	NONE	
2020-0365	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/11/2020	2	SS163	10	NO REPORT FOUND	N/A	
2020-0366	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/12/2020	1	SS163	10	NO REPORT FOUND	N/A	
2020-0367	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/12/2020	1	SS163	10	INC AND CAD FOR 2020-8350	NONE	
2020-0368	Planning	Civil asbuilt drainags for Autumn Crest, 2115 103rd Ave SE	Sheri Green AHBL, Inc.	Organization/Business	5/12/2020	1	K. Pugh	10	requested records provided	NONE	
2020-0369	Police	CRASH REPORT FOR CLYDE SCOFIELD ON MAY 8, 2020 AT THE INTERSECTION OF HWY 9 AND MARKET PLACE	THERESA RESPONTE	Individual	5/12/2020	3	SS143	30	INC 2020-8567	NONE	

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2020-0370	HR	(1) Any reports or investigations, launched since Sept. 1, 2020, into the city's Public Works Department and possible theft of city equipment and materials. (2) Any reports or investigations, launched since Sept. 1, 2020, which include Public Works Director Eric Durpos allegedly allowing city staff to use city equipment or materials for personal use or reprimanding staff who report this behavior to HR. (3) Any complaints submitted since May 1, 2019, by city employees to the Human Resources Department surrounding the conduct of Director Durpos	Joseph Thompson Everett Herald	Media	5/13/2020	-31403					
2020-0371	Police	WRITTEN REPORT 2020-8601	DELLA BRYANT	Individual	5/14/2020	2	SS143	10	INC & CASE 2020-8601	NONE	
2020-0372	City Clerk	Indigent defense service (public defender contract)	Rochelle Barker City of Marysville	Government	5/13/2020	2	K. Pugh	10	Contract and amendments provided	NONE	
2020-0373	Police	WRITTEN REPORT 2020-8958	ALLEN COMBS	Individual	5/14/2020	3	SS143	30	INC & CASE 20-8958	NONE	
2020-0374	Police	5/8/2020 POLICE CALLED TO THE ADDRESS OF 12011 29TH PL NE LAKE STEVENS FOR AN UNCONSCIOUS PERSON FOUND	MIKKEL HUTSON	Individual	5/15/2020	1	SS143	10	INC & CASE 20-8556	1, 4	
2020-0375	Police	REPORT 20-8928	LAURA WELLMAN	Individual	5/15/2020	2	SS143	30	INC & CASE 2020-8928	NONE	
2020-0376	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/15/2020	1	SS163	5	INC & CAD 2020-8745	NONE	
2020-0377	Police	WRITTEN REPORT 2020-8564	AUSTIN RYALS	Individual	5/18/2020	1	SS143	30	INC & CASE 2020-8564	9	
2020-0378	Police	WRITTEN REPORTS AT 9301 11TH ST NE SINCE JULY 2019	DANIEL MOORE	Individual	5/18/2020	1	SS143	60	ALL INC/CASES AT 9301 11TH ST NE SINCE 7/2019	1, 4	
2020-0379	Police	PHOTOS/VIDEO FROM 17-16689	OLGA FARNAM - SEATTLE LAW OFFICES	Legal	5/18/2020	1	SS143	10	PHOTOS FROM 17-16689	NONE	
2020-0380	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-8482	NONE	
2020-0381	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-4553	NONE	
2020-0382	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-8601	NONE	
2020-0383	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-4231	NONE	
2020-0384	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-8601	NONE	
2020-0385	Police	AUTO ACCIDENT	LEXIS NEXIS	Insurer	5/18/2020	2	SS163	5	COLLISION REPORT 20-8482	NONE	
2020-0386	Police	AUTO ACCIDENT	METRO REPORTING	Insurer	5/18/2020	1	SS163	5	COLLISION REPORT 2020-8567	NONE	
2020-0387	Police	POLICE INCIDENTS INVOLVING CANDICE MARTIN, ADDRESS OF 419 101ST AVE SE H39, SINCE NOVEMBER 2019	HEATHER MIDDLETON	Individual	5/19/2020	2	SS143	300	JULY 2019-5/19/20 RECORDS RELATING TO CANDICE MARTIN OR 419 101ST AVE SE H39	1, 4, 6, 18	
2020-0388	Planning	520 E. Davies Road, PN 00493800100104 being changed from SFR to Duplex or SFR to ADU	Mickie Cooper Lake Stevens Sewer Distr	Government	5/19/2020	1	K. Pugh	15	No responsive records		
2020-0389	Police	DV 2 ON 4/28/20, PROTECTION ORDER VIOLATION ON 5/5/20, THEFT ON 5/5/20, REPORT TYPE UNKNOWN ON 5/13/20	CHRISTY YOUNG	Individual	5/19/2020	2	SS143	60	20-7900, 20-8374, 20-8978, 20-8367	1	
2020-0390	Police	POLICE REPORTS INVOLVING CANDICE MARTIN AND RYAN PUTNAM. RECORDS OF POLICE INVOLVEMENT AT 419 101ST AVE SE APT H39. 1/1/2014-PRESENT.	RACHELLE BOIRE - ABC LAW GROUP	Legal	5/19/2020	2	SS143	180	SINCE 2014, POLICE REPORTS REALTED TO CANDICE MARTIN, RYAN PUTNAM, 419 101ST AVE SE H39	1, 4, 15	
2020-0391	Police	ANY AND ALL INVESTIGATIONS, DISCIPLINARY ACTION, AND/OR SANCTIONS IMPOSED ON OFFICER RUTHERFORD, VIDEO RECORDING FROM OFFICER RUTHERFORDS VEHICLE FOR 2020-8601, VIDEO RECORDING FROM BREATH TEST ROOM FOR 2020-8601, POLICE REPORTS FOR 2020-8601	JAG MATTO - THE MATTO LAW FIRM	Legal	5/20/2020	2	SS143	60	INC & CASE 2020-8601	2	



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BLANKET VOUCHER APPROVAL
2020

Payroll Direct Deposits	5/25/2020	\$231,507.46
Payroll Checks	50393-50395	\$3,892.79
Electronic Funds Transfers	ACH	\$312,792.07
Claims	50385-50392, 50396-50483	\$448,638.49
Void Checks		
Total Vouchers Approved:		\$996,830.81

This 26th day of May 2020

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

May 26th, 2020



City Expenditures by Type on this voucher packet

Personnel Costs	\$	235,400	24%
Payroll Federal Taxes	\$	90,254	9%
Retirement Benefits - Employer	\$	62,825	6%
Medical Benefits - Employer	\$	146,828	15%
Other Employer paid Benefits	\$	584	0%
Employee paid benefits - By Payroll	\$	22,889	2%
Supplies	\$	33,605	3%
Professional Services	\$	84,641	8%
Capital *	\$	257,267	26%
Debt Payments	\$	62,537	6%
Void Check	\$	-	0.0%
Total	\$	996,830.81	100%

Large Purchases

* 50% deposit Playground Equip - Frontier Heights Park - \$68,107

* Water Service for Frontier Heights Park - \$34,291



Total for Period
\$761,430.56

Checks to be approved for period 05/07/2020 - 05/20/2020

Vendor: A Worksafe Service Inc
Check Number: 50396

Invoice No	Check Date	Account Number	Account Name	Description	Amount
289813	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Drug Screening	\$55.00
					\$55.00

Vendor: Ace Hardware
Check Number: 50397

Invoice No	Check Date	Account Number	Account Name	Description	Amount
66005	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Caps	\$9.18
66010	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Broom/Dustpan/LED Bulbs/Hand Pruner/Paint	\$159.09
66013	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fasteners	\$12.36
66085	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Air Hose/Tape/Plastic Auger/Handsoap/Graffiti Remover	\$50.09
66115	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Bushing Reducer/Closer Plugs/Bolts	\$18.25
66119	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Bit Set/Fence Bracket/Fasteners	\$51.11
66128	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fasteners	\$17.88
66148	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	DWV Couple Flex	\$18.73
66178	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Socket Adapter Set	\$6.53
66189	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Multi-Mix Container	\$17.55
66194	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Level/Chalk/Screwdriver Set/GFI Receptacle/Wire	\$151.42
66214	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Spraypaint	\$20.01
66216	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Tarp	\$19.61
66238	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Hook Tool/Deadbolt/Clip Spring Bar/Keypad Entry Lvr	\$219.02
66245	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Oiler/Coupler Kit/Plugs/Strap Loop	\$79.24
66251	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Bit Set/Tape Measures/Rafter Poly/Socket Adapter	\$198.79
66258	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Drill Bit Set/Pulley	\$59.93
66271	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Link Chain Quick/Screw Eye	\$28.74
					\$1,137.53

Vendor: AFLAC
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,248.72
					\$1,248.72

Vendor: Alta Planning Design Inc
Check Number: 50398

Invoice No	Check Date	Account Number	Account Name	Description	Amount
00-2019-172-3	5/20/2020	001 010 576 80 41 00	PK-Professional Services	Trails Master Plan Development	\$6,148.08
					\$6,148.08

Vendor: Amazon Capital Services
Check Number: 50399

Invoice No	Check Date	Account Number	Account Name	Description	Amount
191J-Q6HR-QRQK	5/20/2020	001 008 521 20 31 00	LE-Office Supplies	CV - Cases & Bags for Surfaces	\$104.59
1MT1-19JR-7WR7	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Charger for Panasonic Toughpad	\$64.08
					\$168.67

Vendor: Amazon Capital Services

Check Number: 50400

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1HRD-VXDC-9J91	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Taos Beaver Lure/Beaver Traps	\$60.25
1JQ9-6K7J-LX7Y	5/20/2020	001 007 559 30 31 01	PB-Operating Cost	CV - Face Masks/Gloves for Inspectors	\$262.65
1NWN-LLTI-G6TN	5/20/2020	001 005 518 10 31 00	HR-Office Supplies	Hanging File Tab Insert Lables	\$11.63
1Q6K-M47F-7LF3	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Waterproof PVC Coated Glove with Cotton Liner	\$20.69
1V6G-NNQV-6QRV	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Workbench Stepdown Caster	\$38.14
					\$393.36

Vendor: Anderson

Check Number: 50401

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021320 ANDERSON	5/20/2020	111 008 521 20 31 01	Drug Seize - Canine Supplies	Reimburse - Adult Life Jackets	\$37.50
040720 ANDERSON	5/20/2020	111 008 521 20 31 01	Drug Seize - Canine Supplies	Reimburse - Parabolic Air-Dropping System for Drone	\$217.89
					\$255.39

Vendor: Assoc of Washington Cities EFT

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$144,351.47
050820	5/13/2020	001 007 558 50 20 00	PL-Benefits	Medical Insurance Premium	\$810.94
050820	5/13/2020	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$0.04)
050820T	5/13/2020	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Premium	\$2,476.89
050820T	5/13/2020	001 013 518 30 20 00	GG-Benefits	Teamster Dental Premium	(\$0.09)
					\$147,639.17

Vendor: Atcom Services Inc

Check Number: 50402

Invoice No	Check Date	Account Number	Account Name	Description	Amount
137165	5/20/2020	001 012 594 75 64 00	CS - Pavillion - Capital	Fiber Indoor/Outdoor Micro Armor/Panel/Rack for the Mill	\$946.29
					\$946.29

Vendor: Bickford Motors Inc

Check Number: 50403

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1175827	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Ford Key Fobs (1) PT-81 (3) Extras	\$190.49
					\$190.49

Vendor: Biery

Check Number: 50404

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050420 BIERY	5/20/2020	001 000 362 00 00 04	Lundeen Shelter Rental	Refund Lundeen Rental 05/30/2020 Due to COVID-19	\$120.00
					\$120.00

Vendor: Brewer

Check Number: 50405

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050420 BREWER	5/20/2020	001 000 362 00 00 04	Lundeen Shelter Rental	Refund Lundeen Rental 05/08/2020 Due to COVID-19	\$120.00
					\$120.00

Vendor: Business Card

Check Number: 50406

Invoice No	Check Date	Account Number	Account Name	Description	Amount
BEAZIZO 0520	5/20/2020	520 008 594 21 63 00	Capital Equipment	License Fees PT87/PT88	\$127.21
DREHER 0520	5/20/2020	001 008 521 30 31 00	LE-Community Outreach Supplies	Wall Borders/Paper Cutouts/Poster Letter Stickers	\$9.81
DREHER 0520	5/20/2020	001 008 521 40 49 01	LE-Registration Fees	Registration 2020 NASRO Conf Dallas TX - Carter	\$550.00
DREHER 0520	5/20/2020	001 008 521 40 49 01	LE-Registration Fees	Registration 2020 NASRO Conf Dallas TX - Irwin	\$500.00
DURPOS 0520	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	BASP Series Babbitted Split Pillow Block	\$170.68
DURPOS 0520	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Table Top Pro Epoxy	\$136.62
DURPOS 0520	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Wooden Park Bench	\$568.95
ESHLEMAN 0520	5/20/2020	001 010 576 80 41 00	PK-Professional Services	Backflow Testing 1812 Main St	\$110.00
ESHLEMAN 0520	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Mini Air Regulator/ Nails/Sockets/Nut Driver Set	\$272.64
GOOD 0520	5/20/2020	001 001 513 10 42 00	Executive - Communication	Punchbowl Annual Subscription	\$41.88
PUGH 0520	5/20/2020	001 013 518 20 41 00	GG-Professional Service	CV - Zoom Standard Pro Monthly	\$32.68
PUGH 0520	5/20/2020	001 013 518 20 49 00	GG-Miscellaneous	MRSC Roster Annual	\$275.00
STEVENS B 0520	5/20/2020	001 004 514 23 42 00	FI-Communications	Mailing Fee - LOCAL Program Bond Documents to State	\$3.20
STEVENS B 0520	5/20/2020	001 004 514 23 48 00	FI-Software Maint	Refund - 2020 Springbrook Conference - B Stevens	(\$650.00)
STEVENS B 0520	5/20/2020	001 013 518 20 47 00	GG-Utilities	State Fire Fee NGPA - Grade/36th	\$17.90
STEVENS B 0520	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Property Tax 1709 123rd Rd NE - Butler Property	\$295.56
STEVENS B 0520	5/20/2020	001 013 518 20 49 00	GG-Miscellaneous	SnoCo Assessor Processing Fee	\$7.37
STEVENS B 0520	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Picnic Shelters - Frontier Heights & Eagle Ridge	\$4,795.96
STEVENS B 0520	5/20/2020	304 010 594 76 60 03	Park Redevelopment - Capital	Picnic Shelters - Frontier Heights & Eagle Ridge	\$4,795.95
					\$12,061.41

Vendor: Canon Financial Services Inc
Check Number: 50407

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21440879	5/20/2020	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH	\$285.26
21462475	5/20/2020	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$17.08
21462475	5/20/2020	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$17.08
					\$319.42

Vendor: Caracal Enterprises LLC
Check Number: 50408

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121242	5/20/2020	001 010 576 80 31 10	PK - Boat Launch Expenses	Annual Fee for Davies Beach Fee Machine Software	\$1,242.60
					\$1,242.60

Vendor: Carlson
Check Number: 50409

Invoice No	Check Date	Account Number	Account Name	Description	Amount
051220 ALLPHASE	5/20/2020	001 013 582 20 00 00	Refund of Retainage Deposits	Retainage Release - Eagle Ridge Park 2018	\$350.00
					\$350.00

Vendor: CDW Government Inc
Check Number: 50410

Invoice No	Check Date	Account Number	Account Name	Description	Amount
XQF9869	5/20/2020	510 006 518 80 31 00	Purchase Computer Equipment	CV - Credit - Surface Pros (2) - Original Invoice XHF2975	(\$2,896.48)
XQL4408	5/20/2020	510 006 518 80 31 00	Purchase Computer Equipment	CV - Surface Pros (2)	\$2,896.48
XST6446	5/20/2020	510 006 594 18 64 00	Capital - Purch Computer Equip	unifi Wireless Access Points/Cloud Keys/Rack Mount	\$2,119.69
XSV4929	5/20/2020	001 012 594 75 64 00	CS - Pavillion - Capital	Peerless Tilt Wall Mount Kit - The Mill	\$312.42
XTT5161	5/20/2020	001 012 594 75 64 00	CS - Pavillion - Capital	Barco Wirelss Presentation System - The Mill	\$1,826.44
XVC7937	5/20/2020	001 012 594 75 64 00	CS - Pavillion - Capital	Camera - The Mill	\$931.95
					\$5,190.50

Vendor: Central Welding Supply Co Inc
Check Number: 50411

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EV280095	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Propane/Gloves/Markers/Steel Wire/Monocoil	\$197.72
EV280095	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Propane/Gloves/Markers/Steel Wire/Monocoil	\$197.71
EV280095	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Propane/Gloves/Markers/Steel Wire/Monocoil	\$197.71
RN04200978	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Argon Gas	\$19.49
					\$612.63

Vendor: CHS Engineers LLC
Check Number: 50412

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371907-2004	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0196 Pellerin Ridge Phase II & III	\$1,629.96
371911-2004	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2019-0094 Soper Hill Commercial	\$2,057.72
					\$3,687.68

Vendor: City of Marysville
Check Number: 50413

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LKS20-007	5/20/2020	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations April 2020	\$11,951.16
POLIN 20-0041	5/20/2020	001 008 523 60 41 00	LE-Jail	Prisoner Housing SNCO Jail Court Fees March 2020	\$938.68
					\$12,889.84

Vendor: Comcast
Check Number: 50414

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0420 COMCAST	5/20/2020	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	(\$74.33)
0420 COMCAST	5/20/2020	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$96.24
0420 COMCAST	5/20/2020	001 010 576 80 42 00	PK-Communication	Internet Services - Parks/Rec Office	\$136.19
0420 COMCAST	5/20/2020	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$155.01
					\$313.11

Vendor: Comdata Inc
Check Number: 50415

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20333715	5/20/2020	001 008 521 20 32 00	LE-Fuel	PD Fuel	\$276.49
					\$276.49

Vendor: Comdata Inc
Check Number: 50416

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20333713	5/20/2020	001 007 559 30 32 00	PB-Fuel	Building Fuel	\$75.43
20333713	5/20/2020	001 010 576 80 32 00	PK-Fuel Costs	PW Fuel	\$1,234.89
20333713	5/20/2020	101 016 542 30 32 00	ST-Fuel	PW Fuel	\$1,234.89
20333713	5/20/2020	410 016 531 10 32 00	SW-Fuel	PW Fuel	\$1,234.89
					\$3,780.10

Vendor: Cory De Jong and Sons Inc
Check Number: 50417

Invoice No	Check Date	Account Number	Account Name	Description	Amount
D283347	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$91.97
D283350	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$91.97
D283358	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$21.67
D283361	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	All Purpose Soil	\$17.31

D283363	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$91.97
D283365	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$73.58
D283371	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Fertil Mulch	\$220.73
					\$609.20

Vendor: Crystal Springs
Check Number: 50418

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5249844 050120	5/20/2020	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$10.43
5249844 050120	5/20/2020	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$10.43
5249844 050120	5/20/2020	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$48.42
5249844 050120	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$66.42
5249844 050120	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$66.42
					\$202.12

Vendor: Dataquest LLC
Check Number: 50419

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11971	5/20/2020	001 007 559 30 41 00	PB-Professional Srv	Background Checks - New Employees	\$79.50
11971	5/20/2020	101 016 542 30 41 02	ST-Professional Service	Background Checks - New Employees	\$79.50
					\$159.00

Vendor: Dell Marketing LP
Check Number: 50420

Invoice No	Check Date	Account Number	Account Name	Description	Amount
10384508177	5/20/2020	510 006 518 80 31 00	Purchase Computer Equipment	Dell Active Pen/Keyboard for Latitude 7200	\$188.00
10384526034	5/20/2020	510 006 518 80 31 00	Purchase Computer Equipment	Dell Latitude 7200 2-in-1	\$2,094.29
					\$2,282.29

Vendor: Dept of Retirement (Deferred Comp)
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,450.00
					\$2,450.00

Vendor: Dept of Retirement PERS LEOFF
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$62,825.47
					\$62,825.47

Vendor: Dicks Towing Inc
Check Number: 50421

Invoice No	Check Date	Account Number	Account Name	Description	Amount
196569	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-07232	\$126.27
4281	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08131	\$126.27
71085	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08375	\$126.27
71357	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08223	\$126.27
SNO2882	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08760	\$126.27
SNO4280	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08131	\$126.27
SNO4286	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08657	\$126.27
SNO4287	5/20/2020	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2020-08726	\$126.27
					\$1,010.16

Vendor: EFTPS
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$90,254.36
					\$90,254.36

Vendor: Electronic Business Machines
Check Number: 50422

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR164727	5/20/2020	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$5.69
AR164727	5/20/2020	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$5.68
					\$11.37

Vendor: Environmental Science Associates
Check Number: 50423

Invoice No	Check Date	Account Number	Account Name	Description	Amount
154754	5/20/2020	301 016 595 30 60 03	17005- 24th St & 91st Ext	SR9 & 24th St Roundabout Professional Services	\$20,563.75
					\$20,563.75

Vendor: Everett Steel Inc
Check Number: 50424

Invoice No	Check Date	Account Number	Account Name	Description	Amount
293226	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Tubes/Flat Bars/HR Round	\$643.19
293344	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Rect Tubes	\$231.24
293598	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Flat Bars	\$197.86
293802	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Hinges/Tubes/Flat Bar	\$440.77
					\$1,513.06

Vendor: Fastenal Company
Check Number: 50425

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WAARN139616	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Tool Combo Kit/Acetone/Lenox Vari-Bits	\$821.71
					\$821.71

Vendor: Fiske
Check Number: 50426

Invoice No	Check Date	Account Number	Account Name	Description	Amount
060820 FISKE	5/20/2020	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Patrol Tactics Instructor Bellingham - Fiske	\$160.00
					\$160.00

Vendor: Gibson Traffic Consultants Inc
Check Number: 50427

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20-115-1	5/20/2020	306 000 594 21 60 00	Police Dept Project Account	Traffic Analysis for LSPD Development	\$1,950.00
					\$1,950.00

Vendor: Grainger
Check Number: 50428

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9524602845	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Horizontal Roller	\$245.51
9524602852	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Tie Down Straps	\$65.48
9524602860	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Horizontal Roller	\$245.51
9528427504	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Engine Oil	\$56.08
9530694091	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Trash Bags	\$1,087.28
9533095395	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Lubricant Sticks	\$31.10

9533095403 5/20/2020 410 016 531 10 31 02 SW-Operating Costs Sanding Belts \$42.07
\$1,773.03

Vendor: Granite Construction Supply
Check Number: 50429

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80379	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Orange Construction Fence - Frontier Heights	\$47.21
					\$47.21

Vendor: Green Dot Concrete LLC
Check Number: 50430

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3820	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Concrete	\$284.31
3820	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Concrete	\$284.31
3820	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Concrete	\$284.31
3821	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Concrete	\$852.93
3824	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Concrete	\$318.83
3831	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Concrete	\$852.93
3832	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Concrete	\$852.93
3895	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Concrete for Shop Work/Repair	\$277.05
3895	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Concrete for Shop Work/Repair	\$277.04
3895	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Concrete for Shop Work/Repair	\$277.04
3898	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Concrete for Sidewalk Repair	\$831.13
3900	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Concrete for Sidewalk Repair	\$831.13
					\$6,223.94

Vendor: Honey Bucket
Check Number: 50431

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0551528405	5/20/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Wyatt Park/Davies Beach	\$136.50
0551538543	5/20/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	\$150.15
0551543350	5/20/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	(\$54.69)
0551544561	5/20/2020	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
					\$349.46

Vendor: HRA VEBA Trust YA20192
Check Number: 50385

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$1,858.10
					\$1,858.10

Vendor: HSA Bank
Check Number: 50386

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$456.24
					\$456.24

Vendor: Industrial Bolt & Supply Inc
Check Number: 50432

Invoice No	Check Date	Account Number	Account Name	Description	Amount
726699-2	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Internal Thread Cleaner/Restoring Tool/Soft Felt Flap Wheel	\$149.27
727744-1	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Red Grease Cartridge	\$98.82
727744-2	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Adjustable Micrometer Torque Wrench	\$131.74
					\$379.83

Vendor: Industrial Supply Inc

Check Number: 50433

Invoice No	Check Date	Account Number	Account Name	Description	Amount
652496	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Skirt	\$287.80
					\$287.80

Vendor: Iron Mountain Quarry LLC

Check Number: 50434

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0301508	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Rock - Frontier Heights	\$344.23
0301611	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Rock - Frontier Heights	\$4,594.57
					\$4,938.80

Vendor: J Thayer Company Inc

Check Number: 50435

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1449990-0	5/20/2020	001 008 521 20 31 00	LE-Office Supplies	CD Mailers	\$65.84
1449997-0	5/20/2020	001 008 521 20 31 00	LE-Office Supplies	Envelopes/CD Mailers	\$139.51
1451634-0	5/20/2020	001 013 518 20 31 00	GG-Operating Costs	Binder Clips/Batteries	\$43.98
1451918-0	5/20/2020	001 013 518 20 31 00	GG-Operating Costs	CV - Clorox Wipes/Clorox Spray/Hand Sanitizer Pouches	\$85.96
1452960-0	5/20/2020	001 007 558 50 31 00	PL-Office Supplies	Folders	\$73.01
1452960-0	5/20/2020	001 013 518 20 31 00	GG-Operating Costs	Batteries	\$19.88
1452960-0	5/20/2020	101 016 544 90 31 01	ST-Office Supplies	Wall File	\$7.07
1452960-0	5/20/2020	410 016 531 10 31 01	SW-Office Supplies	Wall File	\$7.07
					\$442.32

Vendor: Kompan

Check Number: 50436

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SP75151	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	50% Deposit for Playground Equip - Frontier Heights Park	\$68,106.69
					\$68,106.69

Vendor: Lake Industries LLC

Check Number: 50437

Invoice No	Check Date	Account Number	Account Name	Description	Amount
38186	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,296.00
38187	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,380.00
38189	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,380.00
38191	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,644.00
38197	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,380.00
38198	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$240.00
38202	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$1,596.00
38205	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$180.00
38206	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$2,436.00
38207	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Fill Hauled In - Dry Material - Frontier Heights	\$180.00
38217	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$2,700.00
38218	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$240.00
38221	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$60.00
38224	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$1,080.00
38225	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$132.00
38228	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$2,040.00
38229	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$660.00

38236	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$2,172.00
38240	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$816.00
38252	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Fill Hauled In - Dry Materials - Frontier Heights	\$288.00
					\$21,900.00

Vendor: Lake Stevens Police Guild

Check Number: 50387

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,121.00
					\$1,121.00

Vendor: Lake Stevens Sewer District

Check Number: 50438

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050120 LSSD	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr Acct 6666-01	\$86.00
050120 LSSD	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Sewer - New Police Station Acct 6296-03	\$172.00
050120 LSSD	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Sewer - New Police Training Rm Acct 8710-03	\$86.00
050120 LSSD	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 9902-01	\$86.00
050120 LSSD	5/20/2020	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	\$87.00
050120 LSSD	5/20/2020	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-01	\$86.00
050120 LSSD	5/20/2020	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	\$172.00
050120 LSSD	5/20/2020	001 012 572 20 47 00	CS - Library-Utilities	Sewer - Library Acct 6664-01	\$86.00
050120 LSSD	5/20/2020	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	\$86.00
050120 LSSD	5/20/2020	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE Acct 3134-03	\$86.00
050120 LSSD	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Butler Property Acct 6670-02	\$86.00
050120 LSSD	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Landre Property Acct 6659-02	\$61.00
050120 LSSD	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Sewer - Leased Comm Building Acct 6390-03	\$157.09
					\$1,337.09

Vendor: Lakeside Industries Inc

Check Number: 50439

Invoice No	Check Date	Account Number	Account Name	Description	Amount
118522	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Pallet of Easy Street Pot Hole Mix	\$933.04
					\$933.04

Vendor: Lemay Mobile Shredding Inc

Check Number: 50440

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4657718	5/20/2020	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	\$17.26
4657719	5/20/2020	001 013 518 20 41 00	GG-Professional Service	Shredding Services CH	\$12.33
					\$29.59

Vendor: Les Schwab Tire Center

Check Number: 50441

Invoice No	Check Date	Account Number	Account Name	Description	Amount
40200499863	5/20/2020	410 016 531 10 48 00	SW-Repairs & Maintenance	Flat Tire Repair Sweeper PW65	\$43.62
					\$43.62

Vendor: LN Curtis & Sons

Check Number: 50442

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV383080	5/20/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Name Patches Hingtgen	\$48.89
INV383672	5/20/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Sergeant Chevrons	\$76.16
					\$125.05

Vendor: Method Barricade & Construction Supply LLC
Check Number: 50443

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12855	5/20/2020	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs	\$237.52
12883	5/20/2020	101 016 542 64 31 00	ST-Traffic Control - Supply	Square Post Street Sign Bracket/Adjust Cross Brackets	\$464.10
12884	5/20/2020	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs/Stop Signs/Dead End/No Outlet	\$1,776.70
12895	5/20/2020	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Sign	\$49.14
					\$2,527.46

Vendor: MJ Neal Associates Architects PLLC
Check Number: 50444

Invoice No	Check Date	Account Number	Account Name	Description	Amount
042520 MJ NEAL PD	5/20/2020	306 000 594 21 60 00	Police Dept Project Account	Police Dept Architectural/Engineering Svcs	\$29,890.39
042520 MJ NEAL PW	5/20/2020	001 010 594 76 64 00	PK-Capital Outlay	PW Shop Redesign Engineering Services	\$6,034.00
042520 MJ NEAL PW	5/20/2020	101 016 594 42 64 00	ST-Capital Expenditures	PW Shop Redesign Engineering Services	\$12,068.00
042520 MJ NEAL PW	5/20/2020	410 016 594 31 60 01	SW - Capital Expenditure	PW Shop Redesign Engineering Services	\$12,068.00
					\$60,060.39

Vendor: Nationwide Retirement Solution
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$4,420.00
					\$4,420.00

Vendor: NC Machinery Co
Check Number: 50445

Invoice No	Check Date	Account Number	Account Name	Description	Amount
V0442301	5/20/2020	302 010 594 76 61 00	PM - Frontier Heights Capital	Dozer Rental - Frontier Heights	\$9,068.00
V0442301	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Dozer Rental - Frontier Heights	\$10,126.79
					\$19,194.79

Vendor: New York Life
Check Number: 50388

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	\$215.00
					\$215.00

Vendor: New York Life EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$52.99
050820	5/13/2020	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$45.61
050820	5/13/2020	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$158.59
050820	5/13/2020	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$36.54
050820	5/13/2020	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$121.19
050820	5/13/2020	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$264.78
050820	5/13/2020	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$129.02
050820	5/13/2020	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,483.60
050820	5/13/2020	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$178.96
050820	5/13/2020	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$134.69
050820	5/13/2020	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$417.58
050820	5/13/2020	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$387.30
					\$3,410.85

Vendor: NMC Franchising LLC

Check Number: 50446

Invoice No	Check Date	Account Number	Account Name	Description	Amount
161400	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Janitorial Services - 1819 S Lake Stevens Rd	\$225.00
161718	5/20/2020	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services - City Hall	\$55.50
161718	5/20/2020	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	\$55.50
161718	5/20/2020	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Dept	\$495.00
161718	5/20/2020	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	\$55.50
161718	5/20/2020	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	\$55.50
161718	5/20/2020	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	\$155.00
161718	5/20/2020	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	\$55.50
161718	5/20/2020	410 016 531 10 41 01	SW-Professional Services	Janitorial Services - City Hall	\$55.50
					\$1,208.00

Vendor: Noon

Check Number: 50447

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050620 NOON	5/20/2020	001 000 362 00 00 11	Community Garden Rental Fees	Refund Eagle Ridge Community Garden Plot Rental Heidi Noon	\$40.00
					\$40.00

Vendor: Northwest Parking Equipment Company Inc

Check Number: 50448

Invoice No	Check Date	Account Number	Account Name	Description	Amount
002	5/20/2020	001 010 576 80 31 10	PK - Boat Launch Expenses	Davies Beach Fee Machine	\$1,255.10
003	5/20/2020	001 010 576 80 31 10	PK - Boat Launch Expenses	New Lock Vault with Keys for Davies Beach Fee Machine	\$708.78
					\$1,963.88

Vendor: O Reilly Auto Parts

Check Number: 50449

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-179487	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Battery Charge/Wiper Blades PW47	\$160.75
2960-179498	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Air Hoses - Shop Tools	\$38.50
2960-179498	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Air Hoses - Shop Tools	\$38.51
2960-179498	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Air Hoses - Shop Tools	\$38.51
2960-179516	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Credit Blower Motor	(\$137.32)
2960-181579	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Battery/Booster CBL/Wrenches PW47 Repair	\$240.94
2960-184486	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Diesel Exhaust Fluid - Shop	\$62.82
2960-184486	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Diesel Exhaust Fluid - Shop	\$62.81
2960-184486	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Diesel Exhaust Fluid - Shop	\$62.81
2960-184673	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Disc Pad Sets/Brake Rotors PW60	\$399.31
					\$967.64

Vendor: Outcomes by Levy LLC

Check Number: 50450

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020-04-LS	5/20/2020	001 013 511 70 40 00	Lobbying Services	CV - Legislative/Regulatory Consulting April 2020	\$4,416.00
2020-04-LS	5/20/2020	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting April 2020	\$384.00
					\$4,800.00

Vendor: Pacific Coast Memorials

Check Number: 50451

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20-12025	5/20/2020	302 010 594 76 61 06	PM - War Memorial	Plaque for War Memorial	\$915.60
					\$915.60

Vendor: Perteet Inc

Check Number: 50452

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-58	5/20/2020	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II Segment 1 Design	\$3,069.77
					\$3,069.77

Vendor: Petersen Brothers Inc

Check Number: 50453

Invoice No	Check Date	Account Number	Account Name	Description	Amount
17016606	5/20/2020	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repairs	\$11,957.82
					\$11,957.82

Vendor: Pilchuck Equipment Rental and Sales

Check Number: 50454

Invoice No	Check Date	Account Number	Account Name	Description	Amount
97627	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Concrete Saw/Diamond Blade	\$257.46
					\$257.46

Vendor: Precision Turf Equipment LLC

Check Number: 50455

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12088-43940	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Tap Head	\$106.21
					\$106.21

Vendor: Puget Sound Energy

Check Number: 50456

Invoice No	Check Date	Account Number	Account Name	Description	Amount
22339471 0520	5/20/2020	001 012 575 50 31 00	CS- Pavillion - Ops	Natural Gas - The Mill	\$29.43
24316495 0520	5/20/2020	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$214.09
24316495 0520	5/20/2020	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$214.09
24316495 0520	5/20/2020	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$214.15
3723810 0520	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$65.83
					\$737.59

Vendor: Republic Services 197

Check Number: 50457

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002608780	5/20/2020	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services City Shop	\$251.82
0197-002608780	5/20/2020	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services City Shop	\$251.82
0197-002608780	5/20/2020	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services City Shop	\$251.81
0197-002609302	5/20/2020	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services City Hall	\$466.27
					\$1,221.72

Vendor: Rexel USA Inc

Check Number: 50458

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0112721	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Box Extenders/Machine Screws	\$143.67
					\$143.67

Vendor: Sherwin-Williams Co

Check Number: 50459

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0764-2	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Paint for Curbs	\$398.28
					\$398.28

Vendor: Smarsh Inc

Check Number: 50460

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00587656	5/20/2020	510 006 518 80 49 05	LR - Smarsh	Archiving Platform	\$660.00
					\$660.00

Vendor: Snohomish Co-op Inc

Check Number: 50461

Invoice No	Check Date	Account Number	Account Name	Description	Amount
00040788	5/20/2020	001 010 576 80 32 00	PK-Fuel Costs	Fuel	\$131.81
00041253	5/20/2020	001 010 576 80 32 00	PK-Fuel Costs	Fuel	\$27.32
					\$159.13

Vendor: Snohomish County Auditor

Check Number: 50462

Invoice No	Check Date	Account Number	Account Name	Description	Amount
051120 SNOCO	5/20/2020	001 013 518 20 42 00	GG-Communication	Release of Lien - Code Enforcement	\$104.50
					\$104.50

Vendor: Snohomish County Parks and Recreation

Check Number: 50463

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000528843	5/20/2020	001 013 518 20 49 00	GG-Miscellaneous	Centennial Trail Business Sign Permit 2020-2021	\$140.00
					\$140.00

Vendor: Snohomish County PUD

Check Number: 50464

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105337029	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Electric	\$105.40
105337029	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Dr Water	\$24.51
105342377	5/20/2020	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	\$18.08
105342377	5/20/2020	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	\$73.09
105342377	5/20/2020	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	\$69.39
105342377	5/20/2020	001 012 572 20 47 00	CS - Library-Utilities	200206019 Library Electric	\$422.04
105342377	5/20/2020	001 012 575 50 47 00	CS- Pavillion -Utilities	200206019 The Mill Electric	\$1,839.69
105342377	5/20/2020	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	\$120.32
105342377	5/20/2020	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	\$210.69
105342377	5/20/2020	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	\$182.96
105342377	5/20/2020	001 013 518 20 47 00	GG-Utilities	200206019 Library Water	\$87.35
105342377	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	\$113.62
105345624	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Street Lights 8533 15th St NE	\$66.01
105345624	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal 8718 17th St NE	\$134.72
108647445	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$71.36
115241971	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	\$1,470.95
115241972	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,251.30
118558390	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	\$48.52
121865768	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$147.40

121869838	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 - 1819 S Lake Stevens Rd Commercial	\$42.86
125190776	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$10,649.87
125192468	5/20/2020	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park Electric	\$29.50
128466943	5/20/2020	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Electric	\$21.81
128466943	5/20/2020	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Rd Mobile Water	\$27.68
128467576	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	\$22.90
135084996	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	\$128.19
135087509	5/20/2020	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	\$53.18
135087510	5/20/2020	001 010 576 80 47 00	PK-Utilities	222191314 20th St Ballfield Water	\$53.18
138300294	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Electric	\$579.44
138300294	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$131.34
141610492	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$44.91
148230454	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$47.38
148237543	5/20/2020	001 010 576 80 47 00	PK-Utilities	222509911 Wyatt Park Electric/Water	\$70.11
151535856	5/20/2020	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$52.67
154781497	5/20/2020	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$37.02
154781497	5/20/2020	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$37.00
154781497	5/20/2020	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$37.01
157980016	5/20/2020	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	\$22.40
164372780	5/20/2020	001 010 576 80 47 00	PK-Utilities	222509887 Wyatt Park Electric/Water	\$73.12
167600252	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	204719082 New PD Station Water/Electric	\$632.81
					\$19,251.78

Vendor: Snohomish County PUD 1 Water Utility
Check Number: 50465

Invoice No	Check Date	Account Number	Account Name	Description	Amount
051920 PUD	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Water Service for Frontier Heights Park	\$34,291.45
					\$34,291.45

Vendor: Sonsray Machinery LLC
Check Number: 50466

Invoice No	Check Date	Account Number	Account Name	Description	Amount
P13153-09	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Knife/Knife Bolt/Nuts	\$245.53
					\$245.53

Vendor: Sound Publishing Inc
Check Number: 50467

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH896508	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0056 Adkins Final Plat	\$68.54
EDH896632	5/20/2020	001 013 518 30 41 01	GG-Advertising	Ordinances 1082/1083/1084	\$63.11
EDH896693	5/20/2020	001 007 558 50 41 03	PL-Advertising	Planning Commission Special Meeting	\$37.77
EDH896718	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0051 Mini Mart Tank Removal	\$97.50
EDH896744	5/20/2020	001 013 518 30 41 01	GG-Advertising	CC Cancel Meeting	\$21.48
EDH896820	5/20/2020	001 007 558 50 41 03	PL-Advertising	Floodplain Regulations Update SEPA DNS	\$113.79
EDH896974	5/20/2020	001 007 558 50 41 03	PL-Advertising	LUA2020-0063 Temporary Signs	\$90.26
EDH897518	5/20/2020	001 013 518 30 41 01	GG-Advertising	CC Cancel Meeting	\$19.67
EDH897625	5/20/2020	001 013 518 30 41 01	GG-Advertising	Ordinance 1086	\$30.53
EDH897671	5/20/2020	001 007 558 50 41 03	PL-Advertising	North Cove Phase II - LUA2020-0067	\$104.74
EDH897682	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0064 NOA	\$79.40
EDH897793	5/20/2020	001 007 558 50 41 04	Permit Related Professional Sr	LUA2020-0002	\$102.93
					\$829.72

Vendor: Sound Safety Products Co Inc
Check Number: 50468

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16063/6	5/20/2020	410 016 531 10 26 00	SW Clothing-Boot Allowance	Rtn Boots/Purchase New Boots - Ervin M	\$14.20
350572/1	5/20/2020	410 016 531 10 26 00	SW Clothing-Boot Allowance	Credit Overpayment on Invoice 345456/1	(\$10.97)
					\$3.23

Vendor: Sound Security Inc
Check Number: 50469

Invoice No	Check Date	Account Number	Account Name	Description	Amount
968989	5/20/2020	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	\$571.04
					\$571.04

Vendor: State Auditors Office
Check Number: 50470

Invoice No	Check Date	Account Number	Account Name	Description	Amount
L136436	5/20/2020	001 004 514 23 41 00	FI-Professional Service	2018-2019 Accountability Audit	\$339.30
					\$339.30

Vendor: Summit Law Group PLLC
Check Number: 50471

Invoice No	Check Date	Account Number	Account Name	Description	Amount
112951	5/20/2020	001 005 518 10 41 00	HR-Professional Services	CV - Research & Communications re COVID-19 & FFCRA	\$796.50
112951	5/20/2020	001 005 518 10 41 00	HR-Professional Services	General Labor Services April 2020	\$64.00
					\$860.50

Vendor: Tacoma Screw Products Inc
Check Number: 50472

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18274004	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Steel Lag Screws/Steel Flat Washers	\$546.41
18274005	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Steel Socket Cap Screws	\$10.53
18274235	5/20/2020	001 010 576 80 31 00	PK-Operating Costs	Sawzall Baldes/Caution Tape/Bits/Couplers/Screws	\$214.82
18274235	5/20/2020	101 016 544 90 31 02	ST-Operating Cost	Sawzall Baldes/Caution Tape/Bits/Couplers/Screws	\$214.81
18274235	5/20/2020	410 016 531 10 31 02	SW-Operating Costs	Sawzall Baldes/Caution Tape/Bits/Couplers/Screws	\$214.81
					\$1,201.38

Vendor: Tandem Services Corp Inc
Check Number: 50473

Invoice No	Check Date	Account Number	Account Name	Description	Amount
13958	5/20/2020	304 010 594 76 60 02	Frontier Heights Pk Redevelop	Portable Restroom Rental Frontier Heights	\$125.00
					\$125.00

Vendor: Teamsters Local No 763
Check Number: 50389

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,102.00
					\$1,102.00

Vendor: Technological Services Inc
Check Number: 50474

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16055	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube A-13-51	\$73.35
16056	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Wipers/Bulb Replacements A-13-52	\$209.21
16164	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Preventative Maint PT-19-81	\$315.89
16179	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Belt Service/Battery Recharge PT-19-81	\$153.63

16197	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Brake Inspection S-15-59	\$119.57
16429	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Tire Inspection PT-17-75	\$43.81
16452	5/20/2020	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Brake Repair/Air Conditioner Check PT-15-62	\$1,598.28
					\$2,513.74

Vendor: Thyssenkrupp Elevator Corporation

Check Number: 50475

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3005241595	5/20/2020	001 008 521 50 47 00	LE-Facility Utilities	Monthly Elevator Service 1819 S Lake Stevens Rd	\$817.50
3005241595	5/20/2020	001 013 518 20 47 02	GG-Utilities for Rentals	Monthly Elevator Service 1819 S Lake Stevens Rd	\$817.50
					\$1,635.00

Vendor: TranTech Engineering LLC

Check Number: 50476

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2020004-02	5/20/2020	411 016 594 31 60 05	Catherine Creek/36th St Bridge	Catherine Creek Bridge Monitoring/Replacement Design	\$9,317.62
					\$9,317.62

Vendor: Truax

Check Number: 50477

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5671	5/20/2020	001 008 521 20 31 01	LE-Fixed Minor Equipment	Narcan Nasal Spray	\$1,050.00
					\$1,050.00

Vendor: UPS

Check Number: 50478

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42190	5/20/2020	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$23.73
					\$23.73

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 50390

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$368.95
					\$368.95

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 50391

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$2,030.46
					\$2,030.46

Vendor: Verizon Northwest

Check Number: 50479

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9853170655	5/20/2020	001 008 521 20 42 00	LE-Communication	Wireless Phone Service PD	\$2,624.34
9853689021	5/20/2020	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service Council	\$510.01
9853689021	5/20/2020	001 001 513 10 42 00	Executive - Communication	Wireless Phone Service Executive	\$47.17
9853689021	5/20/2020	001 002 513 11 42 00	AD-Communications	Wireless Phone Service Admin	\$84.77
9853689021	5/20/2020	001 005 518 10 42 00	HR-Communications	Wireless Phone Service HR	\$91.93
9853689021	5/20/2020	001 006 518 80 42 00	IT-Communications	Wireless Phone Service IT	\$176.70
9853689021	5/20/2020	001 007 558 50 42 00	PL-Communication	Wireless Phone Service Planning	\$134.28
9853689021	5/20/2020	001 007 559 30 42 00	PB-Communication	Wireless Phone Service Building	\$259.13
9853689021	5/20/2020	001 010 576 80 42 00	PK-Communication	Wireless Phone Service PW	\$529.01
9853689021	5/20/2020	101 016 543 30 42 00	ST-Communications	Wireless Phone Service PW	\$529.02

9853689021 5/20/2020 410 016 531 10 42 00 SW-Communications Wireless Phone Service PW \$529.02
\$5,515.38

Vendor: Washington Assoc of Sheriffs and Police Chiefs
Check Number: 50480

Invoice No	Check Date	Account Number	Account Name	Description	Amount
DUES 2020-00483	5/20/2020	001 008 521 20 49 00	LE-Dues & Memberships	2020 WASPC Associate Dues - Ubert J	\$75.00
					\$75.00

Vendor: Washington State Support Registry
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$543.50
					\$543.50

Vendor: Western Conference of Teamsters Pension Trust
Check Number: 50392

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050820	5/13/2020	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$3,433.69
					\$3,433.69

Vendor: Willards Pest Control Co
Check Number: 50481

Invoice No	Check Date	Account Number	Account Name	Description	Amount
269831	5/20/2020	001 013 518 20 41 00	GG-Professional Service	Pest Control Services - Senior Center	\$212.55
					\$212.55

Vendor: Zions Bank
Check Number: 50482

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050320 ZIONS	5/20/2020	412 016 591 31 70 00	2019 LTGO Bond - Principal	Loan #0001010000319010 Principal	\$56,000.00
050320 ZIONS	5/20/2020	412 016 592 31 80 00	2019 LTGO Bond - Interest	Loan #0001010000319010 Interest	\$6,536.65
					\$62,536.65

Vendor: Ziply Fiber
Check Number: 50483

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0520 ZIPLY	5/20/2020	001 012 575 30 42 00	CS - Museum - Communications	Telephone Services Museum	\$212.78
0520 ZIPLY	5/20/2020	001 013 518 20 42 00	GG-Communication	Fax Services City Hall	\$28.99
0520 ZIPLY	5/20/2020	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	\$62.05
0520 ZIPLY	5/20/2020	101 016 543 30 42 00	ST-Communications	Fax Services City Hall	\$29.00
0520 ZIPLY	5/20/2020	410 016 531 10 42 00	SW-Communications	Fax Services City Hall	\$29.00
					\$361.82



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

Tuesday, May 12, 2020
By Remote Participation

CALL TO ORDER: 7:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Mayor Brett Gailey, Councilmember Steve Ewing

ELECTED OFFICIALS
PARTICIPATING REMOTELY: Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji Jorstad, Marcus Tageant,

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, City Clerk Kathy Pugh, Public Works Director Eric Durpos

STAFF MEMBERS
PARTICIPATING REMOTELY: Finance Director Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Anya Warrington, Human Resources Specialist Julie Good, City Attorney Greg Rubstello, Police Sergeant Michael Hingtgen, City Engineer Grace Kane. Associate Planner Sabrina Harris, Assistant Planner Jill Needham, Parks Planning and Development Coordinator Jill Meis, IT Manager Troy Stevens

OTHERS:

Mayor Gailey opened the meeting at 7:00 p.m.

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

Roll Call: All Councilmembers were present.

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Ewing, to approve the agenda.

Director Wright requested the Food Vendor Truck agenda item be moved to Discussion Items.

VOTE: On roll call vote the motion carried (7-0-0-0) and the agenda was approved with the noted change.

Oath of Office: Chief Dyer administered the Oath of Office to newly promoted Sergeant Michael Hingtgen.

Guest Business: Due to an unexpected conflict Heather Thomas at the Snohomish Health District was not able to be present for the meeting.

Citizen Comments: None.

Council Business:

- Councilmember Daughtry: Memorial Day program at War Memorial and observing COVID-19 protocols for this program.
- Councilmember Petershagen: Snohomish County Task Force for Economic Recovery.
- Councilmember Frederick: Updated on COVID including emphasis is shifting to contact tracing and the governor is looking at mitigation strategies. There has been a slight uptick in COVID cases reported.
- Councilmember Jorstad: Revisited Resolution 2020-08, approved at the April 28th Council meeting and said she is struggling with the process for how that resolution was brought forward. She believes the City and Councilmembers have an obligation to maintain transparency and asked that unless a matter is urgent it be provided in advance of any requested action by Council.
- Councilmember Ewing: Snohomish Health District, update on Department of Corrections possible siting locations for work release.
- Councilmember Tageant: Met with City department heads regarding COVID-19 funding options.

Mayor's Business: Mayor and staff are looking at the CARES Act funds, the City expects to receive approximately \$900,000 for COVID-related expenses. Reported the Command post was effectively and successfully activated to search for the lost child, who was found safe. Is meeting regularly with other community leaders and the School District is planning a graduation ceremony for the 2020 seniors.

Mayor Gailey suggested phasing the interim Hazard Pay policy out during Phase II and requested Council. The cost of the hazardous pay is covered under the CARES Act at approximately \$8,000 per month. Discussion ensued with Councilmembers commenting there will continue to be a threat to first responders and Councilmember Frederick commenting there are unknowns and the possibility of a spike in cases as restrictions are lifted; he suggested waiting until Phase III; Councilmember Jorstad suggested waiting a few weeks into Phase III to have better data available for decisionmaking. There was consensus to wait until Phase III before making a decision on this interim policy.

City Department Report:

- Community Development Director Russ Wright: Updated on the Request for Proposal (RFP) for a shared campus for the City, Lake Stevens Sewer District and Sno-Isle Libraries. He briefly reviewed the timeline for the RFP and said the goal is to receive proposals for a facility that would be a public/private partnership. Updated on Davies Beach Park.
- Public Works Director Eric Durpos: Staff is looking for a possible date for rescheduling of the city-wide cleanup; lake treatments were applied, and public notice was provided; SRV started on 20th Street SE; updated on War Memorial and The Mill; new mechanic is starting; Frontier Heights Park update.

- Police Chief John Dyer: Updated on police calls and said vehicle prowls and vandalism issues are increasing; Marine Patrol activated over the weekend, there did not appear to be social distancing taking place in the parks; thanked everyone for assisting in locating the missing child.
- Human Resources Director Warrington: Virtual Breakroom.
- City Engineer Grace Kane: SRV is beginning work on 20th SE; roundabout project at 83rd and Soper Hill Road is under way.
- Parks Coordinator Jill Meis: proposed mobile Car Show for May 30th.
- City Attorney Greg Rubstello: Governor extended provisions of waivers and suspensions of certain provisions of the Open Public Meetings Act to May 31, 2020.
- City Administrator Gene Brazel: Updated on evaluation of sharing court services with cities of Monroe and Sultan.

Consent Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Ewing, to approve the Consent Agenda:

- A. 2020 Vouchers [Payroll Direct Deposits of \$473,930.67, Payroll Checks 50185-50188, 50296-50298 totaling \$12,884.38, Electronic Funds Transfers (ACH) of \$204,332.29, Claims Check Nos. 50290-50295, 50299-50384 totaling \$668,288.27, Void Check Nos. 50160 and 50251 totaling \$4,603.53, Total Vouchers Approved \$1,374,832.08];
- B. City Council Regular Meeting Minutes of April 28, 2020; and
- C. Ordinance 1087 re Cashiers Fund.

On roll call vote the motion carried (7-0-0-0).

Public Hearing:

Infill Regulations and Ordinance 1081: Mayor Gailey opened the public hearing.

Associate Planner Sabrina Harris said this public hearing is continued from the April 28th Council meeting. She presented the staff report and briefly reviewed the history of developing the proposed amendments to the infill regulations, including gathering input from the public. Planner Harris added the new regulations provide for innovative housing solutions and said since the previous public hearing no additional public comment has been received. Planner Harris said staff recommends approval of Ordinance 1081. She then invited questions of Council and there were none.

Mayor Gailey opened the public comment portion of the hearing. There being no public comment, he then closed public comments. He then closed the public hearing.

MOTION: Moved by Councilmember Jorstad, seconded by Councilmember Dickinson, to adopt Ordinance 1081 amending the City's zoning regulations as it relates to infill regulations. On roll call vote the motion carried (7-0-0-0).

Action Items:

Facility Use Policy: Coordinator Meis presented the staff report and reviewed the history of developing a facility use policy for The Mill on Lake Stevens. She commented the policy is comprehensive and changes requested by Council have been incorporated including providing flexibility for the library to use the facility at no charge and for other non-profits to use the facility at a reduced charge, as well as limiting recurring rentals unless approved by the Director in advance. Coordinator Meis then responded to Councilmembers' questions.

Councilmember Daughtry asked about the use of space heaters and Coordinator Meis responded heaters are located at the northwest corner of the facility in the covered area. The policy provides limitations on pop-up tents, in part to protect the building and heaters from damage. Director Wright said functionally pop-up tents are impractical and a fire hazard, and picnic tables will be located in this area.

Councilmember Ewing hoped there are measures in place to prevent a gradual decline of the new facilities. Coordinator Meis responded there will be a checklist requirement following use of the facility and the deposits are intended to deter damage and to assist in the cost of repair of any damage that may occur.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve the Facility Use Police for The Mill on Lake Stevens. On roll call vote the motion carried (7-0-0-0).

Security System Solution for The Mill: Public Works Director Durpos presented the staff report and said with the addition of the City's new facility, The Mill, and recent improvements to North Cove Park, as well as improvements to other City facilities it is important for the City to protect its investments from vandalism, tagging and other types of criminal activity. Director Durpos said Sonitrol will arm the buildings, and this is a wholistic camera security system that will help protect The Mill as well as the War Memorial and adjacent North Cove Park and boat launch areas. The system is capable of facial recognition and can be expanded to add cameras at Davies Beach and possibly Lundeen Park.

IT Manager Troy Stevens agreed the system is a wholistic approach and explained it provides a centralized solution for additional facility security. He suggested it can also be installed at the shop facility when that building is renovated. It is also public records compliant.

Councilmember Ewing commented the price seems reasonable and asked where the funding will come from. Manager Stevens responded he has approximately \$20,000 in the IT budget and Director Durpos added he has some funding remaining in The Mill budget. Finance Director Stevens commented as this is a capital facilities project, some funds can come from the Capital Fund; she added this cost will be included in an upcoming budget amendment.

Responding to Councilmember Petershagen's question regarding ongoing costs, Manager Stevens explained the city will purchase the cameras and they come with a standard warranty; there are annual licensing and subscriptions fees. The cameras are approximately \$35 each and the license fee is about \$1,025. Manager Stevens said the annual cost will be approximately \$4,000.

Responding to Councilmember Jorstad's question, Chief Dyer said he has not seen the plan. Manager Stevens said he provided a demonstration of the equipment to Commander Brooks,

who was very impressed with its capabilities. He added the system has redaction and case management capabilities as well.

Councilmember Ewing commented there is a similar system at the Monroe Department of Corrections, and it has been extraordinary. He likes that the system can be added to and expanded as needed.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Jorstad, to approve the purchase of a Security Camera Solution by Genetec in the amount of \$49,353.00. On roll call vote the motion carried (7-0-0-0).

Discussion Items:

Floodplain Regulation Amendments: Community Development Director Russ Wright presented the staff report and said periodically the City makes amendments to its floodplain hazard regulations based on recommendations from FEMA. The last updates were made in 2016. He reviewed the process for completing these amendments including a public hearing before the Planning Commission which is scheduled for May 20, 2020. Director Wright then briefly reviewed the proposed amendments and responded to Councilmembers' questions.

Food Truck Introduction: Director Wright reviewed the history of the Council's discussion on allowing food vendor trucks within the city limits. Currently they are allowed as part of special events when requested. Other options for allowing food trucks include as standalone uses in the public right-of-way or in city parks, with a concession agreement or special license, and/or allowing them as secondary or primary uses on private properties subject to meeting performance standards. Director Wright commented staff has thoroughly researched this topic including how other cities manage food vendor trucks, and a best practices manual identifying considerations for allowing food vendor trucks. Director Wright briefly reviewed those considerations. Director Wright commented one of the recommendations of the best practices manual is that food trucks be treated as any other restaurant as to how operation of the business is conducted. Staff recommends a clear intent statement be developed and is requesting direction from Council.

Discussion ensued with Councilmember Ewing asking how to balance the autonomy of food trucks with brick and mortar businesses. Director Wright said this is a concern that can be addressed by setting parameters for where food truck vendors are allowed, such as in certain districts, parks or rights of way.

Councilmember Dickinson wondered, with more interest in eating out, if food trucks would help with economic revitalization. Assistant Planner Needham will look into this.

Responding to Councilmember Ewing's question, Councilmember Daughtry explained it is up to each business owner to have a city business license and to collect and report city sales tax to the Department of Revenue each quarter; Department of Revenue distributes the city's sales tax quarterly.

Councilmember Tageant believes it is important to achieve a balance between the brick and mortar businesses and food vendor trucks, with Councilmember Daughtry agreeing.

Discussion ensued regarding the timeline for adopting a food vendor truck ordinance, with Councilmember Jorstad encouraging it is important to move forward now and saying this could

help jumpstart the economy. Following discussion Council provided direction to bring forward an interim ordinance at the next Council meeting.

Citizen Comment:

Earl Gray, 2505 Meadow Drive, Lake Stevens, commented on the pandemic and said he does not support a proclamation against the Governor's actions.

Executive Session: Mayor Gailey announced an executive session and explained Councilmembers and participating staff will conduct the executive session via telephone conference call. The executive session involves a personnel matter and two potential litigation matters, with no action to follow on any of the topics. He asked Councilmembers to mute their mics and turn off their video; he added Councilmembers should unmute their mics and turn their video back on when the meeting reconvenes. Mayor Gailey said the executive session will begin at 8:30 p.m. and last 15 minutes.

City Clerk Pugh announced the executive session was extended 10 minutes at 8:46 p.m.

City Clerk Pugh announced the executive session was extended 5 minutes at 8:56 p.m.

City Clerk Pugh announced the executive session was extended 2 minutes at 9:01 p.m.

At 9:03 p.m. the regular meeting of the City Council reconvened.

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Ewing, to adjourn the meeting at 9:04 p.m. On vote the motion carried (7-0-0-0).

Brett Gailey, Mayor

Kathy Pugh, City Clerk

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

Tuesday, May 19, 2020
By Remote Participation

CALL TO ORDER: 7:00 p.m. by Mayor Brett Gailey

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

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS
PARTICIPATING REMOTELY: City Administrator Gene Brazel, Finance Director Barb
Stevens, Community Development Director Russ Wright,
Police Chief John Dyer, Human Resources Director Anya
Warrington, IT Manager Troy Stevens, City Engineer
Grace Kane, Parks Planning & Development Coordinator
Jill Meis, City Clerk Kathy Pugh, Deputy City Clerk Adri
Crim, City Attorney Greg Rubstello

OTHERS:

Roll Call: All present.

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Frederick, to approve the agenda. On roll call vote the motion carried (7-0-0-0).

Action Items:

Coronavirus Relief Funds: City Administrator Gene Brazel presented the staff report and explained there is approximately \$900,000 available to the City of Lake Stevens under the CARES Act that can be used for relief from the costs of responding to the COVID-19 pandemic. The funds can be used for direct reimbursement to the City for staff costs for management of the pandemic such as purchase of personal protective equipment, electronic equipment to enable work from home, hazard pay for COVID related work, etc., and there will be other costs incurred to respond to the pandemic as the restrictions begin to lift. Additionally, the Mayor has proposed \$300,000 of these funds be placed in a grant fund for small businesses affected by the pandemic. These funds would be administered in coordination with the Chamber of Commerce, subject to an agreement or contract. Administrator Brazel added the City may also be eligible to receive relief funds through FEMA for applicable expenditures and programs.

Mayor Gailey commented small businesses are at a tipping point with June lease payments coming due. The proposal is to set aside \$300,000 for grant funding and partner with the Lake Stevens Chamber of Commerce to award up to \$10,000 to eligible small businesses.

Discussion ensued with Councilmember Marcus confirming the amount per award would be up to \$10,000 but could be less. Mayor Gailey responded that is correct and the amount of award will be based on the responses to specific questions in the application.

Responding to Councilmember Jorstad's question, Mayor Gailey explained he looked at the total estimated amount of city expenses responding to COVID and then estimated if the amount allotted for grants is one-third of the CARES Act relief funding, that still leaves approximately \$200,000 in reserve funds. Mayor Gailey further explained small businesses are defined as having no more than ten fulltime employees at the time of COVID.

Responding to Councilmember Petershagen's question, Director Wright shared the notice of the grant opportunity and reviewed the various requirements. Eligible businesses would have to have been open as of January 1, 2020. He added the city grant is modelled after the grant and application prepared by Economic Alliance of Snohomish County, with modifications local to Lake Stevens, and this funding opportunity is targeted to businesses that have been open for at least a year. Director Wright then explained some weighting will be used in evaluating the applications, and this is again modelled on the grant process of Economic Alliance.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to authorize the Mayor or designee to approve expenditures related to COVID-19 relief and request reimbursement from the Coronavirus Aid, Relief, and Economic Security (CARES) relief funds and the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program. On roll call vote the motion carried (7-0-0-0).

Adjourn:

Moved by Councilmember Jorstad, seconded by Councilmember Frederick, to adjourn the meeting at 7:19 p.m. On vote the motion carried (7-0-0-0).

Brett Gailey, Mayor

Kathy Pugh, City Clerk

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

Tuesday, May 19, 2020
By Remote Participation

CALL TO ORDER: 7:19 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS
PARTICIPATING REMOTELY: Mayor Brett Gailey, Councilmembers Kim Daughtry,
Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji
Jorstad, Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS
PARTICIPATING REMOTELY: City Administrator Gene Brazel, Finance Director Barb
Stevens, Community Development Director Russ Wright,
Police Chief John Dyer, Human Resources Director Anya
Warrington, Parks Planning & Development Coordinator
Jill Meis, City Clerk Kathy Pugh, Deputy City Clerk Adri
Crim, City Attorney Greg Rubstello, City Engineer Grace
Kane

OTHERS:

The meeting was called to order at 7:19 p.m. by Mayor Brett Gailey.

Art Commission: Community Development Director Russ Wright reviewed the history of dissolving the Arts Commission. He noted at the 2018 Retreat Council considered merging the Arts Commission with the Parks Board as their duties somewhat overlap, however this idea did not move forward. In 2019 the Arts Commission continued to experience difficulties with membership and meeting attendance. Director Wright added as the city is moving forward with development of a Parks and Recreation Department it has added more staff, and this staff has taken on responsibility for events programming and other volunteers; the Parks Board is available to assist with recreational programming.

Coordinator Meis and Clerk Pugh agreed it has been difficult to maintain membership on the Commission, and also that it has been difficult to move forward with the Arts Commission work program as often there is not a quorum of members in attendance at meetings making it difficult to accomplish Arts Commission business.

Director Wright said the proposal is to eliminate the Arts Commission and then utilize the Arts & Parks Foundation, ad hoc committees, volunteers and other agencies to bring recreational programming and art and culture to the committee. He added this also includes an amendment regarding how expenditures are authorized from the 1% for the Arts fund after Council has approved different art pieces.

Responding to Councilmember Jorstad, Director Wright said a letter has been prepared to advise the Arts Commission of this change if Council provides direction to move forward.

Councilmember Tageant asked if there are vacancies on the Parks Board that could be filled with current Arts Commissioners, and Director Wright responded currently there are no vacancies on the Parks Board.

Clerk Pugh said that many of the Arts Commissioners are interested in participating on the Arts & Parks Foundation. This organization allows for a larger membership. Arts Commissioners have been participating with the foundation, but it is difficult due to the OPMA laws and inadvertently having a quorum of Arts Commissioners on the foundation.

Coordinator Meis added there is some true talent on the Arts Commission, and perhaps one of the problems with having a quorum for commission meetings is their availability for regular meetings. Ad hoc committees would have a limited amount of time of participation and allows participants to pick and choose projects where their talents lie.

Councilmember Dickinson views the Arts and Parks working together work very well, together with the Historical Society; she said this is a great way to use the talents of Lake Stevens residents. Director Wright responded this is a good example and said the Arts Commission wanted to do the history storyboards for The Mill, in conjunction with the Historical Society, but midway through the project they changed their minds. The City has been able to move forward with artwork for The Mill through other partnerships, including with the Historical Society.

Councilmember Daughtry asked about 1% for the Arts, and Director Wright said the city is required to set aside 1% for the Arts on certain capital projects. Director Stevens explained there are limitations and restrictions, but yes, this is required.

Council provided direction to move forward as recommended by staff.

Trail Master Plan: Coordinator Meis reviewed the history of developing the Trail Master Plan, saying that it guides the city in making connections throughout the city using a trail system and also connects to neighboring jurisdictions. She noted the plan provides multiple implementation strategies including low cost solutions that can be implemented now and other strategies that can be implemented when funding becomes available. The Trail Master Plan provides improvements to existing trails and greater safety for the public. Coordinator Meis added the plan was developed with the assistance of a consultant and reviewed the various methods used to gather public input.

Councilmember Dickinson likes the idea of making the city more walkable and encouraged that lighting be provided for safety. She believes having a trail system used by the public will help cut down on vandalism and homeless encampments.

Councilmember Jorstad appreciated the public input and liked the unique and creative ideas set out in the plan; she encouraged including opportunities for nontraditional users, such as people in wheelchairs or on roller skates.

Councilmember Daughtry asked about the trail map depicting the trails and said it shows a small trail at Eagle Ridge Park that is not correctly depicted as it extends all the way to Lundeen Parkway. Coordinator Meis will make sure the map is updated. He noted this is a well-used path, but it is not an easy trail to traverse. He asked if some trails will be posted with a rating as to difficulty. Director Wright responded this can be done.

Councilmember Petershagen asked if the mountain bike area is part of the Parks Capital Facilities Plan (CFP) or part of the trail plan. Coordinator Meis said it is not part of the CFP, but when looked at it is a logical connection to run a mountain bike trail in the area power line. Director Wright clarified the Trail Master Plan is an element of the Parks plan and one of the capital projects the city would like to build. He said the specific elements are not yet at that level of detail, but there are areas appropriate for mountain bike sections.

Councilmember Dickinson believes mountain bike trails in the Soper Hill-Lundeen-Crosswater areas would not have negative impact on wildlife, and it would help discourage homeless camps. Coordinator Meis said Snohomish County Parks agrees that trail use is a deterrent to homeless camps.

Councilmember Tageant said a trail system has been needed for a long time and he supports moving forward with this plan.

There was consensus to bring the Trail Master Program forward for approval in June.

Revised Long Range Work Plan: Mayor Gailey said discussion of this long range plan now is an opportunity to look at the year and see how the plan affects the city; going forward it will be important to provide opportunities for economic stimulus.

Community Development Director Wright presented the staff report and said the 2020 Work Program for 2020 was established following a joint meeting with the Planning Commission at the end of 2019. Director Wright noted the work program was fairly aggressive but doable. He explained the restrictions arising from COVID-19 have not allowed the Planning Commission to meet regularly and the Planning Department has been down two planners for many months now making it difficult to move the work plan forward. So far, the 2019 carry-over items have been completed and some of the priority work has been completed. He encouraged moving forward those tasks affecting the economy, such as mobile food vendor trucks and multi-family tax exemption, be prioritized and that the city move forward with mandated items and its annexation plan. Director Wright reviewed the timing for projects that would continue to move forward with the 2020 Work Plan. Director Wright suggested putting the Waterfront Task Force over to the 2021 work plan.

Commissioner Frederick suggested an interim ordinance for waterfront might give an opportunity for some limited development, provide economic stimulus and as a test bed to see what a development might look like based on what was previously approved in the infill code.

Director Wright responded this could be done as part of the infill code. He reminded there was a chapter specifically related to waterfront uses that was removed. It could be revisited for possibly an interim ordinance with a sunset clause at the end of this year or beginning of 2021.

Councilmember Tageant asked if this could include a scope with limitations such as location and size, and possibly include a development agreement. Director Wright responded it would be possible to include criteria such as this.

Councilmember Daughtry suggested a temporary model ordinance for infill in the waterfront zone might alleviate concerns that were previously expressed.

Director Wright continued, saying that other items to be pushed out on the work program include the code review and revisions to ensure consistency.

Councilmember Tageant asked if this revised scope is doable, and Director Wright responded it is a lot of work, but he believes it can be done.

There was consensus to bring the 2020 long range work program back for approval on the consent agenda.

Responding to Councilmember Daughtry's question, Director Wright responded Costco is close to finished as far as the permitting process. The pending appeal will take a significant amount of Senior Planner Melissa Place's time. Planner Place does not work on the projects in the long range work program at this time, but the new planner coming on will do about 50% of the long range planning.

Mayor Gailey asked if there was anything else to be discussed.

City Administrator Brazel updated on the status of the War Memorial. It is close to completion but needs additional work in order for the project to be accepted by the city as final. It is possible the Memorial Day ceremony will need to be moved and the dedication of the War Memorial rescheduled.

Councilmember Daughtry added he will need to be in touch with the War Memorial Group tomorrow afternoon to make arrangements for a Memorial Day service at another location if necessary. He has been working hard to put together a Memorial Day and dedication event and still adhere to COVID-19 restrictions, which has extended the time needed to complete the project. His biggest concern is dedicating the War Memorial on time. Discussion then ensued as to why the project will not be completed on time and how to move forward.

Councilmember Jorstad said she reviewed the retreat minutes and reminded there was discussions about reinstating the Snohomish Health District per capita contribution. She would like to move forward with making a decision on the per capita contribution. Discussion ensued and Council requested the per capita contribution be placed on the next agenda for discussion and possible action.

There being no further business the meeting was adjourned at 8:04 p.m.

Brett Gailey, Mayor

Kathy Pugh, City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Workshop
Agenda Date:

May 26, 2020

Subject: Dissolution of Arts Commission

Contact	Russ Wright, Community Dev. Director	Budget	
Person/Department:	<u>Jill Meis, Parks Planning & Dev. Coordinator</u>	Impact:	<u>N/A</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance 1088 repealing Chapter 2.29 LSMC Arts Commission and amending Chapter 3.38 LSMC.

BACKGROUND:

The Lake Stevens Arts Commission was established to provide recommendations on public art and support artistic expression in the community. In recent years, the City has hired professional parks staff to plan and execute public events and festivals such as Music and Movies in the Park. Public art is often integrated into the scope of specific projects such as the redevelopment of North Cove Park. The City Council has adopted design guidelines and a beautification plan that sets a vision for an overall community aesthetic. In addition to city staff assuming many of the responsibilities previously carried out by the Arts Commission, the commission has struggled to be efficient and carry out the duties described in the charter. The regular meetings for the commission have not had a quorum since October of 2019 and sporadically before that. Keeping the commission full has also been challenging; the commission has not been full since September 2019 and has had revolving membership for several years. In the interest of efficiency, City Council proposed dissolving the Arts Commission at the retreat in February.

DISCUSSION

At the May 19, 2020 meeting, staff briefed City Council on proposed changes to dissolve the Arts Commission and update the code to distribute funds for purchase of arts. The Arts Commission function would be transferred to Parks Division Staff, Ad Hoc citizen groups, the Park Board and other community groups. The City Council concurred with this approach.

APPLICABLE CITY POLICIES: Chapters 2.29 and 3.38 LSMC

BUDGET IMPACT:

ATTACHMENTS:

- Exhibit A: Proposed Ordinance

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1088

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, REPEALING CHAPTER 2.29 LSMC ARTS COMMISSION AND ORDINANCES 522 AND 637; AMMENDING CHAPTER 3.38 LSMC; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND PROVIDING FOR SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the City of Lake Stevens established the Lake Stevens Arts Commission by adoption of Ordinance 522 in 1996 for the purpose of supporting the importance of artistic expression in the community; and

WHEREAS, over the years the Lake Stevens Arts Commission has been involved in pursuing and making art available to the Lake Stevens community at large by making recommendations to the Mayor and City Council on art in the community, including visual, performing, literary and historical and cultural categories of art; and

WHEREAS, the City Council has identified and is working toward the establishment of a Parks and Recreation Department over the next few years; and

WHEREAS, as the City moves toward the establishment of a Parks and Recreation Department, city staff are assuming many of the responsibilities previously carried out by the Arts Commission including coordinating visual and performing art and planning community events; and

WHEREAS, the City has options for gaining public input regarding the purchase for public art, including formation of ad hoc committees for the purpose of identifying public art opportunities and making recommendations to City Council and seeking input from the Lake Stevens Arts and Parks Foundation,

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

Section 1. Chapter 2.29 LSMC Arts Commission, and Ordinance Nos. 522 and 637 are repealed in their entirety.

Section 2. Chapter 3.38 Municipal Arts Fund is hereby amended to read as follows:

3.38.010 Purpose.

The City recognizes its responsibility to foster culture and the arts and has an interest in the viable development of the arts. The City declares it to be a policy of this City that where possible, appropriations be made for the development of culture within the City. (Ord. 806, Sec. 1, 2009)

3.38.020 Definitions.

- (a) "City" means the City of Lake Stevens.
- ~~(b) "Commission" means the Lake Stevens Arts Commission.~~
- (c) "Qualifying municipal construction project" means any project paid for wholly or in part by the City to construct or remodel any government-owned buildings, parks and sidewalks.
- (d) "Total project cost" means the total amount of funds appropriated for the project.
- (e) "Acquisition of real property" means the purchase of parcels of land, right-of-way or existing buildings and structures, including associated costs such as appraisals or negotiations. (Ord. 806, Sec. 1, 2009)

3.38.030 Appropriations for Municipal Construction Projects.

(a) For qualifying municipal construction projects, the minimum amount to be appropriated for art in public places shall be as follows: the amount shall be based on the total amount of the awarded contract as originally approved by the City Council, multiplied by one percent; provided, however, that any City-funded amount for the acquisition of real property or equipment or for demolition shall be excluded for the purposes of this calculation except for the following:

- (1) If the law establishing a source of funds for a particular project excludes works of art or cultural projects as one of the items for which such funds may be expended, the amount of funds from that source shall be excluded from the total project cost in making said calculation;
- (2) Projects which are funded by one or more of the following sources shall have excluded from the total project cost that amount provided by the following sources:
 - (i) One-half cent gasoline tax;
 - (ii) Community development block grants;
 - (iii) Other federal, state or local grants;
 - (iv) Utility projects;
 - (v) LID projects unless specifically authorized in the LID process;
 - (vi) Any other grant or loan which specifically excludes setting a portion of the project funds aside for arts; and
 - (vii) Any required developer mitigation or impact fees.

(b) The one percent figure described in subsection (a) of this section shall not be modified because of subsequent change orders. The amount shall remain fixed.

(c) The transfer to the Municipal Arts Fund shall be made as soon as project funding is available from the municipal construction project. (Ord. 806, Sec. 1, 2009)

3.38.040 Municipal Arts Fund.

(a) There is hereby created a special fund entitled the "Municipal Arts Fund" which is designated a reserve fund for arts purposes. Appropriations from the Municipal Arts Fund shall include appropriations for works of art. Costs include installation, maintenance, design and construction for arts-related projects.

(b) Appropriations from the Municipal Arts Fund shall only be made by the City Council based upon recommendations made by ~~the Commission~~ Director of Planning and Community Development or designee to the Mayor.

(c) The source of funds for the Municipal Arts Fund shall be a percentage allocation from municipal construction projects and/or such other sources as may be designated. In addition, the Municipal Arts fund may receive monies on an annual basis from the General Fund if so budgeted by the City Council.

(d) The Municipal Arts Fund shall be eligible for grants and donations from both public and private sources. (Ord. 806, Sec. 1, 2009; Ord. 538, 1997)

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

Section 4. Effective Date and Summary Publication. This ordinance shall take effect and be in full force and effect five days after its summary publication by ordinance title only, in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this 26th day of May 2020.

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First Reading and Adoption: _____, 2020
Published: _____, 2020
Effective Date: _____, 2020



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: May 26, 2020

Subject: Resolutions authorizing grant applications for Frontier Heights Park and Eagle Ridge Parks

Contact	Jill Meis, Parks Planning and Development	Budget	City match from
Person/Department:	<u>Coordinator</u>	Impact:	<u>park impact fees</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2020-09 re Eagle Ridge Park and Resolution 2020-10 for Frontier Heights Park, authorizing submittals of grant applications to the Washington State Recreation and Conservation Office to fund park improvements.

SUMMARY/BACKGROUND:

The Washington State Recreation and Conservation Office (RCO) administers parks and recreation grants for qualifying Washington entities. To protect the investment, RCO requires the elected officials of the city to authorize applications for grants. This authorization must be made by resolution and submitted at the time of grant application.

Both grant applications are consistent with the master plans created for these parks and identified in the Parks, Recreation and Open Space Element of the Comprehensive Plan.

APPLICABLE CITY POLICIES: The City's Parks, Recreation and Open Space Element of the Comprehensive Plan identifies these park projects. Specific Parks, Recreation and Open Space Goals and Policies which are consistent with the intent of this project include:

GOAL 5.1 Provide a high-quality, diversified parks, recreation and open space system that provides recreation and cultural opportunities for all ages and interest groups.

Policy 5.1.1 Provide a system of multi-purpose neighborhood and community parks throughout the community accessible to all residents that meet certain levels of service including a neighborhood park within a one-mile radius of all residential areas.

City Municipal Code Title 3 Revenue and Finance, Section 3.60.040 Acceptance (b) All monetary and nonmonetary donations with a current value of up to \$5,000 may be approved and accepted for the City by the City Administrator. All donations with a value greater than \$5,000 must be accepted by resolution of the City Council. The City Administrator shall estimate the value of any non-monetary donation not supported by an appraisal, for the purpose of compliance with this section.

RCW 35A.12.190 Powers of council. The council of any code city organized under the mayor-council plan of government provided in this chapter shall have the powers and authority granted to the legislative bodies of cities governed by this title, as more particularly described in chapter 35A.11 RCW.

RCW 35A.11.010 Rights, powers, and privileges. Each city governed under this optional municipal code, whether charter or non-charter, shall be entitled "City of" (naming it), and by such name shall have perpetual succession; may sue and be sued in all courts and proceedings; use a corporate seal approved by its legislative body; and, by and through its legislative body, such municipality may contract and be contracted with; may purchase, lease, receive, or otherwise acquire real and personal property of every kind, and use, enjoy, hold, lease, control, convey or otherwise dispose of it for the common benefit.

BUDGET IMPACT:

City match from park impact fees

ATTACHMENTS:

- Exhibit A: Resolution 2020-09 re Eagle Ridge Park
- Exhibit B: Resolution 2020-10 re Frontier Heights Park

EXHIBIT A

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

RESOLUTION 2020-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, AUTHORIZING AND ENDORSING THE SUBMITTAL OF A 2020 GRANT APPLICATION TO THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO FUND IMPROVEMENTS AT EAGLE RIDGE PARK AS OUTLINED IN RCO AUTHORIZATION AND RESOLUTION DOCUMENT ATTACHED AS EXHIBIT 1.

WHEREAS, the City of Lake Stevens Comprehensive Plan contains goals and policies directing the City to provide adequate parks, open spaces and recreation services to its citizens; and

WHEREAS, the City of Lake Stevens Comprehensive Plan has designated Eagle Ridge Park as a Community Park. Community parks have the largest service area and attract citizens from across the community. A large size and variety of amenities characterize community parks. These parks provide a mix of informal, active, and passive recreation areas with permanent facilities; and

WHEREAS, the Comprehensive Plan goals identify the importance of assuring that Eagle Ridge Park provides a mix of high-quality recreational amenities; and

WHEREAS, the City Council adopted the Eagle Ridge Park Master Plan in 2010: and

WHEREAS, the Eagle Ridge Park Master Plan includes the installation of playground equipment, restrooms, outdoor classroom, restrooms and parking that could include various pervious surfaces, bio swales and rain gardens; and

WHEREAS, the Comprehensive Plan goals and policies recognize that the prioritization of new park facilities shall take into consideration areas which are underrepresented by parks, and opportunities for grants and other funding sources to assist in achieving the identified needs; and

WHEREAS, City improvements to said park are contingent on the receipt of 2020 Washington State Recreation and Conservation Office (RCO) grant funds; and

WHEREAS, the City is eligible to apply for RCO grant funds; and

WHEREAS, this Resolution if adopted will authorize and delegate authority to the Mayor to negotiate and contractually bind the City if RCO grant funds are awarded;

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

Section 1. The City Council hereby authorizes and endorses the submittal of RCO grant applications to Washington State for funding for improvements to Eagle Ridge Park that are generally consistent with the Master Plan, and authorizes the Mayor or Designee to negotiate and contractually bind the City if RCO grant funds are awarded to the City of Lake Stevens as outlined in the RCO Resolution and

Authorization attached as Exhibit 1.

PASSED by the City Council of the City of Lake Stevens this 26th day of May 2020.

Brett Gailey, Mayor

ATTEST:

Kathy Pugh, City Clerk

EXHIBIT 1



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

EXHIBIT B

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

RESOLUTION 2020-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, AUTHORIZING AND ENDORSING THE SUBMITTAL OF A 2020 GRANT APPLICATION TO THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO FUND IMPROVEMENTS AT FRONTIER HEIGHTS PARK AS OUTLINED IN RCO AUTHORIZATION AND RESOLUTION DOCUMENT ATTACHED AS EXHIBIT 1.

WHEREAS, the City of Lake Stevens Comprehensive Plan contains goals and policies directing the City to provide adequate parks, open spaces and recreation services to its citizens; and

WHEREAS, the Comprehensive Plan goals identify the need for a neighborhood level park in the western portion of the City; and

WHEREAS, the City has now acquired land within Frontier Heights in the western area of the City for a public park: and

WHEREAS, the Comprehensive Plan goals and policies recognize that the prioritization of new park facilities shall take into consideration areas which are underrepresented by parks, and opportunities for grants and other funding sources to assist in achieving the identified needs; and

WHEREAS, Frontier Heights Park, previously a privately-owned park owned by the Frontier Heights HOA, located in the western portion of the City is now in title and possession of the City; and

WHEREAS, City improvements to said park are contingent on the receipt of 2020 Washington State Recreation and Conservation Office (RCO) grant funds; and

WHEREAS, the City is eligible to apply for RCO grant funds; and

WHEREAS, this Resolution if adopted will authorize the Mayor or Designee to negotiate and contractually bind the City if RCO grant funds are awarded;

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

Section 1. The City Council hereby authorizes and endorses the submittal of a RCO grant application to Washington State to fund improvements at Frontier Heights Park that are generally consistent with the Master Plan, and authorizes the Mayor or Designee to negotiate and contractually bind the City if RCO grant funds are awarded to the City of Lake Stevens as outlined in the RCO Resolution and Authorization attached as Exhibit 1.

PASSED by the City Council of the City of Lake Stevens this 26th day of May 2020.

Brett Gailey, Mayor

ATTEST:

Kathy Pugh, City Clerk

EXHIBIT 1



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Brian Tallen 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: May 26, 2020

Subject: Frontier Heights Playground Purchase from Kompan, Inc.

Contact Person/ Jill Meis, Parks Planning & Dev. Coordinator

Department: Russ Wright, Community Dev. Director **Budget Impact:** \$136,213.38

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve contract with Kompan, Inc. for purchase and installation of playground equipment at Frontier Heights Park in the amount of \$136,213.38.

SUMMARY/BACKGROUND:

The City Council has approved a budget for improvements at Frontier Heights Park. The playground selected fits the budget and is made from compatible materials for use at this site. The playground includes swings, climbing structure, balance beams and merry-go-round.

The City applied for and received \$125,000.00 in the capital budget for the replacement of the playground equipment at Frontier Heights Park. Staff worked with the supplier to maximize these funds for this robust collection of equipment.

The contract requests a 50% deposit at the time of the ordering the equipment.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$136,213.38

ATTACHMENTS:

- Exhibit A: Kompan Sales Proposal/Contract
- Exhibit B: Playground equipment and site plan



SALES PROPOSAL

KOMPAN, INC. * 605 W Howard Lane Ste 101, Austin, TX 78753 * Tel 1-800-426-9788 * Fax 1-866-943-6254 * www.kompan.com

OMNIA[®]
P A R T N E R S

Date 05/15/20
Expiration Date
Proposal No. SP75151
Project Frontier Heights Park
Ship to State/Zip WA 98258
Customer Service Representative Jennifer Powell
Sales Representative Highwire
Payment Terms DEP50%&N30

Site Location: C023623
Frontier Heights Park
8801 Frontier Circle West
Lake Stevens, WA 98258
United States

Invoice-to: C023623
Frontier Heights Park
8801 Frontier Circle West
Lake Stevens, WA 98258
United States

Ship-to:
Frontier Heights Park
8801 Frontier Circle West
Lake Stevens, WA 98258
United States

Qty.	Item No.	Description	Unit Price	Retail Price	Disc. %	Net Price
		Equipment				
1	NRO836-1201	JUNGLE EXPLORER DOME,IG Natural IG	61,680.00	61,680.00	14.00	53,044.80
1	NRO854-1001	PARCOUR 004, Natural,IG	9,520.00	9,520.00	14.00	8,187.20
1	NRO912-1101	DOUBLE BAY SWING W/BELTS &,IG BASKET Ø100CM, Natural IG	6,680.00	6,680.00	14.00	5,744.80
2	NRO110-0901	SPINNER PLATE, Natural,IG	1,190.00	2,380.00	14.00	2,046.80
1	NRO888-0601	DOUBLE BALANCE BEAM,IG Natural, IG	880.00	880.00	14.00	756.80
1	NRO120-0901	CAROUSEL WITH SEATS,IG	6,800.00	6,800.00	14.00	5,848.00
1	FRT-KOMPAN INC	Freight from KOMPAN Inc	8,371.89	8,371.89		8,371.89
		Surfacing				
5,280	TFG-WA-14-00	Up To 264 C.Y. of EWF/CFH 14'/12'"comp.	1.34	7,075.20	6.00	6,650.69
1	FRT-OTHER	Freight For EWF	2,435.00	2,435.00		2,435.00
		Installation @ Prevailing Wage				
1	CUSTOMINSTALL	Install of KOMPAN Equipment @ PW	33,558.34	33,558.34	5.00	31,880.42
Total						124,966.40

Comments:

Please read attached General Assumptions and Exclusion document for information on install/sitework.
Please allow 8-10 weeks for product delivery upon order placement.

Summary:

	Retail Price	Discount	Net Price
Subtotal - KOMPAN Products	87,940.00	12,311.60	75,628.40
Subtotal - Other Products	0.00	0.00	0.00
Subtotal - Surfacing	7,075.20	424.51	6,650.69
Subtotal - Installation & Other Services	33,558.34	1,677.92	31,880.42
Subtotal - Freight	10,806.89	0.00	10,806.89
Subtotal	139,380.43	14,414.03	124,966.40

Estimated Tax Rate	9%	(Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.)	11,246.98
Total			136,213.38

<p>Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within the Master Agreement, which is hereby acknowledged. Acceptance of this proposal by KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative. Prices in this quotation are good for 60 days.</p> <p>This proposal may be withdrawn if not accepted by 07/12/20.</p> <p>KOMPAN Products are "Buy American" qualified, and compliant with the Buy American Act of 1933 and the "Buy American" provision of the ARRA of 2009.</p>	<p>KOMPAN Authorized Signature:</p> <p>Accepted By (signature): _____</p> <p>Accepted By (please print): _____</p> <p>Date: _____</p>
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General Assumptions:

- Pricing is based on all equipment being direct delivery to the project address identified in KOMPANs Sales Proposal (SP).
- Placement of order into fabrication is contingent with deposit being received by KOMPAN as agreed to during the pricing phase.
- If cost proposal is to be considered as Tax-Exempt a current tax exemption form must be provided or on file at KOMPAN main office.
- Customer shall provide a lay down area for deliveries of materials within proximity of final installation site. Site access must be clear and unobstructed with at least ten (10') foot wide access to allow delivery of materials. Any size restrictions contributing to additional handling or downsizing of deliver trucks shall be addressed as a change of conditions and will be invoiced as additional costs to the customer.
- Installation site must be level to no more than one (1") inch in then (10') feet slope or change in elevation over the full length and width of the playground area.
- Price assumes NO overhead obstructions within thirteen feet, six inches (13'-6") or lower and NO underground utilities or obstructions within the playground footprint.
- Soils are to be suitable for the installation of all playground equipment and surfacing and compacted to 95% compaction prior to installation crews arriving on-site.
- All underground utilities, boulders, rock ledge or other obstructions not visible without subsurface investigation shall be considered "unforeseen conditions", all costs shall be invoiced to the customer as a change order to the contract.
- All spoils generated during the excavation of footings shall be disposed of on site at no cost to KOMPAN.
- Customer to provide at no additional costs a 120 V (15 amp) power source and standard hose bib connection for water supply within one hundred (100') feet from work site.
- Customer shall have removed all existing equipment or obstacles from playground area prior to the arrival of the installation crews.
- Time is of the essence in the installation of all materials delivered to project site. KOMPAN shall have delivered all equipment and materials as scheduled to project site. If delays to the installation schedule accrue outside KOMPANs control equipment shall be delivered to project site as scheduled and equipment and materials invoiced at the time of delivery. Unless additional storage arrangements are made in writing between Customer and KOMPAN, additional costs may apply.
- Unloading of equipment and materials shall be performed by the installation crews at the time of installation. If site is not ready for installation by cause outside of KOMPAN, it will be the responsibility of the Customer to off load and store equipment and materials at the project site. KOMPAN shall not be held liable for offloading costs, storage fees or equipment damage.

- If site requires installation of a drainage system within the proposed playground area, playground equipment footing shall be installed prior to the installation of the drainage system and playground footing locations shall take precedence over drainage system requirements.
- Site layout and dimensions shall be based of KOMPANs 2D drawing or CAD drawings. Customer to provide site “bench mark” to be used for layout and final elevation calculations.
- Unless otherwise noted on KOMPAN’s SP, proposal assumes that there are no Prevailing Wages requirement on the project.
- Any additional costs which maybe incurred during installation shall be negotiated between Customer and KOMPAN in writing prior to the start of additional work. If written approval is not received during the time the installation crews are on-site, additional mobilization costs will apply.

Exclusions (Unless Explicitly Stated in KOMPAN Sales Proposal):

- Stamped engineered drawings/calculations or costs to secure permits are not included, if required these costs will be added as a change order payable to Kompan.
- Demolition and off-site disposal of any existing equipment or site amenities.
- Any sitework, including but not limited to grading, excavation outside playground equipment footing and soils compaction and testing.
- Concrete work outside of play equipment footing requirements.
- Relocation of any existing equipment.
- Any required drainage system for playground area.
- Third party testing of materials and playground installation.
- Site landscaping or trimming of vegetation encroaching within the play equipment and safety zones.
- Play area surfacing and base materials if not noted in KOMPAN proposal.
- Installation of Poured in Place surfacing does not include the use of aliphatic binder, solid or custom colors.
- Site security during Poured in Place surfacing cure time and any vandalism which may accrue during surfacing cure time.
- Borders for play area surfacing containment.
- Any required retaining walls for proposed play area.
- Site storage for equipment.
- Site safety fencing beyond standard four (4’) foot orange construction fencing.
- Utilities site location services and/or relocation of any underground utilities.
- On site dumpster for disposal of shipping containers and general construction debris.
- If applicable, primary electrical service, such as connection of primary power to KOMPANs ICON server box. Primary power is to be terminated within ICON server box by a licensed electrician.



120.00 feet





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: May 26, 2020

Subject: Resolution 2020-11 - Lake Stevens Community Small Business Emergency Grant

Contact	Russ Wright Comm. Development Director	Budget	Distribution
Person/Department:	Gene Brazel, City Administrator	Impact:	of CARES relief funds

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize distribution of funds for the Lake Stevens Community Small Business Emergency Grant from the Coronavirus Aid, Relief, and Economic Security (CARES) relief funds through Resolution 2020-11.

SUMMARY/BACKGROUND:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress with overwhelming, bipartisan support and signed into law by the President on March 27th, 2020. This economic relief package provides direct economic assistance for American workers, families and small businesses. Through the Coronavirus Relief Fund, the CARES Act provided payments to State, Local, and Tribal governments impacted by the COVID-19 outbreak. The city of Lake Stevens has received approximately \$900,000 in emergency CARES Relief Funds.

At its May 19, 2020 meeting Council authorized the Mayor or designee to approve expenditures related to COVID-19 relief from the Coronavirus Aid, Relief, and Economic Security (CARES) relief funds including the creation of a grant fund to support economic recovery for small businesses. In coordination with the Lake Stevens Chamber of Commerce, the city has instituted a grant program (**Attachment 1 to Resolution 2020-11**) designed to assist small businesses with operational costs impacted by the COVID-19 pandemic. Council's decision tonight would authorize the distribution of funds for qualifying businesses selected under the grant program through the adoption of Resolution 2020-11 (**Exhibit 1**).

Upon award of grant, successful applicants will be asked to enter into a Small Business Emergency Grant agreement (**Exhibit 2**).

APPLICABLE CITY POLICIES: procurement and budget amendments

BUDGET IMPACT: Up to \$300,000 for grant distribution subject to a future budget amendment.

ATTACHED

- Exhibit 1 – Resolution 2020-11
- Exhibit 2 – Small Business Emergency Grant agreement

EXHIBIT 1

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

RESOLUTION 2020-11

**A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL
AUTHORIZING THE MAYOR OR DESIGNEE TO DISTRIBUTE GRANT
FUNDS UP TO \$10,000 PER QUALIFYING SMALL BUSINESSES, LOCATED
WITHIN LAKE STEVENS, AS SELECTED UNDER THE LAKE STEVENS
COMMUNITY SMALL BUSINESS EMERGENCY GRANT.**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, Mayor Gailey proclaimed an emergency on March 5, 2020; and

WHEREAS, the continuing COVID-19 epidemic adversely affects businesses of all types and has created a significant economic impact on the operation of small businesses, including causing several small businesses to temporarily close or significantly modify business operations; and

WHEREAS, the United State Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law by the President on March 27th, 2020 to provide economic relief package to cities, American workers, families and small businesses; and

WHEREAS, the city of Lake Stevens has received CARES Relief Funds; and

WHEREAS, on April 6, 2020, the Washington State Attorney General's Office issued guidance concluding that local governments may provide small business loans or grants where there is a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines; and

WHEREAS, the Lake Stevens City Council authorized the Mayor or designee to approve expenditures related to COVID-19 relief from the CARES relief funds, including the creation of a local grant program to support COVID-19 related economic recovery for small businesses at its May 19, 2020 special meeting; and

WHEREAS, the city, in coordination with the Lake Stevens Chamber of Commerce, has instituted a grant program (**Attachment 1**) of \$300,000 designed to assist small Lake Stevens' businesses with operational costs impacted by the COVID-19 pandemic.

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

Section 1. The City Council hereby authorizes the Mayor or Designee to distribute grant funds up to \$10,000 per qualifying small businesses, located within Lake Stevens, as selected under the grant program, through the adoption of Resolution 2020-10.

PASSED by the City Council of the City of Lake Stevens this 26th day of May 2020.

Brett Gailey, Mayor

ATTEST:

Kathy Pugh, City Clerk

ATTACHMENT 1



NEWS RELEASE

Date: May 20, 2020

LAKE STEVENS COMMUNITY SMALL BUSINESS EMERGENCY GRANT

The city of Lake Stevens, in coordination with the Lake Stevens Chamber of Commerce, is accepting funding emergency grants to help small businesses affected by the COVID-19 crisis.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress with overwhelming, bipartisan support and signed into law by the President on March 27th, 2020. This economic relief package provides direct economic assistance for American workers, families and small businesses. Through the Coronavirus Relief Fund, the CARES Act provided payments to State, Local, and Tribal governments impacted by the COVID-19 outbreak.

Funding:

The city of Lake Stevens has created an emergency grant program for small businesses from a portion of its Cares Relief Funds. This grant is intended to provide direct assistance to small Lake Stevens businesses economically affected by the current health crisis.

Eligibility Criteria (must meet all the following):

- Have a physical location within the city of Lake Stevens
- Have a city of Lake Stevens business license (one application per business license)
- Have 10 or less full-time employees (including owner)
- Have been negatively impacted by COVID-19
- Applying for eligible expenses
- Must have been in business on or before January 1, 2020

Eligible reimbursements: This emergency grant can be used towards operational expenses such as rent, supplies/inventory, utility bills, etc. Only operating expenses are eligible for reimbursement.

Grant review process:

The information provided on the application will allow the city of Lake Stevens and the Lake Stevens Chamber of Commerce to evaluate your grant application for financial need.

The 1st round of grant reviews will begin May 26, 2020. Grants will be awarded on May 29, 2020. **Applications are being accepted at the following link: [Lake Stevens Community Small Business Emergency Grant](#).**

EXHIBIT 2

2020 CITY OF LAKE STEVENS COMMUNITY SMALL BUSINESS EMERGENCY GRANT

THIS AGREEMENT is entered into as of May ____, 2020, between the City of Lake Stevens, a Washington Municipal Corporation ("City") and _____, a for profit small business located within the City of Lake Stevens ("Grantee").

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, Mayor Gailey proclaimed an emergency on March 5, 2020; and

WHEREAS, the continuing COVID-19 epidemic adversely affects businesses of all types and has created a significant economic impact on the operation of small businesses, including causing several small businesses to temporarily close or significantly modify business operations; and

WHEREAS, the United State Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law by the President on March 27th, 2020 to provide economic relief package to cities, American workers, families and small businesses; and

WHEREAS, the City of Lake Stevens has received CARES Relief Funds; and

WHEREAS, on April 6, 2020, the Washington State Attorney General's Office issued guidance concluding that local governments may provide small business loans or grants where there is a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines; and

WHEREAS, the Lake Stevens City Council authorized the Mayor or designee to approve expenditures related to COVID-19 relief from the CARES relief funds, including the creation of a local grant program to support economic recovery for small businesses at its May 19, 2020 special meeting; and

WHEREAS, the city, in coordination with the Lake Stevens Chamber of Commerce, has instituted a grant program of \$300,000 designed to assist small Lake Stevens' businesses with operational costs impacted by the COVID-19 pandemic.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and the purposes of supporting economic recovery for small businesses to the mutual benefit of Grantee, City local business, and the general public resulting in the performance of this agreement, both parties agree as follows:

1. **TERM OF AGREEMENT.** The term of this Agreement shall commence on May ____, 2020 and expire on December 31, 2020, unless otherwise earlier terminated as provided in paragraph 12 (Termination) of this agreement.

2. PAYMENT BY CITY.

- A. The City shall pay the lump sum of \$ _____ to grantee to provide COVID-19 economic recovery for items and expenses outlined in the City of Lake Stevens Small Business Emergency Grant program and in cooperation with the United State Congress CARES act.
- B. Payment shall be made to Grantee within thirty (30) days of approved application and awarded grant as deemed by the City of Lake Stevens.

3. RESTRICTION UPON USE OF FUNDS. Amounts paid hereunder shall be used only for COVID-19 related expenses and economic recovery for items and expenses outlined in the City of Lake Stevens Small Business Emergency Grant program and in cooperation with the United State Congress CARES act. The Grantee shall refund to the City any amounts used for any other purpose. Any amount used for a purpose other than COVID-19 expenses as detailed in the City of Lake Stevens Small Business Emergency Grant program and in cooperation with the United State Congress CARES act shall constitute a lien in favor of the City against amounts remaining to be paid under this Agreement and may be deducted by the City at its sole option without prejudice to any other available remedies.

4. REPORTING.

- A. The Grantee shall maintain detailed records and accounts for expenditure of amounts received under this Agreement. Records must be retained for a period of six (6) years after the expiration of this Agreement. During the term of this Agreement, the City may ask the Grantee to provide the City with detailed monthly expenditure reports of COVID-19 expenses in accordance with this Agreement fifteen (15) days following the end of the month. The reports shall include copies of receipts for COVID-19 expenses incurred in furtherance of the terms of this Agreement.
- B. Washington State law (RCW 43.09) requires that the City maintain and provide financial records for examination by the State Auditor. Should the City be audited by the Federal Government or Washington State on grant funds related to this agreement, Grantee agrees to collect and provide timely submission of their COVID-19 related expenses to the City for audit purposes.
- C. The Grantee shall, within ten (10) days of receipt of a request for additional information, or COVID-19 related expenditure receipts, fully comply with such request.

5. DEFENSE AND INDEMNIFICATION. Grantee agrees to defend, indemnify and hold the City harmless from and against any and all claims, of any kind whatsoever, including attorneys' fees, for loss, injury, damage, expense and/or other liability arising out of performance of its duties hereunder and/or failure to perform such duties, and acts and/or omissions by Grantee.

6. DISPUTE RESOLUTION. Grantee and Grantor agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation with venue in Snohomish County, Washington.

7. BREACH BY GRANTEE.

- A. In the event Grantee does not provide the information required in Paragraph 4 (Reporting) of this Agreement, or Grantee fails to expend CARES act funds as required by law, then any funds received by Grantee and not properly accounted for shall be repaid to the City together with interest at the rate of twelve percent (12%) per annum.
- B. Grantee agrees to pay all the City's costs and expenses incurred in enforcing the terms of this Agreement, including but not limited to, reasonable attorney's fees.

8. ENTIRE CONTRACT. The parties agree that this Agreement is the complete expression of terms, which define the relationship between them. Any oral representations or understandings not incorporated herein are excluded.

9. TERMINATION. Either party may terminate this Agreement, with or without cause at any time. This Agreement may also be terminated immediately by the City upon failure of Contractor to remedy a breach of this Agreement. Paragraph 3 (Restriction Upon Use of Funds), Paragraph 5 (Defense and Indemnification), and Paragraph 6 (Breach by Contractor) shall each survive the expiration or termination of this Agreement.

DATED this _____ day of _____, 2020.

CITY OF LAKE STEVENS

GRANTEE

Brett Gailey, Mayor

Title

ATTEST/AUTHENTICATED:

Kathy Pugh, City



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: May 26, 2020

Subject: Interlocal Agreement with Lake Stevens Sewer District re Sewer Line Installation

Contact

Person/Department: Eric Durpos **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Mayor to enter into an Interlocal Agreement with Lake Stevens Sewer District Regarding Sewer Line Installation for 91st Avenue SE & 24th Street SE.

SUMMARY/BACKGROUND: This Interlocal Agreement allows for the installation of sewer infrastructure along the proposed 91st and 24th Avenue alignment. The improvements consist of a sewer lift station and gravity and pressure mains. The agreement allows for cost sharing with the Sewer District to install a sewer line east of Highway 9 to serve future development in the area. The agreement also allows for the recovery of funds through a late comers agreement to help offset the City's cost.

APPLICABLE CITY POLICIES: Consistent with the Cities South West Sub-Area Plan.

BUDGET IMPACT: No cost for the City to enter into the ILA. The overall cost of the improvements are included in the Development Agreement with Costco. City 80% Costco 20% with an engineer's estimate \$2,500,000. The Sewer District is paying 100% of the cost to extend the sewer main east across Highway 9 to facilitate future growth.

ATTACHMENTS:

Interlocal Agreement

Return Address:

Lake Stevens Sewer District
1106 Vernon Road, Suite A
Lake Stevens, WA 98258

Document Title: **INTERLOCAL AGREEMENT REGARDING
SEWER LINE INSTALLATION FOR
91ST AVENUE SE & 24TH STREET SE**

Reference Numbers:

Grantor: City of Lake Stevens

Grantee: Lake Stevens Sewer District

Legal Description: A portion of NE quarter of Section 25 and SW quarter of
Section 19, Township 29 N, Range 5E, W.M., in
Snohomish County, Washington.

Property Tax Account Numbers:

INTERLOCAL AGREEMENT REGARDING SEWER LINE INSTALLATION FOR 91ST AVENUE SE & 24TH STREET SE

THIS INTERLOCAL AGREEMENT (this “Agreement”) is effective as of the ____ day of _____, 2020, between LAKE STEVENS SEWER DISTRICT, a municipal special purpose district of the State of Washington (the "District"); and the CITY OF LAKE STEVENS (the “City”); the District and the City may collectively be referred to herein as the “Parties”.

RECITALS

A. The Board of Sewer Commissioners of the District operates a system of sewerage for collection and treatment of sanitary sewage within the boundaries of the City and the District.

B. The City is the lead agency for the construction of road and drainage improvements to 24th Street SE and 91st Ave SE and at the intersection of South Lake Stevens Road and SR 9 (the “Project”). The Project will require installation of new sanitary sewer system, portions of which will be completed by both the City and District under the terms of this Agreement. The Parties agree that concurrent installation is in the best interest of the public and will benefit the public health, safety and welfare.

C. The Parties are authorized to enter into an Interlocal Agreement pursuant to Chapter 39.34 RCW in order to jointly accomplish this Project.

D. The Project will include no new equivalent residential units (ERUs) into the District’s existing sewer system.

E. The City is willing to construct improvements to the sanitary sewer system between intersections of 24th Street SE and South Lake Stevens Road and 20th Street SE and 91st Avenue SE at the City’s expense, pursuant to the terms of this Agreement. These improvements consist generally of furnishing and constructing eight-inch sanitary sewer lines, a sanitary sewer lift station and all appurtenances necessary to comprise a complete system ready for operation (the “City Sewer Work”).

F. In order to implement the District’s Comprehensive Plan, the District is willing to have the City’s contractor construct an 18-inch diameter sewer casing and manhole on South Lake Stevens Road east of SR 9 at District expense as part of the Project (the “District Sewer Work”) under the terms of this Agreement.

TERMS AND CONDITIONS

IN CONSIDERATION of the mutual promises and performances provided herein, the Parties hereto for themselves, their assigns and successors in interest, agree as follows:

1. PERMISSION TO CONSTRUCT PROJECT: The purpose of this Agreement is to provide for joint bidding and contracting of the City Sewer Work and District Sewer Work with the Project under a single contract awarded by the City. Subject to the terms and conditions of this Agreement, the District shall permit the City to construct and install the District Sewer Work, at District's expense. The City shall act as the lead agency for the Project and shall accomplish the City Sewer Work and District Sewer Work in conjunction with the Project pursuant to the terms and conditions of this Agreement. Each Party to this Agreement, however, shall be responsible for compliance with the laws and regulations associated with the actions taken by the Party in carrying out their responsibilities and obligations hereunder.

2. STANDARDS OF CONSTRUCTION: Construction and installation of the City Sewer Work and District Sewer Work shall be strictly in accordance with standards, rules and regulations of the District as now in effect and as the same hereafter may be amended, and the standards of the State Department of Ecology.

3. PREPARATION AND REVIEW OF PLANS, SPECIFICATIONS, GENERAL AND SPECIAL CONDITIONS: The City shall prepare and include plans and specifications for the City Sewer Work in the Project's plans, specifications, general and special conditions, print and distribute the Contract Specifications, Plans, General and Special Conditions, administer the advertisement of construction bidding, and award and administer the contract, including accounting and payment of the contractor selected by the City. The General and Special Conditions, which are applicable to the District Sewer Work shall be approved by the District including, but not limited to, the Insurance Provisions and the Indemnity Provision.

The District shall prepare plans, and specifications for the District Sewer Work and provide them to the City to be included with the Project's plans, specifications, general and special conditions.

To insure that the City Sewer Work is designed to the satisfaction of the District, Gray & Osborne, Inc., the consulting engineers of the District (the "Engineers"), shall review and approve in writing before work on the Project is commenced, the plans, specifications and drawings of the City Sewer Work, which shall be prepared by a licensed professional engineer of the City's choosing. The City shall permit the District and the Engineers to timely inspect the construction and installation of the Project, both visually before any pipe is covered and by pressure or water test upon final completion, before connection is made to the District's sewer system. The District and the Engineers shall have authority to reject any construction and installation not conforming to the approved design of the Project and the requirements of this Agreement. Subject to terms and conditions of the awarded contract, the determination of the District and the Engineers shall be final. Provided, the District shall be responsible for any additional costs or expenses to which the contractor may become entitled or awarded, as a result of such final determination.

4. ENGINEERING, LEGAL AND ADMINISTRATIVE COSTS: Each Party shall be responsible for the payment of the engineering, legal and administrative costs respectively incurred by the Party with respect to its rights, responsibilities, and obligations under the provisions of this Agreement.

Each Party shall have the right to commence, appear in or defend any action or proceeding affecting the rights of the parties hereunder, and in connection therewith.

The District agrees to reserve funds for payment to the City for the District Sewer Work in an amount not less than the estimate of cost related to the plans and specifications and bid items for the District Sewer Work and for construction engineering, inspection and administration services related to the District Sewer Work. The District's estimate of costs is shown in Exhibit "A", Preliminary Cost Summary, which is attached hereto and incorporated herein. The District acknowledges that the costs will need to be adjusted according to the bid proposal of the successful bidder.

The City shall provide the District with properly executed invoices showing expenditures on the District Sewer Work. Invoices shall be based on Contractor's payments, equipment, materials and labor expended on the District Sewer Work plus City expenditures in support of the District Sewer Work. Invoices shall be paid by the District within thirty (30) days of receipt by the District without offset or deduction for any reason. Payment by the District shall not constitute an agreement as to the appropriateness of any item or acceptance of the work represented.

5. HOLD HARMLESS AND INDEMNIFICATION: The District shall hold harmless, indemnify and defend the City, its officers, appointed and elected officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorney's fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the District's negligent or intentional acts, errors or omissions in the performance of this Agreement and arising by reason of the District's participation in this Project; PROVIDED, HOWEVER, that the District's obligation hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the City, its officers, elected and appointed officials, employees or agents; PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the District's obligations hereunder shall apply only to the percentage of fault attributable to the District, its officers, officials, employees or agents; PROVIDED FURTHER, by mutual negotiation, the District expressly waives, as respects the City only, all immunity and limitation on liability under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

The City shall hold harmless, indemnify and defend the District, its officers, appointed and elected officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including costs and attorney's fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the City's negligent or intentional acts, errors or omissions in the performance of this Agreement and arising by reason of the City's participation in this Project; PROVIDED HOWEVER, that the City's obligation hereunder shall not extend to

injury, sickness, death or damage caused by or arising out of the sole negligence of the District, its officers, elected and appointed officials, employees or agents; PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the City's obligations hereunder shall apply only to the percentage of fault attributable to the City, its officers, elected and appointed officials, employees or agents; PROVIDED FURTHER, by mutual negotiation, the City expressly waives, as respects the District only, all immunity and limitation on liability under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

The parties hereby agree that, except as expressly set forth in this Agreement, the performance of services pursuant to this Agreement shall not constitute an assumption by the City of any District obligations or responsibilities.

6. COMPLETION OF THE PROJECT: Subject to any applicable federal, state or local requirements, the City shall satisfy the following requirements before the City Sewer Work is connected to the District's sewer system:

(a) Obtain approval and acceptance of the construction and installation of the City Sewer Work by the District.

(b) Pay for construction and installation of the City Sewer Work, engineering and legal services, and administrative, out-of-pocket and all other applicable fees and charges, including, but not limited to, connection charges.

(c) Satisfy and release all liens and encumbrances for labor, materials and taxes relating to the Project.

(d) Convey to the District without cost to the District an exclusive easement per District standards with the right of ingress and egress for maintenance, operation, repair and replacement of the sanitary sewer lift station to be constructed as part of the City Sewer Work.

(e) Obtain for the District such other easements as are timely and reasonably requested by the District and District Engineers to be necessary to gain access to the Project. All such easements shall be identified prior to bid award for the project work.

(f) Convey the City Sewer Work to the District free of liens and encumbrances by conveyance of donated facilities substantially in the form of the Title Transfer of Donated Facilities provided in the District standards.

(g) Obtain the District's acceptance of title to the City Sewer Work and required easements, which consent shall not be unreasonably denied. Upon request of the District, the City shall provide to the District a title report concerning the City Sewer Work and any easement or right-of-way that will be conveyed to the District.

(i) Deliver to the District in forms acceptable to the District an original Sewer System Survey Checklist of the District after it has been completed and certified by a professional land surveyor.

7. **EXTRA WORK:** There may be unforeseen conditions requiring immediate resolution during the construction phase of the Project such as construction disputes and claims, changed conditions and changes in the construction work. Reimbursement for increased construction engineering and/or construction contract amounts for the District Sewer Work shall be limited to costs covered by a modification, change order or extra work order approved as described below.

Should it be determined that any change from the contract plans and specifications for the District Sewer Work is required, the City, shall have authority to make such changes up to the amount of the "Contingency" shown in Exhibit A.

Any change in the District Sewer Work that would result in an increased cost to the District that is greater than the "Contingency" amount in Exhibit A will require a binding Letter of Agreement, timely signed by both the City Public Works Director or his/her designee and the District's General Manager or his/her designee, describing the changed scope of work and the estimated change in the District Sewer Work cost.

In the event of a claim by the Contractor, each party shall be responsible for its proportionate share based on its proportionate responsibility for the claim taking into consideration the acts or nonactions of the respective parties and whether the claim arises out of the City Sewer Work, the District Sewer Work, or both .

8. **DISTRICT AUTHORITY:** The City shall be subject to all standards, rules and regulations of the District, as now in effect and as the same hereafter may be amended, with respect to construction and inspection of sewer lines, connection and inspection of side sewers, obtaining of applicable permits, use of the sewers of the District and rates for use or availability thereof, and all such other matters covered by such standards, rules and regulations.

9. **CONTRACTUAL RELATIONSHIPS:** Except as specifically provided for herein, this Agreement does not constitute the City as the agent or legal representative of the District for any purpose whatsoever. The City is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner or thing whatsoever. Likewise, except as specifically provided for herein, the District is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the City or to bind the City in any manner or thing whatsoever. No joint property ownership will result from this Agreement. Any property acquired by a Party as a result of this Agreement shall belong solely to that Party and the other Party shall not have any claim thereto.

10. **ULID FORMATION:** If any utility local improvement district ("ULID") is proposed to pay all or a part of the cost of constructing and acquiring sewers that serve or benefit all or a part of the Property that is owned in fee by the City, the City and its assigns and

successors in interest agree that they will sign any petition to form such ULID and will not protest or object to the formation of such ULID. If the District constructs and acquires additional sewer lines and facilities within or serving the Property, nothing in this Agreement shall prevent the District from levying special assessments against any of the Property for the cost of those sewer lines and facilities and to the extent of the benefit from them. After conveyance to the District of the Project sewer lines, additional property may be permitted to connect to them under such terms and conditions as the District in its sole discretion may determine.

11. REIMBURSABLE: In accordance with RCW 35.91.020 and/or RCW 57.22.020, the City Sewer Work will benefit property owners. Therefore, the District, in connection will impose a reimbursement charge as described in Exhibit "B", to be collected by the District from property owners for a period of 20 years from the date of conveyance of the City Sewer Work to the District and shall pay such reimbursable charge to the City within 60 days of collection. Every two years from the date of this Agreement the City shall provide the District with information regarding the current contract name, address, and telephone number of the person, company, or partnership that originally entered into this Agreement. If City fails to comply with the notification requirements of this subsection within sixty days of the specified time, then the District may collect any reimbursement funds owed to City under this Agreement. Such funds shall be deposited in the capital fund of the District.

12. DURATION. This Agreement shall have a duration of twenty (20) years unless terminated sooner or extended by written documentation of the Parties.

13. NOTICES: All notices and payments relating to this Agreement shall be made at the following addresses, unless otherwise provided for in writing:

Lake Stevens Sewer District
1106 Vernon Road, Suite A
Lake Stevens, WA 98258
Attn: Ass't. General Manager

City of Lake Stevens
P.O. Box 257
Lake Stevens, WA 98258
Attn: Public Works Director

14. APPLICABLE LAW; VENUE: This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought hereunder shall be in the Superior Court for Snohomish County.

15. RECORDATION: This Agreement shall be recorded in the office of the Auditor of the County of Snohomish, Washington, and shall constitute a covenant running with the land, and servitude upon the Property, which the City warrants it now owns, and shall be binding upon the parties hereto and their assigns and successors in interest.. The cost of such recordation shall be paid by the City.

IN WITNESS WHEREOF, the parties execute this Agreement as of the day and year first written above.

LAKE STEVENS SEWER DISTRICT
A Washington Special Purpose District

CITY OF LAKE STEVENS

By _____
Mariah Low, President & Commissioner

By _____
Brett Gailey, Mayor

By _____
Kevin Kosche, Secretary & Commissioner

Approved as to form:

By _____
Dan Lorentzen, Commissioner

City Attorney

Exhibit A

ILA for 91ST AVENUE SE & 24TH STREET SE

District Sewer Work Preliminary Cost Summary

<u>Item</u>	<u>Quantity</u>		<u>Unit Cost</u>	<u>Total Cost</u>
Mobilization	1	LS	\$ 6,000	\$ 6,000
Survey	1	LS	\$ 1,500	\$ 1,500
Erosion/Water Pollution Controls	1	LS	\$ 5,000	\$ 5,000
Trench Dewatering	1	LS	\$ 5,000	\$ 5,000
Project Temporary Traffic Control	1	LS	\$ 10,000	\$ 10,000
Locate Existing Utilities	1	LS	\$ 1,500	\$ 1,500
Unsuitable Foundation Excavation, Incl. Haul	12	CY	\$ 30	\$ 360
Structure Excavation, Cl. B Incl. Haul	120	CY	\$ 50	\$ 6,000
Shoring or Extra Excavation Class B	110	SY	\$ 15	\$ 1,650
Ductile Iron Sanitary Sewer Pipe 18 In. Diam.	55	LF	\$ 200	\$ 11,000
Testing Sewer Pipe	55	LF	\$ 3	\$ 165
Manhole 48 In. Diam. Type 3	1	EA	\$ 4,500	\$ 4,500
48" Manhole Additional Ht (Over 8')	10	VF	\$ 500	\$ 5,000
Adjust Manhole	1	EA	\$ 300	\$ 300
Crushed Surfacing Top Course	25	CY	\$ 50	\$ 1,250
Hot Mix Asphalt	13	TN	\$ 120	\$ 1,560
HMA Sawcut and Seal	150	LF	\$ 30	\$ 4,500
Subtotal				\$ 65,285
Sales Tax (9%)				<u>\$ 5,876</u>
Subtotal				\$ 71,161
Contingency (20%)				<u>\$ 14,232</u>
Total Construction Cost				\$ 85,393
Estimated Construction Engineering & Administration(20%)				<u>\$ 17,079</u>
Total District Sewer Work Cost (Rounded)				\$ 103,000

ILA for 91ST AVENUE SE & 24TH STREET SE

Exhibit B: Reimbursable Calculation

Lift Station and Force Main Reimbursable

A lift station with associated force main will be provided to convey sewage flows to the existing District conveyance system. The capacity of the new lift station will be 130gpm to provide service for 290 new ERUs, as identified in the *Southwest Service Area Feasibility Study* prepared by Lake Stevens Sewer District, dated March 2017.

The reimbursement charge assessed to each future connection to the lift station shall be based on the total project costs for the lift station and associated force main divided by the total number of properties that will be furnished with a point of connection to said sewerage facilities. Total project cost shall be determined at project completion and shall be based on the sum of the allowed sewer construction cost including applicable state sales tax, plus an additional allowance of 40% of the allowed sewer construction cost as compensation for related project costs including engineering, plan review, project administration, business taxes, bonding and insurance. The total number of benefited properties/units shall be determined as two-hundred-ninety (290) connections expected within the tributary basin.

The reimbursable cost for the lift station and associated force main will be calculated as follows:

$$\begin{array}{l} \text{Reimbursable Cost to Developer For} \\ \text{Lift Station and FM (Per ERU)} \end{array} = \frac{100\% \times \text{Lift Station and Force Main Cost}}{290 \text{ benefited properties/units}}$$

The Lift Station and Force Main Cost listed above will be determined based on engineering review of construction costs following construction and will be evaluated following substantial completion of each project.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: May 26, 2020

**Subject: Ordinance 1084 Interim Regulations for Temporary Permit Extensions
due to COVID 19**

Contact Person/

Department: Russ Wright, Community Development Director **Budget Impact:** none

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold a public hearing on Ordinance No. 1084 for Temporary Permit Extensions due to COVID-19.
 2. Uphold Ordinance 1084 re Interim Regulations for Temporary Permit Extensions due to COVID-19.
-

SUMMARY

On February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19. Mayor Gailey proclaimed an emergency on March 5, 2020. On March 25, 2020, Governor Inslee provided official guidance stating that construction activities are not considered essential under Proclamation 20-25, except in limited circumstances. The Governor has since allowed a limited re-opening of construction subject to safeguards and specific criteria for projects under contract. The continuing COVID-19 epidemic adversely affects businesses of all types, including the local construction industry, which is an important part of the city's and region's economy. In order to prevent the expiration of development related permits, approvals and completed applications during this time of economic downturn, extensions of the expiration dates of certain development related permits and land use actions are warranted.

City Council adopted Interim regulations through Ordinance 1084 on April 14, 2020 to provide safeguards for land use and building applications under review and permits and decisions that have been issued that cannot commence or be completed due to statewide COVID 19 restrictions. The ordinance authorizes the Director of Planning and Community Development or designee to approve six-month extensions beyond those allowed by code to promote a speedy recovery of the building industry affected by COVID-19 restrictions. The regulations will be in place until October 14, 2020 unless extended.

A public hearing is being held, within 60 days of adoption of the interim controls, as required by the Revised Code of Washington (RCW) 36.70A.390, which allows jurisdictions to enact interim without prior notice. The ordinance (**Exhibit 1**) as adopted provides findings of fact.

APPLICABLE CITY POLICIES: Title 14 of Lake Stevens Municipal Code

BUDGET IMPACT: There is not a direct budget impact

EXHIBITS:

1. Ordinance No. 1084

EXHIBIT 1

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

ORDINANCE NO. 1084

**AN INTERIM ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
AUTHORIZING CITY OFFICIALS TO TEMPORARILY GRANT EXTENSIONS
TO DEVELOPMENT APPLICATIONS, APPROVED LAND USE ACTIONS AND
CONSTRUCTION PERMITS IN RESPONSE TO THE COVID-19 PANDEMIC;
PROVIDING FOR THE DURATION OF THIS ORDINANCE AND PUBLIC
HEARING; PROVIDING FOR SEVERABILITY, EXPIRATION, SUMMARY
PUBLICATION BY ORDINANCE TITLE AND AN EFFECTIVE DATE.**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19 and furthermore on March 25, 2020, Governor Inslee provided official guidance stating that construction activities are not considered essential under Proclamation 20-25, except in limited circumstances; and

WHEREAS, the continuing COVID-19 epidemic adversely affects businesses of all types, including the local construction industry. Constraints on having workers and suppliers being able to access development sites, as well as downturns in the local, regional and national economies, have created a situation where builders and developers may be unable to initiate or finalize development projects for an indeterminate period of time; and

WHEREAS, the expiration of development related permits or related land use approvals can have significant financial impacts to a developer, and also adversely affect financial institutions and investors that have provided financing for a development project; and

WHEREAS, development related activity is a significant tax revenue generator and provides a much-needed source of revenue to local governments to finance public safety and other necessary public services; and

WHEREAS, in order to prevent the expiration of development related permits, approvals and completed applications during this time of economic downturn, extensions of the expiration dates of certain development related permits and land use actions are warranted; and

WHEREAS, Lake Stevens Municipal Code allows extensions to the expiration of development related approvals and land use actions, but such existing extensions may be insufficient to accommodate the scope of an economic downturn; and

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

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

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

WHEREAS, due to current economic conditions due to COVID-19, it is in the best interests of the citizens of Lake Stevens and its local economy to authorize city officials to temporarily grant extensions of the expiration dates for certain development related permits and land use actions.

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

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

Section 2. Extensions of Development Applications and Permits.

- A. This ordinance relates to the identified development project and building applications and permits administered through Title 14 of the Lake Stevens Municipal Code and through the IBC or IRC.
- B. The Director of Planning and Community Development or designee is authorized to extend approved, active and valid Type I through Type III Permits and Decisions, for up to six months, in addition to any extension provided in Chapters 14.16A and 14.16B LSMC.
- C. The Director of Planning and Community Development or designee is authorized to extend any complete, active and valid, but not-yet-approved Type I through Type III application, which would otherwise expire due to inactivity for up to six months, in addition to any extension provided in Chapters 14.16A and 14.16B LSMC.
- D. The Director of Planning and Community Development or designee is authorized to extend any complete, active and valid IBC or IRC building permit or application for up to six months, in addition to any extension provided through the IBC or IRC.
- E. The applicant must submit a written request and justification related to the COVID-19 pandemic, Governor Inslee's Proclamation 20-25 (as clarified or modified) or other related governmental action on the federal, state or local level. The written request shall be submitted to the Director or designee to qualify for a temporary extension of the recipient's permit or approval before the expiration of the permit or approval. In the event that a discrete development project has multiple companion permits (e.g. building & civil) with differing expiration dates, the later expiration date shall be used for purposes of applying these extension provisions.
- F. Upon receipt of the written extension request, the above-noted city official shall have the authority to grant a temporary extension for up to six months. The decision to approve or deny an extension request under this ordinance shall be a discretionary act. Any temporary extension granted shall be calculated from the initial expiration date of the permit or land use action. The above-noted city official shall have the authority to shorten or revoke a temporary extension for good cause.

Section 3. Public Hearing. Pursuant to RCW 36.70A.390, a public hearing on the interim official controls established by this ordinance shall be held within sixty (60) days of the adoption of this ordinance to hear and consider public comment.

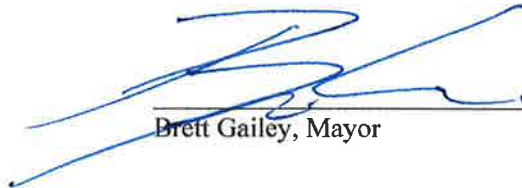
Section 4. Expiration. The City Council adopts this interim regulation under the authority of RCW 36.70A.390. Therefore, the interim controls adopted herein shall be in effect for a period of six (6) months from the effective date of this Ordinance and shall automatically expire after a period of six months, unless extended as provided by statute or otherwise superseded by action of Council, whichever occurs first. Because this is an interim ordinance, it shall not be codified.

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

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

Section 7. Effective Date. This Ordinance shall take effect and be in full force five days after passage and publication of an approved summary consisting of the title.

ADOPTED by the City Council and **APPROVED** by the Mayor this 14th day of April 2020.


Brett Gailey, Mayor

ATTEST/AUTHENTICATION:


Kathy Pugh, City Clerk

APPROVED AS TO FORM:


Greg Rubstello, City Attorney

First and Final Reading: 4/14/2020
Published: 4/17/2020
Effective Date: 4/22/2020



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: May 26, 2020

Subject: Ordinance 1089 Temporary Signs

Contact Person/

Department: Russ Wright, Community Development Director **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold Public Hearing
2. Adopt Ordinance 1089 establishing regulations for temporary signs.

SUMMARY:

Hold a public hearing and adopt permanent regulations for temporary signage.

BACKGROUND/HISTORY:

On June 18, 2015, the U.S. Supreme Court ruled that the town of Gilbert sign code was unconstitutional pursuant to content-based restrictions found in the regulations. The town of Gilbert code identified different categories of signs based on the information they conveyed, and then applied different restrictions based on that category. The Lake Stevens City Council adopted interim sign code regulations (Ord 1064 and 1070), regarding the *Reed v. Town of Gilbert* decision, to allow for the enforcement of local regulations addressing the placement of non-commercial temporary signs.

Following the adoption of interim regulations, the City Council has held several workshops on permanent regulations for temporary signs and reviewed models from multiple jurisdictions. The proposed regulations address Council's desires for preferred sizes, locations and specific rules applicable to public and private areas. Other changes include updates to existing codes sections for compatibility with the permanent regulations. At the last briefing City Council requested clarification on overall area and height along with a few other minor issues. It was also requested that feather signs be allowed. All Council items have been addressed in the final version (**Attachment 1**).

FINDINGS AND CONCLUSIONS:

1. Compliance with the Comprehensive Plan

- Introduction Goal 1.3 ensure that the city's development review process provides certainty and clarity in timelines and standards that results in a timely and predictable decision-making process for all development applications.
- Land Use Goal 2.3 Apply the Comprehensive Plan as a guide for community development implemented through the city's development regulations to ensure preferred community growth patterns are achieved.

Conclusions – The proposed code amendment is consistent with the Comprehensive Plan.

2. *Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)*

- Staff prepared an environmental checklist for the proposed code revisions, dated April 20, 2020.
- The SEPA official issued a Determination of Non-significance on April 22, 2020 (**Attachment 2**).
- No comments were received.

Conclusions – The proposed code amendments have met local and state SEPA requirements.

3. *Compliance with the Growth Management Act (RCW 36.70A.106)*

- The city requested expedited review from the Department of Commerce and received an acknowledgment letter on April 20, 2020 (**Attachment 3**).
- The Department of Commerce granted Expedited Review on May 4, 2020 (**Attachment 4**).
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

Conclusions – The proposed code amendments have met Growth Management Act requirements.

4. *Public Notice and Comments (Exhibit 5)*

- The city published a notice of SEPA determination in the Everett Herald on April 20, 2020.
- The city published a notice of Public Hearing in the Everett Herald twice per Chapter 1414.16B LSMC

Conclusions – The City has met public notice requirements per Chapter 14.16B LSMC.

APPLICABLE CITY POLICIES: Chapters 14.68 of the Lake Stevens Municipal Code

BUDGET IMPACT: There is not a budget impact.

ATTACHMENTS

Attachment 1 – Ordinance 1089

ATTACHMENT 1

CITY OF LAKE STEVENS
Lake Stevens, Washington

ORDINANCE NO. 1089

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, CONCERNING NON-COMMERCIAL TEMPORARY SIGNAGE; ADOPTING FINDINGS OF FACT, DEFINITIONS, AND SIGN CODE REGULATIONS REPLACING INTERIM REGULATIONS FOR TEMPORARY NONCOMMERCIAL SIGNS ADOPTED IN ORDINANCE 1070; PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE; AND REPEAL OF ORDINANCE NO. 1070.

WHEREAS, the Lake Stevens City Council has determined that the adoption of sign code regulations providing consistency with the *Reed v. Town of Gilbert* United States Supreme Court decision as interpreted by decisions from the lower federal courts is necessary for continued enforcement of local regulations addressing the placement of non-commercial temporary signs; and

WHEREAS, as noted by Justice Alito in *Reed v. town of Gilbert*: “In addition to regulating signs put up by private actors, government entities may also erect their own signs consistent with the principles that allow governmental speech. See *Pleasant Grove City v. Summum*, 555 U.S. 460, 467-469 (2009). They may put up all manner of signs to promote safety, as well as directional signs and signs pointing out historic sites and scenic spots”; and

WHEREAS, on April 22, 2020, the City’s SEPA Responsible Official complied with the State Environmental Policy Act (SEPA) by issuing a SEPA Determination of Non-Significance, complying with SEPA’s procedural requirements; and

WHEREAS, on April 20, 2020 the proposed amendments contained herein were transmitted to the State Department of Commerce as required by law and the Department of Commerce granted expedited review of the proposed code amendments; and

WHEREAS, the Lake Stevens City Council held a public hearing on the sign code amendments proposed herein on May 26, 2020; and

WHEREAS, the City adopted temporary regulations for noncommercial signs in Ordinance No. 1070 under the provisions of RCW 36.70A.390 and RCW 35A.63.220 and after study and public hearing on proposed temporary noncommercial sign code regulations the City Council has determined the temporary noncommercial sign regulations set forth in this ordinance should be approved and replace the interim temporary noncommercial sign regulations in Ordinance No. 1070; and

WHEREAS, the City of Lake Stevens finds that the proposed amendments set forth below will provided the necessary consistency with federal case law interpreting the U.S. Supreme Court’s *Reed v. Gilbert* decision, and further the public health, safety and welfare by providing sign code language that promotes traffic and pedestrian safety, by providing needed direction to the users of the public right of ways.

NOW, THEREFORE,

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

Section 1. Findings. The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

Section 2. Definition Adopted. The following terms are to be included in Lake Stevens Municipal Code (“LSMC”) section 14.08.010 is hereby adopted to read as follows:

Sign, Commercial. *Commercial sign* means a sign erected for a business transaction or advertising the exchange of goods and services.

Sign, Construction. *Construction sign* means any sign used to identify the architects, engineers, contractors or other individuals or firms involved with the construction of a building, or to announce the character or type of building.

Sign, Electrical. *Electrical sign* means a sign or sign structure in which electrical wiring, connections or fixtures are used.

Sign, Electronic Changing Message. *Electronic changing message sign* means an electrically activated sign whose message content, either in whole or in part, may be changed by means of electronic programming. These signs shall include those displaying time, temperature, and messages of a public or commercial nature.

Sign, Feather or Sail. *Feather or sail sign* means a vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand.

Sign, Flashing. *Flashing sign* means a sign or a portion thereof which changes light intensity or switches on and off in a constant pattern or contains motion or the optical illusion of motion by use of electrical energy.

Sign, Incidental. *Incidental sign* means a small sign, emblem or decal informing the public of goods, facilities or services available on the premises, e.g., a credit card sign or a sign indicating hours of business, which does not exceed two square feet in size.

Sign, Noncommercial. *Noncommercial sign* means any sign that is not a commercial sign. This definition also includes signs regarding fund raising or membership drive activities for noncommercial or nonprofit entities or groups.

Sign, Temporary. *Temporary sign* means any sign that is intended and designed to be displayed for a limited period of time, including, without limitation, a sign that is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than twenty-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of Chapter 14.68 LSMC.

Section 3. Temporary Sign Regulations. A new Lake Stevens Municipal Code section 14.68.015 is hereby adopted, to read as follows:

a) General Regulations. Notwithstanding any language to the contrary in this chapter, the temporary sign regulations contained in this section shall be controlling in the event of any discrepancy or inconsistency with any other sign code provision contained in the remainder of Chapter 14.68 LSMC:

1. All signs shall be kept in good repair and shall be maintained in a safe, neat, clean and attractive condition.

2. No temporary sign shall mimic, or be attached to, official roadway signage (stop signs, yield, etc.).
 3. All temporary sign shall be placed in a manner that is safe. Temporary signs shall not block access to structures or parked cars, block vehicular sight distance views at corners or intersections, or block pedestrian walking paths.
 4. No temporary sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant, bench, or any type of street furniture, or otherwise create a hazard, including a tripping hazard.
 5. All signs placed or erected that do not meet these regulations will be removed without notice.
- b) Types of Temporary Signs Allowed. The temporary non-commercial signs types listed below are subject to the specific regulations identified in this section in addition to the further regulations contained in (d) and (e) below.
1. Stake or Picket Signs. A sign supported by a stake or wire frame is considered temporary in nature and may not have any foundational element such as concrete or rely upon any structural support from adjacent fixtures.
 2. A-Frame Signs. A-frame signs must be constructed in a manner to ensure the sign remains in an upright placement and will not spread and expand its footprint beyond the width as originally placed or into designated any walking paths or sidewalks.
 3. Banners.
 - i. No banner shall be placed on any public structure including walls, fences or buildings or over or across any passable roadway, driveway, or alley, unless approved within the confines of an event permit per LSMC 14.16C.065. The permit must specify where the banners will be placed. All banners are to be removed at the end of the event.
 - ii. The maximum size for temporary banners shall be 32 square feet, unless an increase is approved within the confines of an event permit per LSMC 14.16C.065.
 - iii. Temporary Banners on Buildings. Not more than one temporary banner per tenant space may be permitted.
 - iv. If placed above a pedestrian passable area such as a sidewalk, entrance, or access point, the lowest part of the banner must be higher than 8 feet.
 - v. Banners must be constructed in a manner to withstand wind so that the banner substantially maintains its installed position.
 4. Feather and Sail signs.
 - i. The maximum size for feather or sail signs shall be 30 square feet per side (60 square feet total) per LSMC 14.68.050(c) and shall not exceed 12 feet in height measured from the ground to the top of the sign
 - ii. Feather or sail signs will be allowed in public rights-of-way, within the confines of an event permit per LSMC 14.16C.065. The permit must specify where the sign will be placed. All signs are to be removed at the end of the event.
 - iii. If placed adjacent to a pedestrian passable area such as a sidewalk, the feather or sail sign shall not extend into or above the pedestrian passable area.
- c) Prohibited Temporary Signs. Prohibited signs are those signs not listed in (b) above and include, but are not limited to, the following:

1. Inflatable – includes balloons or other gas-filled figures.
 2. Animated – includes any sign with action or motion (including those that flash, oscillate or revolve) or one that involves color changes.
- d) Temporary Signs in Public Right-of-Way.
1. Location. Temporary signs are prohibited from being placed within roundabouts; medians; shoulders; travel lanes; and areas of the public right-of-way that are not accessible by a sidewalk or pedestrian walking path. Temporary signs are prohibited on any public structure including utility poles, walls, fences or buildings. Temporary non-commercial signs in rights-of-way shall not be located adjacent to city facilities or parks.
 2. If temporary signs are placed in the right-of-way, the sign owner is responsible to ensure such placement into the ground does not damage any infrastructure that is located under the surface, including but not limited to irrigation and utility infrastructure.
 3. Temporary signs in residential zones are limited in size to four square feet per side (eight square feet total) per LSMC 14.68.050(c) and shall not exceed four feet in height measured from the ground to the top of the sign when displayed.
 4. Temporary signs in nonresidential zones including mixed use zones are limited in size to 16 square feet per side (16 square feet total) per LSMC 14.68.050(c) and shall not exceed six feet in height measured from the ground to the top of the sign when displayed.
 5. Number. Signs shall not be placed within 10 feet of another temporary sign in the right-of-way and shall not otherwise be placed in a manner to create a continuous visual barrier for approaching vehicles traveling at the designated speed limit.
- e) Temporary Signs on Private Property.
1. All temporary non-commercial signs placed on private property shall be placed with the property owner's consent or person in control of the property, such as a tenant.
 2. Temporary non-commercial signs in residential zones are limited in size to 16 square feet per side (32 square feet total) per LSMC 14.68.050(c) and shall not exceed six feet in height measured from the ground to the top of the sign when displayed.
 3. Temporary non-commercial signs in nonresidential zones included mixed use zones are limited in size to 32 square feet per side (64 square feet total) per LSMC 14.68.050(c) and shall not exceed six feet in height measured from the ground to the top of the sign when displayed.

Section 4. 14.68.020 Signs Excluded from Regulation. Lake Stevens Municipal Code section 14.68.020 is hereby amended, to read as follows (deletions shown by ~~strikeout~~; additions by underline):

The following signs are exempt from regulation under this title:

- (a) Signs not exceeding four square feet in area that are customarily associated with residential use. Examples include names of residents, addresses, no parking, no trespassing, home occupations, beware of dog and security signs.
- (b) Non-commercial signs ~~Signs~~ erected/placed by or on behalf of or pursuant to the authorization of a city, county, school district, state or federal governmental agency ~~body~~, for public purposes including legal notices, identification and informational signs, and traffic, directional, or regulatory signs.
- (c) Official signs of a noncommercial nature erected by public utilities.

- (d) Flags, pennants, or insignia of any governmental or nonprofit organization when not displayed in connection with a commercial promotion or as an advertising device.
- (e) Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain business identification, trademarks, moving parts, or lights, or are not displayed in connection with a commercial promotion or as an advertising device.
- (f) Informational Signs directing and guiding pedestrian and/or automobile traffic on private property that do not exceed four square feet each and that bear no advertising matter.
- (g) School and church: bulletin boards, identification signs, and directional signs that do not exceed one per abutting street and 16 square feet in area per side (32 square feet total) per LSMC 14.68.050(c) and that are not internally illuminated.
- (h) Signs painted on or otherwise permanently attached to currently licensed motor vehicles that are not primarily used as signs.
- ~~(i) Signs proclaiming religious, political, or other noncommercial messages that do not exceed one sign per abutting street and 16 square feet in area and that are not internally illuminated.~~
- (j) Names of buildings, commemorative plaques or tablets, and similar noncommercial signs when carved into stone, concrete, or similar material, or made of bronze, aluminum, or other permanent-type construction, made an integral part of the structure, and projecting no more than two inches from the wall (when installed on a building), or at grade (when installed on the ground).
- ~~(k)~~ Public information stations such as kiosks, bulletin boards, or similar devices used to convey community information.

Section 5. Certain Temporary Signs: Permit Exemptions. Lake Stevens Municipal Code section 14.68.030 is hereby amended, to read as follows (deletions shown by strikeout; additions by underline):

- (a) The following temporary signs are ~~permitted~~ allowed without a permit but are subject to the limitations contained within this chapter:
 - (1) Signs advertising that the property on which the sign is located is for sale, lease, or rent. ~~These~~ may not exceed four square feet in area per side with a maximum of two sides. Such signs, and shall be removed immediately after sale, lease, or rental per street frontage. ~~For lots of less than five acres, a single sign on each street frontage may be erected. For lots with five acres or more and street frontage in excess of 400 feet, a second sign may be erected.~~
 - (2) Off-premises signs for temporary activities customarily associated with residential uses which identify the activity; and location ~~and the person responsible for the sign~~. Temporary activities related to residential uses include those activities that are noncontinuous and occur only occasionally. They include garage sales; sale, lease or rental of single-family residential structures or property; family gatherings; craft shows; etc. They do not include advertising home occupations.
 - i. Such signs may not exceed four in number, except there shall be no maximum number of signs for garage sales, nor ~~six~~ four square feet in area per side with a maximum of two sides.
 - ii. They shall only be allowed during the hours of 9:00 a.m. to 8:00 p.m., Sunday through Thursday, or 9:00 a.m. Friday until 8:00 p.m. Sunday, and only when the

person conducting the activity is on-site, except that garage sale signs may be erected for a continuous period not to exceed 72 hours.

- iii. ~~Garage sale signs shall include on their back the name and address of the owner. The signs may be placed on private or public property with the permission of the owner of the property on which the sign is placed. Under no circumstances shall they be placed in the public right of way so as to encroach into a driveway, sidewalk, identifiable unimproved pedestrian walkway, or vehicular travel lanes; or obscure fire hydrants, traffic control devices, or block the vision or pathway of vehicles or pedestrians. No signs shall be posted, tacked, nailed, or in any manner affixed upon any telephone or utility pole, traffic control device, or other such public structure, or on any tree or shrub.~~

- (3) Construction site identification signs. Such signs may identify the project, the owner or developer, architect, engineer, contractor and subcontractors, funding sources, and may contain related information including but not limited to sale or leasing information. Not more than one such sign may be erected per site, and it may not exceed 32 square feet in area. Such signs shall not be erected prior to the issuance of a building land use permit and shall be removed within 40 30 days after completion of the project.
- (4) Signs attached temporarily to the interior of a nonresidential building window or glass door. Such signs, individually or collectively, may not cover more than 25 percent of the surface area of the transparent portion of the window or door to which they are attached. ~~Such signs shall be removed within 30 days after placement.~~
- (5) Temporary Displays, including lighting, flags, or pennants, erected in connection with the observance of holidays or seasons when not displayed in connection with a commercial promotion or as an advertising device. These shall be removed within 10 days following the holidays or seasons.
- (6) ~~Signs erected in connection with elections or political campaigns. Such signs shall be removed within three days following the election or conclusion of the campaign. No such sign may exceed 16 square feet in surface area.~~
- (7) Signs indicating that a grand opening or a permitted event on a nonresidential site is to take place on the lot where the sign is located. No more than one such sign per frontage shall be allowed. Signs may be erected not sooner than two weeks before the grand opening or permitted event and must be removed not later than three days after the grand opening or permitted event.
- (8) ~~In all residential zones, temporary signs not covered in the foregoing categories, so long as such signs meet the following restrictions:~~
- ~~(i) Not more than one such sign may be located on any lot.~~
- ~~(ii) No such sign may exceed four square feet in surface area.~~
- ~~(iii) Such sign may not be displayed for longer than three consecutive days nor more than 12 days out of any 365 day period.~~
- (9) ~~In the commercial zone districts, temporary signs not covered in the foregoing categories, so long as such signs meet the following restrictions:~~
- ~~(i) Any number of such signs are permissible; provided, that they do not exceed 50 square feet in total area.~~

Section 6. Sub-Regional Commercial Zoning Districts. Lake Stevens Municipal Code section 14.68.160 is hereby repealed in its entirety as this zoning district no longer exists.

Section 7. Copy to Commerce Department. Pursuant to RCW 36.70A.106(3), the City Clerk will send a copy of the permanent ordinance to the State Department of Commerce for its files within ten (10) days after adoption.

Section 8. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 9. Effective Date. This Ordinance shall take effect and be in full force five days after passage and publication of an approved summary consisting of the title. On the effective date of this ordinance, Ordinance No. 1070 shall be repealed in its entirety.

PASSED by the Council and approved by the Mayor of the City of Lake Stevens, this 26th day of May 2020.

Brett Gailey, Mayor

ATTEST/AUTHENTICATED:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

PASSED: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ATTACHMENT 2



CITY OF LAKE STEVENS DETERMINATION OF NONSIGNIFICANCE (SEPA DNS)

Issuance Date: April 22, 2020

Project Name (No.): Temporary Signs / LUA2020-0063

Proponent: City of Lake Stevens

Applicant: City of Lake Stevens
1812 Main Street
Lake Stevens, WA 98258

Description of Proposal: The city of Lake Stevens is proposing to update its Sign Code to ensure the city's temporary sign regulations are consistent with the *Reed v. Town of Gilbert decision*.

Project Location (including street address, if any): Within the city limits of Lake Stevens

Contact Person: Russ Wright **Phone:** (425) 622 - 9424

Threshold Determination: The City of Lake Stevens, acting as lead agency for this non-project action proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance.

SEPA Responsible Official: *Russ Wright*

Russ Wright, *Community Development Director, City of Lake Stevens*

Comments on the Threshold Determination: If you would like to comment on this Threshold Determination, your written comments should be sent to the address below by **May 6, 2020 (14 days from issuance)**. The Responsible Official may incorporate any substantial comments into the DNS. If the DNS is substantially modified, it will be reissued for further public review.

Appeals: You may appeal this determination of non-significance by submitting an appeal to the address below no later than 4:00 PM, **May 6, 2020 (14 days from issuance)**. The appeal must be in written form, contain a concise statement of the matter being appealed and the basic rationale for the appeal. A fee is required per the City's Fee Resolution. Please note that failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City code. All comments or appeals are to be directed to City Hall, P.O. Box 257, Lake Stevens WA, 98258.

From: [COM GMU Review Team](#)
To: [Russell Wright](#)
Subject: City of Lake Stevens - Expedited Review Request Granted for Submittal ID: 2020-S-1352
Date: Monday, May 4, 2020 8:25:42 AM

Dear Mr. Wright,

Your request for an Expedited Review has been granted for: An update to the Lake Stevens Sign Code to ensure the city's temporary sign regulations are consistent with the Reed v. Town of Gilbert decision.

As of receipt of this email, you have met the Growth Management notice to state agency requirements in RCW 36.70A.106 for this submittal. Please keep this email as confirmation.

~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log into our new PlanView system at <https://secureaccess.wa.gov/com/planview> where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach a completed PlanView User Request Form.

Have questions about using PlanView? Use the PlanView User Manual for assistance at <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>.

Sincerely,

Review Team  
Growth Management Services



STATE OF WASHINGTON  
**DEPARTMENT OF COMMERCE**  
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

04/20/2020

Mr. Russell Wright  
Community Development Director  
City of Lake Stevens  
1812 Main Street  
Post Office 257  
Lake Stevens, WA 98258-0257

Sent Via Electronic Mail

Re: City of Lake Stevens--2020-S-1352--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Mr. Wright:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

**An update to the Lake Stevens Sign Code to ensure the city's temporary sign regulations are consistent with the Reed v. Town of Gilbert decision.**

We received your submittal on 04/20/2020 and processed it with the Submittal ID 2020-S-1352. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 06/19/2020.

You requested expedited review under [RCW 36.70A.106\(3\)\(b\)](#). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov), or call Michelle Whitfield, (360) 725-3053.

Sincerely,

Review Team  
Growth Management Services



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** May 26, 2020

**Subject:** Ordinance 1090 Interim Mobile Food Vendor (Food Truck) Code

**Contact Person/** Russ Wright, Comm. Development Director  
**Department:** Jill Needham, Assistant Planner

**Budget Impact:** None

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Adopt Ordinance 1090 establishing interim regulations and fees for mobile food vendors.

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**SUMMARY:**

Adopt interim regulations to permit mobile food vendors including food trucks and mobile vending carts outside of City authorized events.

**BACKGROUND/HISTORY:**

Lake Stevens currently only permits food trucks associated with City authorized events pursuant to LSMC 14.16C.065. LSMC 14.44.400 and LSMC 14.44.410 currently regulate sales of food from stationary vehicles on private property and City property.

The Lake Stevens City Council has expressed interest in adopting interim mobile food vendor regulations to allow food trucks and other mobile vending units to operate outside of special events this summer. In many cities, food trucks have been shown to be a driver of economic development by stimulating local entrepreneurship and job growth.

The Revised Code of Washington (RCW) 36.70A.390 allows jurisdictions to enact interim regulations without prior notice provided a public hearing is held within 60 days of adoption and findings of fact are addressed. Ordinance 1090 (**Attachment 1**) provides findings of fact, a purpose statement, interim zoning regulations, duration, work plan and other administrative actions to establish interim regulations for mobile food vendors. A public hearing on the interim regulations will be held on or about June 23, 2020, but no later than 60 days following the effective date of this Ordinance.

The Planning Commission and interested stakeholders will review the interim regulations based on the scope and work plan and make recommendations on permanent regulations to City Council within 12 months.

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**APPLICABLE CITY POLICIES:** Chapters 14.68 of the Lake Stevens Municipal Code

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**BUDGET IMPACT:** There is not a budget impact.

**ATTACHMENTS**

Attachment 1 – Ordinance 1090

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

**ORDINANCE NO. 1090**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ADOPTING FINDINGS OF FACT; ADOPTING INTERIM ZONING CODE REGULATIONS FOR MOBILE FOOD VENDORS; SETTING FEES; PROVIDING FOR THE DURATION OF THIS ORDINANCE AND PUBLIC HEARING; ESTABLISHING A WORK PROGRAM; PROVIDING FOR SEVERABILITY, EXPIRATION, SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY AND AN EFFECTIVE DATE.

WHEREAS, the Lake Stevens City Council directed staff to develop interim controls for mobile food vendors at its May 12, 2016 meeting to further its economic development goals; and

WHEREAS, the City of Lake Stevens is authorized to adopt interim land use controls pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, the Lake Stevens City Council will hold a public hearing on the interim amendments within 60 days of adopting this ordinance; and

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

WHEREAS, state statute allows interim land use controls to be effective for up to one year if a work plan is developed for related studies providing for such longer period pursuant to RCW 36.70A.390 and RCW 35A.63.220;

WHEREAS, the City is proposing that interim regulations be adopted concerning mobile food vendors supported by a detailed Scope of Work attached hereto as Exhibit A and Schedule attached hereto as Exhibit B; and

WHEREAS, the Lake Stevens Planning Commission will review the interim language for mobile food vendors consistent with the work plan/schedule attached hereto as Exhibit A and Scope of Work attached hereto as Exhibit B, which exhibits are incorporated herein by this reference, and adopt permanent amendments in Chapter 14.44 LSMC; and

WHEREAS, the temporary mobile food vendor regulations contained in this ordinance shall be controlling in the event of any discrepancy or inconsistency with any other code provision contained in the remainder of Title 14 LSMC; and

WHEREAS, it is necessary to adopt interim fees for the administration of these regulations for the duration of the interim ordinance; and

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



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

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

**Section 1. Findings.** The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

**Section 2. Purpose.** The purpose of this interim zoning ordinance is to enact for the term of this ordinance for mobile food vendor regulations.

**Section 3. Interim Zoning Regulations.** Lake Stevens Municipal Code 14.08.010 is hereby amended for the term of this ordinance, adding the following definitions:

Mobile Food Vendor. A seller of prepackaged or prepared food from a food preparation van, truck, cart or other vehicle of conveyance, whether upon private property, the public right-of-way, or other public property.

Mobile Sales and Delivery. A business where employees or contractors provide mobile sales and services of goods that includes Ice Cream Trucks, Mobile Delivery, Peddlers, and Similar Uses. Mobile Sales and delivery do not include mobile food vendors or mobile vending units as defined separately.

Mobile Vending Unit. A mobile food preparation van, truck, trailer, cart, or other vehicle of conveyance used for the sale of prepackaged or prepared food.

**Section 4. Interim Zoning Regulations.** Lake Stevens Municipal Code 14.44.400 Sales of Food from Stationary Motor Vehicles on City-Owned Property is hereby suspended for the term of this ordinance.

**Section 5. Interim Zoning Regulations.** Lake Stevens Municipal Code 14.44.410 Sales of Food from Stationary Vehicles on Property Not Owned by the City is hereby suspended for the term of this ordinance.

**Section 6. Interim Zoning Regulations.** Lake Stevens Municipal Code 14.44.080 Mobile Sales and Delivery is hereby amended for the term of this ordinance, to read:

Mobile sales (excluding mobile food vendors) and delivery (Class 2.300 uses) is permitted in all zones. Review will occur annually in conjunction with a business license renewal.

**Section 7. Interim Zoning Regulations.** Table 14.40-I Table of permissible uses is hereby amended to include modified and new uses, for the term of this ordinance, as follows:

|       |                                                                                                                                                                              |   |   |   |   |   |   |   |   |   |   |   |   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 2.300 | Mobile Sales and Delivery ( <del>Vending Carts</del> , (Ice Cream Trucks, Mobile Delivery, Peddlers, and Similar Uses) (See Section <a href="#">14.44.080</a> ) <sup>2</sup> | P | P | P | P | P | P | P | P | P | P | P | P |
| 2.310 | Mobile Food Vending Units (Food trucks or similar vehicles, Vending Carts)                                                                                                   |   |   |   |   |   | P | P | P | P | P | P | P |

**Section 8. Interim Zoning Regulations.** A new Lake Stevens Municipal Code section 14.44.085 Mobile Food Vendors is hereby adopted for the term of this ordinance, to read as follows:

- (a) Purpose. The purpose of this section is to support local entrepreneurs, stimulate economic vitality, and provide regulations that protect public health and safety associated with the operation of mobile food vendors.
- (b) License Required. To operate a mobile food vendor unit a city business license is required.
- (1) No licenses shall be required for mobile food vendors exempt from a business license under LMSC 4.04.040.
  - (2) All mobile food vendor licenses shall be prominently displayed upon all carts, vehicles or locations from which a mobile food vendor sells products.
  - (3) The mobile food vendor license and addendum will be reviewed annually for continued compliance.
- (c) Application. The submittal requirements for business license review shall include the following:
- (1) Mobile Food Vendor Addendum Application
  - (2) A scaled site plan depicting the following:
    - (i) Vehicle ingress and egress;
    - (ii) Location of the mobile vending unit, signs, and accessory equipment such as tables and canopies, if any; and
    - (iii) Site conditions including property parcel lines, parking, and buildings.
  - (3) Photograph of the vending unit, proposed signs, and any accessory equipment.
  - (4) Proof of approval by the Snohomish Health District.
  - (5) A written plan demonstrating appropriate disposal of wastewater and/or used cooking oil generated by the mobile vending unit. Grease shall be properly disposed of pursuant to the adopted Washington State health regulations.
  - (6) Evidence of current Washington vehicle registration.
  - (7) Proof of approval by the Washington State Department of Labor & Industries.
  - (8) Written permission from the property owner for each proposed location the mobile food vendor proposed to conduct sales of food. This includes written permission from the property owner for employees of the vending unit to use the property owner's restroom.
- (d) General Regulations.
- (1) No portion of the vending unit may be used as sleeping quarters.
  - (2) All attachments to the vending unit, including but not limited to signs, lights, overhangs, and awnings shall be maintained in such a manner as to not create a hazard to pedestrians, customers or vehicles.
  - (3) Mobile Food Vendors shall not obstruct sidewalks, streets, access points, fire lanes, or parking lot circulation by either the location of the vending unit, its accessories, or by causing customers to congregate.

(4) Mobile Food Vendors shall comply with the standards set forth by the Washington State Department of Labor & Industries for electrical service to the mobile unit. Electrical lines shall not be located overhead or on the ground service in any location in which the public has access.

(5) If a mobile food vendor uses an external propane tank (not mounted on the mobile food preparation van), wood/charcoal, external power connections and/or tent structures, the mobile food vendor will be subject to additional review by the Fire Marshal.

(6) Trash and other waste.

(i) Mobile Food Vendors shall leave the site clean and vacant each day, including picking up all trash and litter generated by the mobile food vendor's customers within 100-feet of the vending unit.

(ii) Mobile Food Vendors shall provide trash receptacles large enough to accommodate customer use. Trash receptacles not intended for customer use shall be screened from public view and securely covered.

(iii) The mobile food vendor shall install and maintain an adequate grease trap in the vending unit. Grease shall be properly disposed of per adopted Washington State health regulations.

(iv) Wastewater generated by the vending unit shall be disposed of in a proper manner and documented.

(7) The hours of operation for mobile vending are limited to 7:00 a.m. to 11:00 p.m. Vendors operating within the public right of way shall not conduct sales between 4:00 p.m. to 6:00 p.m.

(e) Permitted Locations.

(1) Mobile food vending units shall be prohibited in any residential zones and abutting rights-of-way.

(2) Mobile food vending units shall not be located within 250 feet of any restaurant without written permission from the restaurant owner.

(3) Mobile food vending units are allowed on private properties, in commercial and industrial areas pursuant to Table 14.40-I, and subject to written approval from the owner and the following requirements and restrictions:

(i) One portable pop-up tent that does not exceed 120 square feet or up to three tables with beach type umbrellas may be permitted as an accessory to the mobile vending unit. No cooking shall take place under the tent. Umbrellas and canopies must be removed at the end of the day.

(ii) Mobile food vendor must obtain restroom use permission for employees from the property owner. Portable restrooms are not permitted on site.

(iii) Mobile food vending unit may not diminish required off-street parking for another use.

(iv) Vending unit shall conform to the standard front setback for the zoning district.

(v) All temporary signage associated with the mobile vending unit shall be limited to 10 square feet.

(4) Mobile food vending units are allowed on public properties, including parks and street rights-of-way subject to a concession agreement, in addition to the license requirements in LSMC 14.44.085(b), subject to the following requirements:

- (i) Customers shall not be served on the street side of the vending unit if parked in the public right of way;
- (ii) No vending unit, sign, canopy or accessory may locate in the sight distance triangle or project into the roadway as to cause a safety hazard; and
- (iii) Right of way use permit shall be required for mobile food vendors to operate in right of way.

(f) Special Events.

(1) Mobile food vendors may operate part on private and public properties as part of an approved event permit, subject to the following:

- (i) Management of vendors, such as vendor selection, booth location and products offered shall be the responsibility of the event sponsor. Through the event permit process, the City may regulate the location of vendors to protect the health, safety and general welfare of the public and ensure that the event does not adversely affect the ability of the City to perform its duties and functions.
- (ii) The event sponsor shall be responsible to ensure that the vendors who prepare food or beverages on or off site, and who intend to sell or serve food or beverage items to the public, have the required insurance policy as required by the City's current insurance provider. Said insurance shall list the City of Lake Stevens as additional insured and will include the endorsement of said policy.
- (iii) The event sponsor shall be responsible to ensure that all food vendors have the necessary permits per the current Snohomish County Health District requirements or other applicable State or County regulatory agency.

(g) Revocation of permit. A mobile food vendor, permitted pursuant to this section, may have its license revoked, suspended, or denied subject to LSMC 4.04.15 if the City finds:

- (a) The vendor has violated or failed to meet the terms of this section and all other applicable sections of the municipal code or conditions of approval; or
- (b) The mobile food unit operation is detrimental to the surrounding businesses or to the public due to either appearance or conditions of the stand.

**Section 9. Fees.** For each mobile vending unit, there shall also be an annual review fee of \$150.00.

**Section 10. Duration of Interim Zoning Regulations/Public Hearing.** The interim Zoning Code amendments adopted by this ordinance shall remain in effect for a period of 12 months from the effective date and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 35A.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date.

**Section 11. Planning Commission Work Plan.** This Ordinance shall be referred to the Lake Stevens Planning Commission for study, review and a recommendation to the City Council for permanent zoning regulations.

**Section 12. Copy to Commerce Department.** Pursuant to RCW 36.70A.106(3), the City Clerk will send a copy of the permanent ordinance to the State Department of Commerce for its files within ten (10) days after adoption.

**Section 13. Severability.** If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

**Section 14. Effective Date.** This Ordinance shall take effect and be in full force five days after passage and publication of an approved summary consisting of the title.

**PASSED** by the Council and approved by the Mayor of the City of Lake Stevens, this 26th day of May 2020.

\_\_\_\_\_  
Brett Gailey, Mayor

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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

PASSED: \_\_\_\_\_  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_

# EXHIBIT A

## City of Lake Stevens Mobile Food Vendors Code (Chapters 14.08, 14.44 LSMC) Work Plan

|                                                                    | Mobile Food Vendor Regulations                      |                                    |              |                                                  |                                                            |                                                     |
|--------------------------------------------------------------------|-----------------------------------------------------|------------------------------------|--------------|--------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| ACTIVITY                                                           | May                                                 | June                               | July         | August                                           | September                                                  | October                                             |
| Research                                                           |                                                     |                                    |              |                                                  |                                                            |                                                     |
| Draft Code Amendments                                              |                                                     |                                    |              |                                                  |                                                            |                                                     |
| Draft Ordinances                                                   |                                                     |                                    |              |                                                  |                                                            |                                                     |
| Attorney Review                                                    |                                                     |                                    |              |                                                  |                                                            |                                                     |
| Prepare & Issue SEPA (comment/appeal)                              |                                                     |                                    |              | 8/X/2020                                         |                                                            |                                                     |
| Commerce Review – Expedited Review                                 |                                                     |                                    |              | 8/X/2020                                         |                                                            |                                                     |
| Publish Notice Planning Commission Public Hearing                  |                                                     |                                    |              | Notice Twice – 1st notice 10 Days Before Hearing |                                                            |                                                     |
| Planning Commission Review (B-briefing; PH-public hearing)         |                                                     |                                    | 7/1/2020 (B) | 8/5/2020 (B)                                     | 9/2/2020 (PH) or 9/16 if 3 <sup>rd</sup> briefing required |                                                     |
| Publish Notice City Council Public Hearing                         | 5/12/2020 (B)                                       |                                    |              |                                                  | Notice Twice – 1st notice 10 Days Before Hearing           |                                                     |
| City Council Briefings & Workshops (B-briefing; PH-public hearing) | 5/26/2020 – City Council Adopts interim regulations | 6/23/2020 (PH) interim regulations |              | 8/18/2020 (B)                                    |                                                            | 10/13/2020(PH)                                      |
| Effective date                                                     |                                                     |                                    |              |                                                  |                                                            | Code Revisions Effective - 5 Days After Publication |

Purpose: Consideration of additional regulations to allow food trucks outside of special events for inclusion in the Lake Stevens Municipal Code.

## EXHIBIT B



# Scope of Work

**Subject: Mobile Food Vendors (Food Trucks)**

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### **BACKGROUND/HISTORY:**

Lake Stevens currently only permits food trucks associated with city authorized events pursuant to LSMC 14.16C.065. Sections LSMC 14.44.400 and LSMC 14.44.410 currently regulate sales of food from stationary vehicles on private and city property.

The Lake Stevens City Council has expressed interest in adopting interim mobile food vendor regulations to allow food trucks and other mobile vending units to operate outside of special events this summer. In many cities, food trucks have been shown to be a driver of economic development by stimulating local entrepreneurship and job growth.

### **PROPOSED ACTIONS:**

- A. Adopt interim ordinance to develop standards permit food trucks and food carts outside of city authorized events.
- B. Develop permanent regulations based on the interim ordinance with input from the Planning Commission and interested stakeholders to allow mobile food vendors on private and public properties and continue their use as amenities for special events.
- C. Review findings, recommendations and proposed permanent regulations with the City Council throughout the process.



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## LAKE STEVENS CITY COUNCIL STAFF REPORT

**Council Agenda Date:** May 26, 2020

**Subject:** Revised 2020 Work Program

**Contact Person/  
Department:**

Russ Wright, Community Development  
Director

**Budget Impact:** Specific projects

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

Approve the Revised 2020 Long-Range Planning Work Program.

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### BACKGROUND

Due to staffing issues, budget constraints and public gathering restrictions related to COVID, staff is proposing to amend the long-range work program for the rest of 2020. Several amendments underway at the beginning of the year have been or are nearly complete including the zoning code update, infill housing, affordable housing tax incentives, FEMA update and Temporary Sign update. A revised 2020 work program is provided as Attachment A.

Annexations will proceed per the schedule. The capital facilities update and minor land use updates for the Comprehensive Plan will continue. Staff is proposing to move forward with priority projects for economic development (mobile food vendors and multifamily tax exemption), projects related to annexation (impact fees), mandated (building code) or grant funded projects (SEPA exemptions) over the second half of 2020. Process amendments would follow in late 2020 or early 2021 (code clean up, permissible use table, code enforcement). Other projects such as the lakefront task force that will require dedicated staff and significant outreach would be postponed until 2021. Other long-range items will continue when the city budget stabilizes.

### DISCUSSION

Council reviewed the long-range work program at its May 19, 2020 meeting and concurred with suggested revisions with one change. The City Council asked that staff move forward with preparing an interim ordinance for limited multifamily uses in the WR zone to help support economic recovery. The suggestion was made that we look at the recent infill code as a starting point for this ordinance.

### APPLICABLE CITY POLICIES

Council gives the Planning Commission direction on work activities as an advisory body.

### BUDGET IMPACT

Direct budget impacts will require project specific funding to be approved by the Council as needed.

### ATTACHMENTS

A – Revised 2020 Master Schedule



# REVISED 2020 Long Range Work Program

| Revised Lake Stevens 2020 Long Range Work Program                                                                                       |                            |                            |                            |                            |                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------------------------------------------------------------------------|
| Amendments                                                                                                                              | 1 <sup>st</sup><br>quarter | 2 <sup>nd</sup><br>quarter | 3 <sup>rd</sup><br>quarter | 4 <sup>th</sup><br>quarter | Status / Notes                                                                               |
| <b>Zoning Code</b>                                                                                                                      |                            |                            |                            |                            |                                                                                              |
| 1. Infill Code                                                                                                                          | PC / CC                    |                            |                            |                            | Carryover / Implements House Bill 1923<br>Ord. 1080 & 1081 Passed                            |
| 2. Content Based Sign Code (City Council Only)                                                                                          | CC                         |                            |                            |                            | Legal Requirement<br>Action 5/26/2020                                                        |
| 3. Permitted Use Table                                                                                                                  |                            | PC                         | CC                         |                            | On-hold until 4 <sup>th</sup> Quarter                                                        |
| 4. SEPA Infill Exceptions                                                                                                               |                            | PC                         | CC                         |                            | Implements House Bill 1923<br>Start 3rd Quarter                                              |
| 5. Code Clean Up                                                                                                                        |                            |                            | PC                         | CC                         | On-hold - 2021                                                                               |
| 6. Multifamily Tax Exemption                                                                                                            | PC                         | CC                         |                            |                            | Economic Development<br>Start 3 <sup>rd</sup> Quarter                                        |
| 7. Affordable Housing Tax Funding (City Council only)                                                                                   | Schedule TBD               |                            |                            |                            | Done                                                                                         |
| 8. Impact Fee Update                                                                                                                    |                            |                            | PC                         | CC                         | Start 4 <sup>th</sup> Quarter                                                                |
| 9. Multifamily uses in WR                                                                                                               |                            | PC / CC                    | PC                         | CC                         | Interim Ordinance proposed – 3 <sup>rd</sup> Quarter 2020<br>Full project on-hold until 2021 |
| 10. Floodplain Review                                                                                                                   | PC                         | CC                         |                            |                            | FEMA Mandate<br>Action 5/26/2020                                                             |
| 11. Mobile Food Vendors                                                                                                                 | Schedule TBD               |                            |                            |                            | Interim Ordinance started – Action 5/26/2020                                                 |
| <b>Other Code Amendments</b>                                                                                                            |                            |                            |                            |                            |                                                                                              |
| 1. Chapter 14.80 Building and Construction                                                                                              | Schedule TBD               |                            |                            |                            | State Required<br>Postponed until 4 <sup>th</sup> Qtr.                                       |
| 2. Title 17 Enforcement Code                                                                                                            | Schedule TBD               |                            |                            |                            | Attorney Recommended<br>On-hold until 4 <sup>th</sup> Quarter                                |
| <b>Comprehensive Plan / Economic Development</b>                                                                                        |                            |                            |                            |                            |                                                                                              |
| 1. Annual Docket (if needed)<br>a. Land Use Element<br>• <del>Multifamily uses in waterfront residential</del><br>b. Capital Facilities | PC / CC                    | PC                         | PC / CC                    |                            | Annual Update / Council Directed<br>Start 3rd Quarter                                        |
| 2. RUTA Analysis                                                                                                                        | Schedule TBD               |                            |                            |                            | On-hold                                                                                      |
| 3. Economic Development Marketing Materials                                                                                             | Schedule TBD               |                            |                            |                            | On-hold                                                                                      |

| <b>Annexations</b>               |              |    |  |  |                                     |
|----------------------------------|--------------|----|--|--|-------------------------------------|
| 1. Southeast Election Annexation | Schedule TBD |    |  |  | Start 3 <sup>rd</sup> Quarter       |
| 2. Machias Industrial Petition   | PC / CC      |    |  |  | 10% petition received<br>In-process |
| 3. NE Island                     | PC           | CC |  |  | On-hold                             |
| 4. Petition Placeholder          |              |    |  |  |                                     |

1st Quarter January through March

2nd Quarter April through June

3rd Quarter July through September

4th Quarter October through December



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** May 26, 2020

**Subject:** Interlocal Agreement with Snohomish Health District for Per Capita Contribution

**Contact Person/**

**Department:** Gene Brazel, City Administrator **Budget Impact:** \$35,000 Est.

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Authorize the Mayor to enter into an Interlocal Agreement with Snohomish Health District for Per Capital Contribution for Health District Services based on OFM's 2020 population estimate.**

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**SUMMARY/BACKGROUND:** In 2017 and 2018 the city entered into Interlocal Agreements (ILA's) with the Snohomish Health District for per capita funding. In 2019 the Council determined to not provide the per capita funding until such time as the Health District could provide detailed financial information as described in the ILA. At that time the Council also requested language be included in the ILA providing for one-year extensions with mutual agreement of the city and district, and with Council approval. The Health District was not able to provide the financial information required under the ILA and Council declined to fund the per capita contribution in 2019. At the time the 2020 budget was prepared, in late 2019, Council did not make a per capita funding request for the Health District.

Since that time, the Health District has undergone a change in administration and has improved its ability to meet the financial reporting requirements of the ILA.

With the advent of the COVID-19 crisis and resulting increased and continuing demands on the Health District to respond to this crisis, as well as continuing to provide other Health District services, Council provided direction to revisit per capita funding for the Snohomish Health District for 2020.

If the Interlocal Agreement for per capita funding by the City to the Health District is approved, a budget amendment will be brought forward at a later date.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** **\$35,000 estimated, the contribution will be based on Office of Financial Management's estimate of population for 2020.**

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**ATTACHMENTS:** **Interlocal Agreement for Per Capita Contribution for Health District Services**

**INTERLOCAL AGREEMENT  
BETWEEN THE SNOHOMISH HEALTH DISTRICT  
AND THE CITY OF LAKE STEVENS FOR  
PER CAPITA CONTRIBUTION FOR HEALTH DISTRICT SERVICES**

This Interlocal Agreement for Per Capita Contribution for Health District Services is entered into by and between the SNOHOMISH HEALTH DISTRICT, a Washington Municipal Corporation (the District) and CITY OF LAKE STEVENS a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of providing for a per capita contribution by the City for Health District Services.

**RECITALS**

**WHEREAS**, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

**WHEREAS**, to promote the public health in Snohomish County, Washington, the Board of County Commissioners of Snohomish County, Washington, established a Health District on January 1, 1959, embracing all of the territory within Snohomish County, Washington, and all cities and towns therein; and

**WHEREAS**, in 1966 the Snohomish Health District became the first local health jurisdiction in the state to organize a city-county cooperative health program with cities indicating a willingness to participate financially in support of Health District programs; and

**WHEREAS**, on January 1, 1967, eleven of 18 cities and towns agreed to voluntarily contribute \$0.50 per capita to the Health District in return for public health services; and

**WHEREAS**, per capita contributions from towns and cities continued and in 1986, with such contributions ranging from \$1.60 to \$2.70 per capita until the early 1990s; and

**WHEREAS**, in 1993, counties assumed exclusive financial responsibility for public health relying on Motor Vehicle Excise Tax (MVET) revenues; and

**WHEREAS**, in 2000, the Washington State Legislature repealed MVET and backfilled only 90% of lost public health funds; and

**WHEREAS**, the Health District has experienced a 21% decrease from its 2005 funding level while the county population has increased by 25 percent in the same 15-year period; and

**WHEREAS**, since the “peak” of 2008, the Health District has reduced its staffing by 48 percent (110 FTE) due to static or declining revenues in the face of increased costs; and

**WHEREAS**, the Health District ranks 34th out of 35 local health jurisdictions in the state for public health expenditures per resident; and

**WHEREAS**, the Health District’s ability to perform its most essential functions have been severely compromised since the great recession; and

**WHEREAS**, the Health District serves an essential public safety function whether ensuring safe food, schools, and septic systems, responding to disasters, or preventing and responding to disease outbreaks; and

**WHEREAS**, threats to the public's health in the form of foodborne illness such as E.coli and salmonella, communicable diseases such as pertussis, tuberculosis, measles, Zika, and Ebola and natural disasters such as the Oso/SR530 mud slide and the current COVID-19 pandemic respect no municipal boundaries; and

**WHEREAS**, public health is a shared responsibility and regional public health threats require regional responses and close partnerships with every city and town in Snohomish County; and

**WHEREAS**, consistent with RCW 70.05, the Snohomish County Council is responsible for establishing the Snohomish Health District Board of Health, with jurisdiction coextensive with the boundaries of the county, to supervise all matters pertaining to the preservation of life and health of the people within its jurisdiction; and

**WHEREAS**, an effective, regional public health response to the threats to public health in Snohomish County requires the cooperation, participation and support of Snohomish County and all of the cities and towns in Snohomish County; and

**WHEREAS**, Snohomish County and the cities and towns therein seek to improve and sustain healthy years of life of their residents by engaging in an enhanced partnership with the Health District. This partnership will provide stable funding for public health priorities that would be established to meet the unique needs of each community.

**NOW, THEREFORE**, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the District agree as follows:

**1. Purpose.**

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to establish and define the terms and conditions for the cooperative efforts to be undertaken by the City and the District to promote, facilitate, and undertake various programs and activities.

**2. Term.**

The initial term of this Agreement shall be from January 1, 2020, to December 31, 2020. The term may be extended by mutual written agreement of the parties for a period of one calendar year, following review and approval by City Council

**3. Scope of Services.**

A. Responsibilities of the City.

The City shall contribute \$\_\_\_\_.00 per capita (\$\_\_\_\_\_) to the Snohomish Health District commencing January 1, 2020. Payment may be made in one lump sum on or before December 31, 2020.

- B. The annual contribution to the Snohomish Health District is voluntary and the amount of contribution, if any, shall be determined by the Lake Stevens City Council.
- C. Responsibilities of the District.  
The Health District shall provide basic essential public health services and functions such as ensuring safe food, and inspecting septic systems, responding to disasters, or preventing and responding to disease outbreaks.

The District shall continue to make improvements as recommended in the Ruckelshaus report, including a sustainable funding model, updating the strategic plan and governance, as well as establishing priorities for existing funding and programming.

The District will provide reports to the city identifying services provided to Lake Stevens residents and businesses.

**4. Legal Requirements.**

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

**5. Public disclosure laws.**

The City and the District each acknowledge, agree and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

**6. Insurance.**

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage 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 shall not limit the liability of the indemnifying part to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance as the case may be upon request.

**7. Indemnification.**

The District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other



law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the County, its elected or appointed officials, officers, employees or agents.

**8. Notices.**

Any notice/payment to be given to the District under this Agreement shall be either mailed or personally delivered to:

**Snohomish Health District**  
3020 Rucker Avenue, Ste 306  
Everett, WA 98201

Any notice/invoice to the City shall be mailed or hand delivered to:

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

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

**9. Venue.**

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Snohomish County, Everett, Washington.

**10. Disputes.**

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

**11. No third party beneficiaries; no joint venture.**

This Agreement is for the sole benefit of the City and District and shall not confer third-party beneficiary status on any non-party to this Agreement. 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. County employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Snohomish County.

**12. Entire Agreement.**

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 written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

**13. Severability.**

- A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**14. Filing.**

As provided by RCW 39.34.040, this Agreement shall be filed with the Snohomish County Auditor, or, alternatively, posted on the website of each party.

**15. 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.

**16. Effective Date.** January 1, 2020.

**City of Lake Stevens**

**Snohomish Health District**

\_\_\_\_\_  
Brett Gailey, Mayor

\_\_\_\_\_  
Shawn Frederick, Administrator

ATTEST:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Clerk of the Board

Approved as to Form:

Approved as to Form:

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

\_\_\_\_\_  
Grant Weed, Health District Attorney



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** May 26, 2020

**Subject:** Summer Events

**Contact Person/** Jill Meis, Parks Planning & Dev. Coordinator

**Department:** Russ Wright, Community Development Director **Budget Impact:** \$6949.00

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Provide direction on Summer Events with Modified Scope and Budget**

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**SUMMARY/BACKGROUND:** The city has sponsored summer events for the community as a way to demonstrate community involvement and to foster pride within our neighborhoods. Last year the summer events totaled \$16993.56. The summer events are held from June to August and include two Music by the Lake performances, two Movies in the Park, and two Theater in the Park performances, Yoga by the Lake was held from June to August and included 6 sessions.

With the COVID-19 pandemic the summer events in July have been cancelled. The city is hopeful that the August events can continue with modified practices to reflect new health precautions. Staff has revised the budget to reflect the shortened season and one of each event for City Council consideration.

There are deposits required with some vendors such as the stage cover for Music by the Lake and may not be refundable is cancellation is necessary.

Staff has confirmed one event sponsor so far to offset expenses in the amount of \$1000.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$6949.00

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**ATTACHMENTS:** None