



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 REMOTE ACCESS ONLY – VIA ZOOM

Tuesday, June 8, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/84608969775>
Or call in at: (253) 215 8782, Meeting ID: 846 0896 9775

CALL TO ORDER		Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		City Clerk
APPROVAL OF AGENDA		Council President
CITIZEN COMMENTS		Mayor
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		Mayor
CITY DEPARTMENT REPORT	A Finance Report	Barb
GUEST BUSINESS	B Police Chief Awards C Lean Graduation Recognition D Introduction of Ocean Chapman, Aquafest Queen E Youth Council Recognition F Introduction of Inci Yarkut, Code Enforcement Officer	Chief Anya Mayor Councilmember Daughtry Ryan
CONSENT AGENDA	G Vouchers H Council Meeting Minutes of May 25, 2021 I Run for Your Life Event J Revised LRSC Facilities Use Agreement	Barb Kelly Russ Gene

Lake Stevens City Council Regular Meeting Agenda

June 8, 2021

	K	Calliope Consulting Agreement for City-wide Lean services	Anya
PUBLIC HEARING	L	Amendments to LSCM 14.44.097, Marijuana Facilities (LUA2020-0189)	David
ACTION ITEMS	M	Civic Center Alternatives	Russ
DISCUSSION ITEMS	N	Code Enforcement Procedures	Ryan
EXECUTIVE SESSION <i>(Confidential Session)</i>	O	Per RCW 42.30.110 1 (b) Property Acquisition*	Mayor/Council

***Action May Follow Executive Session**

ADJOURN

THE PUBLIC IS INVITED TO ATTEND

Special Needs

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

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

ANNUAL REPORT CERTIFICATION

City of Lake Stevens
(Official Name of Government)

0677
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office
For the Fiscal Year Ended 12/31/2020

GOVERNMENT INFORMATION:

Official Mailing Address	PO Box 257
	<u>Lake Stevens, WA 98258-0257</u>
Official Website Address	<u>https://www.lakestevenswa.gov/</u>
Official E-mail Address	<u>bstevens@lakestevenswa.gov</u>
Official Phone Number	<u>425-212-3311</u>

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	<u>Barbara Stevens Finance Director</u>
Contact Phone Number	<u>425-212-3311</u>
Contact E-mail Address	<u>bstevens@lakestevenswa.gov</u>

I certify 21st day of May, 2021, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Barbara Stevens (bstevens@lakestevenswa.gov)

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
 June 8, 2021
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		Total for All Funds (Memo Only)	001 General	101 Street	111 Drug Seizure & Forfeiture
Beginning Cash and Investments					
308	Beginning Cash and Investments	35,152,821	10,631,736	2,387,462	68,890
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	16,334,649	11,579,278	1,748,603	-
320	Licenses and Permits	2,506,022	2,479,222	26,800	-
330	Intergovernmental Revenues	8,629,988	2,344,346	687,256	-
340	Charges for Goods and Services	8,714,894	569,567	138,004	-
350	Fines and Penalties	236,209	236,209	-	-
360	Miscellaneous Revenues	590,247	355,150	18,738	34,373
Total Revenues:		<u>37,012,009</u>	<u>17,563,772</u>	<u>2,619,401</u>	<u>34,373</u>
Expenditures					
510	General Government	4,946,078	4,728,799	-	-
520	Public Safety	7,602,699	7,586,307	-	16,392
530	Utilities	2,093,571	-	-	-
540	Transportation	2,858,061	-	2,406,104	-
550	Natural/Economic Environment	1,593,226	1,563,226	-	-
560	Social Services	12,124	12,124	-	-
570	Culture and Recreation	1,135,000	1,072,178	-	-
Total Expenditures:		<u>20,240,759</u>	<u>14,962,634</u>	<u>2,406,104</u>	<u>16,392</u>
Excess (Deficiency) Revenues over Expenditures:		<u>16,771,250</u>	<u>2,601,138</u>	<u>213,297</u>	<u>17,981</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	501,000	-	-	-
397	Transfers-In	2,500,475	-	80,669	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	5,857,001	1,947,801	14,583	-
Total Other Increases in Fund Resources:		<u>8,858,476</u>	<u>1,947,801</u>	<u>95,252</u>	<u>-</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	20,172,734	916,254	46,252	-
591-593, 599	Debt Service	1,947,728	-	-	-
597	Transfers-Out	2,500,475	158,829	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	5,578,229	3,636,619	-	-
Total Other Decreases in Fund Resources:		<u>30,199,166</u>	<u>4,711,702</u>	<u>46,252</u>	<u>-</u>
Increase (Decrease) in Cash and Investments:		(4,569,440)	(162,763)	262,297	17,981
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	11,676,813	2,228	-	86,872
50841	Committed	62,349	-	-	-
50851	Assigned	8,377,481	-	2,649,762	-
50891	Unassigned	10,466,742	10,466,742	-	-
Total Ending Cash and Investments		30,583,385	10,468,970	2,649,762	86,872

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
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		112 Municipal Arts	210 LTGO 2008A Bond	213 2015 LTGO Bond (Ref)	214 2019A LTGO Bond - PD
Beginning Cash and Investments					
308	Beginning Cash and Investments	21,169	-	-	-
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	-	-
340	Charges for Goods and Services	-	-	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	111	-	-	-
Total Revenues:		111	-	-	-
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	-
Excess (Deficiency) Revenues over Expenditures:		111	-	-	-
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	26,818	214,205	94,425	434,201
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389,	Other Resources	-	-	-	-
395, 398		-	-	-	-
Total Other Increases in Fund Resources:		26,818	214,205	94,425	434,201
Other Decreases in Fund Resources					
594-595	Capital Expenditures	19,612	-	-	-
591-593, 599	Debt Service	-	214,205	94,426	434,200
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		19,612	214,205	94,426	434,200
Increase (Decrease) in Cash and Investments:		7,317	-	(1)	1
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	28,485	-	-	-
50851	Assigned	-	-	-	-
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		28,485	-	-	-

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
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		301 Cap Proj- Dev Contrib- Traffic	302 Park Mitigation Fund	303 Real Estate Excise Tax I	304 Real Estate Excise Tax II
Beginning Cash and Investments					
308	Beginning Cash and Investments	3,351,498	580,672	3,932,841	4,536,873
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	1,509,927	1,496,841
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	1,625,000	572,936	-	367,681
340	Charges for Goods and Services	1,341,324	1,512,002	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	17,716	30,308	24,054	26,518
Total Revenues:		<u>2,984,040</u>	<u>2,115,246</u>	<u>1,533,981</u>	<u>1,891,040</u>
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	451,957	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	62,822	-	-
Total Expenditures:		<u>451,957</u>	<u>62,822</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) Revenues over Expenditures:		<u>2,532,083</u>	<u>2,052,424</u>	<u>1,533,981</u>	<u>1,891,040</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389,	Other Resources	3,000,000	-	884	82,929
395, 398		-	-	-	-
Total Other Increases in Fund Resources:		<u>3,000,000</u>	<u>-</u>	<u>884</u>	<u>82,929</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	5,950,800	1,579,065	84,508	2,388,925
591-593, 599	Debt Service	-	-	22,618	-
597	Transfers-Out	428,483	590,921	742,831	552,593
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	19,153	-	-	-
Total Other Decreases in Fund Resources:		<u>6,398,436</u>	<u>2,169,986</u>	<u>849,957</u>	<u>2,941,518</u>
Increase (Decrease) in Cash and Investments:		(866,353)	(117,562)	684,908	(967,549)
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	1,998,635	429,248	4,617,750	3,569,324
50841	Committed	-	33,864	-	-
50851	Assigned	486,508	-	-	-
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		2,485,143	463,112	4,617,750	3,569,324

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
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		305 Downtown Redevelopment	306 Facility Capital Project Fund	309 Sidewalk Capital Project	310 20th Street SE Corridor CP
Beginning Cash and Investments					
308	Beginning Cash and Investments	881	4,298,796	873,349	783,842
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	1,952,290	-	-	-
340	Charges for Goods and Services	-	-	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	542	53,197	5,041	4,383
Total Revenues:		<u>1,952,832</u>	<u>53,197</u>	<u>5,041</u>	<u>4,383</u>
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) Revenues over Expenditures:		<u>1,952,832</u>	<u>53,197</u>	<u>5,041</u>	<u>4,383</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	1,571,997	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389,	Other Resources	636,149	141,764	-	-
395, 398		<u>636,149</u>	<u>141,764</u>	<u>-</u>	<u>-</u>
Total Other Increases in Fund Resources:		<u>2,208,146</u>	<u>141,764</u>	<u>-</u>	<u>-</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	2,239,403	3,519,617	73,711	788,099
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	-	26,818	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	1,922,457	-	-	-
Total Other Decreases in Fund Resources:		<u>4,161,860</u>	<u>3,546,435</u>	<u>73,711</u>	<u>788,099</u>
Increase (Decrease) in Cash and Investments:		(882)	(3,351,474)	(68,670)	(783,716)
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	947,322	-	-
50841	Committed	-	-	-	-
50851	Assigned	-	-	804,679	126
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		-	947,322	804,679	126

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
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		401 Sewer	410 Storm & Surface Water	501 Unemployment	510 Capital Equip - Computer
Beginning Cash and Investments					
308	Beginning Cash and Investments	228,083	1,802,791	52,599	165,955
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	1,035,397	45,082	-	-
340	Charges for Goods and Services	16,250	4,367,650	-	321,117
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	1,600	10,420	247	912
Total Revenues:		<u>1,053,247</u>	<u>4,423,152</u>	<u>247</u>	<u>322,029</u>
Expenditures					
510	General Government	-	-	11,508	205,771
520	Public Safety	-	-	-	-
530	Utilities	109,692	1,906,489	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	30,000	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>109,692</u>	<u>1,936,489</u>	<u>11,508</u>	<u>205,771</u>
Excess (Deficiency) Revenues over Expenditures:		<u>943,555</u>	<u>2,486,663</u>	<u>(11,261)</u>	<u>116,258</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	501,000	-	-
397	Transfers-In	-	78,160	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389,	Other Resources	-	-	-	-
395, 398		-	-	-	-
Total Other Increases in Fund Resources:		<u>-</u>	<u>579,160</u>	<u>-</u>	<u>-</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	1,868,044	-	67,533
591-593, 599	Debt Service	1,035,396	146,883	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		<u>1,035,396</u>	<u>2,014,927</u>	<u>-</u>	<u>67,533</u>
Increase (Decrease) in Cash and Investments:		(91,841)	1,050,896	(11,261)	48,725
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	136,242	2,853,688	41,339	214,680
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		136,242	2,853,688	41,339	214,680

City of Lake Stevens
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

City Council Meeting
 June 8, 2021
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		515 Capital Equip - Vehicle Replac	520 Capital Equip - Police	530 Capital Equip - PW	540 Aerator Equip Replacement
Beginning Cash and Investments					
308	Beginning Cash and Investments	30,833	273,639	1,028,687	102,225
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	-	-
340	Charges for Goods and Services	10,000	238,980	200,000	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	198	1,348	4,792	599
Total Revenues:		<u>10,198</u>	<u>240,328</u>	<u>204,792</u>	<u>599</u>
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	77,390
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		<u>-</u>	<u>-</u>	<u>-</u>	<u>77,390</u>
Excess (Deficiency) Revenues over Expenditures:		<u>10,198</u>	<u>240,328</u>	<u>204,792</u>	<u>(76,791)</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389,	Other Resources	-	32,891	-	-
395, 398		<u>-</u>	<u>32,891</u>	<u>-</u>	<u>-</u>
Total Other Increases in Fund Resources:		<u>-</u>	<u>32,891</u>	<u>-</u>	<u>-</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	207,445	423,466	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		<u>-</u>	<u>207,445</u>	<u>423,466</u>	<u>-</u>
Increase (Decrease) in Cash and Investments:		10,198	65,774	(218,674)	(76,791)
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	-	-	-	25,434
50841	Committed	-	-	-	-
50851	Assigned	41,031	339,413	810,013	-
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		41,031	339,413	810,013	25,434

City of Lake Stevens
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2020

		Custodial
308	Beginning Cash and Investments	17,238
388 & 588	Net Adjustments	-
310-390	Additions	310,730
510-590	Deductions	<u>325,850</u>
	Net Increase (Decrease) in Cash and Investments:	(15,120)
508	Ending Cash and Investments	2,117

**City of Lake Stevens
Notes to the Financial Statements
For the year ended December 31, 2020**

Note 1 - Summary of Significant Accounting Policies

The City of Lake Stevens was incorporated in 1960 and operates under the laws of the state of Washington applicable to a code city with a Mayor-Council form of government. The city is a general purpose local government and provides public safety, street improvements, parks, and general administrative services.

The City reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending balance classification in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the government on a cost reimbursement basis.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the City also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 5, *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 3 years. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 30 days (240 hours) and is payable upon separation or retirement. Sick leave may be accumulated up to 1,168 hours. Upon separation or retirement Non-Represented employees receive a payment into a VEBA account, based on years of service, of accumulated sick leave as shown below. Payments are recognized as expenditures when paid.

- Employees with 5 years of consecutive service to the City may convert 10%, up to a max of 48 hours of available sick leave.
- Employees with 7 years of consecutive service to the City may convert 15%, up to a max of 101 hours of available sick leave.
- Employees with 10 years of consecutive service to the City may convert 25%, up to a max of 292 hours of available sick leave.

F. Long-Term Debt

See Note 7, *Long-Term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by City Council. When expenditures that meet restrictions are incurred, the city intends to use the most restricted resources first.

Restrictions and commitments of Ending Cash and Investments Consist of:

- \$2,228 in the General Fund are restricted as the resources are held for retainage or refundable deposits for other businesses or individuals.
- \$86,872 in the Drug Seizure and Forfeiture Fund are restricted as all resources and uses are externally restricted by RCW 69.50.505.
- \$28,485 in the Municipal Arts Fund is internally committed by LSMC 3.38.
- \$1,998,635 in the Capital Project Developer Contribution Fund are restricted as all resources and uses are externally restricted by RCW 82.02.
- \$429,248 in the Park Mitigation Fund are restricted as all resources and uses are externally restricted by RCW 82.02 and \$33,864 is internally committed by LSMC 14.76.
- \$4,617,750 in the Real Estate Excise Tax I Fund are restricted as all resources and uses are externally restricted by RCW 82.46.
- \$3,569,324 in the Real Estate Excise Tax II Fund are restricted as all resources and uses are externally restricted by RCW 82.46.
- \$947,322 in the Facility Capital Project Fund are restricted as resources are restricted for capital improvements.
- \$25,434 in the Aerator Equipment Fund are restricted due to external restrictions within ILA with Snohomish County.

Note 2 – Budget Compliance

The City adopts annual appropriated budgets for governmental, proprietary, and fiduciary funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

The City budget contains managerial funds. For the purpose of financial statement presentation, the managerial funds are consolidated and, in such cases, interfund activity has been eliminated. Funds that have been consolidated in the financial statements include the Contingency Reserve Fund and the Permitting Fund with the General Fund; the Sewer portion of the 2008 Bond Fund with the Sewer Fund; and the Storm Water Capital and the Storm Water Debt Service Funds within the Storm & Surface Water Fund.

Most debt service and capital fund budget requirements are met by the continuing appropriation contained in the enabling legislation.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
General	\$ 15,519,559	\$ 14,099,704	\$ 1,419,855
Contingency Reserve	\$ 2,994,673	\$ 2,408,977	\$ 585,696
Permitting - Managerial	\$ 4,340,897	\$ 4,130,557	\$ 210,340
Street	\$ 2,904,359	\$ 2,452,354	\$ 452,005
Drug Seizure & Forfeiture	\$ 82,500	\$ 16,392	\$ 66,108
Municipal Arts	\$ 31,669	\$ 19,612	\$ 12,057
LTGO 2008A Bond	\$ 349,705	\$ 349,405	\$ 300
2015 LTGO Bond (Ref)	\$ 94,426	\$ 94,426	\$ 0
2019A LTGO Bond - PD	\$ 434,202	\$ 434,201	\$ 1
Cap Proj-Dev Contrib-Traffic	\$ 12,534,499	\$ 6,850,394	\$ 5,684,105
Park Mitigation Fund	\$ 2,786,076	\$ 2,232,807	\$ 553,269
Real Estate Excise Tax I	\$ 1,014,096	\$ 849,956	\$ 164,140
Real Estate Excise Tax II	\$ 5,337,395	\$ 2,941,518	\$ 2,395,877
Downtown Redevelopment	\$ 4,272,895	\$ 4,161,859	\$ 111,036
Facility Capital Project Fund	\$ 4,471,796	\$ 3,546,435	\$ 925,361
Sidewalk Capital Project	\$ 375,000	\$ 73,711	\$ 301,289
20th Street SE Corridor CP	\$ 797,544	\$ 788,099	\$ 9,445
Sewer	\$ 1,150,543	\$ 1,145,088	\$ 5,455
Storm & Surface Water	\$ 4,709,933	\$ 3,635,961	\$ 1,073,972
Storm Water Capital	\$ 2,634,959	\$ 1,815,453	\$ 819,506
Storm Water Debt Service	\$ 135,182	\$ 135,182	\$ (0)
Unemployment	\$ 40,000	\$ 11,508	\$ 28,492
Capital Equip - Computer	\$ 392,192	\$ 273,304	\$ 118,888
Capital Equip - Vehicle Replac	\$ -	\$ -	\$ -
Capital Equip - Police	\$ 210,000	\$ 207,445	\$ 2,555
Capital Equip - PW	\$ 498,432	\$ 423,466	\$ 74,966
Aerator Equip Replacment	\$ 77,390	\$ 77,390	\$ -
Refundable Deposits	\$ -	\$ 0	\$ (0)
Treasurer's Trust	\$ 469,042	\$ 325,849	\$ 143,193

Budgeted amounts are authorized to be transferred between departments within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City's legislative body.

Note 3- Component Unit(s), Joint Ventures, and Related Parties

Joint Ventures – Alliance for Housing Affordability (AHA)

In September, 2013, the City of Lake Stevens joined the cities of Edmonds, Everett, Granite Falls, Lynnwood, Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Snohomish, the Town of Woodway, and Snohomish County to establish the Alliance for Housing Affordability (AHA). The agreement was amended in May, 2014 to add the City of Arlington and in June, 2014 to add the City of Stanwood.

The purpose of AHA is to cooperatively formulate affordable housing goals and policies and to foster efforts to provide affordable housing by providing expertise and information to member jurisdictions. Operating funding is provided by the member cities.

AHA is governed by a Joint Board composed of an elected official from each member. The Joint Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff housed at the Housing Authority for Snohomish County (HASCO). Fiscal agent duties were transferred to HASCO during fiscal year 2018. The values included in the table below were audited and updated by the new fiscal agent and may be different than what was reported in previous years.

Each member city is responsible for contributing operating revenues as determined from the AHA annual budget. Contributions from the member cities are based on each member's population. A grant from the Gates Foundation provided \$50,000 to assist with the first two years of organizational start-up. The City of Lake Stevens equity share to date is:

Fiscal Year 7/1/XX 6/30/XX	AHA's Total Fiscal Year Budget	Lake Stevens' Share of Budget	Lake Stevens' Share as % of Total AHA Budget
2014	\$89,849	\$1,682	1.87%
2015	\$93,063	\$1,732	1.86%
2016	\$43,652	\$1,726	3.95%
2017	\$97,934	\$2,569	2.62%
2018	\$102,586	\$2,836	2.76%
2019	\$107,391	\$3,112	2.90%
2020	\$112,408	\$3,342	2.97%
2021	\$117,673	\$3,402	2.89%

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement provides for distribution of net assets among the members based on the percentage of the total annual contributions during the period of the Agreement paid by each member.

Budget monitoring information can be obtained from Pam Frost, Director of Finance, HASCO, 12711 4th Ave W, Everett WA 98204 (or email: pfrost@hasco.org) or from Chris Collier, Program Manager, Alliance for Housing Affordability, 12711 4th Ave W, Everett WA 98204.

Joint Ventures – Snohomish County 911 (SNO911)

The city and other Police and Fire entities jointly operate SNOHOMISH COUNTY 911. SNOHOMISH COUNTY 911, a cash basis, special purpose district, was created under the Interlocal Cooperation Act, as codified in RCW 39.34. This established the statutory authority necessary for Snohomish County, the cities, towns, fire districts, police districts and other service districts to enter into a contract and agreement to jointly establish, maintain and operate a support communications center. Control of SNOHOMISH COUNTY 911 is with a 16 member Board of Directors which is specified in the Interlocal Agreement. SNOHOMISH COUNTY 911 takes 911 calls, and performs emergency dispatch services for local governmental agencies including police, fire and medical aid.

In the event of the dissolution of SNOHOMISH COUNTY 911, any money in the possession of SNOHOMISH COUNTY 911 or the Board of Directors after payment of all costs, expenses and charges validly incurred under this Agreement shall be returned to the parties of this Agreement and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then reaming Principals' User Fees paid during such five-

year period. Before deducting the payment of all costs, expenses and charges validly incurred, the city's share was \$685,093 on December 31, 2020.

Snohomish County 911's 2020 operating budget was \$24,575,191, operating revenues received were \$24,285,981 and total operating expenditures were \$23,917,807. Complete financial statements for SNOHOMISH COUNTY 911 can be obtained from SNOHOMISH COUNTY 911's administrative office at 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208.

Joint Ventures – AWC Employee Benefit Trust

The City of Lake Stevens is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2020, 262 cities/towns/non-city entities participate in the AWC Trust HCP

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members.

The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2020, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an individual stop loss (ISL) of \$1.5 million through Commencement Bay Risk Management, and Kaiser ISL at \$1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office

Note 4 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of the deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities.

The city of Lake Stevens expects this emergency will impact future revenues and expenditures for the city. The city did delay some expenditures in the 2020 budget, not fill vacant positions, and delayed projects to mitigate financial impacts. The City of Lake Stevens has adequate fund balance to cover the financial impacts of this pandemic and does not expect a change in service level to citizens.

The length of time these measures will continue to be in place, and the full extent of the financial impact on the city is unknown at this time.

Note 5 – Deposits and Investments

Investments are reported at original cost. Deposits and Investments by type at December 31, 2020 are as follows:

Type of Investment	City's own deposits and investments	Deposits and Investments held by City as a custodian for other local governments, individual or private organizations.	Total
Bank deposits	\$(414,240)	\$2,117	\$(412,123)
L.G.I.P.	\$30,997,625	\$0	\$30,997,625
Total	\$30,583,385	\$2,117	\$30,585,502

The negative “bank deposits” amount above does not reflect an actual negative cash balance in the City’s bank account. In accordance with state law the City recognizes expenditures paid during the twenty days after the close of the fiscal year for claims incurred during the previous period. This open period does not extend to revenues received. A transfer of cash from the City’s LGIP investment account was made prior to redemption of the claims reported within the open period.

It is the City’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

Investments in the State Local Government Investment Pool (LGIP)

The city is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the city would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The city’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the city or its agent in the government’s name.

The amounts reported as cash and investments also include compensating balances maintained with certain banks in lieu of payments for services rendered. The average monthly compensating balance during 2020 was \$4,012,820.

Note 6—Interfund Loans

The following table displays interfund loan activity during 2020:

Borrowing Fund	Lending Fund	Balance 1/1/2020	New Loans	Repayments	Balance 12/31/2020
Downtown Redevelopment	General Fund	\$1,286,308	\$636,149	\$1,922,457	\$0
Traffic Mitigation	General Fund	\$0	\$3,000,000		\$3,000,000
Total		\$1,286,308	\$3,636,149	\$1,922,457	\$3,000,000

Note 7 – Long-Term Debt

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the city and summarizes the city debt transactions for year ended December 31, 2020.

The debt service requirements for general obligation bonds, revenue bonds, public work and capital loans are as follows:

Year	Principal	Interest	Total
2021	\$1,682,690	\$429,224	\$2,111,914
2022	\$1,624,022	\$399,251	\$2,023,272
2023	\$1,429,552	\$369,876	\$1,799,427
2024	\$1,292,984	\$345,320	\$1,638,304
2025	\$1,236,638	\$324,175	\$1,560,813
2026-2030	\$3,553,212	\$1,385,705	\$4,938,916
2031-2035	\$2,713,672	\$1,142,710	\$3,856,382
2036-2040	\$2,345,203	\$872,452	\$3,217,655
2041-2045	\$1,755,000	\$551,200	\$2,306,200
2046-2049	\$1,675,000	\$170,800	\$1,845,800
Totals	\$19,307,974	\$5,990,712	\$25,298,686

The City of Lake Stevens and the Lake Stevens Sewer District entered into a Unified Sewer Services and Annexation Agreement on the 23rd day of May 2005 that was subsequently implemented January 1, 2006. This agreement called for a transfer of the City System to the District after which the District shall own, operate and maintain the entire wastewater collection, conveyance, treatment and discharge system in the UGA (Urban Growth Area). The agreement also provides for the ultimate transfer of the Unified Sewer System from the District to the City at a future date.

As part of this agreement, the District agreed to transfer to the City all funds necessary for the Public Work Trust Fund Loan No. PW02-691-029 and the City Sewer utility's share of the 1997 General Obligation Bonds which the City has refunded with the 2008 LTGO Bonds. Additionally, the City has acquired three Public

Work Trust Fund Loans for the design and construction of the new Treatment Plant. The District agreed to transfer to the City all funds necessary for the payment of the principal and interest of these loans.

Additionally, the Lake Stevens Sewer District requested to have \$6.6 million of a 2008 Public Works Trust Fund Loan (PWT), held by the City of Lake Stevens, refinanced. The refinancing extended the 2008 PWT loan maturity from 2028 to 2038, reducing annual debt service payments. The new principle and interest amounts began on July 1st, 2017.

The total future debt service requirements owed to the City by the Sewer District as of December 31, 2020, are approximately \$8,916,657.

Note 8 – Pension Plans

A. State Sponsored Pension Plans

Substantially all city full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans: Public Employees' Retirement System (PERS) or Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2020 (the measurement date of the plans), the city's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$210,138	0.028995%	\$1,023,680
PERS 2/3	\$347,898	0.037764%	\$482,980
LEOFF 2	\$175,266	0.089595%	(\$1,827,607)

LEOFF Plan 2

The city also participates in the LEOFF Plan 2. The Legislature, by means of a special funding arrangement, appropriates money from the state general fund to supplement the current service liability and fund the prior

service costs of Plan 2 in accordance with the recommendations of the Pension Funding Council and the LEOFF Plan 2 Retirement Board. This special funding situation is not mandated by the state constitution and could be changed by statute.

B. Defined Contribution Pension Plans

The City may also contribute funds to other defined contribution pension plans as documented in employee agreements. The City made the following contributions in 2020 per such agreements:

Plan Administrator	Plan Benefit Terms	Employer Contributions	Employee Contributions	Employer contribution amount for Fiscal Year 2020
Nationwide Deferred Compensation	Employer will contribute 5.23% of the employee's salary into an approved 457(b) plan per employment agreement.	5.23%	Varies	\$6,685
ICMA Deferred Compensation	Employer will contribute 5% of the employee's salary into an approved 457(b) plan per employment agreement.	5%	Varies	\$9,315

Note 9 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2020 was \$1.0249 per \$1,000 on an assessed valuation of \$4,923,888,286 for a total regular levy of \$5,046,388.88.

Note 10 – Risk Management

Liability Insurance – Risk Pool

The City of Lake Stevens is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 162 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$21 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$25 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

State Unemployment Compensation – Self-Insured

The City of Lake Stevens uses the "in-lieu contribution" basis for making payments to the Department of Employment Services (DES). Under this option, the DES pays the unemployment claims, and then bills the City for reimbursement. The City has created a reserve utilizing an internal service fund, by receiving periodic cash contributions from the General, Street, and Surface Water Funds based on estimates of future unemployment claims. The balance in the fund at year end 2020, was \$41,339, and \$11,508 was paid in unemployment claims during 2020.

Note 11 – Subsequent Events

New Debt: In May 2021, the City authorized the issuance and sale of \$8,870,000 Limited Tax General Obligation Bonds to finance a portion of Public Works Project 17005 – 24th Street SE/91st Avenue SE Extension, which includes construction of certain public infrastructure and related public capital improvements supportive of economic development and a proposed retail development. This has an all-in true interest cost (TIC) of 1.871% with final maturity occurring on December 1, 2040. Debt service payments will be made from Real Estate Excise Tax funds.

MCAG No 0677

City of Lake Stevens
SCHEDULE SUMMARY OF BANK RECONCILIATION
For the Fiscal Year ended December 31, 2020

Bank & Investment Account name (1)	Beginning Bank Balance (2)	FROM BANK STATEMENTS				Ending Bank Balance (7)	
		Deposits		Withdrawals			
		Receipts (3)	Inter-bank transfers in (4)	Disbursements (5)	Inter-bank transfers out (6)		
Wells Fargo	\$ 7,149,632.58	\$ 30,150,752	\$ 7,500,000	\$ 42,320,435		\$ 2,479,949.43	
LGIP	\$ 31,212,833.54	\$ 7,284,791		\$ -	\$ 7,500,000	\$ 30,997,624.53	
[account 3]							
[account 4]							
[account 5]							
[account 6]							
Bank Totals	\$ 38,362,466	\$ 37,435,543	\$ 7,500,000	\$ 42,320,435	\$ 7,500,000	\$ 33,477,574	

RECONCILING ITEMS			
Beginning Deposits in Transit (8)	\$ 153	\$ (153)	
Year-end Deposits in Transit (9)		\$ 40	\$ 40
Beginning Outstanding & Open Period Items (10)	\$ (3,194,358)		\$ (3,194,358)
Year-end Outstanding & Open Period Items (11)			\$ 2,892,612
NSF Checks (12)		\$ (61,999)	\$ (61,999)
Cancellation of unredeemed checks/warrants (13)		+	
Interfund transactions (14)		\$ 11,586,559	\$ 11,586,559
Netted Transactions (15)		\$ (207,213)	\$ (207,213)
Authorized balance of revolving, petty cash and change funds (16)	\$ 1,800		\$ 500
Other Reconciling Items, net (17)	+ / -	\$ 166,028	+ / -
Reconciling Items Totals	\$ (3,192,405)	\$ 11,483,262	\$ 11,181,629
			\$ (2,892,072)

	FROM GENERAL LEDGER				
	Beginning Cash & Investment Balance (19)	Revenues & Other Increases (20)			Ending Cash & Investment Balance (22)
				Expenditures & Other Decreases (21)	
C4/C5 or Trial Balance Totals (18)	\$ 35,170,060	\$ 48,916,494		\$ 53,501,053	\$ 30,585,502
Unreconciled Variance (23)	\$ 1	\$ 2,311		\$ 1,011	\$ 0.07
		0.005%		0.002%	

**City of Lake Stevens
Schedule of Liabilities
For the Year Ended December 31, 2020**

City Council Meeting
June 8, 2021
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ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.11	G.O. and Refunding Bonds (2008 A)	12/1/2028	1,570,000	-	150,000	1,420,000
251.11	G.O. Bonds (2008A)	12/1/2022	380,000	-	120,000	260,000
251.11	G.O. Refunding Bonds (2015)	12/1/2023	364,000	-	87,000	277,000
251.11	G.O Bond (2019A-1)	10/1/2049	6,320,000	-	-	6,320,000
251.11	G.O Bond (2019A-2)	10/1/2029	1,925,000	-	170,000	1,755,000
251.21	G.O. Bond (2019)	12/1/2024	547,000	-	113,000	434,000
263.51	Excavator Lease	12/31/2021	92,249	-	45,433	46,816
263.83	Emergency Radio System Capital Loan	12/31/2021	41,760	-	20,321	21,439
263.83	Parkway Crossing Project ILA	9/15/2021	21,400	-	10,700	10,700
263.87	Public Works Trust Fund Loan (2002)	7/1/2022	257,074	-	85,691	171,383
263.87	Public Works Trust Fund Loan (2005)	7/1/2025	315,789	-	52,632	263,157
263.87	Public Works Trust Fund Loan (2006)	7/1/2026	2,866,776	-	409,539	2,457,237
263.87	Public Works Trust Fund Loan (2008)	7/1/2038	5,732,955	-	301,734	5,431,221
263.96	LP_2020B (WASCOP20B)	6/1/2025	-	440,022	-	440,022
Total General Obligation Debt/Liabilities:			20,434,003	440,022	1,566,050	19,307,975
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absenses		542,443	690,251	547,698	684,996
264.30	Pension Liability		1,513,009	-	6,349	1,506,660
Total Revenue and Other (non G.O.) Debt/Liabilities:			2,055,452	690,251	554,047	2,191,656
Total Liabilities:			22,489,455	1,130,273	2,120,097	21,499,631

City of Lake Stevens
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2020

Grantor	Program Title	Identification Number	Amount
State Grant from Other Judicial Agencies	Social Worker & Pretrial Services	GRT17360	8,800
Sub-total: 8,800			
State Grant from Department of Ecology	Storm Water Capacity Grant	WQSWCAP-1921	37,430
Sub-total: 37,430			
State Grant from Department of Transportation	Supplemental Transportation	LA-9407 HLP-0660(002)	654,845
	Regional Mobility Grant Program	GCB2834	798,278
Sub-total: 1,453,123			
State Grant from Transportation Improvement Board (TIB)	Complete Streets	C-P-146(001)-1	9,949
	Urban Arterial Program	8-1-146(001)-1	4,376,842
Sub-total: 4,386,791			
State Grant from Department of Commerce	Local and Community Projects Program	18-196616-099	650,822
	2020 Local and Community Projects Program	20-96627-135	980,000

Grantor	Program Title	Identificaton Number	Amount
	E2SHB 1923: Increasing Residential Building Capacity	20-63314-012	23,000
	Local and Community Projects Program	21-96633-105	121,250
			Sub-total: 1,775,072
			Grand total: 7,661,216

City of Lake Stevens
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
OFFICE OF JUSTICE PROGRAMS, JUSTICE, DEPARTMENT OF	Bulletproof Vest Partnership Program	16.607	FY2019	-	1,814	1,814	-	18
CRIMINAL DIVISION, JUSTICE, DEPARTMENT OF	Equitable Sharing Program	16.922	JLEOTSF4	-	3,329	3,329	-	128
Highway Safety Cluster								
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Washington Traffic Safety Commission)	State and Community Highway Safety	20.600	2020-HVE-3770	827	-	827	-	18
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Washington Traffic Safety Commission)	State and Community Highway Safety	20.600	2021-HVE-4044	2,168	-	2,168	-	18
Total Highway Safety Cluster:				2,995	-	2,995	-	
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via Washington Department of Commerce)	Coronavirus Relief Fund	21.019	20-6541C-221	1,488,600	-	1,488,600	165,000	18
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via Snohomish County)	Coronavirus Relief Fund	21.019	SNOCO	107,235	-	107,235	-	18
Total CFDA 21.019:				1,595,835	-	1,595,835	165,000	

The accompanying notes are an integral part of this schedule.

City of Lake Stevens
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
U.S. COAST GUARD, HOMELAND SECURITY, DEPARTMENT OF (via Washington Parks & Recreation)	Boating Safety Financial Assistance	97.012	332FAS200153	9,046	-	9,046	-	18
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF (via Military Department Emergency Management Division)	Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	4481-DR-WA	8,608	-	8,608	-	128
Total Federal Awards Expended:				1,616,484	5,143	1,621,627	165,000	

The accompanying notes are an integral part of this schedule.

City of Lake Stevens
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2020

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the city's financial statements. The city uses the cash basis of accounting.

Note 2 – Federal De Minimis Indirect Cost Rate

The city has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 8 – Program Costs

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the city's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

MCAG NO.0677
CITY OF LAKE STEVENS

Schedule 17

LIMITATION ON PUBLIC WORKS PROJECTS PERFORMED BY PUBLIC EMPLOYEES

For the Year Ended December 31, 2020

1. Total current public work construction budget as amended (annual or biennial as applicable)	\$ 27,784,406
2. Allowable portion of total public works (10 percent of line 1)	\$ 2,778,441
3. Less: Amount (if any) in excess of permitted amount from prior budget period.	
4. Total allowable public works (line 2 minus line 3)	\$ 2,778,441
5. Total public works projects performed by public employees during the current year (include work performed by a county)	\$ 370,349
6. If this is the second year of a biennial budget, total public works projects performed by public employees during the first year of biennium	
7. Restricted under (over) allowable (line 4 minus line 5 minus line 6)	\$ 1,783,786

NOTE: If the restricted amount is over allowable, this amount must be carried forward to the next budget period report.

MCAG NO.0677

City of Lake Stevens

Schedule 19

**Labor Relations Consultant
For the Year Ended December 31, 2020**

Has your government engaged labor relations consultants? X Yes ___ No

If yes, please provide the following information for each consultant:

Name of firm: Summit Law Group, LLC
Name of consultant: Dan Swedlow
Business address: 315 Fifth Ave. S Suite 1000 Seattle, WA 98104
Amount paid to consultant during fiscal year: \$15,389.67
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.) D. Swedlow <u>\$320 per hour</u> K. Anger <u>\$330 per hour</u> R. Curtis <u>\$275 per hour</u> Maximum compensation allowed <u>\$30,000</u> Duration of services <u>Unspecified</u> Services provided <u>Assist City with employee representation issues and labor contracts</u>

City of Lake Stevens

**Local Government Risk Assumption
For the Year Ended December 31, 2020**

1. Self-Insurance Program Manager: Anya Warrington
2. Manager Phone: 425-622-9419
3. Manager Email: awarrington@lakestevenswa.gov
4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. Belong to a public entity risk pool
 - c. Purchase private insurance
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay premiums to the Department of Labor and Industries
 - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. Pay premiums to the State’s program for both benefits
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u>
	<i>Unemployment</i>
Self-Insurance as a <i>formal</i> program?	<u>NO</u>
If yes, do other governments participate?	
If yes, please list participating governments.	
Self-Insure as part of a joint program?	<u>NO</u>
Does a Third-Party Administer manage claims?	<u>NO</u>
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)	
Has program had a claims audit in last three years?	<u>NO</u>
Are program resources sufficient to cover expenses?	<u>NO – no program revenues – pay-as-you-go</u>
Does an actuary estimate program liability?	<u>NO</u>
Number of claims paid during the period?	<u>2</u>
Total amount of paid claims during the period?	<u>\$11,508</u>
Total amount of recoveries during the period?	

Provide any other information necessary to explain answers to the Schedule 21 questions above.

Monthly Financial Report

City of Lake Stevens, WA

www.lakestevenswa.gov

Page 1



To: City Council
FROM: Barbara Stevens, Finance Director
DATE: 5/21/2021
SUBJECT: Financial report for April 30th, 2021

All Funds

Overview:

Overall, the City ended April 2021 with a fund balance of \$28,887,985. Revenues were at \$10,309,494 and expenses were at \$11,985,175.

General Fund:

Fund Balance:

The General Fund ended April with a fund balance of \$4,066,200. Revenues were at \$3,899,020 and expenses were at \$5,117,700.

Revenues: (Also see Monthly General Fund Revenue Graphs)

Revenues ended at 29% collected.

The City collected \$1,957,777 in sales tax, or 44% of budget. Of this amount, \$231,851 is Criminal Justice Sales Tax and \$300,000 is construction sales tax.

In addition to the above, the City has received an additional \$154,832 in construction sales tax into the **Contingency Fund**. These one-time revenues are being utilized for current and future capital needs.

Utility taxes ended at 36% or \$784,756. This tax is imposed on gas, telephone, electric and water providers at 6% of revenues and is based on their estimated receipts

Licenses & Permit (other than Building and Land Use) revenues ended at 28% of budget or \$147,745. The majority is from Cable Franchise Fees.

Intergovernmental revenues are at 43% of budget or \$357,022.

Charges for services ended at 3.7% of budget or \$7,289. The bulk of these revenues are from School Resource officer services to the school district and extra duty law enforcement services to outside organizations.

Monthly Financial Report
City of Lake Stevens, WA
www.lakestevenswa.gov
Page 2



Permit Fund (Managerial Fund):

Zoning and Subdivision fees are at \$85,170 or 17% of budget.

Building Permits ended at \$440,591 or 29% of budget.

These revenues are used to offset permit related expenditures.

Expenditures: (Also see Monthly General Fund Expenditure Graphs)

Overall, General Fund expenditures ended at 31% spent or \$5,117,700.

Street Fund:

(Also, see Street Fund Operating Revenues and Expenditure BvA)

The Street Maintenance Division maintains the City's public roadway system in a safe and passable condition. Maintenance activities include pothole repair; traffic signal maintenance and operation; installation and replacement of traffic control signs and pavement markings; vegetation control and maintenance; sidewalk repair; street sweeping; snow and ice removal; and street lighting.

Revenues:

Total Street Fund revenues were \$414,438 or 16% of budget. The main revenue sources are Motor Vehicle Fuel Tax, which is a per gallon tax allocated on a per capita basis, and a 28% allocated contribution of Property Tax from the General Fund equaling approximately \$1.4 million annually. Additionally, the City imposed a utility tax on garbage providers in the amount of 6% that is used for road maintenance.

Expenditures:

Total Street Fund expenditures were \$775,058 or 23% of budget.



Storm and Surface Water Fund:

(Also, see Storm & Surface Water Fund Operating & Capital Fund Revenues and Expenditure BvA)

The Storm and Surface Water Fund maintains the City's storm system conveyance, detention, and retention systems, which includes; drainage pipes and ditches, catch basins, storm detention vaults and ponds, and water filtering systems.

Revenues:

The Storm and Surface Water Fund revenues ended at 8%, or \$370,550. The main revenue source is from storm drainage charges, which we contract payment processing through Snohomish County.

Expenditures: The fund's Expenditures are 28% of budget at \$1,839,859. In addition to operating expenditures, the Surface Water Capital Fund and Surface Water Debt Service Fund are included in the totals.

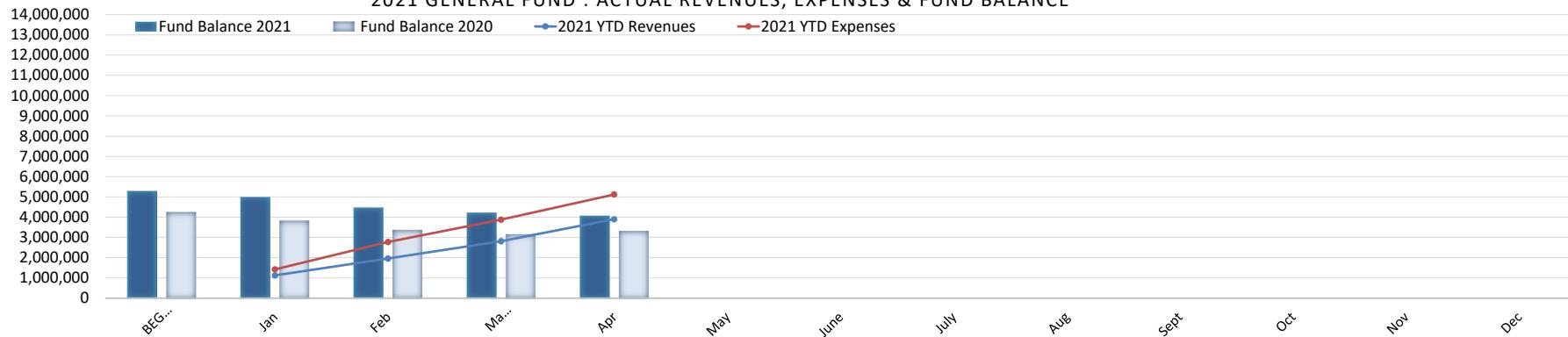
Monthly Financial Report

As of April 30th, 2021

Month	2021 YTD Revenues	2021 YTD Expenses	Fund Balance 2021
	BEG Fund Balance		
Jan	1,124,037	1,419,660	5,284,879
Feb	1,957,584	2,771,096	4,989,256
March	2,813,719	3,876,933	4,471,367
Apr	3,899,020	5,117,700	4,221,666
May			4,066,200
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			



2021 GENERAL FUND : ACTUAL REVENUES, EXPENSES & FUND BALANCE



2021 Managerial Funds: Fund Balance

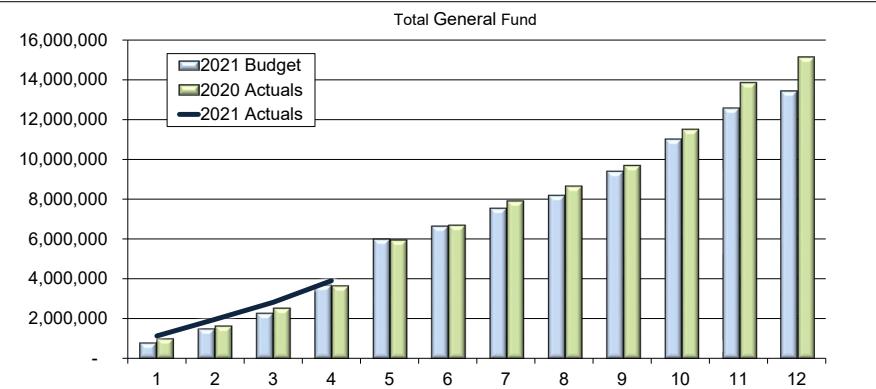


Monthly General Fund Revenue Graphs
As of April 30th, 2021

% thru year

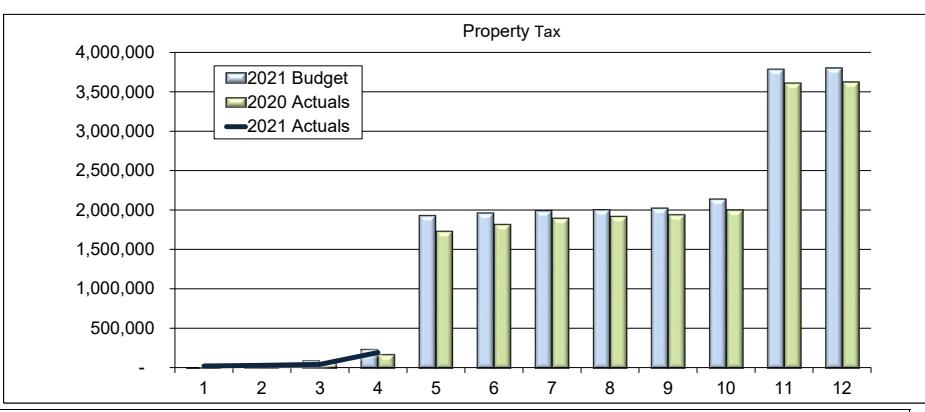
33.3%

Total General Fund Revenues		
	2021 Budget	2021 Actuals
January	784,222	1,124,037
February	1,495,257	1,957,584
March	2,280,499	2,813,719
April	3,674,320	3,899,020
May	5,981,978	
June	6,637,073	
July	7,536,977	
August	8,189,906	
September	9,396,962	
October	10,995,698	
November	12,556,719	
December	13,414,227	
Percent collected to date	29.07%	



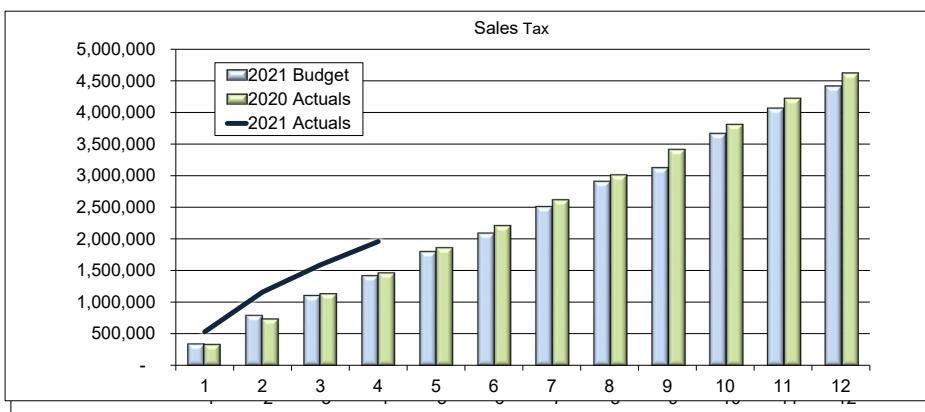
Total General Fund revenues.

Property Tax		
	2021 Budget	2021 Actuals
January	10,016	20,350
February	28,379	28,241
March	100,986	41,103
April	242,665	191,225
May	1,930,349	
June	1,962,941	
July	1,991,942	
August	2,004,762	
September	2,025,254	
October	2,139,209	
November	3,779,637	
December	3,795,352	
Percent collected to date	5.04%	



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

Sales Tax		
	2021 Budget	2021 Actuals
January	341,468	529,537
February	793,152	1,158,663
March	1,107,177	1,587,059
April	1,419,399	1,957,777
May	1,799,246	
June	2,090,201	
July	2,507,470	
August	2,908,115	
September	3,124,024	
October	3,663,632	
November	4,062,484	
December	4,410,400	
Percent collected to date	44.39%	



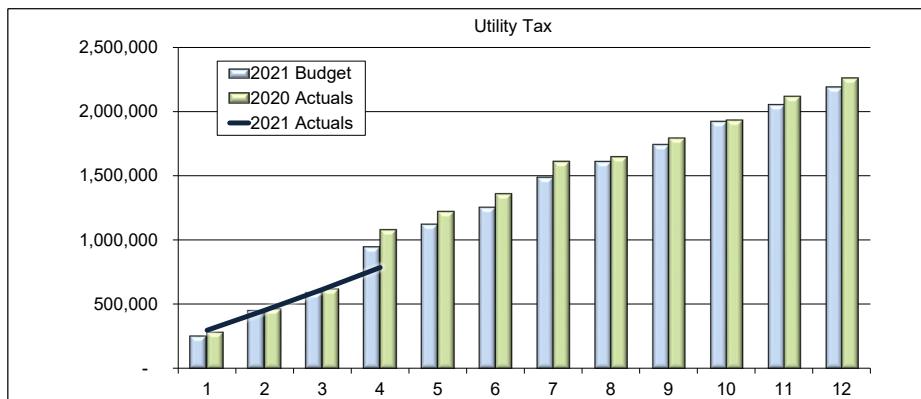
The total sales tax rate is 9% of the value of the sale. The City receives 0.85% of the 9%. The State receives the majority of sales tax at 6.5%. Taxes are collected by the state and sent to the city two months after the actual collection. This account also has Criminal justice sales tax, which is 1/10 of 1% or .1% of sales in the city, and its use is restricted to Law Enforcement. (10 cents per \$100 in sales).

Monthly General Fund Revenue Graphs
As of April 30th, 2021

% thru year

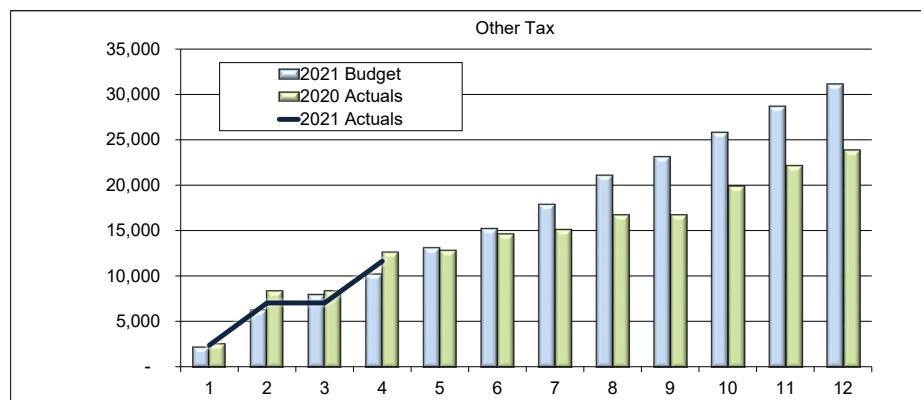
33.3%

Utility		16.33% of total GF Revenues
	2021 Budget	2021 Actuals
January	254,235	295,907
February	452,511	451,450
March	592,510	613,815
April	949,589	784,756
May	1,122,667	
June	1,254,361	
July	1,488,808	
August	1,611,035	
September	1,742,734	
October	1,922,574	
November	2,053,465	
December	2,190,000	
Percent collected to date	35.83%	



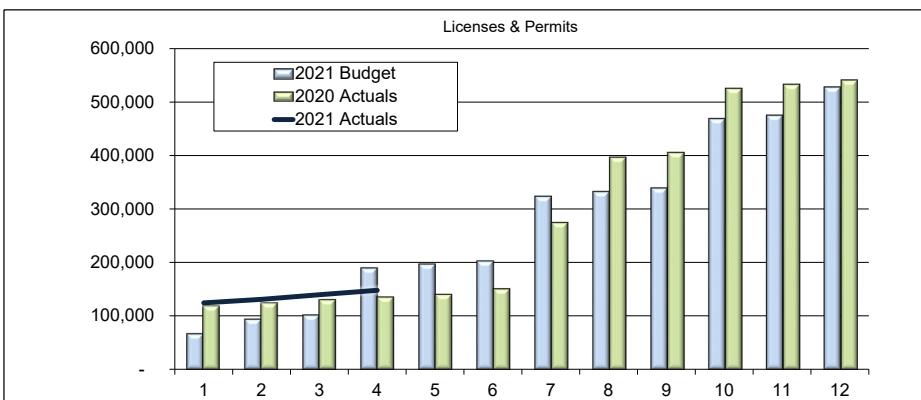
The utility tax rate is 6% on the gross revenue of telephone, gas and electric. The City does not have a utility tax on cable, instead imposing a franchise fee. In April of 2019, the City began collecting 6% tax imposed on garbage and water providers. The garbage tax is utilized in the Street Fund for transportation needs. The City does not impose a utility tax on sewer or storm water providers.

Other Taxes		0.23% of total GF Revenues
	2021 Budget	2021 Actuals
January	2,255	2,376
February	6,355	7,025
March	8,021	7,025
April	10,266	11,628
May	13,153	
June	15,266	
July	17,920	
August	21,110	
September	23,149	
October	25,830	
November	28,684	
December	31,125	
Percent collected to date	37.36%	



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

Licenses / Other Permits		3.93% of total GF Revenues
	2021 Budget	2021 Actuals
January	67,053	124,227
February	94,279	130,801
March	102,338	139,448
April	189,967	147,745
May	197,262	
June	203,086	
July	323,255	
August	332,050	
September	338,728	
October	468,258	
November	474,425	
December	527,000	
Percent collected to date	28.04%	



This account has Business Licenses, Cable Franchise fees, and permits other than building and land use. In December of 2019, the City received a lump sum payment for 6 years of underpaid franchise fees from Comcast.

Monthly General Fund Revenue Graphs
As of April 30th, 2021

% thru year

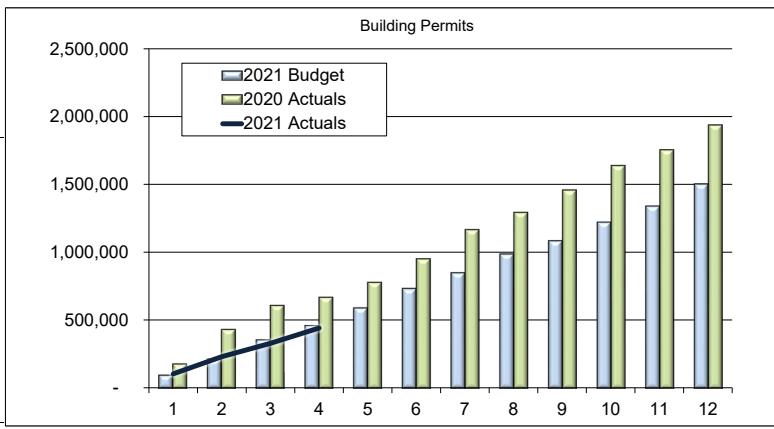
33.3%

Building Permits (FUND 003)

FUND 003
2021 Zoning
Rev

	2021 Budget	2021 Actuals	2021 Zoning Rev
January	98,694	102,763	37,505
February	219,187	229,196	59,200
March	358,897	327,833	75,690
April	464,234	440,591	85,170
May	593,982		
June	734,312		
July	849,352		
August	987,187		
September	1,084,834		
October	1,220,802		
November	1,338,865		
December	1,500,000		

Percent collected to date 29.37% 17.03%



Permits related to development. These revenues are held in a managerial fund along with land use permit revenues, separate from other operating revenues.

Intergovernmental

6.16% of total GF Revenues

2021 Budget 2021 Actuals

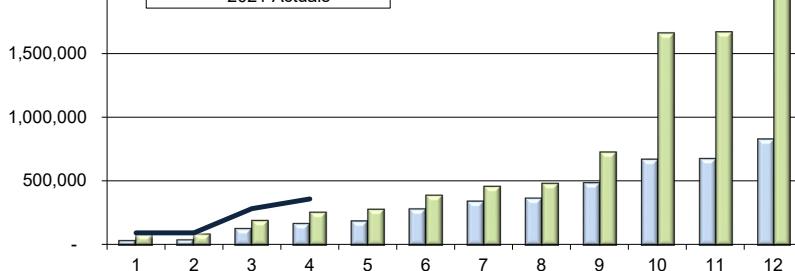
	2021 Budget	2021 Actuals
January	38,966	90,447
February	44,014	90,447
March	132,685	280,412
April	171,289	357,022
May	191,167	
June	284,088	
July	345,223	
August	368,263	
September	487,363	
October	669,930	
November	675,371	
December	826,300	

Percent collected to date 43.21%

Intergovernmental

2,500,000

2021 Budget 2020 Actuals 2021 Actuals



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

Charges for Service

1.45% of total GF Revenues

2021 Budget 2021 Actuals

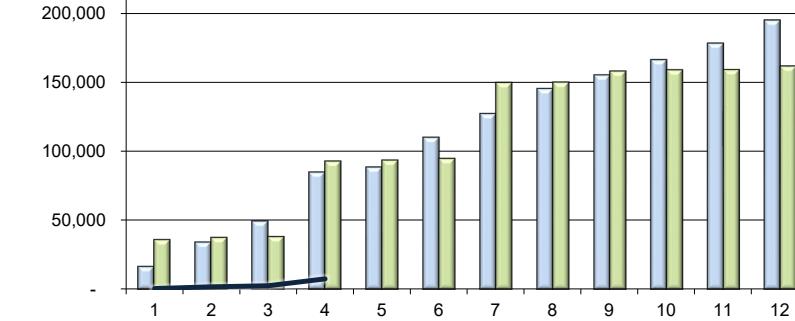
	2021 Budget	2021 Actuals
January	16,767	252
February	34,394	1,485
March	49,582	2,284
April	84,920	7,289
May	88,536	
June	110,046	
July	127,215	
August	145,240	
September	155,127	
October	166,207	
November	178,150	
December	194,820	

Percent collected to date 3.74%

Charges for Service

250,000

2021 Budget 2020 Actuals 2021 Actuals



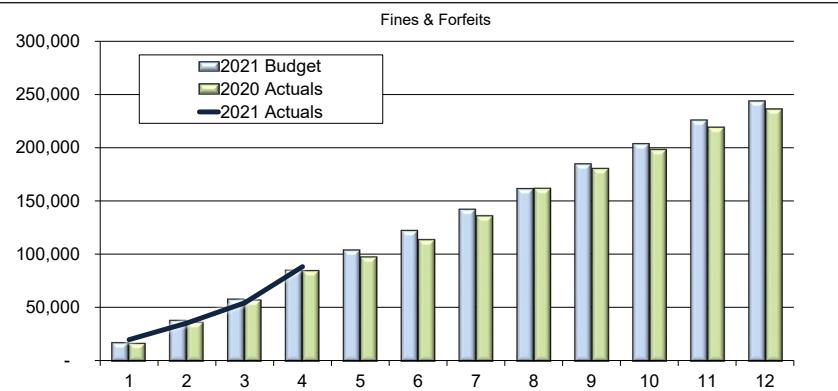
Charges for service included charges for School Resource Officer

Monthly General Fund Revenue Graphs
As of April 30th, 2021

% thru year

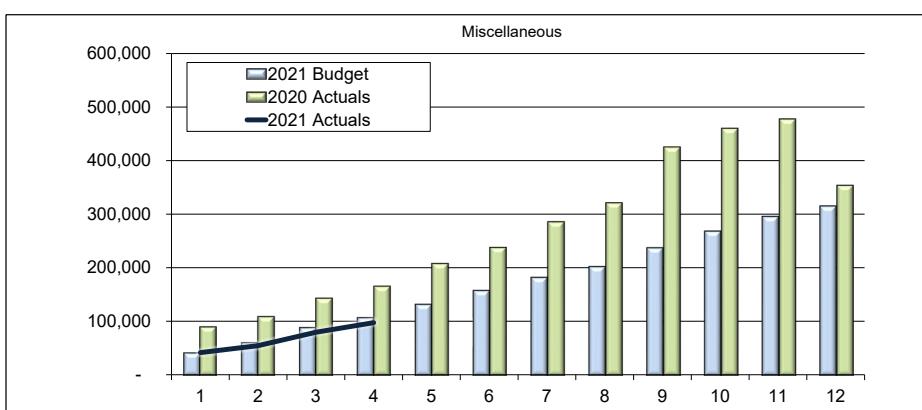
33.3%

Fines & Forfeits		
	1.82% of total GF Revenues	
	2021 Budget	2021 Actuals
January	17,780	19,597
February	38,574	35,212
March	58,450	54,201
April	85,575	88,210
May	104,492	
June	122,668	
July	142,679	
August	162,053	
September	185,120	
October	204,132	
November	226,215	
December	244,100	
Percent collected to date	36%	



Fines and Forfeits collected by the district court on behalf of the city for violations. This revenue is projected to decrease due to changes in legislation related to fees imposed on indigent defendants.

Miscellaneous		
	2.35% of total GF Revenues	
	2021 Budget	2021 Actuals
January	42,737	41,344
February	61,671	54,260
March	89,814	79,317
April	108,036	97,259
May	133,116	
June	158,736	
July	183,237	
August	203,005	
September	237,896	
October	268,778	
November	296,008	
December	315,130	
Percent collected to date	31%	



Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories. In December of 2019, the City received a interest and penalties from Comcast for the related underpayments of franchise fees.

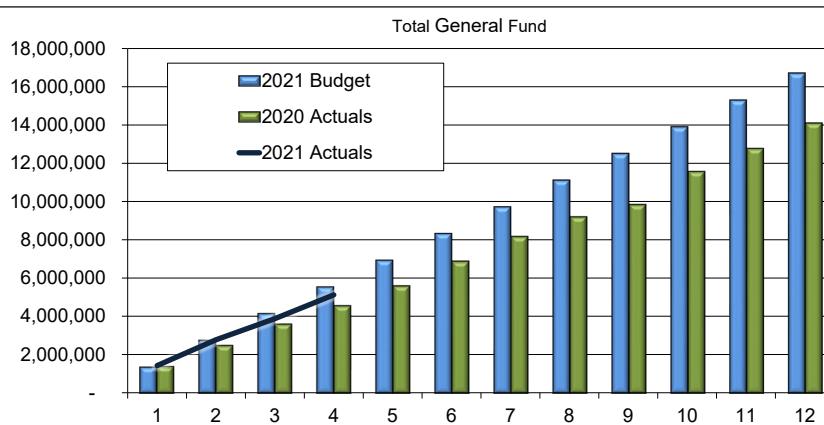
Monthly General Fund Expenditure Graphs
As of April 30th, 2021

% thru year 33.3%

Total General Fund Expenditures

	2021 Budget	2021 Actuals
January	1,379,958	1,419,660
February	2,773,431	2,771,096
March	4,166,904	3,876,933
April	5,560,376	5,117,700
May	6,953,849	
June	8,347,322	
July	9,740,795	
August	11,134,268	
September	12,527,740	
October	13,921,213	
November	15,314,686	
December	16,721,674	

% spent 30.61%



Total General Fund Expenditures.

Legislative & Executive

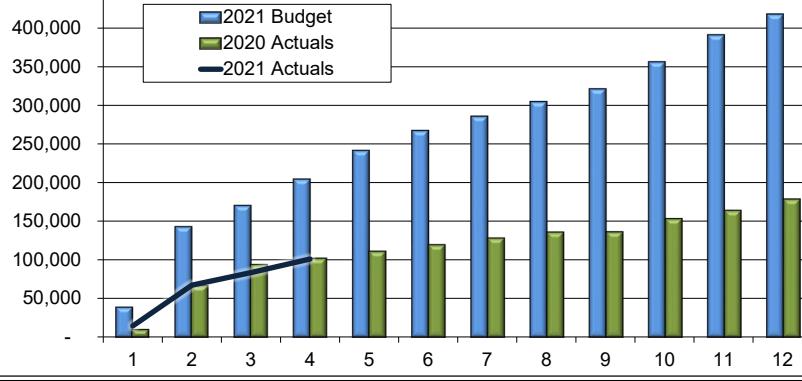
2.50% of total GF Exp

	2021 Budget	2021 Actuals
January	39,142	14,294
February	143,129	67,132
March	170,371	83,394
April	204,480	100,962
May	241,389	
June	267,107	
July	285,589	
August	304,414	
September	320,979	
October	355,831	
November	390,611	
December	417,353	

% spent 24.19%

Legislative & Executive

2.50% of total GF Exp



Includes activities related to the City Council and Mayor. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration

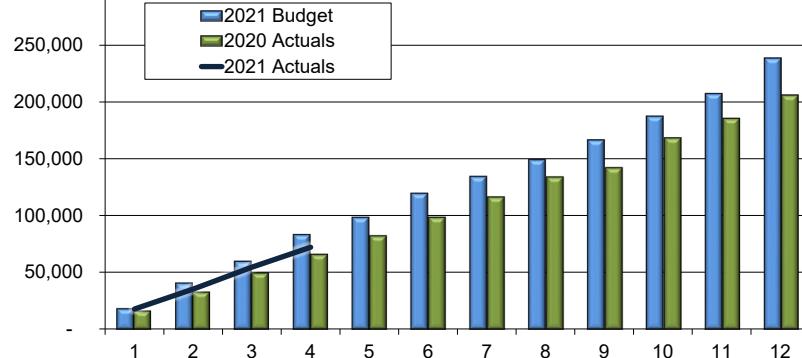
1.43% of total GF Exp

	2021 Budget	2021 Actuals
January	18,272	17,523
February	40,821	35,127
March	60,063	54,390
April	83,537	71,985
May	98,681	
June	119,906	
July	134,672	
August	149,431	
September	166,768	
October	187,710	
November	207,610	
December	238,797	

% spent 30.14%

Administration

1.43% of total GF Exp



Includes the salary, benefits and operating costs of the City Administrator. City Administrator Salary is 71% General Fund, 20% street, and 9% to Storm Water.

Monthly General Fund Expenditure Graphs
As of April 30th, 2021

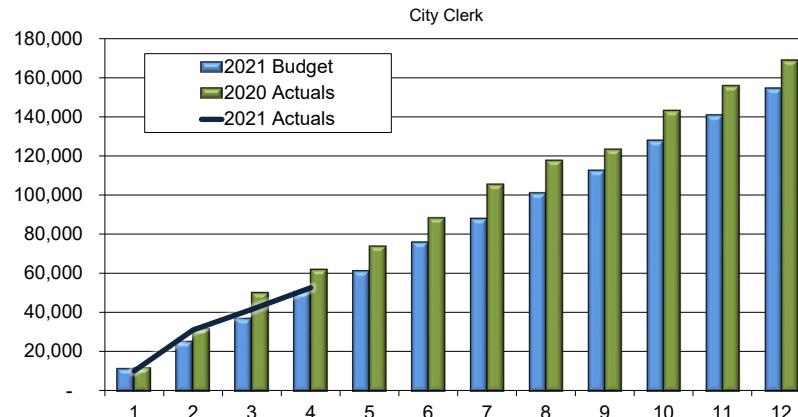
% thru year 33.3%

City Clerk

0.93% of total GF Exp

	2021 Budget	2021 Actuals
January	11,848	9,972
February	25,756	30,930
March	37,463	41,518
April	51,193	52,548
May	61,771	
June	76,390	
July	88,478	
August	101,436	
September	112,990	
October	128,257	
November	141,158	
December	154,820	

% spent 33.94%



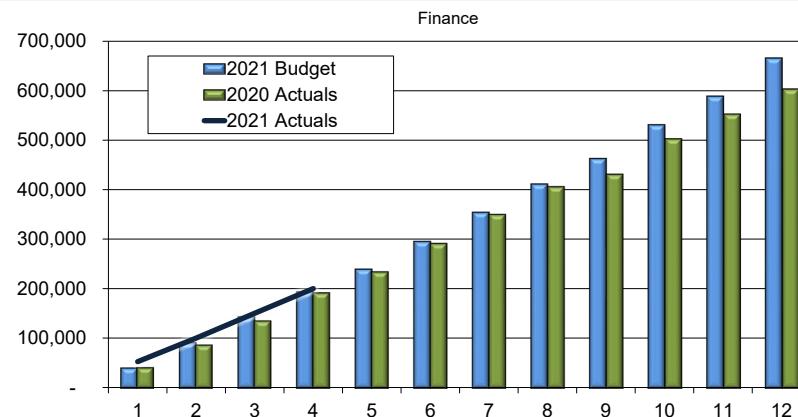
City Clerk activities including records management, public disclosure, legal compliance services, agendas, minutes and legal notifications . Costs are mainly salaries and benefits.

Finance

3.97% of total GF Exp

	2021 Budget	2021 Actuals
January	41,255	52,274
February	92,133	100,064
March	144,142	150,184
April	194,600	200,014
May	239,749	
June	295,762	
July	354,151	
August	411,183	
September	462,364	
October	530,397	
November	587,719	
December	664,504	

% spent 30.10%



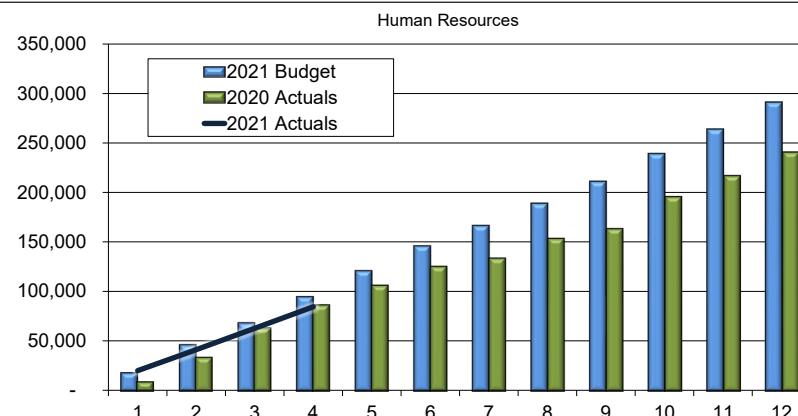
Finance provides for accounting, payroll processing, purchasing/payments, budgeting, and treasury services. Planned expenditures include professional services including costs related to the State Audit.

Human Resources

1.74% of total GF Exp

	2021 Budget	2021 Actuals
January	18,962	19,848
February	47,033	41,121
March	69,054	62,671
April	95,284	84,410
May	121,307	
June	146,344	
July	166,771	
August	189,117	
September	211,175	
October	238,981	
November	263,566	
December	290,687	

% spent 29.04%

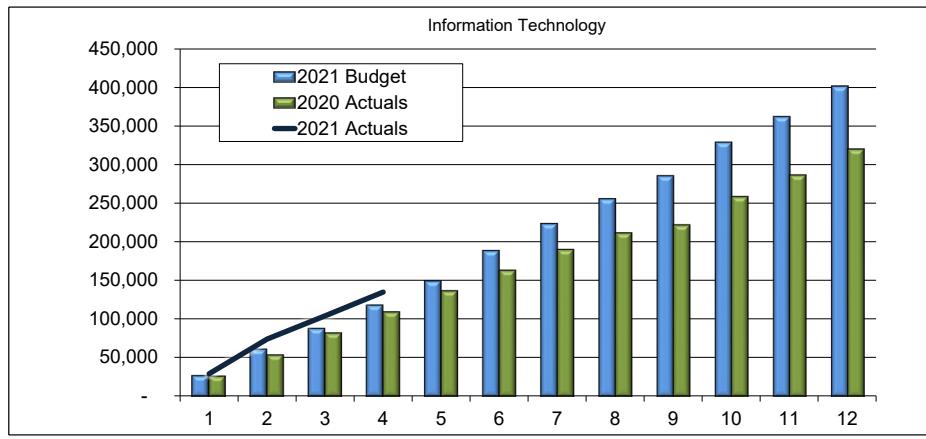


Human Resources provides personnel, recruitment and related functions.

Monthly General Fund Expenditure Graphs
As of April 30th, 2021

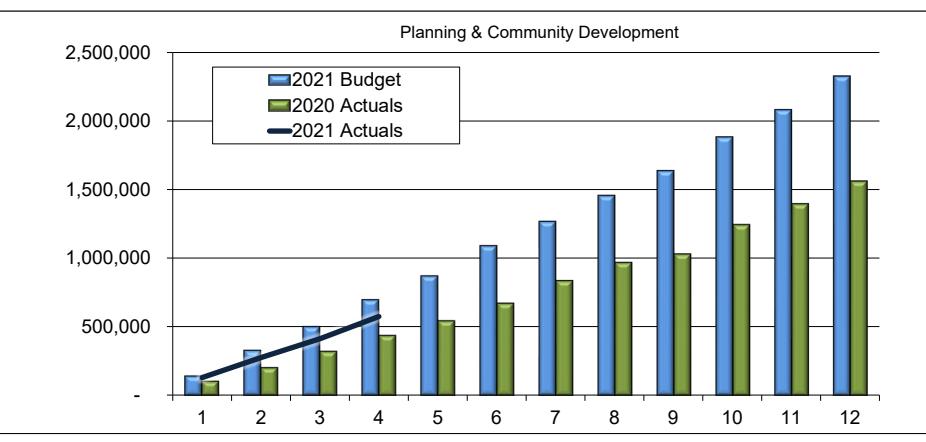
% thru year 33.3%

Information Technology		
	2.40% of total GF Exp	
	2021 Budget	2021 Actuals
January	27,578	28,646
February	61,670	73,725
March	88,556	103,826
April	118,726	134,609
May	149,885	
June	189,124	
July	224,079	
August	256,151	
September	285,664	
October	329,017	
November	362,131	
December	401,450	
% spent		33.53%



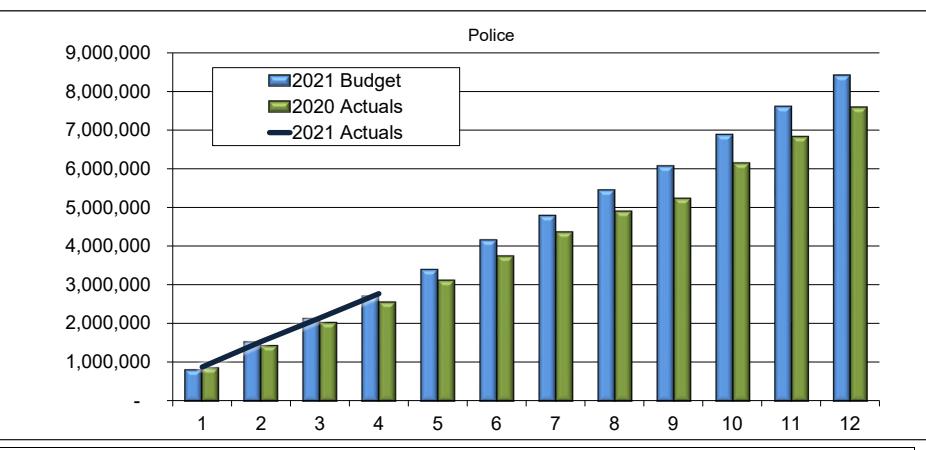
Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Provides technology training, responding to technical support requests, administrating the city website and intranet.

Planning & Community Development		
	13.89% of total GF Exp	
	2021 Budget	2021 Actuals
January	141,691	127,767
February	329,227	273,862
March	501,349	410,895
April	697,059	573,133
May	869,807	
June	1,089,875	
July	1,266,270	
August	1,455,476	
September	1,635,444	
October	1,879,973	
November	2,078,767	
December	2,322,653	
% spent		24.68%



Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development and code enforcement related activities. This department remained significantly under budget due to open staffing positions.

Police		
	50.28% of total GF Exp	
	2021 Budget	2021 Actuals
January	826,205	869,072
February	1,545,084	1,526,634
March	2,147,303	2,139,282
April	2,729,636	2,767,172
May	3,411,497	
June	4,174,326	
July	4,803,477	
August	5,458,495	
September	6,075,346	
October	6,886,438	
November	7,608,019	
December	8,408,248	
% spent		32.91%



Police Department Services. This includes funding in the amount of \$247,300 is supplied by the General Fund to the Police Capital Fund for equipment purchases.

Monthly General Fund Expenditure Graphs
As of April 30th, 2021

% thru year 33.3%

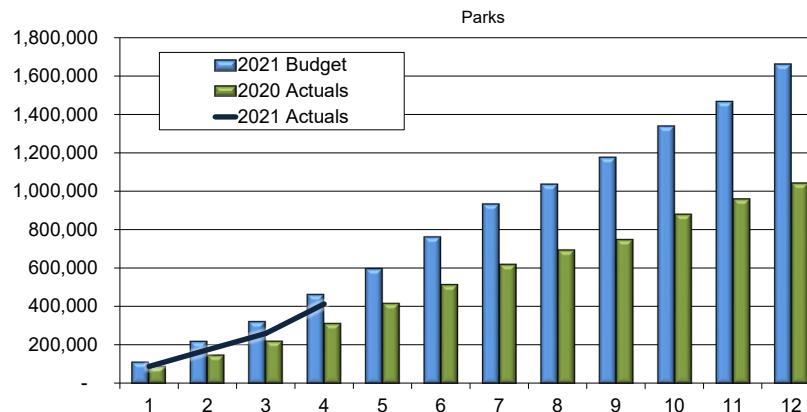
Parks

9.93% of total GF Exp

2021 Budget 2021 Actuals

	2021 Budget	2021 Actuals
January	112,987	86,747
February	221,496	172,876
March	324,160	258,875
April	464,732	412,466
May	598,859	
June	763,771	
July	934,916	
August	1,037,424	
September	1,176,767	
October	1,339,127	
November	1,466,737	
December	1,660,054	

% spent 24.85%



Parks within the General Fund includes personnel, park maintenance, and capital outlay.

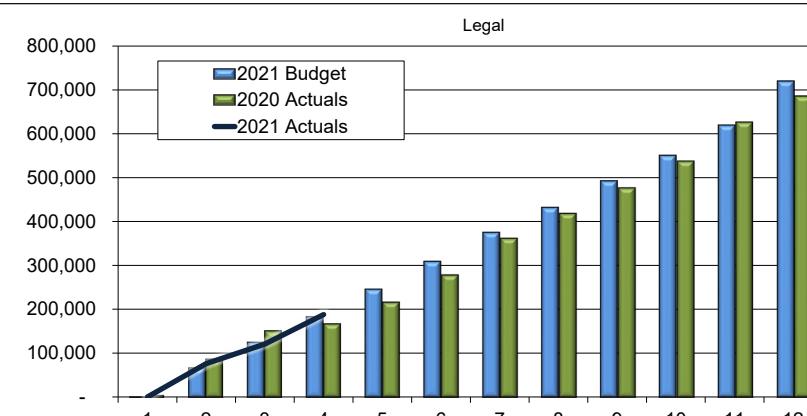
Legal

4.30% of total GF Exp

2021 Budget 2021 Actuals

	2021 Budget	2021 Actuals
January	1,309	-
February	67,602	75,978
March	125,915	120,782
April	184,167	187,831
May	246,786	
June	310,129	
July	375,672	
August	432,326	
September	492,728	
October	550,794	
November	619,267	
December	719,520	

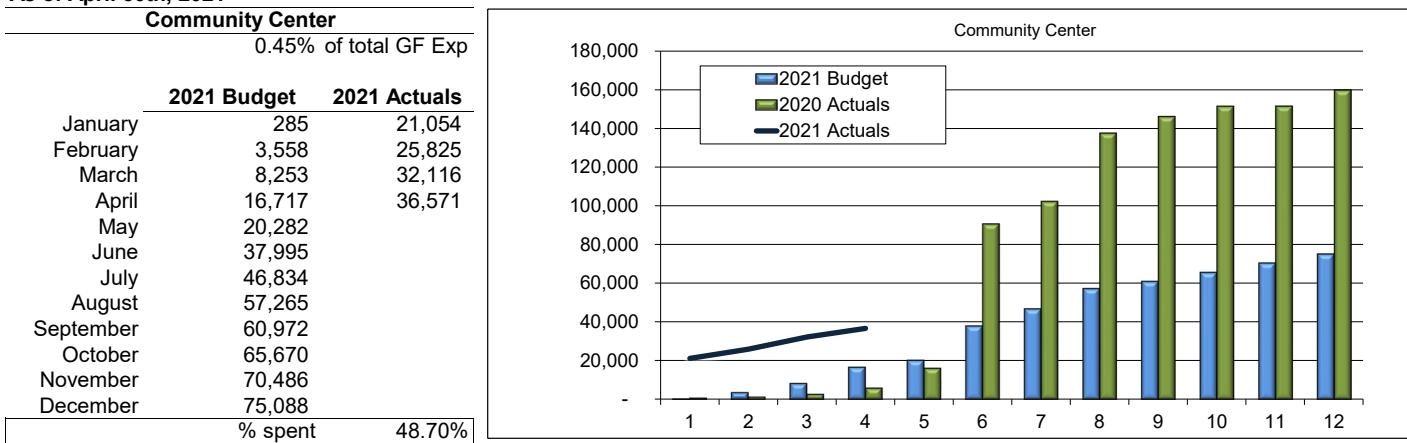
% spent 26.10%



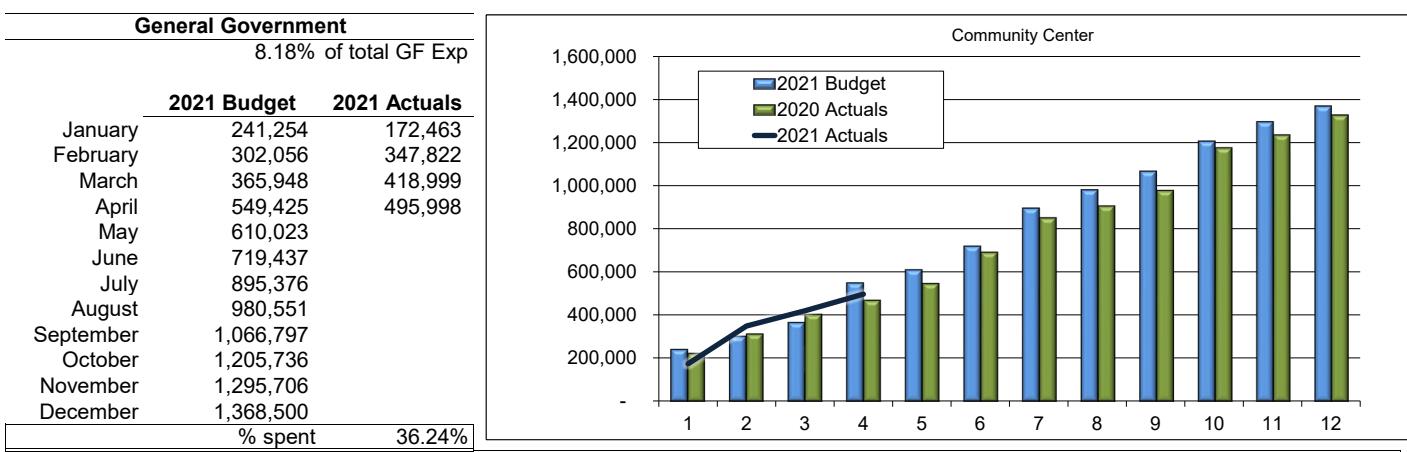
Includes our contracted City Attorney services, Prosecuting Attorney contract, and General Indigent Defense (public defender).

Monthly General Fund Expenditure Graphs
As of April 30th, 2021

% thru year 33.3%



Includes the Visitor Information Center (VIC), Library operating costs, and "The Mill" operating costs.



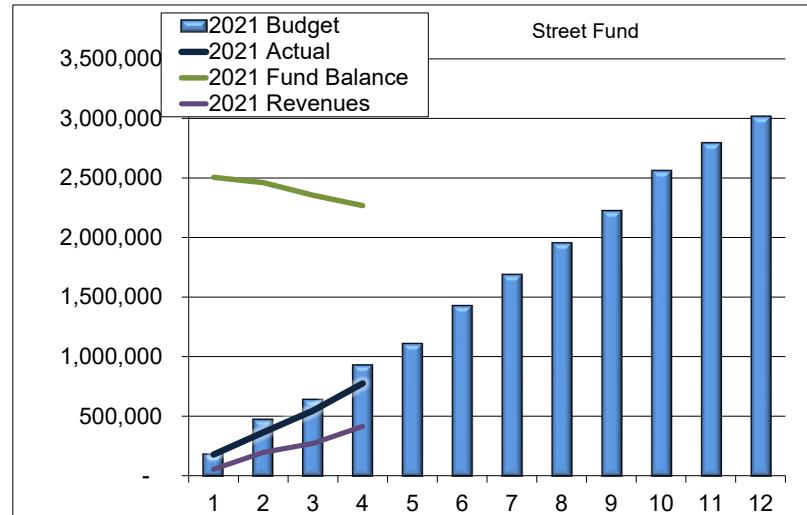
General Government includes insurance payments, transfers to reserve and capital funds, payments to the municipal court, which were down significantly, and other general city payments as well as initial design and architecture of a new Police Building.

Monthly Other Fund Expenditure Graphs
As of April 30th, 2021

% thru year 33.3%

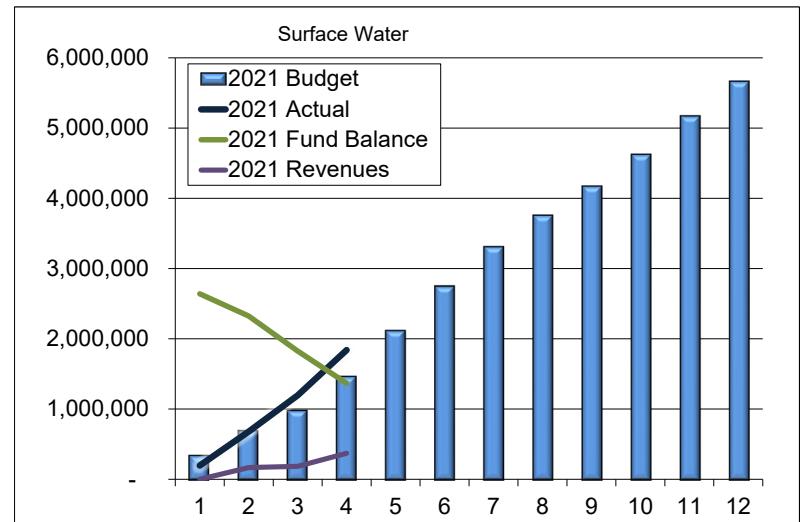
Street (Fund 101) Expenditures

	2021 Budget	2021 Actual
January	187,105	177,351
February	478,167	363,512
March	643,989	545,433
April	932,294	775,058
May	1,111,774	
June	1,428,260	
July	1,689,155	
August	1,953,674	
September	2,223,524	
October	2,559,486	
November	2,791,917	
December	3,012,899	
BTD Status		25.72%



Storm & Surface Water (Fund 410 and 411 and 412) Expenditures

	2021 Budget	2021 Actual
January	354,970	195,790
February	707,903	677,923
March	995,722	1,195,080
April	1,478,517	1,839,859
May	2,130,586	
June	2,759,116	
July	3,317,558	
August	3,763,605	
September	4,176,940	
October	4,626,920	
November	5,172,487	
December	5,664,801	
BTD Status		32.48%



CITY OF LAKE STEVENS
FINANCIAL REPORT - Summary
As of April 30th, 2021

Fund	Revenues			Expenditures			Fund Balance
	2021 Budgeted Revenue	2021 Revenue Collected	2021 % of Budget Collected	2021 Budgeted Expenditures	2021 Expend Expend	2021 % of Budget Expend	2021 Cash & Investments
General Funds:							
General Funds	\$13,414,227	\$3,899,020	29.1%	\$16,721,674	\$5,117,700	30.6%	\$4,066,200
Council Contingency	\$840,000	\$156,813	18.7%	\$0	\$158	0.0%	\$4,733,383
Permit Fund	\$5,000,000	\$525,829	10.5%	\$1,101,000	\$289,180	26.3%	\$773,907
SPECIAL REVENUE FUNDS:							
Street	\$2,578,470	\$414,438	16.1%	\$3,383,130	\$775,058	22.9%	\$2,275,794
Drug Seizure & Forfeiture	\$5,120	\$3,901	76.2%	\$62,572	\$53,212	85.0%	\$37,561
Municipal Arts	\$10,220	\$12	0.1%	\$35,000	\$1,265	3.6%	\$27,232
DEBT SERVICE FUNDS:							
LTGO 2008A Bond	\$353,605	\$34,153	9.7%	\$353,605	\$34,153	9.7%	\$0
2015 LTGO Bond	\$95,651	\$2,825	3.0%	\$95,651	\$0	0.0%	\$2,825
2019A LTGO Bond -PD	\$464,739	\$139,822	30.1%	\$464,739	\$139,822	30.1%	\$0
CAPITAL PROJECT FUNDS:							
Cap Project-Developer Contributions	\$5,774,442	\$1,116,898	19.3%	\$5,145,862	\$546,897	10.6%	\$3,055,144
Park Mitigation Fund	\$1,325,000	\$1,268,915	95.8%	\$2,125,014	\$361,243	17.0%	\$1,388,023
Real Estate Excise Tax I	\$1,140,000	\$604,239	53.0%	\$960,445	\$288,945	30.1%	\$4,933,043
Real Estate Excise Tax II	\$2,761,232	\$1,354,387	49.1%	\$3,503,076	\$583,432	16.7%	\$4,341,237
Downtown Redevelopment	\$2,250,000	\$0	0.0%	\$2,250,000	\$0	0.0%	\$0
Facility Capital Project Fund	\$55,551	\$53,811	96.9%	\$1,002,873	\$713,338	71.1%	\$287,795
Infrastructure Capital Project	\$20,427,000	\$25,776		\$20,427,000	\$513,090	2.5%	(\$487,314)
Sidewalk Capital Project	\$5,000	\$338	6.8%	\$423,846	\$44,238	10.4%	\$762,633
20th Street SE Corridor CP	\$0	\$0	0.0%	\$0	\$0	0.0%	\$126
ENTERPRISE FUNDS:							
Sewer	\$1,053,281	\$10,254	1.0%	\$1,135,993	\$64,378	5.7%	\$102,461
Storm & Surface Water	\$3,637,817	\$217,172	6.0%	\$3,799,516	\$972,398	25.6%	\$1,043,557
Storm Water Capital	\$1,000,600	\$3,052	0.3%	\$2,536,301	\$780,321	30.8%	\$275,217
Storm Water Debt Service	\$223,918	\$150,326	100.0%	\$223,918	\$87,140	38.9%	\$63,186
INTERNAL SERVICE FUNDS:							
Unemployment	\$300	\$18	6.0%	\$15,001	\$0	0.0%	\$41,356
Capital Equipment - Computer	\$375,067	\$96,305	25.7%	\$447,604	\$151,721	33.9%	\$182,904
Capital Equipment - Vehicle Replacement	\$15,350	\$3,768	24.6%	\$0	\$0	0.0%	\$44,799
Capital Equipment - Police	\$249,300	\$61,924	24.8%	\$218,000	\$201,077	92.2%	\$200,260
Capital Equipment - PW	\$205,000	\$50,321	24.5%	\$232,000	\$148,338	63.9%	\$711,996
Aerator Equipment Replacement	\$200	\$11	5.5%	\$25,450	\$0	0.0%	\$25,445
FIDUCIARY FUNDS:							
Treasurer's Trust	\$385,000	\$115,165	29.9%	\$385,000	\$118,071	30.7%	(\$790)
Total All Funds	\$63,646,090	\$10,309,494	16%	\$67,074,270	\$11,985,174	18%	\$28,887,985

General Fund Operating Revenues and Expenditures
Budget to Actual

As of April 30th, 2021



REVENUE SOURCES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 3,795,352	\$ 191,225	5.0%
-Sales -.85%	3,500,000	1,409,836	40.3%
-Criminal Justice Sales - 0.1%	610,000	231,851	38.0%
-Affordable & Sup. Housing	400	16,090	0.0%
- Construction Sales Tax	300,000	300,000	100.0%
-Utility	2,190,000	\$ 784,756	35.8%
-Gambling tax/leasehold excise	31,125	11,628	37.4%
Licenses & Permits	527,000	147,745	28.0%
Intergovernmental	826,300	357,022	43.2%
Charges for services	194,820	7,289	3.7%
Fines & Forfeitures	244,100	88,210	36.1%
Miscellaneous	315,130	86,235	27.4%
Other financial sources/Transfers	880,000	267,132	30.4%
Total Revenues	\$ 13,414,227	\$ 3,899,020	29%
Beginning Fund Balance	\$ 5,284,879	\$ 5,284,879	100.0%
Total Resources	\$ 18,699,106	\$ 9,183,899	49.10%

EXPENDITURES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Legislative & Executive	\$ 417,353	\$ 100,962	24.2%
Administration	238,797	71,985	30.1%
City Clerk	154,820	52,548	33.9%
Finance	664,504	200,014	30.1%
Human Resources	290,687	84,410	29.0%
Information Technology	401,450	134,609	33.5%
Planning & Community Development	2,322,653	573,133	24.7%
Law Enforcement	8,408,248	2,767,172	32.9%
Parks	1,660,054	412,466	24.8%
Legal	719,520	187,831	26.1%
Community	75,088	36,571	48.7%
General Government	1,368,500	495,998	36.2%
Total Expenditures	\$ 16,721,674	\$ 5,117,700	31%
Total Increase (Decrease) to Resources	\$ (3,307,447)	\$ (1,218,679)	36.8%
Ending Fund Balance	\$ 1,977,432	\$ 4,066,200	205.60%

Street Fund Operating Revenues and Expenditures
Budget to Actual

As of April 30th, 2021



REVENUE SOURCES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Taxes:			
-Property Tax-Regular	\$ 1,475,970	\$ 74,365	5.0%
Utility Tax - Garbage	323,000	104,410.0	32.3%
Licenses & Permits	27,000	\$ 13,136	48.7%
Intergovernmental	645,000	197,647	30.6%
Charges for services	0	-	0.0%
Miscellaneous	27,500	5,067	18.4%
Other financial sources/Transfers	80,000	19,812	24.8%
Total Revenues	\$ 2,578,470	\$ 414,438	16.1%
Beginning Fund Balance	\$ 2,628,502	\$ 2,628,502	100.0%
Total Resources	\$ 5,206,972	\$ 3,042,940	58.40%

EXPENDITURES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Salaries	\$ 1,015,750	\$ 273,111	26.9%
Benefits	471,860	126,551	26.8%
Supplies	193,749	65,865	34.0%
Professional Services	1,001,116	160,592	16.0%
Capital Outlays	556,056	116,284	20.9%
Other financial uses	25,000	\$ 2,754	11.0%
Interfund Transfers	119,600	29,900	25.0%
Total Expenditures	\$ 3,383,130	\$ 775,058	23%
Total Increase (Decrease) to Resources	\$ (804,660)	\$ (360,620)	44.8%
Ending Fund Balance	\$ 1,823,842	\$ 2,267,882	124.30%

Storm & Surface Water Fund Operating & Capital Fund
Revenues and Expenditures
Budget to Actual



As of April 30th, 2021

REVENUE SOURCES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Taxes:			
Intergovernmental	\$ -	\$ 26,220.44	0.0%
Charges for services	3,562,617	174,329	4.9%
Miscellaneous	15,800	3,661	23.2%
Interfund Transfer In	1,283,918	166,340	13.0%
Total Revenues	\$ 4,862,335	\$ 370,550	7.6%
Beginning Fund Balance	\$ 2,835,771	\$ 2,835,771	100.0%
Total Resources	\$ 7,698,106	\$ 3,206,321	41.70%

EXPENDITURES	THROUGH APRIL		
	2021 BUDGET	2021	% OF BUDGET
Salaries	\$ 1,091,147	\$ 355,104	32.5%
Benefits	537,033	169,920	31.6%
Supplies	261,611	97,574	37.3%
Professional Services	519,046	157,568	30.4%
Capital Outlays	2,576,062	790,398	30.7%
Debt Service	234,618	87,140	37.1%
Interfund Transfers	1,340,218	179,401	13.4%
Other	0	\$ 2,754	0.0%
Total Expenditures	\$ 6,559,735	\$ 1,839,859	28%
Total Increase (Decrease) to Resources	\$ (1,697,400)	\$ (1,469,309)	86.6%
Ending Fund Balance	\$ 1,138,371	\$ 1,366,463	120.00%

* Includes the Surface Water Operating Fund & Surface Water Capital Fund

BLANKET VOUCHER APPROVAL
2021

Payroll Direct Deposits	5/25/2021	\$258,809.60
Payroll Checks	53256-53257	\$3,564.61
Electronic Funds Transfers	ACH	\$172,597.16
Claims	53255, 53258-53364	\$1,382,320.73
Void Checks	53230	(\$68.50)
Total Vouchers Approved:		\$1,817,223.60

This 8th day of June 2021

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

June 8, 2021



City Expenditures by Type on this voucher packet

Personnel Costs	\$	262,374	14%
Payroll Federal Taxes	\$	100,236	6%
Retirement Benefits - Employer	\$	65,323	4%
Other Employer paid Benefits	\$	989	0%
Employee paid benefits - By Payroll	\$	11,224	1%
Supplies	\$	44,926	2%
Professional Services	\$	189,718	10%
Capital *	\$	247,343	14%
Debt Payments	\$	895,159	49%
Void Check		(\$69)	0.0%
Total	\$	1,817,223.60	100%

Large Purchases

* (2) 2021 Ford Escapes \$54,636.30



Total for Period	
\$1,554,917.89	

Checks to be approved for period 05/20/2021 - 06/02/2021

Vendor: Ace Hardware

Check Number: 53264

Invoice No	Check Date	Account Number	Account Name	Description	Amount
69922	6/2/2021	001 008 521 50 30 02	LE-Fleet Minor Equipment	Spraypaint/Poly Film/Pen Paint	\$56.61
69937	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Faucet Shank Extender/Ext Tube	\$14.80
69940	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Toilet Supply Line/Faucet Shank Extender	\$17.58
70013	6/2/2021	410 016 531 10 31 01	SW-Office Supplies	Surge Protector	\$18.52
70044	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Hoses/Hose Adapters/Sprinkler - Row House	\$134.74
70058	6/2/2021	001 008 521 50 30 00	LE-Facilities Supplies	Paracord	\$49.02
70104	6/2/2021	001 008 521 50 30 02	LE-Fleet Minor Equipment	Key	\$2.71
70123	6/2/2021	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	LED Test Flex Adapter	\$21.79
					\$315.77

Vendor: Allied 100 LLC

Check Number: 53265

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1883470	6/2/2021	001 005 517 60 31 00	HR-Safety Program	Lifepak CR Plus/Charge Pack	\$107.81
					\$107.81

Vendor: Amazon Capital Services

Check Number: 53266

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11NM-M17T-C7PR	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Lockout Tagout Kit	\$52.68
11NM-M17T-C7PR	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Lockout Tagout Kit	\$52.68
11NM-M17T-C7PR	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Lockout Tagout Kit	\$52.68
147C-YWGD-FKXH	6/2/2021	001 007 559 30 31 01	PB-Operating Cost	Label Maker/Label Tape	\$129.68
147C-YWGD-YR9F	6/2/2021	001 007 571 00 30 00	PL-Park & Recreation	Hand Tally Counter for Farmers Market/Two Way Radio	\$130.77
14WT-TRXQ-HT9F	6/2/2021	001 008 521 50 30 00	LE-Facilities Supplies	CTS Motor	\$82.82
16HV-13KW-11HH	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Oil Absorbent Pads/Universal Spill Kit	\$509.68
1FLD-T7HY-XHYH	6/2/2021	410 016 531 10 31 01	SW-Office Supplies	Wireless Keyboard/Mouse	\$124.81
1JYR-H7JG-HXG3	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Lockout Tagout Kit - Credit	(\$52.68)
1JYR-H7JG-HXG3	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Lockout Tagout Kit - Credit	(\$52.68)
1JYR-H7JG-HXG3	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Lockout Tagout Kit - Credit	(\$52.68)
1KCQ-WH1T-373Y	6/2/2021	410 016 531 10 31 01	SW-Office Supplies	Banker Boxes	\$150.36
1KL6-4H14-WWH4	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Lockout Tagout Kit - Credit	\$52.68
1KL6-4H14-WWH4	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Lockout Tagout Kit - Credit	\$52.68
1KL6-4H14-WWH4	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Lockout Tagout Kit - Credit	\$52.68
1MRR-RCWV-DV9W	6/2/2021	001 006 518 80 31 00	IT-Office Supplies	Moving/Packing Film	\$19.49
1R71-9RJW-K3MP	6/2/2021	001 004 514 23 31 00	FI-Office Supplies	Portable Monitor	\$244.15
1V77-Y1MX-JHHH	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Beaver Lure/Bait Making/Fish Scale	\$109.28

1W7G-MR7H-G3X3	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Syringes/Knotweed Injectors	\$166.30
1YGJ-WHVQ-1M63	6/2/2021	001 008 521 50 30 00	LE-Facilities Supplies	Flagpole Cylinder Lock Box	\$95.91
					\$1,921.29

Vendor: Artisan Finishing Systems Inc

Check Number: 53267

Invoice No	Check Date	Account Number	Account Name	Description	Amount
50173	6/2/2021	001 007 558 70 31 00	PL - Citywide Beautification	Paint High Durability	\$976.05
					\$976.05

Vendor: Barrett

Check Number: 53268

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2509	6/2/2021	411 016 594 31 60 07	Wier Replacement Scope Design	Debris Removal - Outfall	\$4,875.00
2615	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Debris Removal - Decant Clean Up	\$1,530.00
2640	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Debris Removal - Food Bank Clean Up	\$375.00
					\$6,780.00

Vendor: Bud Clary Ford Hyundai

Check Number: 53255

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3-M572 K894	5/21/2021	003 007 594 58 63 00	Permit Capital	2021 Ford Escape PO #1813	\$27,318.15
3-M573 K895	5/21/2021	003 007 594 58 63 00	Permit Capital	2021 Ford Escape PO #1813	\$27,318.15
					\$54,636.30

Vendor: Calliope Consulting LLC

Check Number: 53269

Invoice No	Check Date	Account Number	Account Name	Description	Amount
165	6/2/2021	001 007 558 50 41 00	PL-Professional Servic	City Wide Lean Training	\$333.33
165	6/2/2021	001 001 513 10 49 00	Executive - Miscellaneous	City Wide Lean Training	\$333.33
165	6/2/2021	001 013 518 20 41 00	GG-Professional Service	City Wide Lean Training	\$83.33
165	6/2/2021	001 010 576 80 41 00	PK-Professional Services	City Wide Lean Training	\$83.33
165	6/2/2021	001 004 514 23 41 00	FI-Professional Service	City Wide Lean Training	\$63.33
165	6/2/2021	101 016 542 30 41 02	ST-Professional Service	City Wide Lean Training	\$213.33
165	6/2/2021	001 003 514 20 41 00	CC-Professional Services	City Wide Lean Training	\$190.00
165	6/2/2021	001 008 521 20 41 00	LE-Professional Services	City Wide Lean Training	\$666.67
165	6/2/2021	001 006 518 80 41 00	IT-Professional Services	City Wide Lean Training	\$256.67
165	6/2/2021	410 016 531 10 41 01	SW-Professional Services	City Wide Lean Training	\$196.68
165	6/2/2021	001 005 518 10 41 00	HR-Professional Services	City Wide Lean Training	\$246.67
165	6/2/2021	001 007 559 30 41 00	PB-Professional Srv	City Wide Lean Training	\$333.33
					\$3,000.00

Vendor: Canon Financial Services Inc

Check Number: 53270

Invoice No	Check Date	Account Number	Account Name	Description	Amount
26697334	6/2/2021	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Repair & Maintenance CH	\$285.26
26726730	6/2/2021	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$17.07
26726730	6/2/2021	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$17.08
					\$319.41

Vendor: Central Welding Supply Co Inc

Check Number: 53271

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EV292133	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Hose/Cylinder/Bushing Outlet/Outfit	\$898.28 \$898.28

Vendor: Chicago Title Company of Washington

Check Number: 53272

Invoice No	Check Date	Account Number	Account Name	Description	Amount
500121072-1	6/2/2021	001 007 558 50 41 00	PL-Professional Servic	Title Report for Cedarwood Tract	\$384.30 \$384.30

Vendor: Chinook Lumber Inc

Check Number: 53273

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1743121	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Lumber	\$482.94
1743504	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	HardiPanel/Hardi Lapsiding	\$1,248.97
1745460	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Lumber/Fasteners/Concrete Mix	\$1,552.16 \$3,284.07

Vendor: Cintas Loc 460

Check Number: 53274

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4084258201	6/2/2021	410 016 531 10 41 01	SW-Professional Services	PW Uniform Service	\$99.84
4084258201	6/2/2021	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	\$99.83
4084258201	6/2/2021	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	\$99.83
4084773738	6/2/2021	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	\$99.83
4084773738	6/2/2021	410 016 531 10 41 01	SW-Professional Services	PW Uniform Service	\$99.84
4084773738	6/2/2021	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	\$99.83
4085446519	6/2/2021	101 016 542 30 41 02	ST-Professional Service	PW Uniform Service	\$117.85
4085446519	6/2/2021	001 010 576 80 41 00	PK-Professional Services	PW Uniform Service	\$117.85
4085446519	6/2/2021	410 016 531 10 41 01	SW-Professional Services	PW Uniform Service	\$117.85 \$952.55

Vendor: City of Everett

Check Number: 53275

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I21002609	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Fecal Coliform Analysis	\$165.00 \$165.00

Vendor: Code Publishing Co Inc

Check Number: 53276

Invoice No	Check Date	Account Number	Account Name	Description	Amount
69730	6/2/2021	001 003 514 20 41 00	CC-Professional Services	Muni Code Update Ord 1112-1116	\$168.30 \$168.30

Vendor: Comcast

Check Number: 53277

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0521 COMCAST	6/2/2021	001 010 576 80 42 00	PK-Communication	Internet Services - 20 S Davies Rd	\$499.96 \$499.96

Vendor: David Evans and Associates Inc

Check Number: 53278

Invoice No	Check Date	Account Number	Account Name	Description	Amount
487867	6/2/2021	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Callow Green Preliminary SW Review	\$455.00
487868	6/2/2021	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - City Limits Legal Description	\$1,734.80
487869	6/2/2021	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Mountain Crest Final Plat	\$6,861.40
487870	6/2/2021	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Weinberg Short Plat	\$1,294.40
487926	6/2/2021	001 007 558 50 41 04	Permit Related Professional Sr	Engineering Services - Hartford Industrial	\$2,974.80
					\$13,320.40

Vendor: Davido Consulting Group Inc

Check Number: 53279

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0036425	6/2/2021	411 016 594 31 60 07	Wier Replacement Scope Design	Outlet Strategic Planning Engineering Services	\$31,658.50
					\$31,658.50

Vendor: Dept of Commerce

Check Number: 53280

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PWTF-181167	6/2/2021	401 070 592 35 83 02	PWTF 2006 - Interest	PWTF LOAN # PW-06-962-020 - Interest	\$12,286.18
PWTF-181167	6/2/2021	401 070 591 35 71 02	PWTF 2006 - Principal	PWTF LOAN # PW-06-962-020 - Principal	\$409,539.48
					\$421,825.66

Vendor: Dept of Commerce

Check Number: 53281

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PWTF-330584	6/2/2021	401 070 591 35 71 03	PWTF 2008 - Principal	PWTF LOAN # PC08-951-023 - Principal	\$301,734.45
PWTF-330584	6/2/2021	401 070 592 35 83 03	PWTF 2008 - Interest	PWTF LOAN # PC08-951-023 - Interest	\$27,156.10
					\$328,890.55

Vendor: Dept of Commerce

Check Number: 53282

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PWTF-81244	6/2/2021	401 070 592 35 83 00	PWTF 2002 - Interest	PWTF Loan #PW-02-691-029 - Interest	\$856.91
PWTF-81244	6/2/2021	401 070 591 35 71 00	PWTF 2002 - Principal	PWTF Loan #PW-02-691-029 - Principal	\$85,691.18
					\$86,548.09

Vendor: Dept of Commerce

Check Number: 53283

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PWTF-98983	6/2/2021	401 070 592 35 83 01	PWTF 2005 - Interest	PWTF LOAN # PW-05-691-PRE-137 - Interest	\$5,263.16
PWTF-98983	6/2/2021	401 070 591 35 71 01	PWTF 2005 - Principal	PWTF LOAN # PW-05-691-PRE-137 - Principal	\$52,631.58
					\$57,894.74

Vendor: Dept of Licensing

Check Number: 53284

Invoice No	Check Date	Account Number	Account Name	Description	Amount
051521 DOL	6/2/2021	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/02/21 thru 05/15/21	\$474.00
052221 DOL	6/2/2021	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 05/16/21 thru 05/22/21	\$90.00
					\$564.00

Vendor: Dept of Retirement (Deferred Comp)

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	6/2/2021	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,550.00 \$2,550.00

Vendor: Dept of Retirement PERS LEOFF

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	6/2/2021	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$65,131.80
052521S	6/2/2021	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions State	\$191.22 \$65,323.02

Vendor: Dicks Towing Inc

Check Number: 53285

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18159263	6/2/2021	001 008 521 20 41 00	LE-Professional Services	Evidence Towing	\$126.27 \$126.27

Vendor: Dunlap Industrial Hardware

Check Number: 53286

Invoice No	Check Date	Account Number	Account Name	Description	Amount
338652-1	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Magnetic Floor Sweeper	\$209.61 \$209.61

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	6/2/2021	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$100,236.28 \$100,236.28

Vendor: Electronic Business Machines

Check Number: 53287

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR192195	6/2/2021	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$78.62
AR192195	6/2/2021	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$78.63
AR192195	6/2/2021	001 007 559 30 48 00	PB-Repair & Maintenance	Copier Repair & Maintenance PB	\$78.62
AR192195	6/2/2021	001 007 558 50 48 00	PL-Repairs & Maint.	Copier Repair & Maintenance PL	\$78.62
AR192666	6/2/2021	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Copier Repair & Maintenance PD	\$68.22 \$382.71

Vendor: Everett Steel Inc

Check Number: 53288

Invoice No	Check Date	Account Number	Account Name	Description	Amount
329455	6/2/2021	001 007 558 70 31 00	PL - Citywide Beautification	Alum Rect Tube	\$817.90 \$817.90

Vendor: Evergreen Safety Council

Check Number: 53289

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV11194	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Confined Space Course 10 Students - PW	\$573.64

INV11194	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Confined Space Course 10 Students - PW	\$573.64
INV11194	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Confined Space Course 10 Students - PW	\$573.64
					\$1,720.92

Vendor: Fastenal Company

Check Number: 53290

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WAARN148817	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Split Point Extension Drill	\$7.96
					\$7.96

Vendor: Feldman and Lee

Check Number: 53291

Invoice No	Check Date	Account Number	Account Name	Description	Amount
05-2021 FELDMAN	6/2/2021	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 05-2021	\$10,000.00
					\$10,000.00

Vendor: Fisheries Supply Company

Check Number: 53292

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5681472	6/2/2021	302 010 594 76 61 09	PM - Davies Beach	Aluminum Cleat Weld On - Davies Beach	\$561.96
					\$561.96

Vendor: Florida State Disbursement Unit

Check Number: 53258

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200000082DR34	5/24/2021	001 000 284 00 00 00	Payroll Liability Other	200000082DR34 Child Support 5/25/21	\$177.57
					\$177.57

Vendor: Glass By Lund Inc

Check Number: 53293

Invoice No	Check Date	Account Number	Account Name	Description	Amount
66458	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Insulated Glass Installed Lundeen Park Bathroom/Concessions	\$335.72
66488	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Skylite	\$327.00
66488	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Skylite	\$327.00
66488	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Skylite	\$327.00
					\$1,316.72

Vendor: Glens Welding & Machine Inc

Check Number: 53294

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11172	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Belts for Walk Behind Asphalt Saw	\$127.51
S12663	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Filters/Spark Plugs/Oil	\$148.52
					\$276.03

Vendor: Grainger

Check Number: 53295

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9902391995	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Cutting Oil	\$31.87
9902391995	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Cutting Oil	\$31.87
9902391995	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Cutting Oil	\$31.87
9914369286	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Spill Trays	\$846.82
					\$942.43

Vendor: Granite Construction Supply

Check Number: 53296

Invoice No	Check Date	Account Number	Account Name	Description	Amount
90251	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Rental Road Closed to Thru Traffic	\$9.88
91045	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Rubber Parking Stop/Wheel Spike	\$2,058.75
					\$2,068.63

Vendor: Green Dot Concrete LLC

Check Number: 53297

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5257	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Concrete	\$245.00
					\$245.00

Vendor: Greenshields Industrial Supply Inc

Check Number: 53298

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105513	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Cam & Groove Aluminum Fitting/Bushings	\$72.19
105514	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Decked Pull Out System	\$714.14
105514	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Decked Pull Out System	\$714.15
					\$1,500.48

Vendor: HDR Engineering Inc

Check Number: 53299

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1200347043	6/2/2021	304 016 595 60 60 05	Trestle/HOV Lane	Engineering Services - 20th Street BAT Lane Impr	\$19,224.69
1200351073	6/2/2021	304 016 595 60 60 05	Trestle/HOV Lane	Engineering Services - 20th Street BAT Lane Impr	\$1,282.82
					\$20,507.51

Vendor: Home Depot

Check Number: 53300

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1010857	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Extension Tubes/Wet Dry Vac	\$112.71
1010959	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Plywood	\$568.17
1092831	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Fct Supply Line/Trap/Toilet	(\$25.69)
11122	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	PVC Cement/Redi-Vent Adaptor/Wipes	\$39.09
15229	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Flex Seal/Wipes/DynaFlex	\$52.31
2010739	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Faucet/Toilet Paper Holder/Toilet	\$319.09
2010791	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Wall Mount Sink/Trap	\$52.24
6015733	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Knife/Chalk/Tape Measure/Pro Organizer/Tool Box	\$474.93
6015738	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Padlocks	\$22.87
6015834	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Flat Corner Braces	\$139.25
					\$1,754.97

Vendor: Honey Bucket

Check Number: 53301

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0552018534	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	\$218.50
0552065879	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	\$142.50
0552086146	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	\$156.75

0552102704	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	\$330.89
0552110844	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Lundeen Park	\$334.15
0552114973	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Callow Rd	\$142.50
0552114974	6/2/2021	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Cir W	\$218.50
					\$1,543.79

Vendor: Horizon Distributors Inc

Check Number: 53302

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M111288	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	PVC Elbows/Coupling/Pipe	\$89.68
					\$89.68

Vendor: HSA Bank

Check Number: 53259

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	5/24/2021	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	\$337.50
					\$337.50

Vendor: HW Lochner Inc

Check Number: 53303

Invoice No	Check Date	Account Number	Account Name	Description	Amount
000017878-7	6/2/2021	304 016 594 31 63 00	17005 - 24th St SE & 91st Ave	24th St SE/91st Ave SE Construction Admin	\$72,956.43
					\$72,956.43

Vendor: ICONIX Waterworks US Inc

Check Number: 53304

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U2116022408	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Single Net Straw Wattle	\$76.88
					\$76.88

Vendor: Industrial Bolt & Supply Inc

Check Number: 53305

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7544573-2	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Galvanized Clamp	\$16.19
755751-1	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Driver Bits/Bit Holder/Fuse Holder/Couplers	\$255.55
					\$271.74

Vendor: J Thayer Company Inc

Check Number: 53306

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1524862-0	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Soap/Tape/Recycle Container/Paper/Scissors	\$107.53
1526264-0	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Clipboard/Headset/Soup/Batteries	\$65.36
1527625-0	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Paper/Batteries	\$228.06
					\$400.95

Vendor: Jewell

Check Number: 53307

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052621 JEWELL	6/2/2021	001 008 518 61 40 00	LE - Judgments & Settlements	Settlement Agreement	\$47,679.20
					\$47,679.20

Vendor: Jones

Check Number: 53308

Invoice No	Check Date	Account Number	Account Name	Description	Amount
28840	6/2/2021	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Windshield Repair 2021 Ford Explorer	\$65.40 \$65.40

Vendor: Kosnik Engineering

Check Number: 53309

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1 GRIMM HOUSE	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Grimm House Foundation Engineering	\$1,500.00 \$1,500.00

Vendor: Krazan & Associates Inc

Check Number: 53310

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I617976-26402	6/2/2021	411 016 594 31 60 00	Decant Facility Project	Engineering Services - Hartford Decant Facility	\$405.00 \$405.00

Vendor: Lake Stevens Chamber of Commerce

Check Number: 53311

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0621 CHAMBER	6/2/2021	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC 06-2021	\$1,500.00 \$1,500.00

Vendor: Lake Stevens Police Guild

Check Number: 53260

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	5/24/2021	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,086.75 \$1,086.75

Vendor: Lake Stevens Sewer District

Check Number: 53263

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6294.04 0421	5/24/2021	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Building Acct 6294-04	\$86.00
6294.04 0521	5/24/2021	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Building Acct 6294-04	\$95.17 \$181.17

Vendor: Lake Stevens Sewer District

Check Number: 53312

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20210526	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Modification Permit 1804 Main St (Museum)	\$125.00
20210526	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Capping Permit 1709 123rd Dr NE (Butler House)	\$125.00 \$250.00

Vendor: Lakeside Industries Inc

Check Number: 53313

Invoice No	Check Date	Account Number	Account Name	Description	Amount
156014	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Pallet of Pot Hole Mix	\$933.04 \$933.04

Vendor: Land Development Consultants Inc

Check Number: 53314

Invoice No	Check Date	Account Number	Account Name	Description	Amount
23570	6/2/2021	302 010 594 76 61 01	PM - North Cove Capital	North Cove Park Plaza Design - Phase II	\$347.50
23590	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Festival Street Design	\$18,940.45
					\$19,287.95

Vendor: LN Curtis & Sons

Check Number: 53315

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV491019	6/2/2021	001 008 521 20 31 01	LE-Fixed Minor Equipment	Softshell Jacket/TacShell Jacket/Police Patch - Summers	\$449.46
					\$449.46

Vendor: McAuliffes Valley Nursery

Check Number: 53316

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1-11454	6/2/2021	302 010 576 90 31 00	Tree Replacement Expenditures	Trees	\$1,875.72
					\$1,875.72

Vendor: McLoughlin & Eardley Group Inc

Check Number: 53317

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0256401	6/2/2021	520 008 594 21 63 00	Vehicles - Capital Equip	Lightbar Mount Kit/Spot Lights/Microphone New PD Vehicle	\$4,384.34
					\$4,384.34

Vendor: Millerstoultime

Check Number: 53318

Invoice No	Check Date	Account Number	Account Name	Description	Amount
05252135033	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Wrench Strap	\$77.66
					\$77.66

Vendor: Nationwide Retirement Solution

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	6/2/2021	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,943.36
					\$3,943.36

Vendor: NMC Franchising LLC

Check Number: 53319

Invoice No	Check Date	Account Number	Account Name	Description	Amount
169164	6/2/2021	001 008 521 50 48 00	LE-Facility Repair & Maint	Janitorial Services - Police Dept	\$1,257.00
169164	6/2/2021	001 007 558 50 41 00	PL-Professional Servic	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	001 012 575 50 41 00	CS- Pavillion - Janitorial	Janitorial Services - The Mill	\$183.00
169164	6/2/2021	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	001 013 518 20 47 02	GG-Utilities for Rentals	Janitorial Services - 1819 S Lake Stevens Rd	\$160.00
169164	6/2/2021	101 016 542 30 41 02	ST-Professional Service	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	410 016 531 10 41 01	SW-Professional Services	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	001 010 576 80 41 00	PK-Professional Services	Janitorial Services - City Hall	\$55.50
169164	6/2/2021	001 013 518 20 41 00	GG-Professional Service	Janitorial Services - VIC	\$155.00
					\$2,088.00

Vendor: O Reilly Auto Parts

Check Number: 53320

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-259458	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Battery	\$66.86
2960-262263	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Filters	\$110.22
2960-262280	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Copper Plug	\$9.16
2960-262301	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Filter Wrench	\$8.16
2960-263575	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Multi-Function Switch	\$86.39
2960-263734	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Steering Wheel Puller Set	\$19.61
					\$300.40

Vendor: Ogden Murphy Wallace PLLC

Check Number: 53321

Invoice No	Check Date	Account Number	Account Name	Description	Amount
850504	6/2/2021	001 011 515 41 41 01	Ext Consult - PRA	Legal Services 04-2021 PPR	\$189.00
850504	6/2/2021	401 070 515 41 41 00	SE - Legal Services	Legal Services 04-2021 Sewer	\$2,062.50
850504	6/2/2021	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2021	\$7,432.50
850504	6/2/2021	401 070 515 45 41 00	SE - Legal Litigation	Legal Services 04-2021 Sewer	\$27,600.00
850504	6/2/2021	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 04-2021 Costco Development Agmt	\$552.00
					\$37,836.00

Vendor: Pacific Power Batteries

Check Number: 53322

Invoice No	Check Date	Account Number	Account Name	Description	Amount
720553	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Battery Core Charge	\$100.20
					\$100.20

Vendor: Pape Material Handling Inc

Check Number: 53323

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12667421	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Filters	\$54.98
12749000	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Filters	\$72.53
					\$127.51

Vendor: Pavement Markings Inc

Check Number: 53324

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2346	6/2/2021	306 000 594 21 60 00	Police Dept Project Account	Parking Lot Painting - Library Grade Rd	\$3,760.50
					\$3,760.50

Vendor: Petersen Brothers Inc

Check Number: 53325

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1716610	6/2/2021	101 016 542 64 48 01	ST-Traf Control - Guardrail	Guardrail Repairs	\$9,462.17
					\$9,462.17

Vendor: Powerplan

Check Number: 53326

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12740103	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Sensor PW31	\$107.24
					\$107.24

Vendor: Puget Sound Energy

Check Number: 53327

Invoice No	Check Date	Account Number	Account Name	Description	Amount
22339471 0521	6/2/2021	001 012 575 50 47 00	CS- Pavillion - Utilities	Natural Gas - The Mill	\$272.14
24316495 0521	6/2/2021	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$98.72
24316495 0521	6/2/2021	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$98.72
24316495 0521	6/2/2021	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$98.73
24770236 0521	6/2/2021	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - 10518 18th St SE	\$76.88
3723810 0521	6/2/2021	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - 12301 N Lakeshore Dr	\$104.87
					\$750.06

Vendor: Purchase Power

Check Number: 53328

Invoice No	Check Date	Account Number	Account Name	Description	Amount
01831977 0521	6/2/2021	001 007 558 50 42 00	PL-Communication	Postage	\$131.54
01831977 0521	6/2/2021	101 016 543 30 42 00	ST-Communications	Postage	\$3.30
01831977 0521	6/2/2021	001 008 521 20 42 00	LE-Communication	Postage	\$0.55
01831977 0521	6/2/2021	001 013 518 20 42 00	GG-Communication	Postage	\$161.31
01831977 0521	6/2/2021	410 016 531 10 42 00	SW-Communications	Postage	\$3.30
					\$300.00

Vendor: Quadient Finance USA Inc

Check Number: 53329

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80346335 0521	6/2/2021	001 008 521 20 42 00	LE-Communication	Postage Machine Equipment Rental	\$221.42
					\$221.42

Vendor: Quilceda Paving & Construction Inc

Check Number: 53330

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7113	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Museum Paving 12301 N Lakeshore Dr	\$7,364.86
7114	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Boathouse Approach/Trench Patch 12308 17th Pl NE	\$2,479.48

Vendor: Republic Services 197

Check Number: 53331

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002784932	6/2/2021	001 010 576 80 45 01	PK- Dumpster Service	Waste/Recycle Containers On-Call PW Shop	\$267.12
0197-002784932	6/2/2021	101 016 542 30 45 01	ST-Dumpster Service	Waste/Recycle Containers On-Call PW Shop	\$267.12
0197-002784932	6/2/2021	410 016 531 10 45 00	SW-Dumpster Service	Waste/Recycle Containers On-Call PW Shop	\$267.12

Vendor: Rexel USA Inc

Check Number: 53332

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1025380	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	PVC Cap/Bracket/Conduit/Insulator/PVC Cement	\$141.28
1032957	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Sealing Locknut	\$3.87
1036063	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Conduit/Caps/Bolts	\$71.39
1053730	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Photovoltaic Fast Acting Fuse/Multi-Tap Connector	\$247.14
1P64851	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Lighting/Dewalt Lithium Ion Battery/Knee Guard	\$376.75

\$840.43

Vendor: Right On Heating & Sheet Metal Inc

Check Number: 53333

Invoice No	Check Date	Account Number	Account Name	Description	Amount
27462	6/2/2021	001 008 521 50 48 00	LE-Facility Repair & Maint	Service Call Repair/Correct Wiring - PD	\$4,448.29
					\$4,448.29

Vendor: Sherwin-Williams Co

Check Number: 53334

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7746-6	6/2/2021	001 013 518 20 31 00	GG-Operating Costs	Paint	\$66.56
7871-2	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Paint	\$44.90
					\$111.46

Vendor: Six Robblees Inc

Check Number: 53335

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-413953	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Anti-Rattle Clam/Removable Disc Foot	\$55.67
					\$55.67

Vendor: Smernis Enterprises

Check Number: 53336

Invoice No	Check Date	Account Number	Account Name	Description	Amount
52057	6/2/2021	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Headlight/Turn Signal Repairs	\$2,028.89
					\$2,028.89

Vendor: Snohomish Co-Op Inc

Check Number: 53337

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3019771	6/2/2021	001 010 576 80 32 00	PK-Fuel Costs	Fuel	\$21.89
3019771	6/2/2021	410 016 531 10 32 00	SW-Fuel	Fuel	\$21.88

\$43.77

Vendor: Snohomish County Auditor

Check Number: 53338

Invoice No	Check Date	Account Number	Account Name	Description	Amount
050421 SNOCO 2	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Addtl Recording Fees Boundary Line Adjust NC Phase II	\$68.50
					\$68.50

Vendor: Snohomish County Human Services Dept

Check Number: 53339

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000555680	6/2/2021	001 013 566 00 41 00	GG - Liquor Tax to SnoCo	Q1 2021 Liquor Excise Taxes	\$2,606.56
					\$2,606.56

Vendor: Snohomish County Public Works Solid Waste

Check Number: 53340

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21187	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Latex Paint Disposal	\$27.34
21187	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Latex Paint Disposal	\$27.33
21187	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Latex Paint Disposal	\$27.33

\$82.00

Vendor: Snohomish County PUD

Check Number: 53341

Invoice No	Check Date	Account Number	Account Name	Description	Amount
100513872	6/2/2021	001 008 521 50 47 00	LE-Facility Utilities	204719082 New PD Station Water/Electric	\$1,357.18
100516213	6/2/2021	001 010 576 80 47 00	PK-Utilities	200493443 Catherine Creek Park Electric	\$18.32
105566163	6/2/2021	001 010 576 80 47 00	PK-Utilities	201487055 2424 Soper Hill Mobile Water/Electric	\$103.47
105571291	6/2/2021	001 010 576 80 47 00	PK-Utilities	222625881 8801 Froniter Cir W Water	\$62.46
105573837	6/2/2021	001 008 521 50 47 00	LE-Facility Utilities	203033030 Grade Rd Electric/Water	\$427.44
108871204	6/2/2021	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	\$56.28
108873391	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	\$43.10
118767304	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	\$46.05
118772204	6/2/2021	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	\$17.74
118772204	6/2/2021	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	\$208.62
118772204	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	\$27.28
118772204	6/2/2021	001 013 518 20 47 00	GG-Utilities	200206019 Library Water	\$176.79
118772204	6/2/2021	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	\$96.98
118772204	6/2/2021	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	\$63.65
118772204	6/2/2021	001 012 572 20 47 00	CS- Library-Utilities	200206019 Library Electric	\$415.40
118772204	6/2/2021	001 012 575 50 47 00	CS- Pavillion - Utilities	200206019 The Mill Electric	\$426.51
118772204	6/2/2021	001 012 575 50 47 00	CS- Pavillion - Utilities	200206019 The Mill Water	\$122.76
118772204	6/2/2021	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	\$250.58
118772204	6/2/2021	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	\$213.05
122086811	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$72.73
122093186	6/2/2021	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	\$59.66
122093186	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	\$77.48
125409431	6/2/2021	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park Electric	\$17.17
131988010	6/2/2021	001 010 576 80 47 00	PK-Utilities	222942633 North Cove Park Playground Electric	\$61.12
131993213	6/2/2021	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	\$69.78
131994742	6/2/2021	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$59.90
131994742	6/2/2021	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$59.89
131994742	6/2/2021	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$59.88
135303553	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal 8718 17th St NE	\$34.65
135303553	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Street Lights 8533 15th St NE	\$19.46
138505054	6/2/2021	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Electric/Water	\$110.10
138506052	6/2/2021	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	\$24.36
145150375	6/2/2021	001 010 576 80 47 00	PK-Utilities	222205049 Nourse Park Electric	\$21.94
148441262	6/2/2021	001 012 575 51 47 00	CS- Grimm House Utilities	222484701 Grimm House Electric	\$106.25
148443826	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$40.98
161348083	6/2/2021	001 013 518 20 47 02	GG-Utilities for Rentals	222450314 - 1819 S Lake Stevens Rd Commercial	\$643.58
161351723	6/2/2021	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	\$193.11
161351723	6/2/2021	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	\$193.12
161351723	6/2/2021	410 016 531 10 47 00	SW-Utilities	203599006 City Shop Electric/Water	\$193.12
161355198	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	203728159 Traffic Signal	\$58.45
164561641	6/2/2021	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$43.57
					\$6,353.96

Vendor: Snohomish County Sheriffs Office

Check Number: 53342

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2021-6799	6/2/2021	001 008 523 60 41 00	LE-Jail	Jail Services Medical 04-2021	\$5,075.04 \$5,075.04

Vendor: Sound Equipment Rental & Sales

Check Number: 53343

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19850	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Track Loader Rental	\$337.90
19878	6/2/2021	001 010 576 80 41 01	PK -Professional Tree Srv	Track Loader Rental	\$1,790.95 \$2,128.85

Vendor: Sound Publishing Inc

Check Number: 53344

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH926019	6/2/2021	001 007 558 50 41 03	PL-Advertising	LUA2021-0333 SEPA Fleixible Thresholds for Minor New Construction	\$109.20
EDH926937	6/2/2021	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2021-0059 Sherwood Unit Lot Subdivision Final Plat	\$58.80
EDH927312	6/2/2021	001 013 518 30 41 01	GG-Advertising	Ordinance 1112	\$37.80
EDH927313	6/2/2021	001 013 518 30 41 01	GG-Advertising	Ordinance 1118	\$30.80
EDH927518	6/2/2021	001 013 518 30 41 01	GG-Advertising	CC Workshop Cancellation 05/18/2021	\$18.20
EDH927717	6/2/2021	001 007 558 50 31 02	PL-Permit Related Op. Costs	LUA2020-0191 North Village Townhouses	\$102.20 \$357.00

Vendor: Sound Safety Products Co Inc

Check Number: 53345

Invoice No	Check Date	Account Number	Account Name	Description	Amount
410550/1	6/2/2021	410 016 531 10 26 00	SW Clothing-Boot Allowance	Boots - MacDonald	\$286.02
410556/1	6/2/2021	410 016 531 10 26 00	SW Clothing-Boot Allowance	Boots - Nedrow	\$290.95 \$576.97

Vendor: Sound Security Inc

Check Number: 53346

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1012950	6/2/2021	001 012 575 50 47 00	CS- Pavillion - Utilities	Fire & Security Monitoring The Mill	\$392.52
1012950	6/2/2021	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH	\$563.52 \$956.04

Vendor: Steuber Distributing Co

Check Number: 53347

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2906527	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	PVC Parts	\$34.29 \$34.29

Vendor: Stowe

Check Number: 53348

Invoice No	Check Date	Account Number	Account Name	Description	Amount
007 CITY CIVIC	6/2/2021	303 013 594 18 60 01	Civic Center	Civic Center Consultant Services 04-2021	\$13,963.35 \$13,963.35

Vendor: Tacoma Screw Products Inc

Check Number: 53349

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18306675	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Dewalt Screw-Bolt Drill Bits	\$126.59
18306676	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Steel Wedge Anchors/Screw Shields/Screws/Bits	\$269.76
18309833	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Hose Clamps	\$56.49
18309833	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Hose Clamps	\$56.48
18309833	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Hose Clamps	\$56.48
18310511	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Gloves	\$156.27
					\$722.07

Vendor: The Riley Group Inc

Check Number: 53350

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21472	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Asbestos Survey 1709 123rd Dr NE/1804 Main St	\$4,417.00
					\$4,417.00

Vendor: Thomco Aggregate LLC

Check Number: 53351

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3043	6/2/2021	302 010 594 76 61 12	PM - North Cove Phase 3	Asphalt	\$132.45
					\$132.45

Vendor: Tom Astrof Construction Inc

Check Number: 53352

Invoice No	Check Date	Account Number	Account Name	Description	Amount
210511-0956	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Bar Steel	\$95.59
					\$95.59

Vendor: ULINE

Check Number: 53353

Invoice No	Check Date	Account Number	Account Name	Description	Amount
133595604	6/2/2021	001 010 576 80 31 00	PK-Operating Costs	Boxes	\$218.45
					\$218.45

Vendor: UPS

Check Number: 53354

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42201	6/2/2021	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$31.78
					\$31.78

Vendor: Vantagepoint Transfer Agents - 108991

Check Number: 53261

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	5/24/2021	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$412.35
					\$412.35

Vendor: Vantagepoint Transfer Agents - 307428

Check Number: 53262

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	5/24/2021	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$2,584.18
					\$2,584.18

Vendor: Verizon Northwest

Check Number: 53355

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9880425482	6/2/2021	001 008 521 20 42 00	LE-Communication	Wireless Phone Service PD	\$2,743.02 \$2,743.02

Vendor: Washington State Criminal Justice

Check Number: 53356

Invoice No	Check Date	Account Number	Account Name	Description	Amount
201135195	6/2/2021	001 008 521 40 49 01	LE-Registration Fees	Registration - Collision Investigation Basic - Irwin	\$100.00 \$100.00

Vendor: Washington State Dept of Ecology

Check Number: 53357

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RS-000000156	6/2/2021	410 016 531 10 41 08	SW-DOE Annual Permit	Annual Stormwater Action Monitoring Program	\$14,845.00 \$14,845.00

Vendor: Washington State Support Registry

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
052521	6/2/2021	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$544.50 \$544.50

Vendor: Weed Graafstra & Associates Inc

Check Number: 53358

Invoice No	Check Date	Account Number	Account Name	Description	Amount
163	6/2/2021	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services	\$30.00 \$30.00

Vendor: Weeks & Weeks Inc

Check Number: 53359

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19465	6/2/2021	410 016 531 10 31 02	SW-Operating Costs	Towing Services	\$421.45 \$421.45

Vendor: Western Systems Inc

Check Number: 53360

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000047103	6/2/2021	101 016 544 90 31 02	ST-Operating Cost	Solar Engine/Beavon Mounting Kit/Traffic Sign	\$10,294.55 \$10,294.55

Vendor: WM Corporate Services Inc

Check Number: 53361

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0864114-4968-8	6/2/2021	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Rental - Clean Up Old Decant	\$3,078.75 \$3,078.75

Vendor: Wynne and Sons Inc

Check Number: 53362

Invoice No	Check Date	Account Number	Account Name	Description	Amount
68688	6/2/2021	001 007 559 30 31 00	PB-Office Supplies	Business Cards - Yarkut	\$72.19
68726	6/2/2021	001 007 559 30 31 00	PB-Office Supplies	Business Cards - Ewijk	\$72.19

68769	6/2/2021	001 004 514 23 31 00	FI-Office Supplies	Regular Envelopes 500	\$129.39
					\$273.77

Vendor: YSI Inc

Check Number: 53363

Invoice No	Check Date	Account Number	Account Name	Description	Amount
869045	6/2/2021	410 016 531 50 31 16	DOE - Capacity Exp 17-19	Water Tester/Sampler	\$10,122.69
					\$10,122.69

Vendor: Zachor and Thomas Inc PS

Check Number: 53364

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21-LKS0005	6/2/2021	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services 05-2021	\$13,287.00
					\$13,287.00

CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES
Tuesday, May 25, 2021
By Remote Participation via Zoom

CALL TO ORDER: 6:00 p.m. by Mayor Brett Gailey

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

ELECTED OFFICIALS ABSENT: Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Anya Warrington, City Clerk Kelly Chelin, Senior Planner David Levitan and City Attorney Greg Rubstello

Call to Order:

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

Pledge of Allegiance:

Mayor Gailey led the Pledge of Allegiance.

Roll Call:

All Councilmembers were present except Councilmember Tageant.

MOTION. Councilmember Frederick made a motion, seconded by Councilmember Petershagen, to excuse Councilmember Tageant. The motion passed 6-0-0-1.

Approval of Agenda:

Mayor Gailey noted that there will be an Executive Session for potential litigation after the approval of the agenda. Also, Item G on the Action Items will be moved to Mayors Business. Councilmember Jorstad asked for a discussion on the DEIA Ordinance under Discussion Items.

MOTION. Councilmember Frederick made a motion, seconded by Councilmember Jorstad, to approve the agenda as modified. The motion passed 6-0-0-1.

Recess to Executive Session:

The meeting recessed to Executive Session at 6:06 p.m. to discuss Performance of a Public Employee and Potential Litigation for approximately 15 minutes. There will be no action.

Reconvene to Regular Session:

The meeting reconvened to Regular Session at 6:22 p.m.

Citizen Comments:

The following people spoke in favor of a DEIA Commission:

Stephanie Myer

Angela Weenink

Courtney Steep

Stephanie Ruiz-Steele

Joy Ratzel

Brenna Boggie

Lina DiFore-Muzzey

Elizabeth Coelho

Julia

Alyssa Miller

Lindsay Price

Tory Horsman

Brian Larson

Joseph Jensen

Kari

Tom Dould

Helen Taylor

Jessie (husband)

Jessica Wadhams

Doug

J.L.

Nina and Paul Hanson

Amy Tsao

Alex Weenink

Brad Johnson

Joyce Copley

Trevor Wadhams

Council Business:

Councilmember Frederick thanked everyone for getting their vaccines.

Councilmember Petershagen thanked the Police Department. He thanked Councilmember Daughtry and Mayor Gailey for helping to clean up graffiti in the City. He also stated that he is eager to get back to in person Council meetings.

Councilmember Dickinson also stated that she would like to get back to in person Council meetings. She also asked the Council for a moment of silence for George Floyd. The Council took a brief pause.

Councilmember Ewing thanked Rustic Cork for adopting one of the parks. He also thanked Jill Meis for all her work with the parks and the Police Department.

Councilmember Daughtry asked the Council to think about a retreat date in late August or early September.

Councilmember Jorstad read proclamation into the record for Pride Month for June, 2021.

Mayor Business:

Mayor Gailey thanked everyone who helped clean up the graffiti. He thanked City staff for all of their ongoing work. He also spoke to the Mayor's Community Advisory Council that he would like to implement. Materials were in the Council's packet for review. He urged the Council to support this.

Council engaged in a discussion. Mayor Gailey asked the Council to consider Community members that would like to be on this Council. An application to apply will be posted on the City's website.

Consent Agenda:

MOTION: Councilmember Ewing made a motion, seconded by Councilmember Frederick, to approve the consent agenda. The motion passed 6-0-0-1.

The consent agenda included the following:

- Vouchers
- Council Meeting Minutes of May 4, 2021
- Council Meeting Minutes of May 11, 2021
- Ordinance 1120 Amending Ordinance 1108 Recitals Only
- Professional Services Agreement with AquaTechnex LLC for Lake Management

The following item was pulled from the consent agenda for further discussion:

- SR9 & South Lake Stevens Roundabout Agreement with WSDOT

MOTION. Councilmember Frederick made a motion, Councilmember Dickinson seconded, to execute the SR9 & South Lake Stevens Roundabout Agreement with WSDOT. The motion passed 6-0-0-1.

Action Items:

Finance Department Reorganization

Finance Director Stevens discussed the recommendation to reclassify the vacant Senior Accountant position to an Accounting Manager and the establishment of a new Accountant position for Public Works projects. Council engaged in a discussion.

MOTION. Councilmember Ewing made a motion, seconded by Councilmember Jorstad, to authorize the reclassification of the vacant Senior Accountant position to Accounting Manager and to authorize the establishment of Accountant position for Public Works. The motion passed 6-0-0-1.

Discussion Items:

Added to tonight's agenda – DEIA Ordinance

Council and staff engaged in a discussion about the DEIA Ordinance prepared and submitted to Council by the BIPOC group. The Council engaged in a discussion. Mayor Gailey asked that we try the Community Advisory Council for a year and then reassess if need be.

Adjournment:

MOTION. Councilmember Petershagen made a motion, seconded by Councilmember Ewing, to adjourn the meeting. The motion passed 6-0-0-1. The meeting adjourned at 8:20 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: June 8, 2021

Subject: Run for your life event

Contact Person/Department:	Russ Wright, Comm. Dev. Director Jill Meis, Parks Planning and Development Coordinator	Budget Impact:	Waive rental fees / concession proceeds
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RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve request to waive rental and application fees for Run for Your Life Event and authorize the Mayor or designee to complete a concession contract for this event.

SUMMARY/BACKGROUND:

In February of this year, the City released a request for proposals for events, festivals, recreation programming and classes to activate our park space, bring opportunities for our residents and economic development to the community. The city received a proposal for an event to bring awareness to suicide prevention. The proposal includes a family fun run/walk race with three lengths (1 mile, 5k and 10k), mental health professionals, food, vendors and beer garden (sponsored by Meatheads) at North Cove Park. This group proposes to unite the community by bringing suicide awareness with a family event and bring these important mental health issues into the light and recognize those lost to mental illness within our community and invite a community celebration in hopes to destigmatize suicide. One of the members of the group has successfully run for 24 hours on the Centennial Trail in Lake Stevens to raise money for suicide awareness by sharing information on overcoming his own depression with the help of running as an outlet.

The proposal is consistent with the goals of economic development, fostering community pride and activating our public spaces. Staff has worked with the group on routes and logistical aspects of the event. The group is requesting relief from the permitting fees and the rental fees of the Mill as a partnership with the City. The group formed a non-profit and has proposed to use proceeds to give back to the Lake Stevens Community and help bring awareness and encourage discussion around mental health.

The group will pay for police services and public works services. They will manage the event on the day of and handle all registration, timing, chips and clean up. The group will enter a contract with Lake Stevens to remit funds based on vendor sales or other acceptable contract terms.

APPLICABLE CITY POLICIES: 10.03.170 Selling Refreshments, Merchandise or Services for Recreational Rentals

BUDGET IMPACT: Waiving permit and rental fees and collection of concession fees

ATTACHMENTS: N/A



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: June 8, 2021

Subject: Revised Facilities Use Agreement with Row Club

Contact Person/Department: Gene Brazel, City Administrator

Budget Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to sign the Revised Facilities Use Agreement with the Row Club

SUMMARY/BACKGROUND:

As part of the Downtown Plan Implementation, the Boathouse has been moved to its new location requiring an updated Facilities Lease Agreement. The new agreement includes all terms and conditions associated with the new location and expectations of both parties. Said conditions can be seen in the attached agreement.

At the May 11, 2021 meeting, Council approved the Facilities Use Agreement however since that meeting, Staff has made a few revisions to address and better clarify the utilities. Gary Atrim, President of the Row Club, has agreed to these changes in the agreement therefore staff is recommending that Council authorize the Mayor to sign the revised agreement.

ATTACHMENTS:

- Exhibit A – Facilities Use Agreement

FACILITIES USE AGREEMENT

Between the City of Lake Stevens and Lake Stevens Rowing Club

This Agreement is entered into by and between the City of Lake Stevens, Washington, a Municipal Corporation, hereinafter referred to as "the City," and the Lake Stevens Rowing Club, a Washington Non-profit Corporation, hereinafter referred to as "the Club."

WHEREAS, the City has determined the need to provide space for recreational opportunities for its citizens; and

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Purpose.** The purpose of this Agreement is to facilitate the move of the existing boathouse used by the Club to 12308 17th Place NE, recently purchased by the City and to establish terms and conditions regarding scheduling, use of facilities, maintenance, regattas, and other requirements necessary to provide a quality rowing program for the Lake Stevens community and the general public in the City of Lake Stevens.
2. **City Responsibility.** The City agrees to provide the following:
 - A. The City will be responsible for all required demolition and removal of the single-family residence located at 12308 17th Place NE, for all site preparation, permits for the existing boathouse move and relocation to 12308 17th Place NE, and for all associated costs therewith. City responsibility includes the relocation of utilities, reconnection cost(s), installation of building tiedowns to meet building standards, the pouring of building footings, internal slab, and installation of building tiedowns to meeting building standards.
 - B. Provide a site on City property for Club facilities as described on **Exhibit A** attached hereto and incorporated herein by this reference as if fully set forth.
 - C. The City recognizes that the floating rowing dock was a partnership purchase between the City and LSRC (33%) intended to facilitate the sport of rowing. The City will maintain the dock in its current configuration and size, and LSRC will assist the City in maintaining and keeping the dock clean and in good repair. The dock will not be exclusive for LSRC use, with the exception of regularly scheduled practices, and scheduled regattas, and will be made available to the general public as a non-motorized, oar & paddle launch & recovery dock, and is not intended as a swim platform, fishing pier, or to facilitate the boarding or mooring of powerboats. LSRC will be responsible for posting scheduled practice times on their website and will post a temporary sign at the foot of the dock, at each and every practice, notifying the public of said practice. The City will post a permanent sign at the foot of the dock, in a location that does not interfere with the moving of large racing shells (60'), notifying the public of its use restrictions. Any future changes to the dock will be agreed to by both parties in a working together relationship.
 - D. The Club will not have access to the rowing dock or the boat launch area when public access has been restricted by the City issuing a Park Use Permit for a special event.
- E. Assist the City by providing volunteer labor to perform wetland mitigation planting for onsite buffer restoration pursuant to shoreline substantial development permit approval and critical area study and buffer mitigation plan prepared by Wetland Resources dated January 25, 2021. City will provide all plants, plans, planting materials, and equipment to fulfill this restoration and assist as needed. Plantings will be completed within 90 days of the Club

receiving permission from the city to re-occupy the building.

E.F. The City will provide water and electric utilities to the Club. The Club is responsible for all other utilities including but not limited to Sewer.

3. **Club Responsibilities.** The Club agrees to provide at its own cost the following equipment and to perform the following services.

- A. With respect to the boathouse move to 12308 17th Place NE the Club shall be responsible for the moving of Club boats and equipment, any new building signage, and any landscaping or entry façade improvements approved by the City. The Club shall further be responsible for providing notice to Crew members about the pending move.
- B. Provide opportunities to row and other related services as necessary to offer a quality Rowing Program to the public and members of the Club and attempt to accommodate all interested rowers.
- C. Provide and maintain in good condition all necessary equipment for the Rowing Program.
- D. Provide and maintain in good condition a storage facility pursuant to this Agreement. Placement of the storage facility shall be approved by the City. The storage facility will remain the property of the Club during and after the Agreement has expired. The building will be removed, at the Club's expense, no later than 30 days after the expiration or termination of this agreement.
- E. Provide adequate adult supervision for all events, including, but not limited to, regattas.
- F. Comply at all times with all federal and state laws and regulations and local statutes, rules, and ordinances applicable to the use of the equipment and the performance of the services set forth in this Agreement, and the handling of any funds used in connection therewith.
- G. Once the Club has received permission from the City to occupy use the relocated boathouse at 12308 17th Place NE, the Club shall pay to the City a monthly sum of \$575.37 per month or \$6,904 per year the first four years of this agreement. The payment includes electric, water, and surface water utilities and will be subject to leasehold excise tax at the rate determined by the Washington State Department of Revenue. Monthly payments, including leasehold excise tax, shall be due on or before the —1st day of each calendar month. The first month lease payment shall be pro-rated based on the number of remaining days in the month for that month. Payments delayed by more than five business days after the due date shall accrue interest at the rate of twelve percent (12%) per annum. All payments made shall first be applied to any accrued interest that may be due.
- H. During years 5-9 the monthly base rent shall be \$690.37 dollars per month for a total annual payment of \$8,284.44, plus leasehold excise tax.
- I. In addition to the above base rent, the Club shall pay to the City any and all taxes and fees including admission tax, if due, sales tax, ~~surface water management fees, water fees~~, and any and all permit fees required to manage and operate the premises (the "Additional Rent"). The club specifically authorizes the City to remit to the respective taxing authority any amounts paid by the Club to the City in payment of any such taxes, and agrees that the City shall not be held responsible or liable in any manner for reimbursement of any amounts so paid if said taxes or fees, or any part thereof, are determined to be invalid, improper or unenforceable. If the applicable taxing authority requires the City to collect the taxes and Lessee does not agree on the amount to be so paid, the Club shall pay the amount requested by the City, and the club sole recourse shall be against the applicable taxing authority with respect to the amount, propriety, and validity of such tax. The City, in collecting or

designating such tax or any amount thereof, in no way warrants the validity or propriety or correctness thereof, and the sole obligation of the City in the event of the collection of such tax shall be to remit the same to the appropriate taxing authority.

4. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing the effective date of this agreement and ending ten (10) years from said date unless sooner terminated under the provisions hereinafter specified.
5. **Business License Required.** The Club shall obtain and maintain a City business license for the duration of this Agreement.
6. **Indemnification and Hold Harmless.** The Club shall defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the Club's use of Premises, or from the conduct of the Club's operations, or from any activity, work or thing done, permitted, or suffered by the Club in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City.
7. **Insurance.**
 - A. The Club shall procure and maintain in full force throughout the duration of the Agreement Commercial General Liability insurance, including products and completed operations and sports events coverage, with a minimum coverage of \$5,000,000 per occurrence for personal injury and property damage. The policy(ies) shall name the City of Lake Stevens as an additional insured on the Club's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement. The policy(ies) shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The insurance policy shall contain or be endorsed to contain that the Club's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Club's insurance and shall not contribute with it
 - B. In addition to the insurance provided for in Paragraph 6 (A) above, the Club shall procure and maintain in full force professional liability insurance for those services delivered pursuant to this Agreement that, either directly through Club employees or indirectly through contractual or other arrangements with third parties, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000 combined single limit per claim and \$1,000,000 as an annual aggregate. For the purposes of this Paragraph "professional services" shall include, but not be limited to, the provision of any services provided by any licensed professional.
 - C. Certificates of coverage and the additional insured endorsements as required by Paragraphs A, and B above shall be delivered to the City within fifteen (15) days of execution of this Agreement.
 - D. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII. The Club's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Club to the coverage provided by such insurance, or otherwise limit

- the City's recourse to any remedy available at law or in equity.
8. **Record Keeping and Reporting.** The Club shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Club shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement and compliance with this Agreement. The Club shall make available to the City all records maintained pursuant to this Agreement. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.
 9. **Quarterly Financial Reports:** Throughout the term of this lease and all extensions thereof, Club shall provide City with quarterly financial reports detailing Club's income, expenses, expenditures, salaries, and bank and investment balances for the previous quarter. Said financial statements shall be provided to City in writing within thirty (30) days after the last day of each quarter of the calendar year.
 10. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall always be subject to inspection, review, or audit by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Club's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Club.
 11. **Termination.** Lessee may terminate this Lease for any reason by giving the other party 180 days written notice of its intent to do so. In addition, Lessor may terminate this Lease as provided in Section 10 below. This agreement may be extended by mutual consent of both the City and the Club in five-year increments by written mutual agreement.
 12. **Default Remedies.**
 - A. **Events of Default**

Each of the following shall be deemed a default by Lessee (a "Default") and a material breach of this Lease:

 - (a) The failure by Lessee to pay when due any Rent hereunder if such failure shall continue for a period of three (3) business days after written notice thereof has been delivered to Lessee;
 - (b) The failure by Lessee to perform or observe any of the other terms, covenants, conditions, agreements or provisions of this Lease if such failure shall continue for a period of twenty (20) days or more after written notice thereof has been given to Lessee; provided, however, that if any such failure cannot reasonably be cured within such twenty (20) day period, then Lessee shall not be deemed to be in Default if Lessee commences to cure such failure within such twenty (20) day period and thereafter diligently pursues such cure to completion within sixty (60) days after Lessor's original written notice;
 - (c) Any material misrepresentation or material omission of information made by Lessee to Lessor in connection with this Lease; or
 - (d) Any abandonment by Lessee of the Premises. As used herein, "abandonment" shall mean an absence from the Premises of thirty (30) days or more.
 - B. **Lessor Remedies for Lessee Default**

In the event of Lessee's Default, Lessor may, at any time thereafter and without waiving any other rights provided by this Lease or by law, exercise any one or more of the following rights, as well as any other right that may be available at law or in equity.

(a) Lessor may terminate this Lease by delivering written notice of termination to Lessee, and may thereafter enter onto the Premises with due process of law, and expel, remove or put out Lessee and/or any other persons who may be thereon, and remove any and all personal property found therein. In such event, Lessee shall be liable to Lessor for the present value of the entire amount of Rent reserved by this Lease for the balance of the Lease Term, as the same may have been extended pursuant to Section 2.2, over the then fair market rental value of the Premises for the same period, plus all expenses, including court costs and attorneys' fees, incurred by Lessor in the collection of same, and for all other damages provided by law. No reentry or taking possession of the Premises shall be construed as an election by Lessor to terminate this Lease unless Lessor delivers a written notice of termination to Lessee.

(b) Lessor may, without terminating the Lease, enter onto the Premises with due process of law, and expel, remove or put out Lessee and/or any other persons who may be thereon, and remove any and all personal property found therein. In such event, Lessor (i) shall make reasonable efforts to re-let the Premises for the account of Lessee at such rental or rentals and upon such other terms and conditions as Lessor in its sole discretion may deem advisable, with Lessee remaining liable for any deficiency, and (ii) shall have the right to repair, renovate, remodel, redecorate, alter and change the Premises as Lessor deems desirable. In such case, Lessee shall also be liable to Lessor for any expenses incurred by Lessor in re-letting the Premises, including, but not limited to, attorneys' fees, advertising expenses, brokerage fees and/or the cost of putting the Premises in good order and preparing the same for re-rental. At Lessor's option, any rents received by Lessor from any re-letting of the Premises may be applied to Lessee's account in the following order: (i) first, to the payment of any indebtedness of Lessee to Lessor other than Rent; (ii) second, to the payment of any costs and expenses of said re-letting; and (iii) third, to the payment of Rent due and to become due to Lessor under this Lease. Lessee shall pay any deficiency to Lessor monthly and any payment made or suits brought to collect the amount of the deficiency for any month or months shall not prejudice in any way the right of Lessor to collect the deficiency for any subsequent month. Should Lessor initially elect to proceed under this Section 12.2(b) Lessor may, at any time thereafter, elect to terminate the Lease as provided in Section 12.2(a) above.

(c) All rights and remedies of Lessor enumerated in this Section 19 shall be cumulative, and none shall exclude any other right or remedy allowed at law or in equity.

13. **Discrimination Prohibited.** The Club shall not discriminate against any employee, applicant for employment, or any person seeking or receiving the services of the Club under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap which, in the judgment of the Club's coaches or instructors, does not create a safety hazard.

14. **Assignment.** This agreement is entered into by the City in particular consideration of the Club's history, value to the City and the public and its cooperation with the City. The Club shall not assign any portion of this Agreement without the prior written consent of the City.

15.

15. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the

Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

16. **Notices.** Notices shall be sent as follows:

To the City of Lake Stevens:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258
(425) 334-1012

To the Lake Stevens Rowing Club:

Attn: Gary Artim
PO Box 159
Lake Stevens, WA 98258
(425) 359-9475

17. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce or interpret any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
18. **Representation of Club.** The Club represents to the City that it has no conflict of interest in performing any of the services set forth herein. If the Club is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City.
19. **Severability.** In the event that any section paragraph, sentence, clause or phrase is determined to be invalid in a court of law, such determination shall not affect any of the remaining sections, paragraphs, sentences, clauses or phrases of this agreement.
20. **Authority to Sign.** The undersigned certify that they are authorized to sign this Agreement on behalf of the Lake Stevens Rowing Club and the City, respectively, and that the Lake Stevens Rowing Club and the City acknowledge and accept the terms and conditions herein and attached hereto.
21. **Effective Date.** DATED this _____ day of _____ 2021.

CITY OF LAKE STEVENS

LAKE STEVENS ROWING CLUB

Brett Gailey, Mayor

Gary Artim, President

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that Gary Atrim is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the President of Lake Stevens Rowing Club, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 2021.

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



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 6/8/2021
Date: _____

Subject: City-wide Lean Services

Contact Person/Department:	Anya Warrington/Human Resources	Budget Impact:	\$12, 750
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RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor's to sign the Professional Services Agreement with Calliope Consulting to perform City-wide Lean services.

SUMMARY/BACKGROUND:

In January 2021, the Mayor and City Administrator requested that City leadership focus on process improvements for 2021 and sought to provide lean training to executive staff and first line supervisors. Lori Erickson from Calliope Consulting facilitated "Lean Leader" training to 28 employees which was completed at the beginning of February 2021.

In March, the city entered into a training agreement with Calliope Consulting to facilitate Lean Six Sigma Green Belt Certification, Facilitation training and Train the Trainer. Nine (9) city employees and one (1) Sewer District employee participated in this training, initiated lean projects throughout the city, and graduated with their green belt certification on May 26, 2021.

With both of these training sessions, employees have learned the benefits of Lean and Six Sigma principles and can use these tools to improve city services by reducing waste and increasing customer value and satisfaction.

In order to continue the city's journey with continuous improvement through Lean, continued support, consultation and coaching is needed by Calliope Consulting. By entering this agreement, Ms. Erickson will provide support and refinement of the "Lake Stevens Way" of doing Lean and provide facilitation, coaching and organizational development. This includes facilitating strategic planning for the "Lake Stevens Way," developing classes for all city staff on Lean, assisting in the development of the Lake Stevens Lean Management System, assisting in developing a Lake Stevens Lean policy/handbook, and providing leadership/team coaching and training. For a detailed scope of services, see Exhibit A.

The city's executive team and the employees that have participated in Lean training thus far are eager to continue with Lean and learning more tools and developing resources to accomplish improvement in city processes, projects and procedures.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT:

This retainer agreement costs \$12,750 over 5 months (or \$2550 per month). Since there is no specific line item for Lean services, in order to fund this agreement the city plans to adjust budget line items such as “travel & meetings” since they are not being used due to COVID-19. A budget amendment will not be needed for this agreement.

ATTACHMENTS:

Exhibit A: Professional Services Agreement with Calliope Consulting

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS AND
CALLIOPE CONSULTING
FOR CITY-WIDE LEAN SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and **CALLIOPE CONSULTING**, a Washington corporation/limited liability company/business ("Consultant").

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

ARTICLE I. PURPOSE

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

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

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

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

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

III.3 TERM. The term of this Agreement shall commence on the date of this agreement and shall terminate on October 31, 2021. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

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

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

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

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

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

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

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

III.6 INDEMNITY.

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

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

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart "A" of this paragraph 3.6, Consultant hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

_____(initials)

_____(initials)

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

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation.

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

(1) Commercial General Liability insurance shall be written on at least as

broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

- (2) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (3) Professional Liability insurance appropriate to the Consultant's profession.

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

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (3) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

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

e. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a current A.M. Best's rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best's VII rating.

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

g. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an “Occurrence” policy as opposed to a “Claims-made” policy. The City may require an extended reporting endorsement on any approved “Claims-made” policy.

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

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

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

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

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

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and

accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

Subconsultant for dashboard development to be determined by Calliope Consulting

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

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.10 COMPENSATION.

a. Basic Retainer. The Consultant shall be paid by the City a retainer in the amount of \$2,550 per month, which retainer shall be compensation for up to 24 hours of work per month as described in Scope of Services. Should the amount of hours drop below 20 hours in a certain month, the Consultant shall notify the City to reallocate hours to a future month. In no event shall the compensation paid to the Consultant under this Agreement exceed \$12,750. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. Additional Services. The Consultant shall be paid by the City for additional services by a subconsultant for dashboard development at the rate of \$50.00 per hour. Additional services and amount of hours will be mutually agreed upon and not exceeded.

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

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

IV.11 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for

a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

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

If a public records request is made the City may or may not choose to give the Consultant third party notice under RCW 42.56 for the Consultant to decide whether to file for a court action to prevent or limit the disclosure of the records.

ARTICLE V. GENERAL

V.12 **NOTICES.** Notices shall be sent to the following addresses:

To the City:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258

To the Consultant:

CALLIOPE CONSULTING
Attn **LORI ERICKSON**
80 26th Ave Ct
Milton, WA 98354

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

V.13 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

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

V.14 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

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

V.5 **SEVERABILITY.**

a. If a court of competent jurisdiction holds any part, term or provision of this

Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

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

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

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

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

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

V.10 COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

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

DATED this _____ day of _____, 2021.

CITY OF LAKE STEVENS

CALLIOPE CONSULTING

By: _____
Brett Gailey, Mayor

By: _____
Lori Erickson, Calliope Consulting

Approved as to form:

Greg Rubstello, City Attorney

Exhibit A
Scope of Services/Costs

Proposed Scope of Services: City-wide Lean Services

Support and Refinement of “Lake Stevens Way” and Management System

1. Facilitation and consultation on strategic planning and deployment (for enterprise priorities and departmental strategic planning efforts)
2. Facilitation and consultation on selected city-wide initiatives such as:
 - Development of Lean/continuous improvement (CI) skills across the city (Develop classes (i.e., Lean 101 for all city staff, refinement of Green Belt certification course, etc.), build a CI resource library, develop Lake Stevens Way Management System and associated tools with employee input, develop CI internal expertise/facilitation skills, coaching, leadership development of CI practice, or other general support for building continuous improvement adoption citywide)
 - Development (including documentation and content creation) of the Lake Stevens Way Lean policy (aka “Handbook”) with input and collaboration with Lake Stevens leadership/employees
 - Facilitation of cross functional continuous improvement workshops, as requested, with or without “belted” internal Lean Facilitators
 - *Development of performance/metrics dashboards to support process improvements (*offered at a reduced rate – please see “Cost Agreement”)

Ad Hoc Facilitation, Coaching, and Organizational Development Requests

1. Assistance with leadership team and facilitation team meeting planning/processes, as requested
2. 1:1 leadership coaching/team coaching to support internal career development in key personnel such as:
 - Transition of Lean facilitation administrative duties to potential future internal position; Facilitation/internal consulting skills coaching
 - Continuous Improvement coaching to existing and future Green Belts and Black Belts
 - Others to be identified by the leadership team
3. Facilitation of leadership retreats, meetings, as requested

Consultant will work under direction of Anya Warrington, Human Resources Director, as contract manager for this scope of work, and Brett Gailey, Mayor or Lake Stevens, as sponsor for this scope of work.

Work assignment/prioritization (Process TBD)

Cost Agreement

Calliope Consulting agrees to provide services up to 24 hours a month (approximately 6 hours weekly, with options to flex time across the month to meet city needs) for a monthly rate of \$2,550 or a total “not to exceed” amount of \$12,750 between June 2021 – October 2021. Should hours drop to under 20 hours per month, consultant will contact sponsor to reallocate hours to a future month. Should hours go above 24 for approved work for a month, consultant will contact sponsor to reduce hours for a future month. *Dashboard development work will be mutually agreed upon between Calliope Consulting, Anya Warrington and/or Brett Gailey monthly with an agreed upon total “not to exceed” amount of hours at a reduced rate of \$50 per hour. Consultant will bill monthly, for the prior month, with terms of Net 30. Notification of termination of the contract before the end of October 2021 must come in writing to the consultant with 30 days’ notice, at which time, the city and consultant will renegotiate terms and contract for any remaining work to be done at an hourly rate with a new contract and terms.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Date: June 8, 2021

Subject: Amendments to LSMC 14.44.097, Marijuana Facilities (LUA2020-0189) - Public Hearing

Contact Person/Department: David Levitan, Planning Manager **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Hold a public hearing and take public testimony** on LUA2020-0189, a citizen-initiated code amendment related to marijuana facilities.
2. **Approve Ordinance No. 1119** amending LSMC Sections 14.44.097 and 14.08.010 or consider one of the identified alternatives.

SUMMARY: Public hearing to consider citizen-initiated land use code amendment regarding marijuana facilities. The Planning Commission held a public hearing on the proposal on May 5, 2021, which was continued to May 19, 2021. Among other changes, the Commission's recommendation includes a new 1,000-foot buffer between marijuana facilities and family day care providers; a new 17,000 square foot citywide limit on standalone marijuana processors; and a revised 54,000 square foot citywide limit on marijuana producers.

BACKGROUND/HISTORY: In November 2012, Washington voters approved Initiative 502, which decriminalized the production, manufacturing, processing, packaging, delivery, distribution, sale or possession of marijuana for recreational use. State regulations for marijuana facilities were subsequently created under [Chapter 69.50](#) of the Revised Code of Washington (RCW), which are administered by the Washington State Liquor and Cannabis Board (WSLCB). RCW 69.50.331(8) requires licensed marijuana producers, processors and retailers to be located at least 1,000 feet away from, measured as the shortest straight-line distance from the property line of the proposed marijuana facility to the property line of the second property, the following protected uses:

- Elementary or secondary school
- Playground
- Recreation center or facility
- Child care center
- Public park
- Public transit center
- Library
- Game arcade (where admission is not restricted to persons age 21 or older)

In February 2014, the City Council adopted [Ordinance 908](#), which established city regulations for marijuana facilities as codified in Lake Stevens Municipal Code (LSMC) [Section 14.44.097](#). The regulations were further amended in May 2016 via [Ordinance 958](#). Marijuana facilities are only permitted in the city's Light Industrial (LI) and General Industrial (GI) zoning districts, and require an administrative conditional use permitting for production and processing.

ORIGINAL PROPOSAL: On December 7, 2020, the city received a citizen-initiated land use code amendment application (LUA2020-0189) to revise portions of LSMC 14.44.097 (Marijuana Facilities) and LSMC 14.08.010 (Definitions of Basic Terms). The proposal was to reduce the required buffer between marijuana processing facilities and child care centers from 1000 feet to 225 feet so long as the distance between the facilities via the most direct publicly accessible route remains at least 1,000 feet. The amendment was based on the belief that family daycare providers (in-home daycare facilities) were covered by the 1,000-foot buffer for child care centers.

LSMC 14.44.097 currently includes the standard 1,000-foot buffer for all protected uses identified above. RCW 69.50.331(8)(b) allows cities to reduce buffers between marijuana facilities and child care centers to a minimum of 100 feet with the adoption of a local ordinance. Cities also have the option to adopt additional marijuana regulations via local ordinance.

The Planning Commission held work sessions on [January 6](#), [January 20](#), [February 3](#) and [April 7](#), 2021 to discuss the original code amendment proposal. Early concerns voiced by commissioners included existing odor issues from current marijuana facilities in the Hartford Industrial Area and the potential impacts to children that could result from a reduced buffer.

The City Council held a work session on the original proposal on [March 30, 2021](#). While not directly related to the proposed code amendment, the Council also discussed a potential licensing fee for marijuana production and processing facilities that could be used to help mitigate the impacts of marijuana businesses on the surrounding community and fund infrastructure improvements in the industrial area to help diversify business types. Councilmembers asked about the possibility of implementing a cap on marijuana processing facilities, which are currently exempt from the 70,000-sf cap on marijuana production facilities established in LSMC 14.44.097(f)(2). The city previously had a combined cap of 100,000 sf that applied to both processing and production facilities, but that was amended by Ordinance 958 to remove the cap on processing facilities, and instead implement a 70,000-sf limit on just production facilities.

REVISED PROPOSAL: On April 26, the applicant's representative informed the city that they had recently learned that the state had adopted different definitions for "child care centers" and "family day care providers" in [RCW 43.216.010](#) in 2018, and that the 1,000-foot buffer in RCW 69.50.331(8) does not apply to family day care providers. As such, the applicant's license for a processing facility was approved on April 21, 2021, nullifying their need for the proposed buffer reduction. The applicant's representative requested that the scope of the code amendment be modified to remove the buffer reduction between processing facilities and child care centers and to instead focus on differentiating between child care centers and family day care providers and updating the city's definitions to match state law.

Staff revised the language of the code amendment proposal in advance of the May 5 Planning Commission public hearing to focus on distinguishing between family day providers and child care centers; updating references to state law; and referencing the proposed licensing fee for marijuana producers and processors. Staff also included some optional amendments for the Planning Commission to consider, including:

- Establishing a new 1,000-foot buffer between family day care providers and marijuana facilities, with potential reductions for standalone marijuana processing facilities in certain situations
- Establishing a new 30,000 sq. foot citywide limit on standalone marijuana processing facilities

PLANNING COMMISSION PUBLIC HEARING: On [May 5, 2021](#), the Planning Commission held a public hearing on the proposed land use code amendment. Staff provided a brief presentation, which was followed by public comment and discussion and deliberation by commissioners; video of the May 5 public hearing can be [found here](#). Staff had recommended in the staff report that the Commission continue the public hearing until May 19, 2021 if it wanted to recommend any of the optional amendments discussed above, to allow for additional public comment and Commission deliberation.

The Commission voted to reopen the public comment period and continue the public hearing to May 19, 2021. Commissioners provided direction to staff on additional changes to the code amendment language

that they wanted to see in the version brought back to them on May 19, including the addition of a 1,000-foot buffer between family day care providers and marijuana facilities (with no reduction for processing facilities) and the addition of a 16,000 square foot cap on standalone processing facilities (which staff revised slightly to 17,000 square foot to avoid the creation of any non-conforming situations).

At the [May 19 continued public hearing](#), staff provided an updated version of the proposed code amendment, with the changes requested by the Commission. The Commission took additional public testimony (see Attachment 2 for written testimony provided in advance of the continued public hearing) before deliberating on the proposal. Several commissioners expressed their desire to see a greater diversity of land uses in the Hartford and Machias Industrial areas, as well as their support for stricter regulations for marijuana facilities; video of the hearing can be [found here](#).

PLANNING COMMISSION RECOMMENDATION: Following discussion and deliberation, the Commission considered a motion to recommend Council adoption of the code amendment as revised by staff. The motion was amended to also include a revised citywide limit of 54,000 square foot for marijuana production. The 54,000-square foot limit would be a reduction from the current 70,000 square foot cap currently in LSMC 14.44.097(f)(2) and represents the amount of marijuana production currently licensed in the City of Lake Stevens. The amended motion was approved unanimously (5-0) by the Commission, and the revised code amendment language is reflected in Attachment 1, Exhibit A.

FINDINGS AND CONCLUSIONS

Per [LSMC 14.16C.075\(f\)](#), the City Council shall make the following findings when approving land use code amendments:

1. The amendment is consistent with the Lake Stevens Comprehensive Plan

- Land Use Element Policy 2.6.3 (*under Hartford Road Industrial District goal*) – Review development regulations to ensure that impacts are kept to a minimum, especially those that affect adjoining, non-industrially zoned areas.
- Economic Development Element Policy 6.4.1 – Develop zoning for employment/business areas that is flexible to support employment growth and large employers.

Conclusions – Adoption of the Commission-recommended amendment is consistent with the goals and policies of the city's Comprehensive Plan. Adoption of the buffer for family day care providers would provide additional protections between marijuana processing facilities and family day care providers that don't currently exist, as would the new citywide limit on standalone marijuana processing facilities. Existing land use code regulations in LSMC Title 14 implement the goals and policies of the Comprehensive Plan and ensure that there are adequate protections to mitigate concerns related to odor, noise, security and public safety.

2. The amendment is in compliance with the Growth Management Act (RCW 36.70A.106)

- Code amendments are subject to review by the Washington State Department of Commerce.
- The city provided a request for expedited review to the Department of Commerce on April 9, 2021 of its intent to amend LSMC 14.44.097, with a proposed adoption date of May 25, 2021. The Department of Commerce granted expedited review of the proposed amendment on April 26, 2021.
- If approved by the City Council, staff will file the final ordinance with the Department of Commerce within 10 days of its adoption.

Conclusions – The proposed code amendment has met all Growth Management Act requirements.

3. The amendment serves to enhance the public health, safety and welfare

Conclusions – The recommended amendment would provide additional clarity to the code, most notably on the difference between child care centers and family day care providers. The addition of a 1,000-foot

buffer between family day care providers and marijuana facilities would provide additional protections that the city thought were already in place, before it was determined that family day care providers are not consider child care centers. The new 17,000-sf citywide limit on marijuana processing facilities and the reduced 54,000-sf citywide limit on marijuana production facilities is consistent with the Commission's belief that additional marijuana regulations are needed to ensure public health and safety and encourage a greater diversity of land uses in the city's industrial areas.

Public Notice and Comments

- Land use code amendments are reviewed through the city's Type VI legislative review process identified in [LSMC 14.16B.605-660](#), which requires the Planning Commission to hold a public hearing and make a recommendation to City Council.
- The city published a joint Notice of Public Hearing and SEPA Threshold Determination for the Planning Commission public hearing in the Everett Herald on April 16 and April 23, 2021, and a Notice of Public Hearing on May 28 and June 4, 2021 for the City Council public hearing. The notice was also posted at City Hall and on the [city's website](#).
- No written comments have been received to date. Public testimony was provided at the May 5 and May 19 Planning Commission public hearings, which were generally in favor of stricter regulations for marijuana facilities (see video links above to review testimony).

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

State Environmental Policy Act (SEPA) (Chapter 97-11 WAC and Title 16 LSMC)

- The applicant prepared a SEPA Environmental Checklist on December 1, 2020, which staff reviewed and supplemented on April 9, 2021.
- The city issued a [Determination of Nonsignificance](#) (DNS) on April 16, 2021, which was sent to the Department of Ecology, affected tribes, and agencies with expertise. Notice of the DNS was issued jointly with the Notice of Public Hearing. The deadline for public comments is April 30, 2021.
- As of April 29, no comments or appeals from agencies or the public have been received on the SEPA determination.

Conclusions – The proposed code amendment has met all local and state SEPA requirements.

The City Council is scheduled to hold a public hearing and first and final reading of the ordinance at their June 8, 2021 meeting.

REQUESTED COUNCIL ACTION AND ALTERNATIVES: Attachment 1, Exhibit A includes the code amendment language as recommended by the Planning Commission, which adoption of Ordinance 1119 would codify into LSMC Sections 14.44.097 and 14.08.010. Council is asked to consider the Planning Commission's recommendation as proposed, or consider one the following alternatives:

- Revise the code amendment language identified in Ordinance 1119;
- Remand the code amendment to the Planning Commission for further discussion; or
- Take no action on the code amendment proposal, which would result in no change to current code.

BUDGET IMPACT: There is not a budget impact.

ATTACHMENTS

Attachment 1 – DRAFT Ordinance 1119

Exhibit A: Updated LSMC 14.44.097 and 14.08.010 (Track Changes Version)

Exhibit B: Planning Commission Recommendation

Attachment 2 – Public Comments

**CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 1119**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON
REVISING LSMC SECTIONS 14.44.097 (MARIJUANA FACILITIES) AND
14.08.010 (DEFINITIONS OF BASIC TERMS); ADOPTING FINDINGS AND
CONCLUSIONS RECOMMENDED BY THE PLANNING COMMISSION; AND
PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR
SUMMARY PUBLICATION BY ORDINACE TITLE ONLY.**

WHEREAS, Section 14.44.097 of the Lake Stevens Municipal Code (LSMC) establishes the city's regulations for recreational marijuana facilities legalized under Initiative 502, as created by Ordinance 908 and modified by Ordinance 958; and

WHEREAS, the city previously adopted the standard 1,000-foot buffer between marijuana facilities and elementary/secondary schools, playgrounds, recreation centers, child care centers, public parks, public transit centers, libraries, and game arcades open to minors established by Revised Code of Washington (RCW) Section 69.50.331(8)(a); and

WHEREAS, the city has the legal authority to establish additional marijuana regulations beyond the state licensing requirements identified in RCW 69.50.331; and

WHEREAS, the city received a citizen-initiated code amendment proposal (LUA2020-0189) that originally sought to reduce the buffer between marijuana processing facilities and child care centers in certain situations; and

WHEREAS, on April 9, 2021, the City submitted the proposed amendment to the Washington State Department of Commerce and requested expedited review, and on April 26, 2021 received documentation that expedited review was granted (Submittal ID 2021-S-2558); and

WHEREAS, the city issued a SEPA Determination of Nonsignificance (DNS) for the proposed amendment on April 16, 2021, and did not receive any public comments during the appeal period; and

WHEREAS, in taking the actions set forth in this ordinance, the City has complied with the requirements of the State Environmental Policy Act, Chapter 43.21C RCW; and

WHEREAS, the Lake Stevens Planning Commission, after review of the proposed amendment during several work sessions, held a duly noticed public hearing on May 5, 2021 and took public comment; and

WHEREAS, in advance of the May 5 public hearing the applicant informed the city that the state had modified the definition of child care centers in the time since Ordinance 958 was adopted, and family day care providers as defined by RCW 43.216.010 are not considered child care centers, and as such are not subject to 1,000-foot buffer from marijuana facilities; and

WHEREAS, staff revised its recommendation to the Planning Commission to reflect this information, and commissioners provided feedback and requested changes to the code amendment to implement a new 1,000-foot buffer between marijuana facilities and family day care providers and to implement a citywide limit on standalone marijuana facilities; and

WHEREAS, the public hearing was continued to the Planning Commission's May 19, 2021 meeting, at which the Planning Commission took additional public comment and at the conclusion of which the Planning Commission made a recommendation to amend LSMC 14.44.097 and 14.08.010, as shown in Exhibit A; and

WHEREAS, the Lake Stevens City Council reviewed the Planning Commission's recommendation relating to the proposed amendment and held a duly noticed public hearing and considered all public testimony on June 8, 2021; and

WHEREAS, municipal code amendments are Type VI legislative decisions which require a recommendation from the Planning Commission to City Council, based on written findings and conclusions, supported by evidence from an open-record hearing; and

WHEREAS, the Planning Commission provided the City Council with a recommendation letter along with findings and conclusions to approve the code amendment request (Exhibit B); and

WHEREAS, the City Council considered the Planning Commission's recommendation on June 8, 2021.

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

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

- A. This ordinance amending section of the City's land use code regarding marijuana facilities was sent to the Washington State Department of Commerce on April 9, 2021 as required by the Growth Management Act; no comments were received.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes are consistent with the Comprehensive Plan, comply with the Growth Management Act and advance the public health, safety and welfare.

Section 2. Section 14.44.097, entitled "Marijuana Facilities", and Section 14.08.010, entitled "Definitions of Basic Terms", of the Lake Stevens Municipal Code is hereby amended to read as shown in the attached Exhibit A, with additions shown by underline and deletions shown by strikethrough.

Section 3. **Severability.** If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 4. **Effective Date and Publication.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 8th day of June 2021

Brett Gailey, Mayor

ATTEST/AUTHENTICATION:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

First and Final Reading: June 8, 2021

Published:

Effective Date:

EXHIBIT A

14.44.097 Marijuana Facilities.

Marijuana facilities shall meet the following development standards:

- (a) All facilities must be State-licensed and comply with all requirements of State law and the Washington State Liquor and Cannabis Board's regulations for State-licensed marijuana facilities.
- (b) No marijuana facility shall be allowed as a home occupation.
- (c) No marijuana cooperative is allowed.
- (d) In the event of any inconsistency between this section and the definitions in State law, the definitions set forth in RCW [69.50.101](#) to [69.50.102](#), WAC [314-55-010](#), [RCW 43.216.010](#) and Section [14.08.010](#) shall control.
- (e) Location.
 - (1) Marijuana retailers and marijuana processing facilities shall be located within a permanent structure designed to comply with the City building code and constructed under a building/tenant improvement permit from the City regardless of the size or configuration of the structure.
 - (2) A marijuana production facility shall be located within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof and doors designed to comply with the City building code and constructed under a building/tenant improvement permit from the City regardless of the size or configuration of the structure.
 - (3) Marijuana facilities shall not be located in mobile or temporary structures.
 - (4) No State-licensed marijuana facility shall be located within 1,000 feet of the perimeter of a parcel which has at least one of the land uses listed below:
 - (i) Elementary or secondary school (public or private);
 - (ii) Playground;
 - (iii) Recreation center or facility;
 - (iv) Child care center, [as defined in RCW 43.216.010\(a\)](#);
 - (v) [Family day care provider](#), [as defined in RCW 43.216.010\(c\)](#);

- (vi) Public park;
- (vii) Public transit center;
- (viii) Library;
- (~~viiix~~) Any game arcade which allows admissions to persons less than 21 years of age.

(f) Size and Number.

- (1) State-licensed marijuana producers will be limited in size to Tier 2 production facilities, pursuant to WAC [314-55-075](#).
- (2) The maximum amount of space allotted for State-licensed marijuana production will be limited to ~~5470~~,000 square feet Citywide.
- (3) A marijuana retailer will be limited in size to 1,000 total square feet or less including sales, storage, office and other incidental spaces.
- (4) The total number of marijuana retailers shall be one.
- (5) The maximum amount of space allotted for State-licensed standalone marijuana processing will be limited to 17,000 square feet Citywide.

(g) No production, processing or delivery of marijuana may be visible to the public nor may it be visible through windows.

(h) All fertilizers, chemicals, gases and hazardous materials shall be handled in compliance with all applicable local, State and Federal regulations. No fertilizers, chemicals, gases or hazardous materials shall be allowed to enter a sanitary sewer or stormwater sewer system nor be released into the atmosphere outside of the structure where the facility is located.

(i) No odors shall be allowed to migrate beyond the interior portion of the structure where a marijuana facility is located. Applicants must demonstrate that adequate odor control exists on site prior to certificate of occupancy.

(j) A City of Lake Stevens business license pursuant to Chapter [4.04](#) and a State license pursuant to Chapter [314-55](#) WAC shall be obtained prior to the start of facility operations.

- (k) All marijuana facilities shall comply with Chapter [19.27](#) RCW, State Building Code Act and Chapter [14.80](#), Building and Construction. Appropriate permits shall be obtained for all changes of use, tenant improvements, mechanical system improvements, electrical upgrades and similar work.
- (l) A State-licensed marijuana retail facility may have one sign, limited to 1,600 square inches (11.11 square feet), identifying the retail outlet by the licensee's business name or trade name, affixed or hanging in the windows or on the outside of the premises visible to the general public from the public right-of-way, subject to issuance of a sign permit pursuant to Chapter [14.68](#). (Ord. 958, Sec. 4, 2016; Ord. 908, Sec. 8, 2014)

(m) State-licensed marijuana producers and processors shall be subject to the licensing fee established in LSCM 4.80.030.

14.08.010 – Definitions

Child Care Center (for purposes of administering 14.44.097, Marijuana Facilities): an agency that regularly provides early childhood education and early learning services for a group of children for periods of less than twenty-four hours. See RCW 43.216.010(a).

Family Day Care Provider (for purposes of administering 14.44.097, Marijuana Facilities): a child care provider who regularly provides early childhood education and early learning services for not more than twelve children in the provider's home in the family living quarters. See RCW 43.216.010(c).

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

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

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

EXHIBIT B



One Community Around the Lake

May 20, 2021

Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

RE: Planning Commission Recommendation on Marijuana Facilities Code Amendments (LUA2020-0189)

Dear Council Members:

The Lake Stevens Planning Commission held several work sessions to consider a code amendment to LSMC 14.44.097 (Marijuana Facilities), with related changes to LSMC 14.08.010 (Definitions). The Commission held a public hearing on May 5, 2021, which was continued to May 19, 2021 to allow for additional public comment and for staff to make changes to the code amendment language based on Commission feedback. The Commission is now forwarding their recommendation to City Council to approve the code amendment following the June 8 Council hearing, review of testimony and deliberation.

Commissioners Present: John Cronin, Janice Huxford, Vicki Oslund, Todd Welch and Michael Duerr

Commissioners Absent: Jennifer Davis and Linda Hoult (Both absent on May 19 only)

PLANNING COMMISSION PUBLIC HEARING

City staff presented the proposed code amendment, summarized the code amendment process and answered the Commission's questions related to the proposal. Staff explained the reasoning behind the last-minute change to the scope of amendment proposal and encouraged the Commission to continue the public hearing to May 19 if it wanted to recommend and new regulations for marijuana facilities. Public testimony was received at both the May 5 and May 19 hearings and was generally supportive of stricter regulations for marijuana facilities in Lake Stevens. The Commission's recommendation reflects a similar desire for greater regulation of marijuana facilities as well as for a greater variety of land uses in the city's industrial zones.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions described in the May 5 staff report and concludes that the proposed amendment meets the following requirements:

1. The code amendment is consistent with the adopted Lake Stevens Comprehensive Plan;
2. The code amendment complies with the Growth Management Act.
3. The amendment serves to enhance the public health, safety and welfare.
4. The code amendment is compliant with the State Environmental Policy Act (SEPA)

City of Lake Stevens

Planning & Community Development

1812 Main Street | PO Box 257 | Lake Stevens, WA 98258-0257
www.lakestevenswa.gov

PLANNING COMMISSION RECOMMENDATION

Chair Cronin made a motion, which was amended by Commissioner Welch, to forward a recommendation to the City Council to amend LSMC 14.44.097 and 14.08.010, as shown in Ordinance 1119, Exhibit A.

Commissioner Duerr seconded the amended motion.

Motion passed 5-0-0-2 (Davis and Hoult absent).

Respectfully Submitted,

Lake Stevens Planning Commission

David Levitan

From: Jennie Fenrich
Sent: Monday, May 17, 2021 3:45 PM
To: David Levitan
Subject: FW: E-mail Letter for PC May 19 Public Hearing: Marijuana Buffers and Square Footage Restrictions

FYI-

From: tnmatlack@comcast.net <tnmatlack@comcast.net>
Sent: Monday, May 17, 2021 3:43 PM
To: Jennie Fenrich <jfenrich@lakestevenswa.gov>
Subject: E-mail Letter for PC May 19 Public Hearing: Marijuana Buffers and Square Footage Restrictions

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Planning Commission:

Please add the two amendments as proposed at the May 5 public hearing for your Marijuana Buffers and Processing recommendation to Council:

- 1) Adding family day care providers to LSMC 14.44.097(e)(4) as a protected use requiring a 1,000- foot buffer from marijuana facilities, with no reduction for processing facilities; and
- 2) Establishing a Citywide limit of 17,000 sf on marijuana processing facilities in LSMC 14.44.097(f)(5), with no sunset date. The 17,000-sf limit would account for existing permitted processing facilities in the city, without creating any non-conforming situations.

In my opinion, the “combined” processing and production facility square footage should be combined and totaled with the “stand alone” processors. It’s all the same amount of product, facilities, code violations, odors, complaints, dangerous and addictive vice, etc.

PS: IMO, since there are so many weed-based facilities in the Hartford zone, IF a family-friendly recreation facility like a Ninja Course, trampoline center, or arcade were to occupy a Hartford parcel or building, the family-friendly recreation facility would likely become a non-conforming use because they moved into the buffer of a weed den. That is not an acceptable re-branding of our town.

Thanks,

Tom Matlack
PO Box 790
Lake Stevens, WA 98258



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: June 8, 2021

Subject: Civic Campus Alternatives

Contact Person/Department: Russ Wright, Comm. Dev. Director **Budget Impact:** NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Recommend a preferred alternative for the civic campus

SUMMARY/BACKGROUND:

The city of Lake Stevens, Sno-Isle Libraries and the Lake Stevens Sewer District have met regularly with the Stowe team over the last several months. To date the following deliverables have been completed:

- A community survey was published and summarized
- An updated city and library needs assessment
- Draft market analysis
- Financing and delivery options
- High-level cost estimate

The City Council and Sno-Isle Library have been briefed on the project at different occasions. A community open house was held to go over the project results. A community survey has published to solicit information from the public on a preferred site plan option (**Attachment 1**). At its May 04, 2021 meeting, the City Council Meeting reviewed the three draft alternatives for the civic campus. The alternatives included a shared space option, a compact footprint option and separate building option (**Attachment 2**).

Council did not reach consensus on a preferred alternative but voiced support for the shared space or separate building options. Community survey results indicated a preference for separate buildings. Sno-Isle representatives prefer separate spaces (or a nominal connection) for a variety of reasons including flexibility in use, individual funding limitations, desire to own their own building, potential different timelines and delivery approaches (**Attachment 3**). Sno-Isle remains committed to a civic campus with for shared grounds, parking and site infrastructure.

Staff met with the Miller Hull design team to discuss a hybrid option that builds on elements of prior alternatives and contemplates the primary connection to be a shared plaza area (**Attachment 4**). The hybrid option is most like Option 1 but with separated buildings. This alternative also includes a café space that could be attached to City Hall or on an individual building pad as another site amenity to activate the space.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: Future Voted Debt

ATTACHMENTS:

1. Community comments
2. Alternatives comparison
3. Sno-Isle email
4. Hybrid site alternative

Attachment 1

LAKE STEVENS CIVIC CENTER

Public Engagement Event No.2 – Summary Report

May 6, 2021

Prepared by The Miller Hull Partnership, LLP and Site Workshop



SiteWorkshop
LANDSCAPE ARCHITECTURE

A20.0033.00

INTRODUCTION

The City of Lake Stevens is exploring options to centralize and consolidate municipal services including the Lake Stevens Library, City Hall and Permit Center, and Lake Stevens Sewer District into one consolidated Civic Center campus adjacent to transportation lines and easily accessible to the City Center. Currently, these City services are in undersized, portable and/or temporary buildings. The key objectives of a new Lake Stevens Civic Center are to provide efficient and financially sustainable public facilities that may reduce costs by sharing common building spaces and infrastructure between agencies, deliver municipal and community services effectively to Lake Stevens residents and maintain a strong community identity.

The City and Library want to be transparent and engaged with the public during this planning process and solicit public feedback. Two community engagements efforts were facilitated for this project. The first public engagement effort focused on early outreach to the community to define community objectives for the project and identify any early issues or concerns via an online survey. Public responses were collected, summarized, and used to inform the development of three preliminary alternatives.

The second public engagement effort began with a virtual presentation of the three preliminary alternatives to the public through a virtual online Community Meeting hosted by the City on April 8, 2021. The presentation was recorded and made available to the public on the City's website for viewing along with an online survey for the public to provide feedback. This effort focused on gathering community opinions on the three alternatives via an online survey to understand if the concepts presented incorporated input from the first community engagement effort and to solicit further public comment prior to the City and Library selection of a preferred alternative for the consultant team to further develop.

This survey was open for two weeks in April 2021. It was made available through a link on the City webpage and publicized through the City's Twitter and Facebook accounts, outreach clubs, and the Chamber of Commerce. The library publicized the survey through Facebook (posting to the Local Lake Stevens Facebook Page) and through the Friends of the Library. The survey received 301 responses.

Appendix A includes a summary of survey responses and Appendix B includes all public comments provided to open-ended questions in the survey.

DEMOGRAPHICS

Table 1 records the demographic characteristics of survey respondents. As shown in Table 1, most survey respondents are full time residents of Lake Stevens, 93 percent. 68 percent of survey responses came from women. 65 percent of survey responses came from people under the age of 55. The survey also reflects the high presence of young families in Lake Stevens, 72 percent of respondents have children. The majority of respondents' children's age range is between 0 and 12 years of age. A minority of survey respondents said that they work for the City of Lake Stevens, Sewer District or Sno-Isle Library Systems, approximately 5%.

Table 1. Survey Respondents Demographics

n = 301			
Gender	Female	204	67.66%
	Male	67	22.26%
	Gender nonconforming	3	1.00%
Age	18 to 24	6	1.99%
	25 to 34	48	15.95%
	35 to 44	93	30.90%
	45 to 54	44	14.62%
	55 to 64	34	11.30%
	65 and older	54	17.94%
Ages of children at home	0 to 3	61	14.32%
	4 to 7	74	17.37%
	8 to 12	81	19.01%
	13 to 15	43	10.09%
	16 to 18	48	11.27%
	No children	99	23.24%
Full time resident of Lake Stevens	Yes	281	93.36%
	No	18	5.98%
Employee of the City or Sewer District	Yes	5	1.66%
	No	294	97.67%
Employee of Sno-Isle Libraries	Yes	11	3.65%
	No	287	95.35%

* "Prefer not to answer" and no answer response percentages are not reflected in the above table.

PRELIMINARY CONCEPTS

Respondents were asked to provide feedback on the 3 preliminary alternatives. Of the three preliminary alternatives, 59.8% or respondents favored Alternative 3, 27.57% favored Alternative 1, and 7.97% favored Alternative 2. When asked to select their least preferred alternative, 68.44% of respondents selected Alternative 2 as their least preferred, and 12.62% selected both 1 and 3 as their least preferred alternative.

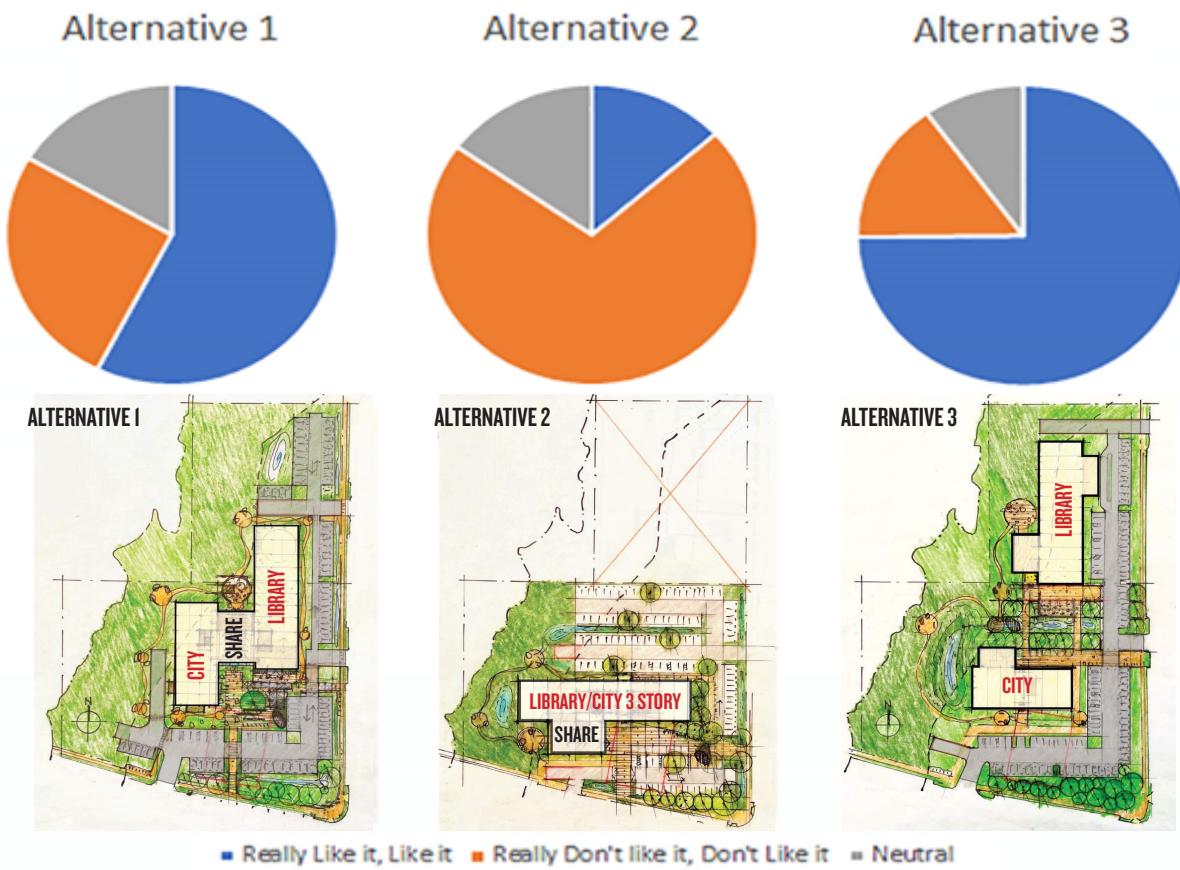


Figure 1. Alternatives 1, 2, 3

See Table 2 for a full tabulation of responses. The alternatives ranked in order of most preferred to least preferred Alternative 3, 1, and 2.

Table 2. Public Opinion of Preliminary Alternatives.

	Really Like it	Like It	Neutral	Don't Like it	Really Don't like it	No Response
Alternative 1	25.91%	29.57%	15.95%	15.61%	9.63%	3.32%
Alternative 2	4.98%	7.97%	14.62%	26.58%	42.86%	2.99%
Alternative 3	53.82%	19.27%	9.63%	9.63%	5.32%	2.33%

Lake Stevens Civic Center – Public Engagement Event No.2 Summary

73% and 55% of respondents responded generally positively (“like it” or “really like it”) to 3 and 1, respectively. 69% of respondents responded generally negatively (“don’t like it”, “really don’t like it”) to Alternative 2. The difference in positive responses rate between Alternatives 3 and 1 was 18%. Alternative 2 had a significantly lower positive response rate at 13%.

Open ended comments mirrored the trend of Alternative 3 receiving the most positive feedback, followed by Alternative 1. Alternative 2 received a significant amount of negative comments in comparison.

Table 3. Open Ended Comments

	Generally Positive	Generally Negative
Alternative 1	62%	34%
Alternative 2	22%	72%
Alternative 3	72%	25%

Alternative 1



Figure 2. Preliminary Alternative – Option 1

Alternative 1 includes one shared facility between the City and the Library. A 2-story City Hall building section is connected to a 1-story Library building section by a central space that houses shared facilities such as lobby, public restrooms, customer counter and large multi-purpose meeting rooms. This option provides an opportunity for a large, south facing gathering space, paired with a more intimate, covered gathering space to the north of the building, creating a strong indoor/outdoor connection. A “storytelling” trail weaves its way around the building through the wooded wetland buffer. Site stormwater is shed, collected, and treated along the street frontage. Raised intersections within the parking lot help slow vehicular traffic and increase pedestrian wayfinding and safety. The same number of parking spaces are provided in each scheme to comply with City code as well as curb cuts on both Market Place and 99th Ave NE.

When asked how much they liked or disliked the alternative, respondents indicated a generally positive response to this alternative with 55.48% of responses indicating like/really like, 25.24% don't like/really don't like, and 15.95% neutral. In the open comment sections, respondents identified aspects that they liked about the alternative including low cost, low impact on wetlands, and inter-agency connection. Respondents indicated that they had concerns about having one shared building that detracts from library focus, the library size not being adequate, and a single-story library instead of a 2-story library.

Lake Stevens Civic Center – Public Engagement Event No.2 Summary

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding this option.

- *I like the shared space and the creation of a hub for activity that will be used. I especially like the fact that this plan has the least amount of impact on the wetlands.*
- *I like the multiple gathering points but I feel our town has already outgrown a single story library.*
- *I like the lower cost and lower impact on wetlands, with a large exterior public space.*
- *I am worried that the City building will overwhelm the Library and eventually encroach into the public space.*
- *I like that the library and city are connected, yet it still feels like a campus.*
- *I much prefer the concept of the Library having a separate building so that community events and Library hours can happen without interference or conflicts with other City departments.*
- *With the growth of the City, it isn't the time to downsize! Also, think the Library should be two stories, not one. More computers and classrooms.*
- *I like that you can walk between the City and the Library inside.*
- *I like that it minimally impacts the wetlands, gives outdoor public spaces, is on the lower end of the cost scale, and does not allow for much public development. I would like to keep this space for civic functions.*
- *Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project.*
- *I think it is better for the Library to have its own meeting space to meet the communities' needs and not have to share with City for getting meeting rooms.*
- *I like the partnership elements of common space to create a more effective use of the facility and space. Also, it incorporates the natural surrounding property elements.*

Alternative 2



Figure 3. Preliminary Alternative – Option 2

Alternative 2 includes one shared facility between the City and the Library. The building is 3-stories tall and includes the Library on the ground floor and City Hall on the upper floors. The ground floor also includes a common lobby. The project is sited completely on the southern parcel to accommodate potential private development or sale of the northern parcel. While the site footprint is more compact than the other options, there are still opportunities for a large, south facing gathering space in the front of the building and more intimate gathering spaces within the wooded wetland buffer. Site stormwater is shed, collected and treated along the north edge of the building, pairing rain gardens with pedestrian pause points. Raised intersections within the parking lot help slow vehicular traffic and increase pedestrian wayfinding and safety. The same number of parking spaces are provided in each scheme to comply with City code as well as curb cuts on both Market Place and 99th Ave NE.

When asked how much they liked or disliked the alternative, respondents indicated a generally negative response to this alternative with 12.95% of responses indicating like/really like, 69.44% don't like/really don't like, and 14.62% neutral. In the open comment sections, respondents identified aspects that they liked about the alternative including financing options, potential sale of north parcel, and inter-agency sharing. Respondents indicated that they had concerns about having less outdoor space on a limited footprint, the impact to the wetlands, a 3-story building, and a generally crowded and compact plan.

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding this option.

- *I believe this plan has the **potential to use creative financing** (depending on an agreement with Sno-Isle) that might allow for offsetting costs by allowing commercial buildings in the north section. While it is a more compact solution, the additional level will actually be great for views from the hill and possibly encourage commercial building at that height in the north section. I could see a wonderful restaurant on a 3rd floor in that section with views of the lake, the Cascades, and perhaps even views to the west.*
- *While I like the idea of the Library and Civic Center sharing space, I **do not like that there is less space for outdoor activities/play and the uncertainty of what the upper property will be developed into.***
- *This design would be great if the Library didn't have any land to contribute to the project. Since the Library does have land, let's use it.*
- *I **don't like the amount of impact that this plan would have on the wetlands** and the smaller amount of public space.*
- *Really do not like the idea of a shared building. I feel it would be very disruptive to have people needing City services coming and going in the same area as the Library. Having another entity above the Library also hinders future expansion for the Library.*
- *Maybe **too much sharing**. I can see City and Library events conflicting with noise issues being all in the same building. I think philosophically the Library and City have different missions and ideally that can be expressed by having somewhat separate spaces.*
- *With the amount of growth the City is seeing so quickly, this doesn't show a sufficient amount of parking or entry/exit ways for traffic.*
- *The **building would be too tall for the neighborhood** and everything would be too crowded.*
- *Like the **advantage of being able to gain private funding** from the sale of adjacent property but am leery of what would be allowed to go in there.*
- *I do not like the idea of future development backed up onto the library campus. It should be a community gathering place where patrons feel easy, not crowded by the needs of other businesses.*
- *This seems **too jammed together** and is mostly parking lot. The **outdoor gather spaces don't seem inviting and it doesn't make use of the full property**. It seems like it wouldn't make anything special out of the space.*

Alternative 3

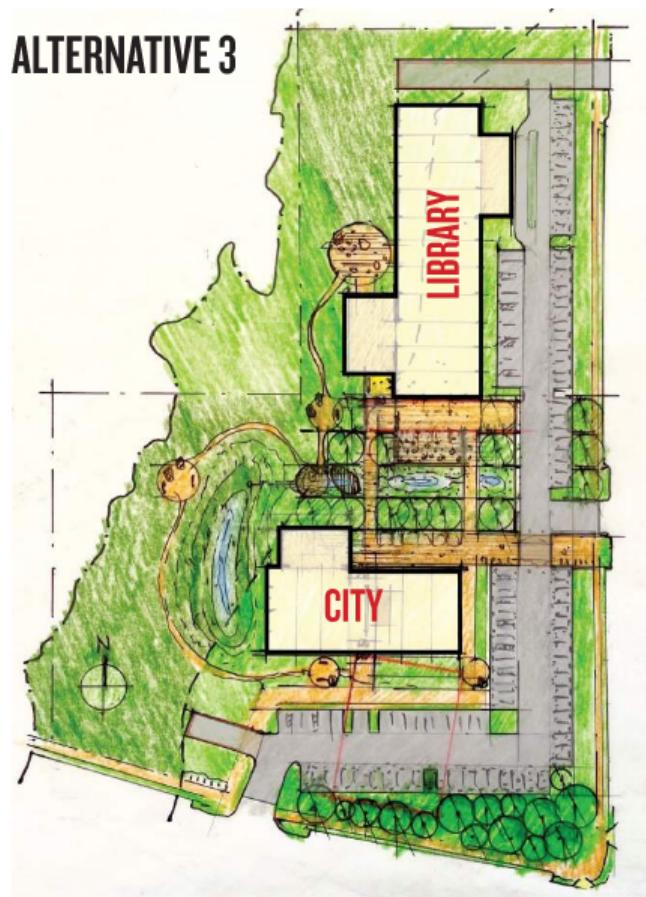


Figure 4. Preliminary Alternative – Option 3

Alternative 3 includes two separate buildings, one 2-story building for the City and one 1-story building for the Library. Both buildings will share site utilities, parking, and site design features such as outdoor space and landscape. A large, central gathering space connects the two buildings and the site stormwater is revealed within this amenity space. A smaller gathering space, connected to the Library to the north, could serve as an indoor/outdoor connection for Library events. A book drop-off window is included in this option as well. A “storytelling” trail weaves its way around the City building, through the wooded wetland buffer. Vegetation serves as screening along the street frontage and a raised intersection within the parking lot helps slow vehicular traffic and increase pedestrian wayfinding and safety. The same number of parking spaces are provided in each scheme to comply with City code as well as curb cuts on both Market Place and 99th Ave NE.

When asked how much they liked or disliked the alternative, respondents indicated a generally positive response to this alternative with 73.09% of responses indicating like/really like, 14.95% don't like/really don't like, and 9.63% neutral. In the open comment sections, respondents identified aspects that they liked about the alternative including having distinct buildings for the separate agencies with outdoor shared space, and the outdoor gathering space. Respondents indicated that they had concerns about the higher cost of this option without inter-agency sharing, and impact that two separate buildings will have on the wetlands and environment.

Lake Stevens Civic Center – Public Engagement Event No.2 Summary

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding this option.

- *I like how the rain garden and gathering place seem central to the plan. I also like that there is screening between the road and the parking lot.*
- *I don't mind the separate agency partnership but worry about the additional impact to wetlands and higher cost overall.*
- *The shared aspect of this design is really limited and it impacts wetlands while being the most expensive plan put forth. I am really opposed to a highly expensive development that doesn't utilize the opportunity to partner with the agency sharing the site.*
- *Alternative 3 clearly separates and makes distinct each building. City Hall has its place and a short walk away is the beloved stand alone Lake Stevens Library.*
- *The actual impact of this design would be greater in cost, which is not a good fit for Lake Stevens. Plus there is less option for private development, not necessarily a good thing. Of course, it would be the most expensive which is probably why it is more attractive!*
- *Love the shared space here, I think it will look amazing and be utilized. This orientation maximizes the site and lets each entity have the meeting space it needs.*
- *The two buildings should have independent identities. They have completely different purposes and should have completely separate spaces. The somewhat separated parking set up also helps to achieve this sense. The outdoor gathering space is a very desirable feature to make the library a magnet destination for young families, as it should be.*
- *Having the library be in an entirely separate building is important for our community.*
- *I would rather have the ability to share indoor spaces and also not duplicate the costs of mechanical and other costs stemming from two buildings.*
- *Visually like this best but the cost and environmental impact is too much.*

ADDITIONAL FEEDBACK

The survey asked respondents to provide additional feedback on various site design categories, these included:

- parking, sidewalks, and traffic circulation
- building size, stories, footprint and location
- site design, site features, and landscape of the site

Question 11: Do you have any comments on parking, sidewalks, or traffic circulation?

Numerous comments related to Question 11 emphasized the need for sidewalks along the site perimeter due to the high traffic volume and speed of cars at the busy intersection of Market Place and 99th Ave NE. Respondents noted concerns about parking quantity and if parking can accommodate larger community events without the need to park in the adjacent neighborhood. Many comments mentioned the desire for a drive-up book return.

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding parking, sidewalks, and traffic circulation.

- *I'd like to see all parking and sidewalks be ADA compliant and accessible to everyone. Traffic flow should be arranged to accommodate bicycles, pedestrians, etc with clear wayfinding and safety in mind.*
- *We need larger parking spaces. I can't tell you how many times I've been blocked out of my vehicle in a parking lot because the spaces are too small.*
- *The more sidewalks, the better. This city has been behind on sidewalk development for decades.*
- *I like the idea of buffers between the street and parking. Sidewalks are a necessity. I do share the commenter's concern about parking for large events.*
- *Parking signage needs to be easy to read and simple to understand. Ingress and egress driveways need to be extra wide so cars entering and leaving can do so without fear of getting too close to one another.*
- *Library services should have a few dedicated 15 minute pick up stalls (most of the time we order online and pick up).*
- *I also really love the idea of figuring out how to create a link between the market/99 intersection and Davies beach. This is a really unique feature that very few cities can offer.*

Question 12: Do you have any comments on building size, stories, footprint, or location?

Responses to Question 12 demonstrated a differing in public opinion on issues such as ideal number of stories, density of the proposed alternatives, and level of agency sharing. Most feedback noted the importance to design a facility for the rapidly increasing Lake Stevens population and future-proof the project as much as possible. A two-story library was mentioned multiple times as noted that the library should be larger.

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding building size, stories, footprint and location.

- **Build for the future.** We want this to last well beyond the date the loans are paid off.
- **Keep the building to 2 stories to fit with the rest of the neighborhood.** Don't move the big rock, incorporate it somehow into the design.
- **I believe we should be willing to go 3 stories** on that hill and take advantage of the views. It will block no open else and give the public the best views in town.
- **I feel like the library should be more of the focal point.**
- **I like the single floor design best because everyone can more easily access services** when they are one floor, otherwise there will need to be elevators for ADA access to multiple floors.
- **I don't want it to feel like I am going to the county offices in Everett.** I want it to feel like I'm going to a park. **Keep the library and the city offices separate.**
- **The architecture of library should have a beautiful and welcoming aesthetic similar to the libraries in Snohomish, Granite Falls and Marysville.**
- **I support the building that least impacts our wetlands** and carbon footprint.

Question 13: Do you have any comments on the site design, site features, or landscape of the site?

Regarding Question 13, many respondents noted their appreciation of the project's design goal of protecting the existing wetland, increasing tree canopy across the site, and incorporating the glacial erratic. Public feedback indicated desire for an outdoor gathering space with seating that has weather protection or is shaded by trees. Most feedback supports year-round, usable outdoor space that incorporates the site stormwater as a feature/amenity, educational opportunities, and Pacific Northwest native planting.

Refer to Appendix B for a complete list of public comments. The following comments are a representative sampling of community input regarding site design, site features and landscape of the site.

- **Maximum care should be taken with the wetland, and we should take opportunities to use it as an educational resource. Save the glacial erratic.**
- **Open natural spaces and rain gardens are highly desirable features.**
- **Any design that can include courtyard outdoor space for Library patrons to use is really preferable. Having a courtyard that is accessible just for Library patrons would be nice in order to keep it safe.**
- **I think it's important to plant native varieties and stop using chemicals to maintain. Especially if we hope to protect the health of our lake and any visitors who recreate on, in or around it.**
- **Protect our fish.**
- **Accessibility from all modes of transportation should be considered (i.e. let's not make it car centric and have more parking than building). Bike lanes that feed into the library, sidewalks and transit availability should all be in the picture.**
- **Please consider working with Local Tribes to incorporate features, designs, and landscape that honors the original culture of this region.**
- **Love the trails on the west side near the wetland, educational features and interactive sites for kids.**

SUMMARY



Figure 5. Preliminary Alternatives

A major observation from the second online survey is that respondents are divided into two general positions of opinions on whether the City Hall and Library should share a facility or have two distinct buildings. This decision has ramifications for the other project considerations that are also very important to the community such as cost, building height, existing wetland protection and parking configuration. Cost, wetland impacts, and adequate parking were occurring topics of open comments as shown in Table 4.

Table 4. Open-Comment Focus Points

	Cost	Wetland	Parking
Alternative 1	10%	18%	18%
Alternative 2	14%	7%	10%
Alternative 3	13%	11%	16%

Respondents also mentioned the Library specifically in numerous comments; they noted the importance of the Library to Lake Stevens and indicated that there is a desire for a new library to be as large as possible or be able to expand in the future to accommodate the rapidly increasing population; however, there is also a desire to be cost effective and fiscally responsible with funding a new library. Many comments demonstrated enthusiasm about opportunities for seamless indoor/outdoor events of

[Lake Stevens Civic Center – Public Engagement Event No.2 Summary](#)

various sizes and a drive-up book drop. Generous parking stalls and lane widths are desired as well as many requests for as much parking as possible.

Respondents commented most positively on Alternative 3 indicating that they felt it allowed the Library to operate independently from City Hall activities and the two-building site configuration resulted in a more unified campus and pleasing parking layout.

Alternative 1 commentary mostly centered around the wetland protection. Respondents reacted favorably to this design for it having the highest sensitivity to the wetland while also being cost conscious. In all schemes, there were many favorable remarks about the stormwater as amenity strategy and encouraged the design team to incorporate educational features and outdoor seating as well. Responses also supported the prominent incorporation of the existing glacial erratic as well as large shade trees.

Alternative 2 had the most negative commentary with many community members indicating that a three-story building is too tall for Lake Stevens and that the site design of this option is too compact. A few comments conveyed interest in the possible views that a three-story building would provide as well as the potential for private development in the north parcel. Many respondents highlighted the benefits of a shared building from streamlined maintenance, utility, and operations, but also encouraged the use of both sites so that there is a better balance between parking lot and public green space. Overall, limiting disturbance to the wetland and increasing access and space for the Library were points of concern in many comments regarding Alternative 2.

Appendix A

Survey Response Summary

Lake Stevens Civic Center – Public Engagement Event 2 – Online Survey

Intro:

The City of Lake Stevens is exploring options to centralize and consolidate municipal services including the Lake Stevens Library, City Hall and Permit Center, and Lake Stevens Sewer District into one consolidated Civic Center campus adjacent to transportation lines and easily accessible to the City Center. Currently, these City services are in undersized, portable and/or temporary buildings. The key objectives of a new Lake Stevens Civic Center are to provide efficient and financially sustainable public facilities that may reduce costs by sharing common building spaces and infrastructure between agencies, deliver municipal and community services effectively to Lake Stevens residents, and maintain a strong community identity.

In December 2020, the City and Library issued a survey during the early exploratory phase of this process to collect public input. Your feedback has helped inform the development of initial design concepts. The purpose of this second survey is to solicit community feedback on three concept alternative designs before a final preferred concept is developed.

Concept Alternatives

1.) What is your opinion on Alternative 1?

- 25.91% - Really like it
- 29.57% - Like it
- 15.95% - Neutral
- 15.61% - Don't like it
- 9.63% - Really don't like it
- 3.32% - No response

2.) The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically like or dislike about Alternative 1.

Refer to Appendix B for a complete list of public comments.

3.) What is your opinion on about Alternative 2?

- 4.98% - Really like it
- 7.97% - Like it
- 14.62% - Neutral
- 26.58% - Don't like it
- 42.86% - Really don't like it
- 2.99% - No response

4.) The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically like or dislike about Alternative 2.

Refer to Appendix B for a complete list of public comments.

5.) What is your opinion on about Alternative 3?

- 53.82% - Really like it
- 19.27% - Like it
- 9.63% - Neutral
- 9.63% - Don't like it
- 5.32% - Really don't like it
- 2.33% - No response

6.) The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically like or dislike about Alternative 3.

Refer to Appendix B for a complete list of public comments.

7.) Out of the three alternatives, which do you like most?

- 27.57% - 1
- 7.97% - 2
- 59.80% - 3
- 4.65% - No response

8.) If you would like, please explain your reasoning to the previous question.

Refer to Appendix B for a complete list of public comments.

9.) Out of the three alternatives, which do you like least?

- 12.62% - 1
- 68.44% - 2
- 12.62% - 3
- 6.31% - No response

10.) If you would like, please explain your reasoning to the previous question.

Refer to Appendix B for a complete list of public comments.

11.) Do you have any comments on parking, sidewalks, or traffic circulation?

Refer to Appendix B for a complete list of public comments.

12.) Do you have any comments on building size, stories, footprint or location?

Refer to Appendix B for a complete list of public comments.

13.) Do you have any comments on the site design, site features, or landscape of the site?

Refer to Appendix B for a complete list of public comments.

14.) Is there anything else you would like us to know?

Refer to Appendix B for a complete list of public comments.

Demographics

The following optional questions will help us understand whether we have reached all types of residents in Lake Stevens. Your responses are completely anonymous.

15.) Are you a full-time resident of Lake Stevens?

- 93.36% - Yes
- 5.98% - No
- 0.66% - No response

16.) Do you work for the City or Sewer District?

- 1.66% - Yes
- 97.67% - No
- 0.66% - No response

17.) Do you work for Sno-Isle Libraries?

- 3.65% - Yes
- 95.35% - No
- 1.00% - No response

18.) Do you identify as:

- 67.77% - Female
- 22.26% - Male
- 1.00% - Gender nonconforming
- 8.31% - Prefer not to answer
- 0.66% - No response

19.) What is your age range?

- 1.99% - 18 to 24
- 15.85% - 25 to 34
- 30.90% - 35 to 44
- 14.62% - 45 to 54
- 11.30% - 55 to 64
- 17.94% - 65 and older
- 6.64% - Prefer not to answer
- 0.66% - No response

20.) What are the ages of children that currently live in your home? Select all that apply.

- 13.32% - 0-3
- 17.37% - 4-7
- 19.01% - 8-12
- 10.09% - 13-15
- 11.27% - 16-18

23.24% - No children
4.69% - Prefer not to answer
1.17% - No response

Appendix B

Open-Ended Comments

The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically li...

I like the efficient use of space, especially the shared open and common areas. It has less impact on the wetland. It offers an opportunity to develop the north part of the tract and provide economic savings to the community. After the library failed to pass previous referendums, we need to be as economical as possible while still providing this absolutely necessary community resource.

This plan takes best advantage of the space already owned by the library and the city. My concern is with financing and ultimate ownership. I believe that the city should have ownership of the entire structure and host Sno-Isle as the service provider. The city has a better incentive structure to control costs and look for creative financing.

I'd prefer to have a rain garden.

I liked the walking path and the amount of outdoor play/learn opportunities.

I like that the Library building a separate but connected. There seems to be sufficient parking.

I like the shared space and the creation of a hub for activity that will be used. I especially like the fact that this plan has the least amount of impact on the wetlands.

stop wasting the people's money on these projects that are not needed.

I like the lower cost and lower impact on wetlands, with a large exterior public space.

I like that the library and city are connected, yet it still feels like a campus.

I like the footprint but don't like the shared space.

I prefer alternative 1, less impact on wetlands and less cost.

Less environmental.impact.

The library is still only 1 story which we had in the old location. I say build for the future development of the city not what we have now.

I like it the alternative I because the City and the library buildings are separated. I like that the library is on the 99th Ave NE road and the City is on the Market Pl road. I don't like that the city and the library are using the same entrance.

What size would the library be? As large as the Snohomish branch or bigger, I hope!

I appreciate the sensitivity to wetlands and value more exterior space for the citizens of Lake Stevens to enjoy. I would prefer the costs to remain low and private development to be kept to a minimum.

there was a lack of parking

I like the way the 2 buildings are connected on one campus. Like the space surrounding the buildings.

I think there is a serious lack of parking.

I like that it spreads out the buildings so that people who live on 1st place NE aren't looking at a 3 story build down the street. Parking is spaced out and the shared area between the 2 buildings is nice if the weather is bad.

I like that you can walk between the city and the library inside.

City related building should be on Market Pl as pictured

Too spread out and too much space taken up by parking.

I like the play area, but would want to make sure that there is security to keep it from being vandalized. Possibly move some of it to the inside?

I like the lower cost and impact on wetlands.

inadequate parking and will bring even more traffic to the area that already has too much.

Do not increase our taxes again, please. Enough is enough.

less environmental impact

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

I like the shared aspect of this design as well as the low impact on wetlands. It appears the exterior public space is very generous and yet the cost is low which is so important right now with city taxes going up every year.

Ok not the best

Good use of space and utilization of area

I like the multiple entrances and parking and sharing the costs. I don't like that it doesn't include an option for private rentals or a co-working rental space.

I like that it had a shared space between them and that you could drive up to the library box. It is also important to have minimal impact on the wetlands.
Sprawl and more land needed.
Alternative 1 gives me a hope of a Civic Center combination that I could support and astounds me that this could possibly happen. It has the best outdoor area for learning, meeting, and wandering. I like the way that agencies can be so near to each other, and by the amounts of meeting spaces inside and outside. This is the least expensive to include so much (which truly amazes me). I could easily see myself enjoying this space in many ways!
I like the connection of the two spaces and low impact on the environment. I also like less privatized building opportunities
Alternative 1: The two buildings are not distinct enough for my taste. I prefer more separation & inclusion of plants along a walking area to and from each structure. This alternative also features the City Hall "out front" with at least a third of library behind and obscured by the City Hall. As much as those that work in City Hall want 'it' to be the "gem" for most in Lake Stevens, the opposite is true....the library is the gem and needs to highlighted. A
I like the shared space, which has the city and library sharing responsibilities for the building. I like the lower impact on wetlands. I like the closeness to Market Place.
The flow seems nice, the gathering space is in a nice location. Parking seems ok, but maybe less than the other two options? Tough to tell.
I like that the buildings would be connected for collaborative reasons & create more space within the campus for patrons to gather.
like design.
Like:
Lowest Wetland impact
Low cost
Large exterior public space
Shared Spaces between City and Library are more efficient
It looks like alternative 1 has the least environmental impact for the least amount of money. I like the idea of 'Shared Partnership', i.e., shared space. What ever we can do to decrease impact to our wetlands is an important consideration particularly considering the massive losses of wetlands and forests our county has experienced.
I like that the wetlands see less impact and that there is more public space.
Having the shared space is wonderful. Being able to combine city business with library learning and fun would be idea. And the city would be getting more bang for their buck! Can't say enough about all the GREEN SPACES and gather spaces and the learn/play spaces!!
Shared space between the library and city hall.
Large views to the wetland at the west.
Like the ideas of KEEPING all the land for City expansion and events. With the growth of the city, it isn't the time to downsize! Also, think the Library should be two stories, not one. More computers and class rooms.
South facing plaza and Market Place road. Maximizes views of wetlands. Less impact to wetlands. Large exterior public space.
I like the lower impact on already strained natural resources. Our NGPA's and wetlands need to be a higher priority and this design allows the least impacts. I love the common area and the idea of the library being entirely separated to keep noise and confusion to a minimum.
Minimal impact to wetland, large exterior public spaces.
It is the lowest cost alternative. It separates the library from city services. It provides outdoor space and it is the least impactful to the natural environment. The play/learn area next to a parking lot would be a terrible place to hang out/put kids
I like that the cost is lower and the wetland impacts are less.
Like outdoor spaces! Drive through library drop off is important. Parking! Economies of scale!
Parking and easier access to library
The smallest amount of wetland impact. That is critical for me.

Question 2

I like that this has a shared footprint and less impact on wetlands.
Parking seems very chopped up
Too close in proximity to city administration facilities.
Need parking. Need outdoor space. Keep development & congestion prevalent in lake stevens to a minimum.
Traffic & density in LS getting out of control.
I do like the separate building concept, I do not like the shared area
Love the shared space between the buildings and the separate book drop off. Only concern is that it could be tricky to share some of the small meeting spaces between the two entity functions. Don't want it to turn into a booking nightmare where city and library are competing for space for small meetings.
Like: Connected or shared space to reduce the footprint.
Like: Multiple entrances from the road.
Like: Lots of outdoor space.
Best use of space, love the green areas along the NGPA
I like that big rock that's at the house. With this plan, what's happening to that big rock? Is that house being torn down?
Like how the library and the city are separated.
both areas need 2 stories for the reason stated below.
Like the shared space
As a limited mobility person I like the parking is around the specific buildings - so there is potentially the ability to park near where I want to go and not walk a long distance.
I like shared agency space and minimal wetland impact
I live across the street from this project on the south side of the location by the fire station. I like the design of the building with a gather space to enter. I think parking looks sufficient and needs of both library and city flow together well.i also like that size of the entity is not too large and incorporates the wetlands and open space
Do not like this design. Putting too much into a small area with much larger venues expected.
Feels like a poor and bland use of space.
I really like the shared building section and idea. I also like the use of outdoor space along the wetland and the gathering area in between the building and SE corner.
I like the multiple gathering points but I feel our townhouse already outgrown a single story library. The concept does leave room for growth without significant construction.
No
More parking and outdoor spaces
One has many alternatives for outside area use.
The dispersed parking and closely connected buildings is not ideal.
See comment on #3
I like the outdoor designs a lot. I also like that perhaps with the shared entrance there could be a community meeting room that's available even if the library isn't open?
Good use of available land. Good relation between the city and library buildings. Parking might not be enough.
It's ok, but I don't see any reason to combine the city and library buildings.
I love all the gathering areas.
Why not do a 2 story library and more usable outdoor space. Maybe with fitness equipment.
I like that the library is a separate building and the outside area.
Do we really need this when Granite Falls and Marysville both have nice libraries?
It seems like a pretty well laid out design.
Given the local buildings I feel like 2 stories of the maximum it should be. I appreciate that the one story is closer to housing that way it builds up it's not just a big tall building right next to houses
Why is the library smaller?
I like the shared space and how it connects the two
The green area can offer some flexibility on how people can spend their time outdoors. It's pleasant to the eyes and offers more options for members in the community.

Question 2

Keeping the library 1 story helps with accessibility. I like the gathering spaces and shared space allotments.
Like the low profile of the buildings and the green space
Some shared area
I like the gathering spaces and that the city building and library are separate with separate parking.
With this plan the library is undersized to meet the needs of Lake Stevens residents.
Don't like the library and city hall mixed
It's fine but I prefer option 3
Prefer buildings separated
I think that the buildings should be separate like in alternative 3.
I like the Separate spaces with shared outdoor space
I am worried that the city building will overwhelm the library and eventually encroach into the public space. This option also doesn't allow for future growth (which I think will be needed sooner rather than later).
I don't prefer the connection of the buildings.
There is problems in the concept that it doesn't seem to address all the issues that face the library.
I like that there is a shared space between both buildings.
I like the large gathering space outside and the large shared space inside. I like the smaller gathering space for, say, children's storytime. I like the views the library would have of the wetlands and potential for opening walls out to it. I like the drive-up drop-box.
I don't like parking north of the library, then having to walk around to the south entrance.
It's not terrible or great.
I don't like the gathering area looking out onto the parking when it could look into the green space on the other side. I do like the large gathering area idea though. I like the paths. I think it could be denser and possibly add some other businesses or even nice apartments.
I like the shared space section.
Don't like they're connected
A shared entrance doesn't seem as approachable for everyone.
I like the shared spaces both indoors and outdoors. The whole space has a nice welcoming feel to it. It doesn't look like the entire north end of the lot is used. Would there be a possibility of small retail such as a coffee shop in that space?
I don't feel like option 1 provides enough outdoor community space.
I don't love the idea of sharing a space with the city building. I think it is better for the library to have its own meeting space to meet the communities' needs and not have to share with city for getting meeting rooms.
I like the concept of two different buildings with a shared area. The outdoor area is a really nice place to walk with small children and enjoy the grounds. If the shared area is meeting room space, the library and the city share, I would not be in favor of this plan.
I don't like that the library and city hall are connected, I feel the community would be best served with them unattached.
Like: Shared building seems like a smart design choice rather than spreading the buildings out. Drive-up drop off box is great. Best wetland sensitivity and lowest cost.
Dislike: Parking lot shape seems weird and the focal point. No solar? That's a huge missed opportunity in that wide-open lot.
It seems like too much parking lot that has a weird layout. The gather area behind the connected buildings seems too difficult to get to and is unlikely to be used. The outdoor spaces don't seem as inviting as Alternative 3.
Don't like the 3 stories in this neighborhood
Good to have a drive thru drop-off for library. A raised pedestrian walkway providing from the south was mentioned. This seems flawed.
I liked the concept of a footbridge for pedestrians from Market Place. I think a shared concept is more likely to gain voter support in the event Bond Financing is sought.

How many employees would be working here? How much parking space will be required for both them and people visiting this site? Has this been evaluated? Also, why are you relocating the sewer district offices to this location after just refurbishing the current offices on Vernon Road?

This is a nice blend of the advantages on alts 2 and 3. It leaves land for natural landscape with a lower maintenance cost, but still provides trails to access. By keeping the buildings connected, it allows reasonable flexibility for future needs.

The government and the library should be separated. If there were demonstrations the library could be involved, and that is not the purpose of a public lending library.

I like that the city building is two stories and would also like to see the library be two stories. This plan appears to incorporate as much parking as possible, which is very important considering the impact on the residential area right across the street. this concept appears to have an adequate gathering space.

Play area is too close to parking lot

shared space

Library needs to be at least as large as the Snohomish library! Lake Stevens has way more people and it is continually growing.

I like that it minimally impacts the wetlands, gives outdoor public spaces, is on the lower end of the cost scale, and does not allow for much public development. I would like to keep this space for civic functions.

I like the partnership elements of common space to create a more effective use of the facility and space. Also, it incorporates the natural surrounding property elements.

Feels packed in, and not a complex. Parking issues, too? I do like that it provides more green areas.

I like the site design approach. The gathering area appears to create a welcoming approach to both library and city hall, visible from street.

I like the spread out parking, gathering space, and shared entry.

I don't like the buildings being attached to each other.

O

I much prefer the concept of the Library having a separate building so that community events and Library hours can happen without interference or conflicts with other city departments.

Looks great

I like the arrangement. I'm hoping the library will be similar in size to the one in Snohomish.

I like the connected feel of the two buildings, the outdoor (but covered!) meeting/gathering space and feel the parking would be adequate.

Separate buildings for the library. Single story library is more accessible. I like the outside spaces and gather areas. Good use of space.

Like the lower impact on wetlands, amount of shared space but concerned about number of parking spaces.

Potential problem for public events (minimal parking available in area.)

Like: Shared building, big gather plaza, less wetland impact, west side greenbelt

Dislike: Designated city employee parking?

Like drive up drop box for library returns. Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project? Would still like the library to stay in downtown Lake Stevens, like many people.

The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically li...2

It is workable, although not as desirable and likely more costly than Alternative 1. Alternative 1 has a greener concept and seems to offer a better idea of common indoor and outdoor areas. Alternative 2 does hide the parking behind the building, which is a plus.

I believe this plan has the potential to use creative financing (depending on an agreement with Sno-Isle) that might allow for offsetting costs by allowing commercial buildings in the north section. While it is a more compact solution, the additional level will actually be great for views from the hill and possibly encourage commercial building at that height in the north section. I could see a wonderful restaurant on a 3rd floor in that section with views of the lake, the Cascades, and perhaps even views to the west.

I'd prefer to have separate city and library buildings, and a rain garden.

While I like the idea of the library and civic center sharing space, I do not like that there is less space for outdoor activities/play and the uncertainty of what the upper property will be developed into. I also don't like that this option doesn't have a drive up option for library drop off.

Appears cost-cutting and small.

I'm not quite sure what the tract of land behind would be, That's why I am neutral on it....The three-story building concepts seems pretty cool but I like the idea of one story buildings.

I don't like the amount of impact that this plan would have on the wetlands and the smaller amount of public space. Private development is something I care nothing about, so the fact that there is greater potential with this plan means absolutely nothing to me.

Too tall for the surrounding area, won't fit with existing structures. Oddly shaped and not as much green. stop wasting my money on this. tax government instead of the people.

I like the moderate cost and high potential for private development.

It looks cramped.

Hate that it's shared and three stories high. Will ruin Lake Stevens.

Don't like it, too big of an impact on wetlands and also more expensive build.

Really do not like the idea of a shared building. I feel it would be very disruptive to have people needing city services coming and going in the same area as the library. Having another entity above the library also hinders future expansion for the library. Look at all the houses and condos, town houses and apartments being added right now. Will this building be sufficient to handle this huge influx of community members now and until this new building is finally paid off?

I don't like the Alternative 2 because the Library and the City buildings are way too close to each other, the entrance to the building is too close to the bus stop and both buildings are on the Market PL.

I'm opposed to more impacts to wetlands, less exterior public space, slightly higher costs and too much focus on private development.

I don't like the lack of scenery in this design.

Too cramped. I don't think 30 years from now the city will be happy they saved 1 million by sacrificing the property to housing. Should be used as a park, outdoor space. Something for the community.

Also, I question if selling to housing falls within the spirit of the agreement the city/library made with the owner of the land when it was purchased.

Too close to market place road and if you are studying or wanting quiet Market Place isn't the road to get it on. If the library sits at an angle to market place (like in #1) then you will have a buffer from the fire department sounds and the loud cars that have to rev their engines at the corner.

Everything facing Market Pl. Much better/compact

This seems like a better use of space. Although, the library should get more room.

I like that there is use of less land, which can be for further use.

I think this is the best use of space.

Will bring more traffic to the area which is already inundated with traffic.

3 stories ...not. Elevators, problems

Question 4

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

Again the shared aspect of this design is advantageous but it appears to impact wetlands to a greater degree. Both the cost and private development potential are high and unless the private development mitigates taxes required to build this design I don't like it.

Ok

Building is too tall for area

I liked that this had an option for private development to help recoup costs. And I'm hopeful a private opportunity might be for office co-working rental units.

I like that it has potential for solar but it has no drive up box for the library and the buffer is smaller.

less building cost and less waste of land

Too crowded

This seems to squish everything together which may make it more compact. I don't think that is better. I see wetlands being impacted more. Mitigating smaller portions to the other side of the buildings does not make up for loss in a whole wetland ecosystem.

Environmental impact is a huge no as well as privatized building options.

Alternative 2: This takes Alternative 1 and amplifies its shortcomings. This option is only a last resort if it provides massive cost savings. But I think investing a little more now in Alternative 3 will pay huge dividends in the form of charm, image and community support in the years to come.

Maybe too much sharing. I can see city and library events conflicting with noise issues being all in the same building. I think philosophically the library and city have different missions and ideally that can be expressed by having somewhat separate spaces.

I like this one as well, but it feels a little "cramped." Probably just because its stacked on top of each other, but it makes you think the library will be smaller than alternatives 1 and 3. Looks like an efficient use of space though, but makes me wonder what would the secondary property be used for?

With the amount of growth the city is seeing so quickly, this doesn't look show a sufficient amount of parking or entry/exit ways for traffic.

Dislike

Private Development potential (No more franchises!)

Wetland impact high

Greatest negative impact to wetlands, more cost, do not care about more development on the north side.

It most impacts the wetlands, which I don't like. I understand the financial effect of keeping some land open for private development potential.

This design would be great if the library didn't have any land to contribute to the project. Since the library does have land, let's use it.

No to 3 story building

A plan to sell the library property to a private developer - such a short-sighted horrible idea.

Absolutely NOT!!! Keep the land!!!

3 story building layout not ideal for the location.

I don't like the idea of sharing a building as it causes confusion and interference among the services available.

Libraries need to maintain the peaceful and quiet mindset and that would be harder if combined with other services

Impact to wetlands high. 3 story seems out of place.

I don't like having to enter the city building to access the library. Looks like the most environmentally impactful option in order to maybe sell the library parcel for \$\$\$. It's cramped exterior space as a result. If the second parcel were to be used as an exterior open space, it would be better. Rain gardens between parking areas will become walking paths to the buildings

I don't like the higher wetland impacts.

Question 4

Looks like this option does not displace home owners, or doors the library have rentals?

A three story building seems out of place and I don't like that there is high potential for private businesses there as well.

Easier access to library in/put not updated 3 stories

Like the advantage of being able to gain private funding from the sale of adjacent property but am leery of what would be allowed to go in there. Do NOT support housing for that property.

Seems too big city feel to have a 3 story structure. Less homey and welcoming to the library.

Too much private development.

Everything is to compacted and do not like the sharing of the building a all.

This project is an investment into civic space for the future. Reducing the footprint to a smaller area gives the perception that these important civic functions shall be squeezed into a tight space in order to maximize future development potential; i.e. that money is more important than a nice quality civic space for the community.

Don't like: Multiple story building will look out of place in that neighborhood. Will look too "corporate".

Don't like: Less entrances from the road.

Like: Opportunity to sell extra space and recover some \$

I don't like that the focus is on future development and not using all available land as in alternative 1. Seems like a big parking lot.

I like that it's just 1 building and that it looks like that house will be left there with the big rock.

Like that it has a lot of parking. What's going to happen to the back part of the lot?

What purpose is served by not using more than 1/3 of the ground?

parking is too far - you assume people have the ability to navigate and walk a long far from the destination parking lot. not all of us can get approved for disabled parking by our doctors.

don't like 3 story building or wetland impact

Really compact and large. More of a design we would see where Land is at premium. A little to big 3 stories for a tinier neighborhood would be larger than any building around

Too much for area involved. Parking for staff, employees, residents on a work day will be full. Case in hand current city hall facilities. Add events and there will be no parking at all.

All 3 sites do not show housing in this area - low income housing, large homes with postage size property and no parking on streets. Streets should be called alleys as only driveways allow for parking.

I like it because it leaves options for the other space...but that might depend on what that space was used for in the future.

I do like the shared building concept. I don't like that their isn't as much outdoor space.

I like that this option gives room for growth. The plan meets our current needs but leaves a parcel that could lead to room for an additional structure if necessary. If the needs of the city grow, a library could later be built next door, allowing the city offices to expand to the lower level.

Dont like the 3 story prefer single or double in the area like other buildings

This plan seems disruptive to the day-to-day operations of the library.

3

A three story bldg would be unsightly there, and there are very few places for the public to use outside
...too scrunched together.

Nice that's it's more compact, but the outdoor areas seem to be compromised.

How would the rest of the property be utilized?

Save the big rock

It feels claustrophobic and uninspiring.

not crazy about a 3-story building and prefer stand alone facilities for the library.

I like the fiscal responsibility this option has. It could be a good compliment to the city/library to have some extra retail/office/residential adjacent to the property to give it even more of a Civic Center feel.

The building would be too tall for the neighborhood and everything would be too crowded.

I don't like this design to it all being one building.

I think disabled people will struggle to use a library that has 3 stories.

I appreciate the way the space is being used. It'll feel more like a community shared space.
Three stories is too tall for that neighborhood.
City building and library have separate purposes and should be separate. One building probably means shared common space and shared conference rooms. Who would control scheduling?
I don't like the multi level.
Too crowded. More housing? No.
I don't like the idea of a 3 story building since nothing else in downtown is that tall.
This design doesn't seem to be a good use of the available footprint. Gathering space is too small. 3 stories poses accessibility issues for the library in particular. I would suggest 2 elevators for a multi-story library.
I don't like 3 stories and the space reserved for another building. Prefer more open space for people and a lower profile building in this residential adjacent neighborhood.
Doesn't fit with community.
Three stories would be more difficult to navigate. Also there is less outdoor gathering space.
This is the worst idea. 1. the library is undersized to meet the needs of Lake Stevens residents. 2. It was said in the meeting that no developer was interested currently to develop mixed use on that parcel leaving only more high density residential. Which would create a larger parking problem. 3. It does not take into account the wetlands issue on the properties.
Don't like the 3 stories
I hate this and do not in any way want a three story building on that property. Aesthetically it would be awful, and I have zero interest in a strip mall filling the rest of the space. This is definitely my least favorite of the three choices.
Prefer buildings separated
I really don't like this. Thinking about our BIPOC and other marginalized communities, making this a joint building may keep people from utilizing the library due to distrust of government officials. I also think having them separate so the only foot traffic in and out of each building is for the purpose in that building would be beneficial.
Not a fan of the layout and shared building.
I don't like the single building.
This is a terrible idea and completely undercuts the strengths of a library as a community gathering place. I don't understand why this is even an option.
I do not like this one at all. It feels like a wasted use of space.
Multi level buildings are problematic for any community space. The maintenance, the sustainability and cost to run are all greater.
Multiple stories would not be a good option for many reasons such as looking completely out of place, hard access for those with disabilities, too dominating in the space
Accessibility issues
I don't like the smaller gathering space, and that both gathering spaces are near the parking lot and street. I don't like the idea of a 3-story building. I don't like that the library on the first level would see more parking lot than wetland, and that the wetland area that the library sees is so small. I don't want to see commercial development next door, even if it saves money; this is meant to be a public space. (A cafe inside would be fine though.)
Not terrible or great
I really like the density bit but not having a plan for the other lot is a miss and will make people think this idea offers less space. We could create a park in the open lot or activate it with apartments above storefronts. I like that the parking is not spread all over
I don't like that the library will be given only one floor. I think it's important to have space to be able to expand into. Also not enough parking. And I don't want too much development right there or else there won't be enough parking which will make the residential neighborhoods targets for street parking.
3 stories is too tall for the area
I do not like the idea of future development backed up onto the library campus. It should be a community gathering place where patrons feel easy, not crowded by the needs of other businesses.

Do not want a 3 story building in Lake Stevens

3 stories is not appealing. It feels like city and library should be separate.

The ability to sell the north lot is tempting, but over all I don't feel that this concept is as welcoming. A three story building is kind of over powering. I do like the outdoor spaces in the buffer zone.

I think a three story building that is shared with the city is not what the community needs. Also, we aren't making the most of the outdoor space for the community as then anyone could snatch the land up. There is limited outdoor gathering space in this option and again sharing meeting rooms is not in the best interest for the library patrons.

This plan is definitely not my favorite. It is great the library would be on floor 1 and the grounds like thoughtful.

Alternative 2 seems to have the most space for available parking to accommodate everyone.

I don't like that the library and city hall are connected, I feel the community would be best served with them unattached.

Like: Solar, yes! In theory, a 3 story building should be more cost effective than a 1 or 2 story building. Maybe if the excess lot is sold or leased that would be a cost saving that isn't included here?

Dislike: Walk-up library returns box not as handy, but not a deal-breaker. Could look out of place next to the residential neighborhoods across the street.

This seems too jammed together and is mostly parking lot. The outdoor gather spaces don't seem inviting and it doesn't make use of the full property. It seems like it wouldn't make anything special out of the space.

Don't like the 2-3 stories

Seems to be minimal cost advantage to a high density building design with loss of open space. Design seems cramped.

This is an interesting approach to generate dollars for the project. I'd like to know more about the revenue from the library parcel and how it is distributed into project scope.

By having a 3 story building you would have more room for parking.

A single three-story structure will be lowest cost to build, maintain and will be most energy efficient. It also provides good flexibility for shifting space between the various entities who all face an uncertain future when it comes to need. Most businesses are already experiencing a reduced need/desire for office space and public offices will have the same options. Our library already has a fantastic online presence which serves most busy adults well, but there is still value in libraries for children and seniors (glad it is located on first floor.) Lake Stevens will continue to grow and the added flexibility will extend the ability of the project to meet all future needs. The extra land can be sold or leased with a requirement for added (public-accessible) natural greenspace.

The library and city government/politics are too closely related. The library should be a separate entity.

Since the property is owned by the city and the library, I would like to see the whole area used for these two entities.

Least accessible to people that have a potential fear of law enforcement

I like the partnership but limited parking and 3 story building will stand out in this neighborhood.

Neutral

I do not like the three-story concept. The cost is appealing. But we lose different gathering spaces, which limits the potential, and the parking is not nearly as user friendly as Alternative 1.

I don't like this design because it forces the entire complex into a small area. With the potential of this design, there's very little control of development on the adjacent property to the north. Whatever ends up there could dwarf the Civic Center and detract from the the intended open space and flow for visitors and employees alike in addition to the integration of the facility with the surrounding natural elements.

Now it's REALLY compact. And a 3 story building next to the residential just doesn't "fit."

Library should have its own building

There could be advantages to 3 story building; lower cost, shared entry, use less land. Since cost will always be a factor, this alternative should be given significant consideration, if it does offer financial advantages.

I don't like the 3 stories, and I'd also prefer to see some separation between the library and the city building.

Libraries should be up and open. In the shadow of the city hall is a bad idea. Really don't like this one at all!

I prefer to maximize the outdoor space for gathering that is in the other options.

Question 4

Too close to the city business and I don't like the layout at all.

Really don't like grouped parking and gathering space near parking lot.

The idea of putting the library on the ground floor with the City and likely the Sewer District on the upper 2 floors is appealing to me. We are in a different era once we entered the pandemic. Office space of the future is in question. The library of the future is unknown. Therefore, having all three units in one building is very appealing providing a larger footprint to attract other potential businesses or possibly a new Senior Center.

I think the city and library building should be separate.

A three story building feels tall for quaint Lake Stevens. I prefer the other options that are at most two stories.

I personally like how much bigger the library would be with this option.

O

Small and cramped, don't like.

Good use of space but I don't know if I like three stories.

Do not want a 3 story building. And it costs a lot more.

This doesn't feel like there would be enough space for each of the entities, nor anyone else that might want to rent/lease space in the building. Also feels like it might be very office building looking, not very aesthetically pleasing.

I like that it looks like more parking. 3 story building in this area will be out of place. Wasting space in the other lots however also bonus that there's room to grow when needed.

Like the option for selling the parcel IF it's zoned/designated for multi-family, affordable housing. Very much in keeping with the area and much needed in Lake Stevens. Also like the amount of parking, miss the larger shared gathering space though.

Like: Top parcel sold for money to help build our project. Developer builds multi-family housing - NOT big residential homes.

Dislike: compact-crowded building space. Three story building. Our population has taken off with more to come. Must have adequate parking space for library & civic evening activities/events.

Don't like the elimination of drive up drop box for library returns. My family uses it regularly and it would be inconvenient. Like possibility of solar power. Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project? Would still like the library to stay in downtown Lake Stevens, like many people.

The final preferred concept may be a combination of or incorporate different elements of the three Alternatives discussed in this survey. Please provide any comments about what you specifically like...3

In a perfect world, I would like a separate library building. However, this alternative is too costly and not as community oriented. It also eliminates the cost savings from selling off the northern piece for multifamily housing.

This keeps the buildings separate and will most likely push financing to be done by the city and Sno-Isle separately with little room for creative ways to offset the costs. This will force a library bond election that will fail and delay the project further.

I like the separate buildings and the rain garden!

I liked the rain garden idea, it doesn't seem beneficial to have the buildings separate though.

Love the open courtyard and detached buildings.

What seems like a court date in the center is a really cool concept. Although it looks like less parking so I'm not sure if this is a good one.

I like that this has less impact on the wetlands and a greater amount of public space than alternative 2.

smaller government!!!!!!!!!!!!!!

I like the large exterior public space.

I like how the rain garden and gathering place seem central to the plan. I also like that there is screening between the road and the parking lot.

This is a great design but I'd like to see more parking.

Don't like it, more impact on wetlands and cost more to build.

Visually last like this best but the cost and environmental impact is too much

I think this is the best option I believe. There is room for expanding down the road. Let's just remember that no matter what option is chosen, when designing the parking lot there are a lot of people who drive LARGE vehicles. My older full size SUV does not fit in a space for a small car. There is not enough parking for those of us that drive larger vehicles. And I have kids in car seats which requires extra space to get them in and out. Thank you

I really like the Alternative 3 because the city and the library building, the entrances are completely separated from each other. I also like that the city is on the Market PL rd. and the Library is on the 99th AVE . The library usually have library programs going on all year, especially during the summer, give them more space and separate from the city building is make more sense for the community.

Like the drive-thru drop off area. Would like library twice the size of City Hall bldg.

I don't mind the separate agency partnership but worry about the additional impact to wetlands and higher cost overall.

Great use of outdoor space. Seems like lots of space for multiple uses.

Would like to see a connected building with shared costs.

I like the layout of the buildings and parking looks ample.

The layout seems the most functional, I like all the outdoor space.

Too much gather space?

Seems like a better use of space than 1. Although, if the city building was added as 2nd and 3rd stories to the library, there would be more room for more park/green space.

I don't think that this is the best use of the space.

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

The shared aspect of this design is really limited and it impacts wetlands while being the most expensive plan put forth. I am really opposed to a highly expensive development that doesn't utilize the opportunity to partner with the agency sharing the site. It also doesn't offer much of an opportunity to provide private development potential which might be advantageous in mitigating costs which appear to be high.

Better

Why spend so much more for community buildings. Better to split the costs in a shared design. Although I'll admit that I've never been in a sewer office or permit office.

Question 6

I love the gathering spaces in it.

Even more sprawl and loose any cost savings by combining buildings

Best option!

This site costs the most, but seems to provide the least in terms of inclusiveness. However, if Alternative 1 were not available, this would reluctantly choose as next choice.

Similar to 1 above. I'd be happy with 1 or 3. I like the rainwater feature here too

Alternative 3 clearly separates and makes distinct each building. City Hall has its place and a short walk away is the beloved stand alone Lake Stevens Library. Lots of plants, nature, green space needs to draw in visitors from the street to the parking to front door of each building. By far the best option in my opinion.

Two separate buildings is very traditional but I have fears that it would lead to two separate funding campaigns, two separate maintenance plans, less support from the city for the library overall. This may seem cynical, but having lived in Lake Stevens for almost 20 years, and seen its citizens shoot down funding for the library building over and over, I worry that with separate buildings the projects may get unequal treatment.

This one seems to have a nice flow, similar to the first option. The gathering space splitting the two buildings seems nice, but maybe it equates to square footage loss in both the library and city offices? Parking looks good, although appears to be less than option 1? That might make me prefer alternative one over this if that's the case, always nice to have plenty of parking.

The parking/entry ways looks more accessible. Seems like both buildings would be more distant from each other.

Dislikes

Wetland impact

High cost

Separate buildings

Again - more negative impact on wetlands, no shared space, more cost.

The actual impact of this design would be greater in cost, which is not a good fit for Lake Stevens. Plus there is less option for private development, not necessarily a good thing. Of course, it would be the most expensive which is probably why it is more attractive!

The whole idea of the library buying land next to the city owned land was a joint venture project. A way for both the city and Sno-isle Library to serve the community of Lake Stevens in a "better" way. Having the buildings separate would not be conducive to a "one-stop-shop" concept.

Like:

A drive-through service point at the library - great service for families and seniors!!!

A large shared plaza!

If the library decides on the levy, this plan would work with the levy timeline.

The access to wetland is incorporated with minimal impact to it.

Dislike:

The city hall's 2 story height will make the plaza very dark and shady.

Idea:

Can you make the city hall building west-facing, N-S length, as Alternative 1 does?

Space could be used better, saving for future expansion. Too spread out.

East facing plaza. Large exterior public space.

The building layout and gathering spaces are fine but this design sacrifices wetlands and I think they need to be a priority on any new construction to keep our lake and trees and wildlife. This is why it is so beautiful here and we need to keep it that way.

Large public spaces. Less impact to wetlands

Like the separate buildings. But too much wetland impact for that preference to be more than Alt 1. Not as pleasant of use of space as Alt 1

I don't like the higher wetland impacts and the higher cost.

Library offset to easier access- consider more parking to the side and behind- I'm not sure you understand how busy it will be once moved and bigger - ask the library staff what will work-involve those who are actually doing the job and know the clientele please - they know the public and our needs

Question 6

Wetlands impact and less community "share" potential.

Seems welcoming and the outdoor landscaping seems beautiful. Like that there are 3 entrances to the parking lot. The library is not large enough.

I like that it has separate buildings, if the city ever gets picketed protestors they will be separate from the Library so should have no impact to the people who work in the library or want to go to the library, the green spaces around the building are very nice.

Love the shared space here, I think it will look amazing and be utilized. It's an even better gathering space than that in Alternative 1. This orientation maximizes the site and lets each entity have the meeting space it needs. This option also provides the opportunity for future expansion of either building if needed due to growth.

Like: Drive up/ drop off area at library to assist handicap and elderly.

Like: Lots of "Gather" and outdoor areas.

Like: Multiple entrances from the road

I like it better than #2 but if I recall in reading through the details this one had a larger impact on the NGPA and was more expensive

I like the courtyard. I don't like that it looks like that big rock by the house is going away.

I like distinct differences between City and Library. Also is there discussion on Senior Center integration.

Like that they are separated. Used a lot of the available space.

If anything, both areas should be 2 stories. Libraries are always expanding and the space would eventually be used and there would be a lot less costs to open the 2nd floor without having to remodel or rebuild.

I like the parking choices on this one the buildings seem very far apart though please provide benches to rest on! nice looking campus and low cost

I like this one it is similar to option one. I like the size of the buildings and I appreciate the open face design of the gathering place in the middle. Very close to option one.

This concept makes the most sense allowing for future expansion, and allowing for every day flow of both vehicle and pedestrian traffic without interference with each other. Again, parking is a major concern in this heavily dense population. I can see these parking lots being used for resident parking. The fire station parking lot is full not allowing for parking in lot but on the street. Was there any consideration given to purchasing additional parking across the street on either the NE or SE corners? Intending for more coffee shops, or the like as additional revenue should not be considered as long range usage can't be counted for permanent income.

I like the idea of trails and interpretive areas...but...I also wish that there wD more to it. I'm just not excited about a library and city buildings. I had hoped for something more to hub the community.

I think the large gathering space in between the buildings could be cool. I just don't think it is necessary to have two totally separate buildings.

I like the gathering space in between buildings and how the parking lots are connected for flow between buildings.

Like the double entrance for parking

Best of the available options. Library needs to be on ground floor.

This seems the best to me.

3

Less parking, but similar outdoor pace to option 1

Lots of cool outdoor space, city and library buildings are disconnected and parking seems to be a fair compromise.

Better use of out door space with conservation of the surrounding wetlands!

I like the library being it's own building would be more compliant with grant money

Drive trough drop off an essential especially for us older folks

Would like to include a mail drop off.

I love this one, especially the outdoor spaces.

Question 6

Prefer the library to be a stand alone facility and not shared building space with City offices. Shared Gather spaces ok.

This option is nice if the project has to be done in phases: the city may be able to raise funds to move forward before the library (or vice versa) and this plan could allow for development at separate times.

I prefer there to be separation between the city and library buildings. I also like that there would be screening at the corner.

I love the drop box, parking and thoughtfulness.

My favorite choice due to the layout of the library building and the outside spaces.

I like this parking design best. Access is easier to both buildings

I prefer where there is in from the two stories down to the one story versus two stories next to regular housing.

Library should be bigger. Why not two stories? Needs community space to run activities, classes, and meetings.

Nice separation with out door space.

I like the parking lot and having a gathering area between the two spaces.

There seems to be less green area provided or at least for people to gather, relax, read, etc.

I like the large gatherings spaces and overall use of space in this design, which takes advantage of the available footprint. I prefer a 1-story library. Green space seems to be largest in this design / sketch, which is a priority for me.

Like the lower profile buildings and amount of green space

Best use of available space. Not too crowded.

Again I like the outdoor gathering spaces and the separation of the library and the city buildings

Alternative 3 is the only viable option. It gives the city what it needs and the library the ability to decide it's size and scope. It is the best fit for an expanding Lake Stevens.

This makes the most sense

This is the best option by far.

Having the library be in an entirely separate building is important for our community.

Love the buildings separated by gathering space as wells as the plant learn and rain garden areas

The green space between the buildings and well as having them separate I think is the best option. This is how I see the future for all people of Lake Stevens.

The best part of option 3 is the separation of city government from the public library building.

Seems like a more open outdoor layout than option 1. I like all the green space around and between the buildings.

The library is it's own building and we can keep as much greenspace as possible.

I love all of the outdoor spaces and the separate entrances and separate buildings

Yes! The extra space to gather and learn is definitely worth the slight additional cost. This provides REAL options for the library in terms of growth. The other two do not.

I like the separation of the two buildings. I really like the courtyard space between the two buildings.

It gives each building the required space without having to sacrifice services for either of these!

concept sketch

I feel like this design concept is the most equitable for all of our communities citizens. We use the library weekly with our family and feel like overall this is by far the best design and option.

I like the flow and all the garden space but I don't see it being used much and prefer option 1

Best for accessibility and equitable opportunities.

I feel like this just looks nicer and has more room to grow, you could always add another floor to the library if necessary one day.

I love the large gathering space with a rain garden in the middle, and that it's sheltered from Market Pl. traffic by the City building. I like the smaller gather space for library use. I love that both buildings have views/access to the wetland. I like that the drop-off can also be used for pickup by the disabled and haggard moms. I like that it has a lower cost/sq ft, even though it costs a little more. I like that the library is offset the most from both streets for less distraction and quite reading.

One thing I hadn't considered that was presented in the meeting was that the City building would cast some shadow on the library and gathering spaces. That's a concern. We need to maximize natural light in the library and to warm us when outside.

This is the best alternative for the Lake Stevens Community. It encompasses the best features for use.

Not a big fan of how spread out the parking is but like all the green space and how much flow and position of the gathering area. I like the water features but I would like this all in a multi story building to increase the park size and decrease the parking and building footprint

Love the rain garden between the two buildings! Appreciate more parking. Feels like a better use of the space.

Best option for equity.

Great space and concept

The two buildings should have independent identities. They have completely different purposes and should have completely separate spaces. The somewhat separated parking set up also helps to achieve this sense. The outdoor gathering space is a very desirable feature to make the library a magnet destination for young families, as it should be.

I like the open gathering areas in the center and distance between buildings. It creates a town center vibe and will be a great place for snacks on trips to library

Separation of the buildings and common area in between

This blocks off the library so it's hard to see when coming upon it.

Love the separate buildings to make them approachable for everyone. I think aesthetically it will be more appealing too and make that area look so nice with more garden space and outdoor space.

I would rather have the ability to share indoor spaces and also not duplicate the costs of mechanical and other costs stemming from two buildings.

I think this plan optimizes the land in the best way and I love a separate library and city building. Based on the Lake Stevens Allies for BIPOC Diversity, Equity, Inclusion and Access recommendations submitted last month, I feel that that this alternative gives our community the best opportunity to see those recommendations realized. It also allows for the Library flexibility to create a library that fits the needs/wants of the citizens. I also like that it won't allow for future developers to crowd this space.

I appreciate the use of the land. It would be a great place to meet friends, a short walk, enjoy the library, and plenty of parking.

I like that there are three main gathering areas so it can be multi-functional.

I feel this design will best serve the community. I don't think anyone wants to visit the library and city hall at the same time. That's gives it a totally different vibe.

Like: The shared gather space between the buildings feels right; too bad it doesn't line up with 1st Pl NE. Two separate buildings have the best chance of looking cool w/northwest character.

Dislike: More expensive; seems wasteful to separate the buildings; worst wetland sensitivity of the 3 options.

The gather spaces between the 2 building could be made super inviting to draw you into the buildings AS WELL AS the outdoor spaces behind them. It has a lot better flow (car and foot traffic) and many more opportunities for interesting walking paths and architectural features that play off each other from each building.

Keeps getting bigger

Feels more open and accessible

I think the library and city services should be in separate buildings.

I like the increased outdoor space. Why not have the 1-story library be the southern building and the 2-story City space be Northern structure. This would seem to be more appealing and help minimize shadows in the open space.

Question 6

I like this concept in general form, I just don't believe our community would support a bond measure of two separate and defined buildings. A partnership is my preferred choice.

Parking issue.

This seems like it will allow the best library--especially space for kids

I like that there are separate buildings/ entrances. The missions of each operation (city admin and library) are so fundamentally different and could conflict at times, I believe they should stand alone.

Alt 3 is certainly seems lovely in concept, but the outdoor space between the buildings will require a lot of maintenance to avoid the typical half-maintained appearance we see in other campus settings. Natural landscape (habitat for birds, frogs, etc.) is much less viable in a space like that. What happens if the library needs a little less space and the city needs a little more space in ten years?

I like the library to be a separate building from the City government/political building. I like the separate parking, too. There is still room for a small coffee stand, but coffee drinking in the library should be in a limited area.

This concept provides more public gathering space as well as separate buildings which could be an advantage. My biggest concern with all of the concepts is that parking be considered since there is a residential area to the east of the project. If adequate parking is not provided, the residents' parking WILL be impacted. I like the appearance of this concept.

The integration of nature and play space is beautiful!

Will blend in better with the neighborhood lots of parking!

Like the drive-thru drop off. Don't need space for private development.

Indifferent

I do not like the separate buildings, as I think they are an inefficient use of space and won't allow for collaborative management.

I don't like the separate buildings. The initial concept was to have the library close to the corner. This design is the farthest from this idea.

Separate areas for business and library. Library has ability to grow and/or be renovated in years ahead, and the same is for the city offices. Parking spread out and some "room" between the different uses of the full building complex.

Like the separation of city space and library

Looks like neither building gives a welcoming face to Market Street and the gathering area seems to create a boundary (DMZ) between library and city hall.

This is the one! Expanded and comfortable. Doesn't seem jammed together. Buildings have their own identity and independence. This seems to fit form and function and matches the vibe of Lake Stevens that those of us that have lived here for over 30 years can really appreciate. Gotta be 3!

I like the idea of the library separate from the city business. Also I like that they have their own gathering places instead of one gathering place that is always tied up and the other place can't use it. I think the library would feel good being separate from all the activity of the city business. It would have its own library sort of energy like a library should have. Quite and calm.

Love the gathering space between the two buildings

This is the least favorite of the three proposals.

Best takes advantage of the space.

I think this is a great design.

I like the separate buildings with convenient parking for each, and ample room to gather outside.

I like the park space and water features in this one.

O

The library has its own building, that is again the most important feature.

Independent library

I really like the buildings spread out more.

These feel like they could be two separate projects, should one party find funding before the other. That does lead to a feeling of separation, not a unified 'Civic Campus'. There is also the fear that one party NOT be able to find funding, and then this would be half completed for who knows how long...

Good focus on community and gathering areas, excellent use of space. The turn around drive at the library is excellent. Separate building for library.

Much prefer the shared aspect to #1 and #2.

Like: Greenbelt, maximum parking, two story city building, gather plaza

Dislike: entrance locations

Like drive up drop box for library returns. Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project? Would still like the library to stay in downtown Lake Stevens, like many people.

Question 8

If you would like, please explain your reasoning to the previous question.

See my answers to the specific alternatives.

I believe this plan has the potential to use creative financing (depending on an agreement with Sno-Isle) that might allow for offsetting costs by allowing commercial buildings in the north section. While it is a more compact solution, the additional level will actually be great for views from the hill and possibly encourage commercial building at that height in the north section. I could see a wonderful restaurant on a 3rd floor in that section with views of the lake, the Cascades, and perhaps even views to the west.

I like the separate buildings and the rain garden!

Alternative three uses all the space so the community has lots of outdoor areas.

I liked the way the property was utilized and the space was shared.

I like how its spread out and the court yard in between the two buildings!

Need a huge library!!!!

Less impact on the wetlands but buildings are not together. I think the library should be separate.

It is least disruptive to the wetlands and has more room for public space

One level on for the library

none of the above

Alternative 1 has both the lowest cost and lowest impact on the wetlands. Both of these objectives are important to me. They also have plenty of space for expansion if needed.

Has the most gathering space. Allows for separate but shared facilities.

Out of all three options, alternative 1 is the better option in regards to price and impact to the wetlands.

It's very accessible, and potentially allows room for expansion by adding additional stories

It seems like to best option of the 3

I appreciate the sensitivity to wetlands and value more exterior space for the citizens of Lake Stevens to enjoy. I would prefer the costs to remain low and private development to be kept to a minimum.

I LOVE the potential nature design and the buildings their own space.

The design, traffic flow, not having to leave the building and having covered areas and private gathering areas are nice. #1 gives you an area away from street view to gather but still be outside.

It impacts the wetlands the least.

Like that it is using less space, but there is not the play area the is in #1.

I think number two has the best option and best use of the space.

Having the spaces separate from one another

like the design and less environmental impact but parking may not be adequate.

Less negative effects on wetlands that have already been filled with Target and Community Transit. If we don't stop building on wetlands, we will effectively poison the lake we live around. It's already bad enough that the city currently uses an oxygenating system to prevent the lake from turning into a pool of muck. Upland wetland riparian areas give drain water a place to be filtered by organic matter before being released into our watershed. Everything should be done to assure that our local wetlands are preserved and cared for properly. Go ask the stream center in Mill Creek for advice. They know what they are doing. Thank you.

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

For the reasons stated above.

Seems like it allows for a more spacious and easier to access library.

Because I like separation of the two buildings because it gives space for community to walk around

I like the library being separated from the city services. It will also be important to have ample parking. We normally walk to the library where it is currently located.

More spread out

Share the costs and allow for private development.

less sprawl and lost cost of constructions with a single building. Sharing of building resources better and could probably be made energy efficient easily

Question 8

I have already answered this in my choices above (particularly for Alternative 1).

Those that go to City Hall typically are not focused on also visiting the library. Therefore the dynamic and vibe of each building will be very different and not necessarily cohesive. Not to imply City Hall visitors are in a poor mood but they tend to be task oriented, ie get in /get out/get on with their day. Library patrons tend to be either helping children (often in tow) and/or looking for quiet adult focus time to find their knowledge source (book, tape, etc). Different buildings with very different clientele need to be separate and distinct to allow for this natural divergence of culture, climate and rational for why a person visits each (city hall vs. library).

Good balance of shared investment in the project, lower impact on wetlands, good public facing buildings.

I think the flow is nice, and the gathering space in between the two is nice. If building square footage and parking is affected by the more "spread out" approach, I might lean towards alternative 1 instead. Alternative 2 might actually be the nicest, but is the least appealing in the "top down" view we have above. A 3D model and square footage/parking breakdown details would likely be needed to show everyone what the reality of alternative 2 is. Just my two cents though.

children using library more protected from human traffic/safer

You get more bang for your buck option #1 (bigger building for less cost and least amount of wetland impact).

Already answered for each individual alternative.

Using all the space means we have truly built a civic center. But I trust the opinions of our community and hope that, with enough input, we will truly get something that is wanted by the majority of our community.

Having the shared space is wonderful. Being able to combine city business with library learning and fun would be idea. And the city would be getting more bang for their buck! Can't say enough about all the GREEN SPACES and gather spaces and the learn/play spaces!!

A drive-through service point at the library - great service for families and seniors!!!

A large shared plaza!

If the library decides on the levy, this plan would work with the levy timeline.

The access to wetland is incorporated with minimal impact to it.

one building seems most economical and takes up the least space for other things

Keep the land & utilize it effectively covering events, daily gatherings, and business & learning.

Facing Market street and south facing plaza. Large public exterior public space with minimal impact to wetlands.

Least impact to wetlands and a lot of outdoor space

Smaller footprint.

It seemed to incorporate lower cost, less impact to wetlands and not allow for private businesses.

See above

Least amount of wetland impact.

I think it is an excellent idea to be able to share area/areas with the City and Library. Benefits both. I am concerned about the total size of the library! Please consider increasing the square footage.

I like that it has separate buildings, if the city ever gets picketed protestors they will be separate from the Library so should have no impact to the people who work in the library or want to go to the library, the green spaces around the building are very nice.

It is my preferred option as it provides a lot of outdoor space for the public and reduces any potential conflict with shared meeting spaces between the library and city. At first I was set on Alternative 1 since it was lower cost but the cost difference really isn't much in the grand scheme of things and this provides everything needed in a proper civic space so why shoot ourselves in the foot to save a few dollars.

Unless that big rock is going to stay where it is, I like alternative 2. If the rock will stay regardless, I like option 3.

Distinct differences between buildings and their uses.

I like the layout.

Shared and gathering spaces

For a mobility limited person it seems like the easiest to navigate

I like that the library is separate and single story but still has a shared area.

Question 8

Alternative 1 and Alternative 3 were very close for me. I live across the street south facing and I can see the site out of my townhome window. I have a young family that will utilize these services so this decision is important. Ultimately, Alternative 1 appears to be a little more wetland sharing and less expensive overall for what I see to be similar designs. I do like either option

2 separate facilities makes more sense for long range planning, allowing both facilities to run independently of each other.

I think alternative 1 is a good mix of building shared space and creative outdoor space usage.

This plan allows for growth of our community by reserving a parcel. I'm worried about a one story library meeting the needs of our growing community, but by combining both services into one building, we leave room for future growth.

City customers and Library customers do not have to share common space.

Described in comments on each.

Better use of out door space with conservation of the surrounding wetlands!

I like the library being it's own building would be more compliant with grant money

Drive trough drop off an essential especially for us older folks

Would like to include a mail drop off.

It feels most inspiring and beautiful

Prefer a 1-story stand alone library.

Separate building so they can set specific hours and run on their own schedules. Safer.

Need more space for comprehensive library comparable to Lake Stevens' growth

I like having the two buildings separate.

The spacing of #3 is aesthetically pleasing.

More relaxed. Less busyness.

I like the two separate low profile buildings linked by green space

Better utilization of existing space. More open outside areas.

I prefer to have both buildings separate, if possible.

I like the prominence of the library and having it be separate from the city building.

Alternative three gives the library independence to choose what it needs based on the citizens of Lake Stevens.

See above

As a mother of young children, I think having the library very separate from business offices would make me more comfortable bringing my exuberant, energetic, wild Bunch to utilize services.

I also believe, this arrangement would make the library more accessible to all members of our area including our BIPOC community members.

I would hate to see people who need library services avoid going in because they have to walk through our police department too. It may not feel great, but whether we like it or not, to ensure the most access possible to both organizations, I think having separate buildings is the best idea. Also, having separate buildings means if either organization deals with growing pains in the future, it will be easier to update one building rather than two.

Better layout and maximum outdoor green space.

Alternative 3 is the only one that can truly express the community's stated vision for a library.

Separate buildings just makes sense from a safety and security stand point!

I feel that the Alternative 3 provides the best option and access for the growing community. I think separate buildings meet the divergent needs of each building, and provides quality outdoor gathering points for customers that will serve the community well.

It seems the most equitable !

For all the reasons I explained above.

Best features.

Alternative two is denser and makes more sense in terms of preserving more open space or adding additional housing on top of businesses. I think that would provide the most activation of the space.

I feel it should be equitable for all community members in design.

Best option for equity, with ample parking and a nice outdoor garden as a shared space. Lake Stevens needs more shared gardens. Library needs its own building and to not be limited to part of a building so it has flexibility I like the gathering space.

Separate purposes, separate buildings, separate spaces. I hate the idea of conflating the library with government offices.

I think it is important to keep the areas separate between city and library. I would hate to have peoples perceptions of the city to interfere with their library engagement.

Alternative 1 will meet the needs of the city and the library and at the same time give the community meeting and event space. I like the way the site looks with this design.

see above

See above.

It seems more sustainable to me to have a shared building space rather than separate spaces.

Good flow and more opportunity for interesting architecture.

I like how there is more nature elements added. And 1 level. The configuration looks better for the flow of that street. Considering it's in a neighborhood. Also is a busy intersection. Never like when there is just a concrete building and no trees added back.

The library needs to be a separate building

Seems to have the best fit into the available land, although I am concerned about the comments that the open space would be in shade, hence suggestion to consider flipping the buildings.

Parking along 99th is an issue as the development across the street has no street parking for the residents thus they are required to park on 99th. This is an issue. The property on the southeast corner of Market and 99th is not developed. Is it available? Could solve parking issue.

The other two seem like they will be too constricted by the city building

See answer to #6.

As stated above: A single three-story structure will be lowest cost to build, maintain and will be most energy efficient. It also provides good flexibility for shifting space between the various entities who all face an uncertain future when it comes to need. Most businesses are already experiencing a reduced need/desire for office space and public offices will have the same options. Our library already has a fantastic online presence which serves most busy adults well, but there is still value in libraries for children and seniors (glad it is located on first floor.) Lake Stevens will continue to grow and the added flexibility will extend the ability of the project to meet all future needs. The extra land can be sold or leased with a requirement for added (public-accessible) natural greenspace.

2 seems too compact, and 3 send to have less parking and we would get rained on walking between the buildings.

I like the buildings separated because one is for governmental/political purposes and the library should not be associated with the government. The library is for learning and research.

Nice, large separate space for the library.

greater separation of the two businesses

Alternative 3 provides more public gathering space as well as separate buildings which could be an advantage.

My biggest concern with all of the concepts is that parking be considered since there is a residential area to the east of the project. If adequate parking is not provided, the residents' parking WILL be impacted. I like the appearance of this concept.

Separate buildings and space.

It is the best balance of space, impact, and usage out of the three.

I don't care for the idea of cutting down the trees to erect buildings that block the view of the lake.

I like the partnership elements of common space to create a more effective use of the facility and space. Also, it incorporates the natural surrounding property elements. It also costs the least.

I like the fact that the two buildings city and library are separate from each other.

Question 8

An actual Lake Stevens "Complex" feel to it. More one-story style fits the area. Elevators not needed (would be added expense in the long run). Separate areas for business and library. Library has ability to grow and/or be renovated in years ahead, and the same is for the city offices. Parking spread out and some "room" between the different uses of the full building complex. Much better feel.

I like the separation of city space and library

The library and city hall should be separate. Allows for possible growth for both

Brings city hall and library together into a welcoming complex. There is tremendous value in having a place of learning and thoughtfulness (library) together with place of government.

I like the division between the 2 buildings. I like the garden area.

I like the idea of the library separate from the city business. Also I like that they have their own gathering places instead of one gathering place that is always tied up and the other place can't use it. I think the library would feel good being separate from all the activity of the city business. It would have its own library sort of energy like a library should have. Quite and calm.

I shared my thoughts on the Alternative 2 site. The Civic Center could incorporate so much more with allied businesses, additional resources such as a Civic Center and so much more with sufficient parking, abundant meeting space for the foreseeable future.

lower profile

The library is slightly smaller than I'd like but it has more outdoor spaces and doesn't impose on the nature and other buildings nearby.

O

There is no "shared" connected space in number 3 that could make extended library hours complicated.

better separation for library

I like the arrangement the most.

Feels like a true 'Civic Campus' involving all entities residing on the property.

I like the use of space, keeping library separate, turn around in the parking lot

I like having the library separate from city services.

Addressing wetland concerns should be a huge priority, but am torn by the lack of parking. REALLY like the social / community interaction possibilities with the shared spaces.

Central, shared space, large greenbelt, gathering spaces

Like possibility of solar power. Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project?

Question 10

If you would like, please explain your reasoning to the previous question.

See my answer for Alternative 3.

This keeps the buildings separate and will most likely push financing to be done by the city and Sno-Isle separately with little room for creative ways to offset the costs. This will force a library bond election that will fail and delay the project further.

I'd prefer to have separate city and library buildings, and a rain garden.

Dislike the idea of housing next door. Businesses would be better.

Just not a good layout all crammed together!

Too small of library

As I stated in the earlier area. A three-story building just seems too packed.

I don't like the buildings being together.

It is most disruptive to the wetlands, and places potential private development above ecological and community engagement.

The library would be on an upper level

really none of the above. Stop stealing from people.

The cost is highest with a fairly high wetland impact.

Too compact, less gathering space.

The biggest impact on wetlands and most expensive to build.

This design is potentially very ugly. Three story structures are large enough to dominate the surroundings, and unless very carefully done, can be eyesores

I don't think a large multi store building aligns with the feel of Lake Stevens. It also limits the future growth of both the city offices and the library

When I go to the library, I just want to be at a library. I don't want to be near any other city-related services.

I'm opposed to more impacts to wetlands, less exterior public space, slightly higher costs and too much focus on private development.

It is small and lacks room for outdoor scenery. Mukilteo library has a beautiful trail, and I would like something similar to be able to enjoy a trip to the library and walk the grounds with some beautiful nature stroll

Don't want to see the property sold to save a minimal amount of money. Don't think it is in the best interest of the community.

3 story building right on a busy corner with all the noise doesn't make sense to me. Also would be out of character for the neighborhood.

It's mostly parking lot

Too spread out

I don't like the impact on the wetlands or price.

I don't like having the spaces squashed one on top of the other. I also think shared meeting spaces are recipes for scheduling disasters.

It harms the wetland areas, ruins our local watershed, and isn't beneficial for wildlife living in the lake.

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

Looks like it has the least square footage for the actual building.

Because it is crammed together it won't look right for the community

Many kids will be frequenting the library and do not need to be in the same building as city services.

Do not need a three story building here.

Why not share the expenses??

the combined "shared" space is a joke. If the goal is to have a separate library and city building do it.

See above for Alternative 2.

See above.

All of the rational above applies here.

Separate buildings may lead to unequal support

See above. I think it's probably just how it compares in top down visual representation versus the other two.

Option #2 has the most wetland impact, and a three story building in that neighborhood is an eyesore. Also, this option has the highest potential for private development which allows for even more of the franchises Frontier Village has been inundated with.

Don't care about saving space for future development. Vote against future developing of the land.

This design seems to put civic center on the back burner over the opportunity for private development.

No feeling of a shared space between the city and library.

A plan to sell the library property to a private developer - such a short-sighted horrible idea.

NO to selling some of the land.

Concerned about the private development statement, not sure what that means.

The building seems huge and would be out of place in that neighborhood.

See above

Most wetland impact.

Do not like the 3 story building. Everything in that area is lower to the ground (no more than 2 story homes).

A three story building sounds awful!! Everything crowded together. I'm very concerned about the development of the land just to the north. If apartments are built, there will be a huge parking problem!! People from those apartments will be parking cars in the city/library area as well as the street.

I do not think that a local government building should be shared with a Library to me it is kind of a Chaurch and Sate thing

Doesn't allow ample outdoor public gathering space and squeezes everything into small area. Concerned that it would not allow for future expansion if needed.

Too tight. Too small. 3 story building will look out of place.

I don't like that from Market you'll only see the sides of the buildings. With the other options the frontage is on Market, and I like that.

I don't want three stories.

It doesn't fully use the space

wasting the land

Alternative two places the parking WAY OUT there with a lot of walking - also allows for people to "park in back" and do less desirable things.

I'm not a fan of combining everything into one building with multiple levels. I also think this will add to traffic build-up as all are entering one building.

Putting 10 lbs of manure into a 5 lb bag. Too close - crammed in - doesn't flow for me.

I would prefer to use both lots, hopefully providing more usable outside area. I am not sure this would happen with the second lot being sold.

I prefer the multiple smaller gathering spots of plan 1 compared to plan 3.

Both 1 and 2 the least

City customers having to pass through library space to get to city offices.

Too condensed, it would be nice if the library can be a dedicated building

Too much togetherness

Cramped, feels oppressive

I like library separate, less disruption bringing kids in and out.

3 stories

Too much crammed into one area.

Too small

Too much jammed into small space.

Three stories is too much for this residential adjacent building. Also I think the city should prioritize providing green space in this neighborhood.

3 story building doesn't fit with my community

I really dislike the idea of having both the library and the city in the same building with a homogeneous look.

Option 1 and 3 are more preferred by my family.

It purposefully undersizes the library and prioritizes the city building, which, according to the first survey, over 80% of the respondents never use. The Library, according to the survey, gets over 80% usage.
No plant learn/rain garden environmentally thoughtful areas.
Don't like the 3 story shared building. Feels too cramped.
Alternative 2 is a complete non-starter. The restrictions on the library would make it a waste of money. There is no room to grow, it doesn't inspire, and constant city traffic makes the building completely transactional instead of transformative.
Operationally more expensive and doesn't provide the library with adequate space.
It has the least access for all of our community and I believe would be a huge eyesore.
3 stories is not ok
Not room to grow, other space will be filled up by something else.
It's 3 stories, minimal access to wetland, and don't like a lot of commercial development next door, even if it would "support" a civic center, like a cafe.
I think it's not as dense a 2nd don't like the gathering area facing parking.
Not enough parking, and garden space outside could be bigger. Library does not have its own separate space.
Three stories is nuts. This is where people LIVE
Nobody wants to visit a library in an office complex. I imagine fitting all of your build purposes into one design may save money. I believe a real investment should be made to create a library that the community can grow into for decades. In this instance saving tax dollars is not appealing. The library is part of our community's educational infrastructure, helping students, preschoolers, seniors and job seekers. We should invest in it accordingly.
I don't like the spaces being combined and it seems like the least functional layout
There are no three story building in town and it would be odd.
Two separate buildings removes part of the idea of shared facilities. Basically we would be sharing the location and not fully using the potential of the site.
Three stories is really not accessible and may limit the library's ability to keep all public shared space on one level. Trying to imagine someone in a wheelchair always having to go upstairs for certain things that would be shared between buildings.
Way to compact. No room to breathe. Not enough space for areas of interest.
Not enough trees and nature
Don't like 2 library needs to be a separate building.
Nice layout but my concern is parking.
I'm concerned about the cross traffic with the city building
I think a tall building there would be out of place.
See comments for Alt 3 above.
Not that I don't like it, but there always has to be a 3rd place. If I was working there for the city, I wouldn't enjoy that many stairs (because let's face it, elevators in small buildings are slow).
The library and the city government are too closely connected.
Don't like the 3 floors.
Don't really like the library lumped in with the city/sewer. It should be its own separate building.
don't like the shared entrance
I understand the need for income-producing renters but am not in favor of splitting up the property that is already owned by the city and the library. I would like to see the whole area devoted just to these two entities. Our City is growing and we need to plan for the future as well as the present.
Stacked single building
I think the visual design of the second one to be most unappealing, with its three stories. I prefer to keep the buildings lower and preserve sight lines.
Lack of partnership between agencies is glaringly emphasized with the third design option. Also, it costs more.
The city and library should be separate buildings.
Way to packed. Don't like the 3 stories. Yuck.

I don't like city hall being shared with library. Possible for city to push library out if there is a lot of growth. Library should have own space
It looks like a forced fit of the two functions.
Stacked and crammed together. Libraries should have a freedom to them.
I don't like the 3 story aspect, I like the more spread out features in Alt 3 & 1.
No further comments needed on this question from me.
Doesn't look as inviting.
O
Library patrons feel uncomfortable walking into or past other city departments. City departments and the Sno-Isle Library system will have different future growth milestones, having all of them in one building will limit future expansion of all services including the library.
more stories
I don't really like the three stories although it would cut down on costs.
Feels too much like a downtown Seattle type building.
Seem less accessible for those with physical challenges
The disconnectedness between the two buildings feels uninspiring compared to the communal areas in #1 and #2.
Understand north parcel would be sold to generate money to help with project construction. Too crowded, tight.
Would rather have buildings be concentrated on one lot so other one could be sold to possibly offset cost of project?

Do you have any comments on parking, sidewalks, or traffic circulation?

I like the idea of buffers between the street and parking. Sidewalks are a necessity. I do share the commenter's concern about parking for large events.

Parking is going to be a problem. I do wonder if the lot property diagonally across from it might be for sale and used as a parking lot.

Alternative 3 has a drive up book return. That's helpful for families.

Sidewalks would be great as the walking areas near that stop sign are hazardous

Hope it slows the traffic down on 99th been a big problem with cars going 45-50 when's its 25 on this road!

Safe walking to park and ride

Will there be sidewalks added to chapel hill for the increased pedestrians walking up to the library?

I would assume that a roundabout would make more sense with such a high traffic area. I'm concerned about adequate parking. As a mom of two it's important to be able to park closer so everybody can get in quickly. Sidewalks are a given and there should we walk ability for the neighborhoods in the surrounding area. They really shouldn't be any barriers for families to be able to access education and library services.

We need more sidewalks and public transportation and less consideration for cars in every aspect. It would be great to make this a pedestrians only area and really turn it into useable public space.

No

none are needed

No.

Suggest sidewalks along both Marketplace and 99th as well as clear pathways from sidewalk to building(s).

Ideally, there would be a walking route that does not cross traffic.

Needs much more parking.

Most incorporate sidewalks for the safety of pedestrians.

STOP WITH THE MICRO ROUNDABOUTS!!! They are dangerous and people don't understand how to drive in the small roundabouts.

As far as parking, stop building parking lots for micro and compact cars. This is, or used to be, a country town. We drive big SUV's and trucks. I don't visit businesses if my vehicle won't fit in the parking spaces. I have an older full size SUV and kids in car seats. We need larger parking spaces. I can't tell you how many times I've been blocked out of my vehicle in a parking lot because the spaces are to small and some one parks next to me to close to the line.

More open outdoor space for private reading areas.

I'd like to see all parking and sidewalks be ADA compliant and accessible to everyone. Traffic flow should be arranged to accommodate bicycles, pedestrians, etc with clear wayfinding and safety in mind.

number 1 needs more parking

NA

Definitely need to consider more parking spaces.

Will a sidewalk be completed all the way down 99th on that side? Currently there are no sidewalks around the bend of 99th until you get to Target. It would be nice to have a continuous walking path around the curve.

Circulate traffic toward Market Pl essential, but need better times traffic signal at Market Pl/SR-9 intersection.

Also, is there really a need for the bike lanes on Market Pl between 91st and 99th? I don't think I've ever seen a cyclist use it in the ten years I've live in the area

No

This area already has more traffic than it can handle.

It does not appear as though there will be adequate parking.

The more sidewalks, the better. This city has been behind on sidewalk development for decades. It's never busy enough at a library and city center to warrant more than a couple dozen parking spots a block away from an empty Target parking lot.

Just what we need in this area, more traffic congestion.

Question 11

There needs to be sidewalks on Chapel Hill from the new city buildings to Davies Beach. Cars fly up and down that Hill. It's not safe. A sidewalk would help keep kids and pedestrians safe going to the new center or beach. I live off 103rd AVE NE right in between the new center to be built and Davies Beach. So I see first hand how badly it's needed to keep all safer.
I can't tell if there are going to be sidewalks or not. I am in favor of sidewalks. Traffic access looks to be best in alternative 1. Both the other alternatives offered have less access to parking lots.
Sidewalks are basically non-existent at this location and that should improve. It looks like parking and access will be much better from current location; however four way stop at this crossing will likely need to be rethought with added traffic. Current accessibility of transit (i.e. right next to bus stop) is actually quite nice.
No
There needs to be able parking and multiple entrances and exits. Angled parking is preferred.
Really concerned with parking and especially increased traffic on 99th and Market and there is going to have to be a traffic light at intersections of Market and 99th.
Hope it's handled well. That area needs better sidewalks already
be prepared to build more parking as the library is closer to a larger portion of the city population so there will be more use of the facility due to location and modernization.
Need sidewalk down Chapel Hill, and around corner of 99th and 4th.
I think that the question about parking, and as there was no answer given at the time, am interested in hearing what the plans for this are (other than showing where parking places are included in the design). I am wondering how much thought has gone/will go into looking at how parking is already used in that area?
I am also curious to see the final ideas about how this will be funded.
Please assure that the intersection is "traffic controlled". It is already a very busy corner. Make certain that there is adequate off street parking to handle large crowds. Many residents already use on street parking along 99th because the subdivision has no on street parking.
Parking signage needs to be easy to read and simple to understand. Plants near street, on side of parking area and along walkways needs to draw in the visitor. Studies have shown bringing nature into areas where we work live and play is essential for optimal emotional and mental health. In terms of traffic, ingress and egress driveways need to be extra wide so cars entering and leaving can do so without fear getting to close to one another. An entry turn lane using off street land could place those entering out of regular through traffic. Same for those exiting (maybe using south end of parking for exit & north for entering).
Looks well designed
Seems like there is not enough parking in all three options.
Just to make sure that there is plenty, especially if there are any plans for library events, city center events, etc.
Supportive of more sidewalks and roundabouts. No parking garages.
Prefer parking layouts in Alt. 1 & 3 - appears to give easier access to buildings.
Certainly, traffic at this intersection (already a busy one) will increase. Maybe, down the road, a roundabout? Otherwise, it seems that all designs include the ability to get to site on foot, by car or bus and by bicycle.
As was mentioned in the presentation, parking for large events may be an issue. Everyday business and library going should be fine.
Make sure to have plenty parking for users and staff at the city hall and library.
Provide enough parking while also ensuring traffic flow for least congestion to citizens using the roads to and from the Civic Center. Sidewalks important.
hopeful for a new roundabout at 99th and Chapel Hill Roundabouts work and are much less expensive than lights Concerned about traffic Market Place approaching Highway 9 and through the local neighborhoods.
It does look tight for parking for both staff and 93,000 library patrons. Library services should have a few dedicated 15 minute pick up stalls (most of the time we order online and pick up). It would be annoying to drive the lot and not find parking for a quick pick up. There should also be electric charging stations for those who stay longer

Please provide bike lanes and bike racks! It'd be great if Lake Stevens was more bike friendly.
No
Please make sure there is enough. Most new developments in Lake Stevens don't allow for enough parking.
Keep things walkable while still providing good traffic flow & uncontested parking.
See above
Concern about overflow customers/patrons parking in "neighborhood" spots which are already at a premium. Especially if/when community events are held.
Street parking could be a problem when having events. During normal usage it would probably be workable.
Need parking & library drive drop off. Please no crazy traffic designs like Frontier Village. So dangerous!
None
Alternatives 1 and 3 allow good traffic circulation. Alternative 2 doesn't have drive-up book drop-off which is a necessity I believe. Does the parking account for both employee parking and event/community meeting parking? If rooms are rented out for meetings at the same time as business hours, there needs to be adequate parking. Would almost like to see a parking garage so that more of the site could be devoted to building and gathering space or possible future building expansion.
The more parking and circulation the better.
This should be a centerpiece for our city. Do it right.
Would love to see sidewalks extended along 99th to make walking to the library easier
I think it would be nice to have designated parking for just the library, and to have an entrance on both Market and 99th. Maybe no left turn out of the parking lot onto Market, because I could see that getting really backed up.
Make sure there's plenty of parking for both the city and library.
parking spaces to accommodate regular vehicles and not so crowded to bang doors on either side of the cars.
HAVE BENCHES along the walk ways for people who cant walk the distances you are requiring. My ability to move between parking and building and building to building is limited by where I can stop to rest/lean/sit. It annoys me but I look at all destinations with these thoughts.
Having adequate parking is a must and also making the car spaces large enough to enter/exit vehicles comfortably. Having the separate buildings may ease congestion as people will likely only be going to one or the other.
No.
This area is densely populated and parking is a premium. We don't need more homes/condos/apartments to add to the congestion. You talk about a green belt with trees, water, tables, benches etc. as a place for gathering but it will be more like cramming all this into a small area. Sidewalks have been needed in the 14 years we have lived here but this area has been ignored. Now that a Civic Center is a possibility you are offering promises. I have my doubts.
Maybe put in a roundabout at that convergence of roads.
I would love for the whole area to increase pedestrian access and safety. I also really love the idea of figuring out how to create a link between the market/99 intersection and Davies beach. This is a really unique feature that very few cities can offer.
No
Ensure adequate parking.
Be aware of not only the current population, but of future growth. Be mindful of having enough parking space.
#2 parking seems jammed together.
Parking should be ample and close to the entrances. The deeper a lot the harder to avoid misuse.
Handicap parking close to both buildings
Being mindful of which spaces might be prone to ice, designing around that if possible for safety.
Parking seems limited in all three options. Could there be an opportunity for below ground parking or raise the (city) building a level for additional parking options?
I would prefer that any changes not make it difficult to turn left onto Market from 99th coming from the south. That is my main route out of my neighborhood.

Plan 3 seems easiest for parking and building access
Yes there needs to be an appropriate amount of disabled spaces
We need sidewalks and close parking that is safe for young kids to walk into the library
Put thought into more parking. Accommodate neighbors.
I like the examples with smaller spread our parking lots instead of one big parking lot. It feels more appropriate and people-friendly.
Please include side walk areas. Perhaps parking on property kitty-corner.
Adequate parking based on building size should be considered along with wide sidewalks for biking/ pedestrian.
Bus access is important.
Sidewalks down 99th towards 20th have absolutely got to become a priority for the city of you want to do this. We've needed them for the 20 years I've lived here and this complex will only make the need greater.
And I think you should get rid of those awful flashing stop signs, or make them motion operated or something. They're absolutely horrible just to drive past, I can't even imagine how intrusive they are to the people who live near them.
Wide enough sidewalks for strollers and wheelchairs with ramps. Possibly parking for disabled veterans and families with young children/car seats Close to the entrance of the library.
Traffic circles keep traffic moving a lot better than stoplights. Would love to avoid stoplights if possible.
We need to have a better handle on traffic and parking. Better bus routes to and from the city center would be preferable. I dont want to have to drive and take up parking space. Once you reach the town center it's easy to walk. Better to just take a bus than drive.
None, looks good
Please ensure accessible walkways and a drive-through book drop (this is essential for parents!)
In a combined building parking will be the biggest issue with people from the city and library fighting for spaces during high traffic and program times.
Entrance and exits at both streets and not just one way please
One community member brought up that, for large events, there isn't nearly enough parking. That's a good point. In the summer, the library has programs that attract 100's of kids. As far as the farmer's market, I think that should be kept downtown at North Cove, not at the civic center.
Ensure accessibility.
Alternative 2 had too dense of parking. I would love to see a parking garage underground instead of surface parking. Sidewalks and paths should have lots of landscaping. Beautiful signature roundabout with landscaping at market and 99
Hopefully sidewalks on the south side of Chapel Hill (99th SE) get sidewalks, or at least a decent space for walking! Needs to have enough parking without being a huge lot so that people don't have to look for street parking in the residential neighbourhoods. Sidewalks are a must.
Keep the parking as far North as possible. Keep the lights from shining in my house on the buildings.
I like the separated parking design in drawing #3
The bulk of the parking should be closest to the library.
The 4 way stop has flashing stop lights at all times. Maybe cross walk lights that just turned on when a pedestrian needed to cross instead?
I would want to increase lighting in this area as well to promote citizen safety while crossing the street, entering and exiting the library space after sunset.
Would the 4-way stop become a round-about? We are already outgrowing our roadways.
Only that the parking lot seems to be too much the focus on option 1. Maybe it's my imagination. I assume the parking lots can't be behind the building out of site because they would be too close to the wetlands for runoff? Too bad; I bet the residential neighborhoods would prefer the parking lot lights farther away from them.

Parking seems too big - current library has much smaller parking which seems sufficient. Not sure you need more than 1 entrance per street.
Sidewalks would be good. Busy area. Possible round about.
I like 3 because parking is not in a lot but around the complex
Assuming the library wants a drive-up drop-off for books, it seems like a nice thing to have available. The location of the site at 99th Ave seems to preclude pedestrian traffic and parking would need to be ample to support planned uses.
Parking, see above. Would be nice to have sidewalks all around the city where they have not been installed. Traffic will also increase with this facility being located here.
Would really appreciate a drive-through book drop--it helps SO much!
Not sure if there will be much interest in outdoor "markets" at this location.
They look fine.
I hope which ever plan is approved, there will be lots of parking & sidewalks.
space for outdoor activities for the library would be nice.
See my above comments.
Parking is needed
While I am able-bodied and can walk from a distant parking space, not everyone can do so. Also, we hope our youth will use the library, and asking them to walk in multilane parking lots can be dangerous.
There are no banks or drug stores downtown. There are senior citizens living downtown and have no access to drugstores or banking. Money would be better spent providing a bus service that accommodates everyone living around the lake. People walking on 20th should be provided with benches where they can rest awhile when walking.
No. Other than to ensure ample bicycle parking with locking capability.
The current 4way stop (which will, of course, start to pile up traffic) could be a roundabout; please not another traffic light.
The design of this civic complex should leverage the site as a place where citizens can not only carry out business with city, but to also, meet, visit, mingle and use library resources. The functions at city hall and library should be viewed as symbiotic, not distinctly separate.
Overflow parking area would be nice for somewhere nearby/reasonable walking distance, please include as much accessibility/sidewalks/ramps as possible to be inclusive to all community members of LS.
Parking, sidewalks and traffic circulation is key in this development. You are directly north of the Fire Station, and west of a major relatively new neighborhood. Sidewalks are key in this area as I walk the area when my wife is at Physical Therapy.
O
Please plan for people who bike, walk, and roll! Not just cars! Put the infrastructure in place for pedestrians and people who bike so everyone can have safe access throughout the city via active transportation.
Lake Stevens is a large community, extra parking is essential to providing access to all community members.
no
Traffic circulation will be an issue.
There is concern for parking at all three sites. Perhaps a way to create an underground parking garage or a lot adjacent to this campus for parking.
We need more parking not less. The turn around is great in #3.
Obviously the more parking, the better.

Do you have any comments on building size, stories, footprint, or location?

I like the green footprint of Alternative 1 with regard to its impact on the wetland and the desire even to extend the tree canopy if possible. The location is ideal for the growing Lake Stevens community. It is accessible to the huge growth we have experienced on the west side, and to the annexed parcels on the south side. The current downtown has serious issues regarding traffic growth and is not especially accessible to much of the community. A one story library is ideal when dealing with seniors, people with disabilities and school children. The location near the transit enter and public transportation also is a plus.

I believe we should be willing to go 3 stories on that hill and take advantage of the views. It will block no open else and give the public the best views in town. The location is great and the footprint is what is possible.

Nope I like the location! I live next door at the Glenwood Apt. It will be nice to have something built on this property to keep the homeless from living in the woods.

The location is so much better because you don't have to drive around the entire lake to get there.

Not really.

No

none of this needed

I like the space usage of alternative 1 without going really high.

I don't like anything over two stories and feel like the library should be more of the focal point.

Try not to have too big of a footprint on the location.

Please be conscious of environmental impact.

Build for the future. Stop and look at how many new houses, condos, town houses, and apartments now, then build for what will be added in the next 10 years. We want this to last well beyond the date the loans are paid off.

I prefer the library located is facing the 99th Ave NE road and the City is on the Market Pl road.

We need a large library with lots of books and educational materials. Definitely want it in Chapel Hill area. The sooner the better!

i prefer one or two stories and using green materials.

NA

Really believe the library should be more than 14-18,000 square feet. We get one chance for this. Please, do it right!

Keep the building to 2 stories to fit with the rest of the neighborhood. Don't move the big rock, incorporate it somehow into the design.

Alt 2 is right sized

Library should have the most space.

Use the space wisely. Not so spread out.

I think going up is a great space saving option.

A two-story city building makes more sense to save room since services can more easily be differentiated - one floor for sewer district the other for city business. The library needs to be a single story for ease of use by both staff and the public. The library should have larger square footage than the city given it will have more people coming in on a daily basis.

Quit filling swamps and building on them.

I like the single floor design best because everyone can more easily access services when they are one floor, otherwise there will need to be elevators for ADA access to multiple floors.

It seems like Alternative 3 would be ideal with an eye towards potentially two stories for the library down the line: with current city growth, future-proofing seems wise.

Non

I would have preferred the city center to stay in or near it current location.

No more than 2 stories

I'd like the library to have ample space. Look at marysville and snohomish libraries, ours should be spacious like that. Also, please allow room to grow or room for a third party to use units or even an entire floor.

Question 12

You are taking the core of the "downtown" from Lake Stevens. If the goal is to move it towards the population center then well done. If the goal is to watch the historical center decline then well done.

I prefer that you use both lots.

I would suggest we look at other cities of comparable size around the country that have built a city hall and/or library in the last decade and survey them as to how they selected the size, etc of their facilities and now 10 years later does it still seem about the right size for their needs. Location, just south of the new "The Mill" facility.

Approve of these design decisions

I think the location is excellent. But I'm going to be biased, as I live on the south end of lake stevens.

The three story option in #2 is too much and the two separate buildings in option #3 seems inefficient for costs of building, operating, etc.

Not really other than I support building up as opposed to spreading out.

This location is central to the greatest majority of Lake Stevens citizens. I understand the desire to take advantage of the vista of the lake and the Cascades. Makes perfect sense not to take advantage of that.

No 3 story building

More meeting rooms/space for public use.

Library needs to have more space to grow. Make it a two story building, at least. Too small.

No more than 2 stories. Important to have large exterior public space.

Yes, prefer the smaller footprint as long as there are elevators for access.

No more than 2 stories please.

Take advantage of the views. If multi story buildings allow for public rooftop spaces.

Location is a done deal from what I understand-you already bought the land right?

I love the location because it is close to me and I will be able to walk there. It also seems to be more easily accessible to more of Lake Stevens citizens.

Really hate the 3 story option. Where are people going to park when have farmer's markets etc.

I think the 1 story concept fits for what we need the location to me seems to abandon our true heart of the city in a way and not sure if that is the right thing to do as the core Lake Stevens is down town.

Is the Sewer District sharing the building with the city? If so, I am concerned even a two story building may not accommodate future growth of both agencies. This city is rapidly growing and the city is short staffed as is, this campus should be designed to make sure there is enough space for growth of employees by all agencies for at least 30+ years or the life of the buildings.

Spread things out. Make use of the space.

I don't want it to feel like I am going to the county offices in Everett. I want it to feel like I'm going to a park.

Keep the library and the city offices separate.

I think this is a perfect location. We're missing something like this over on this side of town. I would love to be able to walk to the library.

No

Most emphasis should be placed on City Hall, library will need more open desk space.

no

The library seems small. Why aren't we using the designated library property near target?

just think about limited and no mobility people please.

I think the location is a pretty good one that is easily accessible and easy to navigate. It won't be competing for parking/traffic with people trying to access multiple attractions.

No

A good location if additional municipal parking can be had. A 2 story City Hall would offer a break up from all the one story facilities

I like the thought of having three stories for these. But I would like more space for recreation activities there too.

I like the ideas of flexible design. Rooms that can be turned into larger spaces or outdoor spaces.

No

No 3 stories

Doesn't matter those decisions have already been made.

The library needs to be big enough for a collection size that fits the community AND staff needs.

Prioritize outdoor space for beautification and fair weather / multipurpose use.

Better use of out door space with conservation of the surrounding wetlands!

I like the library being it's own building would be more compliant with grant money

Drive trough drop off an essential especially for us older folks

Would like to include a mail drop off.

Save the rock!

Please use universal design so they're accessible to all, and have gender neutral bathrooms.

A three story building would be too tall for the neighborhood.

The larger the space the better for the library. Love the cafe space !

I don't thin 3 stories is cost efficient

Library should be bigger (more stories, and indoor community spaces)

Why no plan for a two story library?

I love the location. It's close to Target, which is awesome.

No

Prefer one or two story buildings

Community is growing. Library needs to be bigger.

The Lake Stevens Library should be at least 20k square feet in order to be adequate sized for the needs of our community. Multiple libraries within the SNO ISLE system are that sized with smaller populations. This would give our library the premiere opportunity to host a wide range of events and activities that would decrease traffic from families leaving LS to pursue these opportunities elsewhere.

I love that location for a city center/library. I think it's perfect. I voted for it last time and will vote for it again this time. Just don't pick option 2.

Possibly if there are better sustainably sound options for landscape management and making the buildings as sustainable as possible. Powering by solar panels would be a great edition to the center.

Love the locations!

I think a taller building (at least 2 stories) would be nice to take advantage of lake/mountain views. It also allows better separation of zones for different age groups.

The library should have more dedicated space then city departments! It serves all citizens young and old. The city facility only is people who use city functions.

Minimal height location, parking in the back of the buildings for a cleaner look maybe?

In Alternative 3, you mentioned that the 2-story City building would cast some shadow on the gathering space and library. Would it be possible to switch the 2, with the City to the north and the library along Market?

I don't like the idea of 3 stories, as it would cast a large shadow most of the year and might look foreboding and out-of-place.

No

I think we should build as densely as possible and add housing on top. The views would be amazing and it would increase the activation of the public spaces and discourage homeless

You are going to do what you want. Please keep the ingress and egress as far from the terrible 4 way stop as possible. People go WAY to fast.

3 stories is too tall

The architecture of library should have a beautiful and welcoming aesthetic similar to the libraries in Snohomish, Granite Falls and Marysville. The city office spaces do not need to be on par with the library in this way.

I don't feel that Lake Stevens is a city that should have a 3 story building

They seem to be similar in square footage. The library probably isn't as big as it should be, but having worked on the last two campaigns, I would rather have smaller and actually get it built.

Question 12

I like the idea of Alternative 2 to alleviate the building footprint which hopefully opens up the land for other uses. However, in the rendering there is a large open space which is not labeled. I hope that that unlabeled section in Alternative 2 would be used for public access of the land (walking path, outdoor seating areas, etc.).

Please make the library a priority. Our community and our children deserve it!

Make the buildings cool looking with modern pacific northwest style (think big beams, inviting lodge features, yet fresh).

Keep it one level. Easy access for parking for the library. Would be nice to have a drive thru drop box for returns.

The 99th Ave location splits city services away from downtown. I have concerns that the city will regret doing this. See above.

Would love to see a two-story or maybe a roof deck on a one-story library

See comments above

That is fine.

Still wish the library could have stayed downtown but that is because it is closer for me but this location is pretty centralized and if we could have a library comparable to Snohomish, Marysville, or Granite Falls that would be great!!

There were some comments at the public hearing that the size of the library doesn't compare to Snohomish and Marysville. As I've stated above, our City is growing and we need to plan for the future and a larger library will help to meet the need.

Lake Stevens needs a much larger library due to the continuing increase in population!

No

I support the building that least impacts our wetlands and carbon footprint.

commented in #11, just in case anyone cares

See answer to #11

Accessibility is key! The more ways we can travel there (ie walking, biking, skating, etc) would be so great to see! Lots of sidewalks, pedestrian walkways, biking lane, etc.

Disabled parking!! More!!!

Alternative 2 footprint is the best one that I see available for the City of Lake Stevens, the Sewer District and the Library.

O

Library size needs to be as big as possible. There is always another Library service that can use more interior space.

I like the location.

I think the buildings could each be an additional level up and not impact the beauty of the designs. This would allow for more corporate/private space for long term leasing to other entities that fit the 'Civic Campus' moniker (Chamber, licensing, new post office?, etc).

3 stories in this area is out of place and this is mostly residential even though there is retail. Being taller than target seems off and visually not pleasing. I like the outdoor areas. Location is better than where the library is now.

Do you have any comments on the site design, site features, or landscape of the site?

I especially like the landscape concepts of Alternative 1. Maximum care should be taken with the wetland, and we should take opportunities to use it as an educational resource. Save the glacial erratic.

Looks great and in keeping with the existing structures while taking the city up a notch in quality and look.

Open natural spaces and rain gardens are highly desirable features.

Landscaping sounds excellent.

I would appreciate if there was at least a small outdoor playground. Perhaps one that was more natural scaped to go with the rest of the design.

Looks awesome!

Any design that can include courtyard outdoor space for Library patrons to use is really preferable. Having a courtyard that is accessible just for Library patrons would be nice in order to keep it safe.

It would be great if concerted effort were to go into planting primarily native plants that can help to sustain wildlife and that would need less water/tending to maintain. An area for a community garden would be very cool.

No

none of these waste of money projects are needed.

I like the rain water gardens.

I'd like to see more land used for community space - a fenced toddler playground would be amazing!

Preserve as much of the natural environment as possible, especially the trees. Would love to have a bigger library than the current one we have now.

Not really

I think it's important to plant native varieties and stop using chemicals to maintain. Especially if we hope to protect the health of our lake and any visitors who recreate on, in or around it.

NA

use native plants, maybe have a learning garden of sorts? I would like to see an area where groups can meet.

Make sure to consider the nearby residents in the Chapel Hill/Chapel Ridge area.

Urban sprawl is likely to continue affecting Snohomish County. We should prevent long sprawls by building up.

nope

I like all the design options.

Protect our fish.

I regret that the library will be moved out of the center of Lake Stevens because it is very accessible to walking for several neighborhoods right now where it's located. I hope you will have shade trees planted so people can sit outside when the weather permits. Since we lost all trees and a shady spot to enjoy the waterfront by The Mill development it would be nice to consider that in this development.

Accessibility from all modes of transportation should be considered (i.e. let's not make it car centric and have more parking than building). Bike lanes that feed into the library, sidewalks and transit availability should all be in the picture.

No

It is important to me that this area have places to for friends and families to gather inside and outside. I would love to see the library be a community hub.

Need it to be wooded and landscape to blend in

Please have a library drop box that I can drive up to. That is an amazing feature to have when you have a car full of kids. Even have a drive up window to return them would be ok too.

Insure there is outside park space and it is not just utilitarian

The intermix of wetland and human civic center intensely interests me. Humans can exist within their ecosystems and need to see themselves as interacting with such systems, not conquering. Frank Lloyd Wright has shown that this is possible. One example that has been around for over 60 years is the Civic Center for Marin County in California. This was a new idea when this Civic Center was built. I am encouraged by how so many years later, this can be even further and better accomplished.

Please consider working with Local Tribes to incorporate features, designs, and landscape that honors the original culture of this region.

It needs to be classic Northwest & very inviting. Understanding that like it or not these structures will be "The" image buildings for Lake Stevens for years to come. Be bold, use lots of glass, dark brown wood and black steel mixed with plants. Walkways need to something durable other than boring concrete. Add color and texture maybe with salmon swimming like at Sea-Tac Airport. Open air walkways with plenty of higher up roofed coverings will leave an open air feeling but with out getting drenched going from car to building 8 months of the year.

I hadn't considered the wetlands area as a feature, so I'm glad to see that featured. I like the option for solar panels, that's smart.

A little bit of covering for the outdoor spaces might be nice. Not all of it obviously, but some since it rains so much around here.

The more trees, shrubs, nature, the better!

Have all landscape plants be plants NATIVE to Puget Sound not like most of the plants around the project in town next to the current library. Although some of the plants there are native, most are non-native ornamentals.

Love the rain gardens, areas for kids to explore and learn, the places where there can be community events, etc.

Not impressed with Architectural design. What about having other Architects submit designs for competition? This will be here for years and it needs to withstand time. Landscape design appears relative to area and is nice.

Buildout similar design to the Mill at North Cove incorporating similar design concepts and elements to help unify Lake Stevens. Would also like to have seen this when considering updating the Frontier Village shopping Center - the lack of unity in design and scheme of store fronts and buildings makes everything feel pieced together and not part of a whole vibe that Lake Stevens is striving for. Would be amazing to see each of the neighborhoods of Lake Stevens (North Cove, Civic Center, Frontier Village have an updated continuous and similar design.

No

Pacific NW landscaping. Easy maintenance.

Make library to meet the needs of the GROWING community

I am happy to see the attention to the wetlands issues, as well as incorporating the natural surroundings into public and shared areas. Love the idea of moving the "rock" to a prominent spot.

I like the Alternate 3 concept it has great use of the property it also has great green areas, parking seems that it will work well also

Love the trails on the west side near the wetland, educational features and interactive sites for kids.

Really like the proposed sketches

Keep the big rock if at all possible. It's cool and unique. You could even add signage to the rock, and fun lighting.

Make it a focal point.

no

I really like the green awareness, the shared spaces and the learning concepts. Well thought out.

less bushes, less landscaping for people to junk up with trash

I love incorporating outside seating areas as well as learning/play spaces. The community could really benefit from having ample space to engage everyone in whatever activities that would be going on.

(Story time, kids classes, community classes, etc..)

I would like to see night time parking lot lights with renewable energies if possible

Why do you have to put in a park atmosphere? Again, where are the people going to park? Solar panels with all the trees currently in this area and more to be planted??? What is the ROI with solar panels?

I got excited hearing about the goal of creating designs that allows for multiple season usage. I also like all the planned trees and enhancing the wetland.

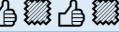
No

More green space and gardens to walk around and enjoy the better

Yes, it is not a work of art. Let's cut out a few million.

In option 1, you should be able to enter from more than one side of the shared space at least, and it would be nice if the library had a second entrance at the other end

Question 13

Your apparent design for the grounds seems creative and lovely.
Make it nice I especially like the outdoor feel of the Monroe and Mukilteo spaces
Really love the rain gardens and play & learns.
No stairs
I like the idea of the water features and plants 
Gathering space and green space should be maximized. Please consider how part of the outdoor gathering space can be covered.
Please include green space for people and make it pedestrian and bike friendly
The architects and Landscape architects did an amazing job bringing a combination of PNW feel and style to the design process, while creating moments to pause and reflect throughout the exterior plans.
Usable outdoor space would be nice. A gazebo, grassy areas with trees and benches to sit and read. Maybe a small botanical garden.
Incorporate plants local to the region and their Lushootseed names. Edible plant life would be great to teach ethical foraging too.
Preferably a play area easily accessible from the library but not in front of any office buildings.
Keeping a good riparian buffer between the city center and the lake is essential to keeping it healthy. Planting fruit trees, native plant landscapes and preferably using the least amount of pesticides as possible.
None
I would love to see a roof deck! This would help provide additional flex space in our nice summer months.
No
Edible landscaping! And signs to promote what it is. Berries, herbs, etc
Love use of the glacial erratic as a key focal point! Love the use of rain gardens! Love the ideas presented at the beginning incorporating water, wetland, education, and art around the outside!
Native plants
Make the landscaping epic with lots of beautiful flowering trees, blue giant sequoias and dense plantings. Go for a mill creek town center or a village style landscaping. Something residents will be proud of. In terms of design, I love the Snohomish library style.
Love the rain gardens!!!!!! The bigger the better!! Lake Stevens needs more public cultivated green space. Community garden is nice but out of the way and not nearby to other businesses.
Looks like a lot of money was spent on something the voters denied.
I like the open space depicted in drawing #3. The campus landscaping should be inviting, bonus point for being educational. There should be sufficient hardscaping for people to gather outside. Benches would be lovely.
Landscape should include native plants only to promote the right insects and eco system
It would be great to have this be a park or nice outdoor gathering space as well.
I like the outdoor designs. Didn't realize that so much of the lot needed to be a buffer zone. Putting it to educational and just enjoyment use is nice.
-Exterior charging and wifi capabilities for when facilities are closed
-Drive through pick up and drop off for all weather and ease of use
-Book lockers for after hours pick up option
-Community garden/edible food planting being highest consideration in landscape design to help community members with food insecurity; Use Lushootseed words to highlight indigenous plants as an opportunity as well considering it either was or is an endangered language that is actively being revived here in the Salish sea (Puget Sound) region.
- Include a land acknowledgement external display to give awareness (consult with local Snohomish Tulalip tribe and maybe invite them to participate in a ceremony upon opening
-

Question 13

The Bend Oregon riverfront plantings give it a great Northwest feel.
Lots of nature would be great to add back in. Trees and landscaping
3 is the best looking.
Not at the moment.
Leave as much site natural as possible, but include trails.
No
I'm excited about the plan, and believe it will be a wonderful addition to the city.
Please integrate the indigenous culture of the land as much as possible
No
I like the rain garden and think it makes sense in our climate.
It was my understanding months ago that the library was going to have a prominent place more towards the southeast of the property. None of these designs indicate this intention. I'd like to know what changed.
Check out designs like Machias Elementary with low water ideas and water containment. Monies put into a quality landscape system NOW would pay off in the long run.
Very important to make sure the site design is welcoming to all, very approachable, and few visible barriers from road to entry ways
Food trucks and other local vendors being able to set up somewhere easily and safely (covered potentially?) would be great to see. Offering a constant flow of exposure for our local and/or nearby businesses to maybe rotate out? The Farmer's Market is such a great hit, would love to see more of that small business love year around. Vendor events & new annual festivities would definitely bring us out often.
Nice landscaping. FLOWERS!!
No comments on the design but a well landscaped, well maintained to something worthwhile for our area.
O
Plan the site for future building expansion. Plan both city building and Library building structures for future expansion.
I appreciate the attention to nature and the pathways and learning stops around the property.
No

Is there anything else you would like us to know?

Books such as Our Towns and Palaces for the People make clear the importance of a well-functioning library to the success of a community. They are vital resources to citizens of all ages and to local businesses. It is not just about books, but also about internet access, audio books, films, employment resources, entrepreneurial resources, a place for our children after school, etc. In Our Towns, the writers found that every community from a few hundred people to Columbus, Ohio, that was able to regroup after the 2008 recession did so, in part, because of their library.

I REALLY want the city to be in charge of the entire financing portion of this. As I said above, the city and its elected officers have the incentive structure (we can vote them out) to keep the costs lower and find creative ways to finance projects. The current mayor and council are pushing the right way on this and I trust them more than I trust Sno-Isle.

Is the Police Station still going to be built there as the original plan?

A library is such an important feature in any city.

The current library has been a lifeline during the pandemic. I think the Marysville public library is such a wonderful example of what the library can be. It has so many different areas to use and beautiful outdoor space for walking around.

N/A

No

who wants this stuff, certainly not the people that will be forced to pay for it

I would prefer a building with more stories if that would give us more space for the individual departments. Give us the social distancing we require.

I am disappointed to see the library moved farther away and forcing me to drive through the congested city to get there. I know there are improvements being made to hwy 9, but I hate roundabouts, I've been cut off and nearly ran into in all of the roundabouts in Lake Stevens multiple times.

Certainly don't want any private developers on site or too close.

This community has grown exponentially in the 30 years I've been a resident. I hope that city leaders make an effort to maintain the charm and unique beauty of Lake Stevens. It would be unfortunate if we sold out to the highest bidder and became just another city with all the same storefronts and offerings every surrounding community has. The traffic continues to be a concern as we have more families and cars traveling to/from. Efficient and mindful planning will be important.

NA

Please make sure there is a cafe. This was a high interest I saw in the comments.

nope

Lake Stevens residents have voted against this several times yet you continue to push the issue; What part of NO don't you understand.

Let's give Lake Stevens a library to be proud of!

When is Costco getting built. Because I heard last year they are going build this April 2021 of this year so when are they going build to the Costco in Lake Stevens

Really happy for use of land as living in Chapel Hill it is a eye sore currently.

I'd love to see a co-working rental space be included for all the entrepreneurs and work from home employees. It would be a huge benefit for the community.

Need drivers to obey the speed limit!!!

This needs to happen. Start with the end in mind. As I said, be bold and survey other cities of similar size, You're not going to satisfy everyone. That's OK and to be expected but don't let the perfect get in the way of seeing this through to 100% completion and "The Grand Opening/Dedication Ceremony".

Excited to see this project get started!

Even though I have a preference, I hope ONE of these options occurs! I grew up going to the library in the cities where I grew up, I loved summer reading programs, etc. I have a 5yr old and 1yr old, would love for them to have similar experiences with reading as I did. The current old library downtown really isn't that for us to drive, but the location kind of stinks, it's small, parking isn't great etc. I would love to see the city of lake stevens get a nice big upgrade to match the growing population and all the families that keep moving here!

There is not enough information given here to make a choice on any of the alternatives. How big would the library be in each case? Would one alternative have more space for book shelves and computer terminals and meeting rooms than another? How much outdoor gathering space do you really need for a library in our climate? It's great that you are looking for input, but a decision on a library involves more than just choosing a site plan.

We like the style that's been done to help preserve the small town charm and personality of the old Downtown and think that would be nice to have carried over into this space as well.

Nope

How can i help to make this happen?

The cost = tax hike will be a big concern for the residents of Lake Stevens.

Where is the museum????

Thank you for listening! Please hold on to all the land for our city's future needs.

Looking forward to completion!

Talk to the staff !!

After 2 failed attempts to fund a library I am just hoping that funding will be available to make this happen.

none

Will City Council meetings or community meetings be held here? If so, ensure the indoor spaces and parking can accommodate them.

No

thank you

I am excited to support this project!

The Sewer District just took over the whole building next to Hawkeyes after it was remodeled inside and out.

Does the city own this facility? If so why would the sewer district need to be put in the City Hall? Wouldn't offices for DPW, Recreation or parks make more sense to be housed in City Hall. You talk about a Farmers Market but don't you have one now for North Cove? How many farmers markets and events (arts & crafts / festivals) can this city support? Again the parking comes into play with such activities. You talk about walkers to and from the lake on Chapel Hill. Have any of you walked up or down Chapel Hill? How about biking it? Not an easy task. Sounds good just not easy or practical. Wouldn't it be nice to have more bike trails to access both downtown (North Cove) and the proposed Civic Center????? Again, looking into the future not just four years.

r
t

Thanks for creating these great alternatives to show the ways this space could be used.

No

You seem responsible and diligent. Thank you

I believe the cost to the taxpayers should be presented as what will it cost per household. A lot of work is going into this presentation but only a small portion of taxpayers are aware of this and cost will play a large part into getting this voted in

It would be nice to have a space for meeting rooms .

I have been to the Hershey Pennsylvania public library and although it's ok I think too much money was spent on the facade. I like the NW exteriors but not the wasted space in the interior with high ceilings.

Snohomish has an odd parking arrangement.

Hope to see this start to come together soon!

Please think about how much is being spent to put this plan into action. And if we take the cheaper route to. Build it's only going to cost the taxpayers more to maintain it down the line. I would rather have a higher cost to build something more sustainable and it pays it self off over the years, than to pay less now and it costs more and more to repair/maintain.

No

Alternative 2 truly makes no sense.

The library would be best as a separate building. That is why option 3 is best.

The community could benefit from a great library! My family has been considering moving to the area and the two most important things are schools and a good library

Give us a BIG library

Is there any reason besides cost that the library can't have a smaller 2nd story? It would allow a smaller footprint and increased shelf space, plus possibly provide a lake view and areas for quiet.

Please make it really nice and a point of pride for the city. Lake Stevens should be the pride of Snohomish county. It starts with the built environment being very high quality

Build this somewhere else.

Which one costs the tax payers more? Which one is more expensive?

Thanks for all of your work.

Keep in mind its in a neighborhood that is busy with lots of children and people walking and running. Dogs , etc. So it's quite now and adding this will make it more busy and loud. So adding in as much nature to keep it peaceful and pleasing to look at.

Also adding a mail box drop would be nice. Since the post office is all the way on the other side of the lake. And would be wonderful to have a mail drop here as well

We so need a library. What a great place to meet and have a nice quiet place to work and study. I'm so looking forward to it.

How are any of the Alternatives to be funded?

My main concern is the impact that moving city and library services would have on the current downtown area. It seems unwise to me to move these services from the downtown area. Would be better to sell these lots and build downtown as originally planned.

See above.

Avoid a "green roof" if at all possible. Put the money to work on the ground. Consider incorporating solar into the south side of the building and visible to public (possible entry canopy) with energy metering visible to public.

Will the library be a city funded capital building project or a sno-isle capital building project? What is the estimated use for the library? Voters have already declined to pass a library capital bond twice, not sure if the added cost is worth it.

I appreciate the chance to comment. I am an avid user of the Sno-Isle Library system.

No

I would rather keep the library/museum where they are now, preserving Lake Stevens history and keeping the library in the heart of the city.

This project is not necessary at this point. Current city facilities can accommodate existing needs. The voters voted down a Sno Isle library already and this entire project is being forced upon us. I do not support this project at this time.

Thank you for seeking input from the citizens/residents and visitors of Lake Stevens. I am a long time resident of the community (33+ years) and have seen much change--from small town to exponentially larger bedroom community.

PLEASE listen to the comments provided with this survey, and not just make it lip service for builders to come in and just make money.

Love this idea/concept and looking forward to having a library that truly serves our community and all of the diversity that exists here and in the world. Would love to see the library host reading events, writing expos, spelling bees, etc to encourage our youth to engage and learn!

Provide enough parking. Especially disabled.

Can the grounds have a park appearance?

How will the Civic Center be financed and what is the timetable.

O

This site needs to forward plan for the next 80 to 100 years. Lake Stevens is growing and may well exceed any projected growth estimates of the next 40 years.

is anything going on with an enhanced senior center?

I have lived in areas with multiple library remodels and new locations. I drive to Snohomish because there isn't anything close to that. Hopefully we see that coming to lake Stevens!

I think you have presented an exceptional mix of conceptual site features, site design and landscaping. I really like the three page list of words used to visualize the project i.e. green building, modern, plaza, simple design features, nature planning, cafe (library), lots of windows, etc.

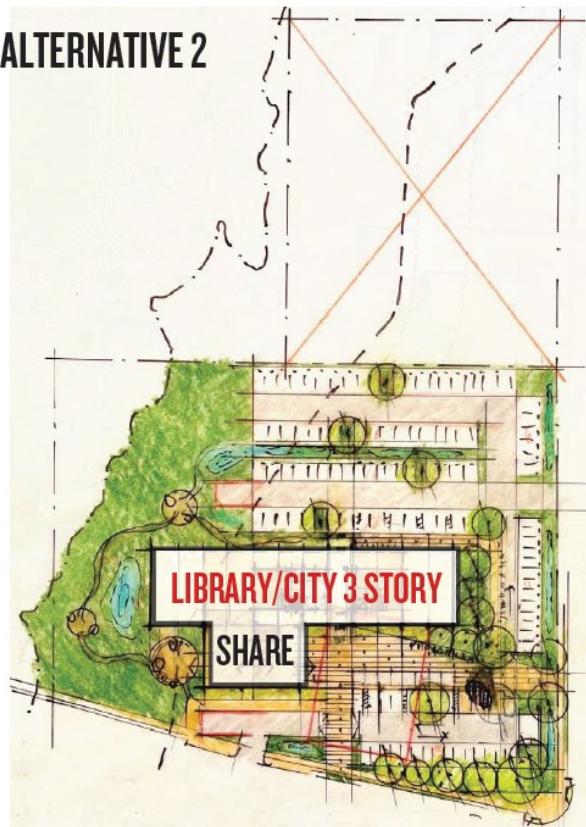
Like possibility of solar power. Would rather have buildings be concentrated on one lot so other one could be sold to possibly off set cost of project?

ALTERNATIVE 1

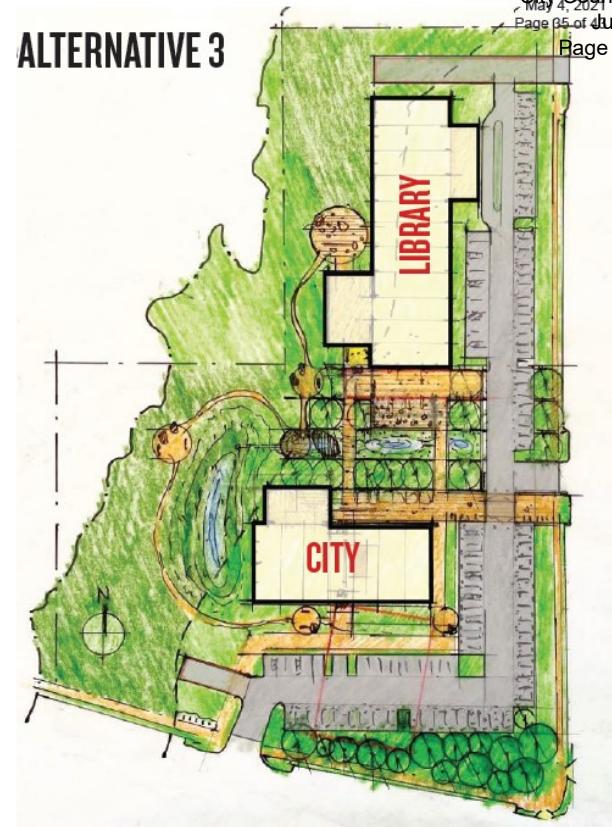
Attachment 2



ALTERNATIVE 2



ALTERNATIVE 3



AGENCY PARTNERSHIP



WETLAND SENSITIVITY



PRIVATE DEVELOPMENT POTENTIAL



AGENCY PARTNERSHIP



EXTERIOR PUBLIC SPACE



AGENCY PARTNERSHIP



EXTERIOR PUBLIC SPACE



Sno-Isle Libraries: Lake Stevens Library

Sno-Isle Libraries has appreciated our participation in the collaborative exploratory process for a Chapel Hill Civic Center development. There has been productive work between the civic partners, and we especially appreciate the level of community involvement as we remain committed to including the community's voice in the process.

The considerations of funding, actual cost savings, community input, and ownership issues have not yet been resolved in a way that outlines a viable joint project. It is crucial for us to construct a usable site alternative during this next project phase that will be beneficial to both agencies however the partnership moves forward. While the possibility of a joint project has not been eliminated, we believe it's important to build in flexibility to delivery method, funding strategy, and timeline, including the possibility of each agency pursuing different approaches to adjacent projects.

This means that we support moving forward with a plan that either has the buildings tied together or has separate buildings, but in either case builds in the necessary flexibility including the ability to develop on different timelines if needed. The currently proposed adjustments meet these requirements.

We remain supportive of and committed to the concept of a civic campus, of working together in partnership, and delivering on an inspiring place and piece of civic infrastructure for the community. Our goal is to maximize the advantages of the inter-agency partnership for the community, while minimizing the risks to the success of the respective capital goals and identifying an acceptable and affordable solution to a new library for the community. Much of this can be achieved with a strong plan for shared grounds, parking and site infrastructure.

The considerations of funding, actual cost savings, community input, and ownership issues need to be accounted for, both in the refined site alternative and decisions about subsequent phases of this process.

Funding

- Clarity on the funding source or strategy and the advisable delivery method. These key considerations need to be addressed whatever the details of a site plan.
- Clarity on the viability and likely success of the proposed P3 approach for funding and financing the entire civic center. As proposed, it results in city ownership of the entire facility. This presents the challenge of Sno-Isle Libraries contributing significant assets to a facility that the district would not own, and does not meet the goal of Sno-Isle owning the library.
- The risks of tying each organization's potential of success in funding and delivering these capital projects to the other.

Actual cost savings

- Acknowledgement that decisive savings have not materialized during the exploratory process that was intended to identify if significant savings were possible through private development, a P3 partnership and/or shared building spaces.
- Recognition that there is a strong possibility Sno-Isle Libraries could realize a greater savings for Lake Stevens citizens through the Library's current course of pursuing alternative funding sources, flexibility in library size and design, and minimizing any potential bond ask.

Community input


- Accounting for community feedback in developing the plan for the library. Sno-Isle Libraries' is committed to highlighting and including the strong community support for the usable and educational outdoor spaces; adjusting to minimize wetland impacts; and exploring ways to have parking less forward and visible.

Sno-Isle Libraries: Lake Stevens Library

Ownership

- Commit to a basic agreement on land and ownership agreements that address buildings crossing current property lines and shared grounds and parking.

Thank you for your considerations. If you have any questions or comments, please contact Chy Ross, Sno-Isle Libraries Assistant Director Capital Strategy and Planning, 360-651-7015 or cross@sno-isle.org.





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date June 8, 2021

Subject: Staff Progress Update – Title 17 Amendments to Code Enforcement Process

Contact	Ryan Mumma, Building Official	Budget	None
Person/Department:	<u>Russ Wright – PCD Director</u>	Impact:	<u> </u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: None

BACKGROUND/DISCUSSION:

As follow-up to the work session on March 2, 2021, staff is providing additional draft sections of proposed amendments to LMSC Title 17, regarding enforcement of violations of municipal code. The goal of the amendments is to streamline the enforcement process and complete general housekeeping of the code. These amendments are aimed to clarify the enforcement process, remove conflicting code provisions, and create additional enforcement tools for efficiency in resolving violation cases.

The provisions in Title 17 of the Lake Stevens Municipal Code are dedicated to the enforcement of criminal and civil violations of municipal code. However, there are conflicting provisions for enforcement and penalties in at least three other titles, Chapters 8, 9, and 14. By combining and repealing existing provisions staff believes the enforcement process will be more effective. We will retain the primary goal of advocating voluntary compliance as the preferred outcome, while still maintaining the authority for monetary penalties, advanced enforcement, and abatement by the City where voluntary compliance cannot be achieved.

During this session, staff will provide working drafts showing proposed amendments to LSMC Sections **17.30 Enforcement Actions**, **17.40 Service of Documents**, and **17.50 Recovery of Enforcement Costs**.

Staff will also provide amended versions of the sections previously presented at the March 2, 2021 work session, **17.10 General Provisions**, and **17.20 Enforcement Actions**. These sections contain revisions in response to council's feedback regarding definition of *Code Enforcement Officer* in section **17.10.110**, and **17.20.010 Authority to Enforce**. To aid in identification, the sections previously presented are shown in the exhibit as italicized while amended provisions in those sections are shown in red font. Additionally, staff performed minor restructuring of these two sections, but no other significant changes were made from the versions presented previously.

At a subsequent work session staff will present the remaining sections of Title 17, including recommendations for amendments to other sections of LSMC for alignment with the new provisions of Title 17. Ultimately, staff will present a complete and final draft of proposed amendments to Lake Stevens Municipal Code and Title 17 for council's review and approval.

RECOMMENDATION: Staff continues the process of updating LSMC code enforcement procedures

APPLICABLE CITY POLICIES: LSMC Chapters 8, 9, 14, and 17

BUDGET IMPACT: No budget impact.

EXHIBITS:

1. Proposed LSMC Sections 17.10 through 17.50

Chapter 17.10

GENERAL PROVISIONS

Sections:

- 17.10.010 Purpose.*
- 17.10.020 Declaration of Public Nuisance*
- 17.10.030 Right of Entry*
- 17.10.040 Code Compliance Required*
- 17.10.050 General Provisions*
- 17.10.060 Conflicts*
- 17.10.070 Joint and several responsibility and liability.*
- 17.10.080 Separate offense – Scope of prohibited acts.*
- 17.10.090 Computation of Time*
- 17.10.100 Interference with code enforcement unlawful.*
- 17.10.110 Definitions*

17.10.010 Purpose.

- (a) *The purpose and intent of this title is to establish a uniform code enforcement system applicable to the variety of code enforcement actions that occur within the city. These regulations establish procedures and mechanisms to resolve violations, establish penalties for violations, provide an opportunity for a prompt hearing, decision and appeal as to alleged code violations, provide for abatement when necessary, and provide a mechanism to recover the City's costs.*
- (b) *It is the express and specific purpose and intent of this title to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this chapter.*
- (c) *This title shall apply to all applicable provisions of the Lake Stevens Municipal Code and shall supersede any conflicting enforcement process. References in the code to violations or unlawful acts or omissions of "ordinances of the city" shall mean and include every such violation, act or omission of any provision of the code as maintained by the City*

17.10.020 Declaration of public nuisance.

In addition to the penalties provided by this title, any condition caused or allowed to exist in violation of any of the provisions of the code is a public nuisance and all remedies given by law for the prevention and abatement of nuisances shall apply to any such nuisance or person responsible therefore, regardless of the institution or imposition of criminal or civil remedies stated above.

17.10.030 Right of entry.

- (a) *Nonemergency Permissive Entry. Upon presentation of proper credentials, the code enforcement officer may, with the consent of the owner or occupier of a building or premises or pursuant to a lawfully issued inspection warrant, enter such location at all reasonable times to perform the duties of this chapter and to conduct inspections, tests or to carry out other duties imposed by the code.*

- (b) *Refusal of Entry. If entry is refused or cannot be obtained, the code enforcement officer may apply to a court of competent jurisdiction to obtain entry, and/or shall have recourse to every remedy provided by law to secure entry, including but not limited to obtaining an administrative warrant for entry.*
- (c) *Emergency Entry. In the event of an emergency presenting a threat to public health or safety and requiring immediate action by the code enforcement officer, the code enforcement officer may enter onto any property without obtaining consent but shall advise the property owner or other responsible person of such entry as soon as practicable thereafter.*

17.10.040 Code compliance required.

It shall be unlawful for any person to violate or fail to comply with the requirements of the City's municipal code. Code compliance and violations shall primarily be enforced pursuant to this title, while maintaining the authority to use any other provisions of the Code, or as otherwise available under state and federal law.

17.10.050 General provisions.

- (a) *The code enforcement officer shall have the authority to administer and enforce this title and is authorized to adopt procedures, rules or guidelines; conduct inspections; and prepare the forms necessary to carry out the purposes of this title. The code enforcement officer may seek assistance from City departments, other public agencies or private contractors to resolve code violations.*
- (b) *No provision or any term used in this title is intended to impose any duty upon the City, nor any of its officers, employees, or agents, which would subject them to damages in a civil action.*
- (c) *The provisions of this title detailing administration of code compliance procedures are not to be construed as creating a substantive basis for appeal or a defense of any kind to an alleged violation.*
- (d) *The provisions of this title authorizing the enforcement of noncodified requirements of any City department are intended to assure compliance with conditions of approval on plats, conditional use or special use permits, zone reclassifications and other similar permits or approvals which may have been granted by policies, requirements, or procedures which have not been codified, and to enforce new regulatory requirements which are not yet codified.*
- (e) *All conditions of land use or building permit approvals or licenses, and all easements and use limitations shown on the face of an approved final plat which are intended to serve or protect the general public are deemed conditions applicable to all subsequent property owners and their tenants and agents as permit requirements enforceable under this title. The code enforcement officer may modify or revoke any action under this title taken by the City if the City's action was incomplete or issued in error, or in response to new information or a change in circumstances.*

17.10.060 Conflicts.

In the event a conflict exists between the enforcement provisions of this chapter and the enforcement provisions of any international or uniform code, statute, or regulation that is adopted in the Lake Stevens Municipal Code and subject to the enforcement provisions of this chapter, the enforcement provisions of this chapter will prevail, unless the enforcement

provisions of this chapter are preempted or specifically modified by said code, statute, or regulation. In the event of a conflict between this chapter and any other provision of this code or city ordinance providing for a civil penalty, the more specific provision shall control.

17.10.070 *Joint and several responsibility and liability.*

Responsibility for violations of the codes enforced under this chapter is joint and several, both as to duty to correct and to payment of monetary penalties and costs, and the city is not prohibited from taking action against a party where other persons may also be potentially responsible for a violation, nor is the city required to take action against all persons potentially responsible for a violation.

17.10.080 *Separate offense – Scope of prohibited acts.*

- (a) *Any person violating the code is guilty of a separate offense for each and every day or portion of any day in which any violation of this code is committed, continued, or permitted by any such person, and such person is punishable accordingly.*
- (b) *Whenever in the code or ordinances of the city any act or omission is made unlawful, such act shall include causing, allowing, permitting, aiding, abetting, suffering or concealing the fact of such act or omission.*

17.10.090 *Computation of time.*

In computing any period of time prescribed or allowed by this code, the day of the act, event or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included unless it is a Saturday, Sunday, or legal holiday, in which event the period shall run until the end of the next day which is neither a Saturday, Sunday, nor legal holiday. When the period of time prescribed or allowed is less than seven (7) days, intermediate Saturdays, Sundays, and legal holidays shall be excluded in the computation.

17.10.100 *Interference with code enforcement unlawful.*

Any person who intentionally obstructs, impedes, or interferes with any lawful attempt to serve a notice of violation, stop work order, or emergency order, or intentionally obstructs, impedes, or interferes with lawful attempts to correct a violation shall be guilty of a gross misdemeanor.

Section 17.10.110

DEFINITIONS

Sections:

17.10.110 Definitions.

17.10.110 Definitions.

Except where specifically defined in this section, all words used in this title shall carry their customary meanings. The word “shall” is always mandatory, and the word “may” denotes a use of discretion in making a decision. The following words and phrases used in this title shall have the following meanings:

“Abate” means to take whatever steps are deemed necessary in the interest of the general health, safety, and welfare of the City by the code enforcement officer to return a property to the condition in which it existed before a civil code violation occurred or to assure that the property complies with applicable code requirements. Abatement may include, but is not limited to, rehabilitation, demolition, removal, replacement or repair.

“Act” means doing or performing something.

“Appeal hearing” means a hearing requested in response to a notice and order, emergency order infraction or other official written notice of violation issued by the code enforcement officer to contest the finding that a violation occurred or to contest that the person cited for a violation is responsible for the violation.

“Applicable department director” means a City administrator or any department director or other designee, empowered to enforce a City ordinance or regulation.

“Cease and Desist” means an order to stop or to allow the continuance of an activity or condition which is contrary to the provisions of Lake Stevens Municipal Code

“City” means the city of Lake Stevens, Washington.

“Code violation” means and includes one or more of the following:

(1) Any act or omission contrary to any ordinance, resolution, regulation or public rule of the City that regulates or protects public health, the environment or the use and development of land or water, whether or not the ordinance, resolution or regulation is codified; and

(2) Any act or omission contrary to the conditions of any permit, notice and order or stop work or other order issued pursuant to any such ordinance, resolution, regulation or public rule.

“Civil penalty” means a fine assessed for violation of a statute or regulation, in accordance with Section 17.150 or other provisions of Lake Stevens Municipal Code.

“Code” means the Lake Stevens Municipal Code.

“Code Enforcement Officer” means the Planning and Community Development Director or other designee, empowered to enforce a City ordinance or regulation.

“Complaint” means a report submitted to the City through an approved method, regarding possible violations of any ordinance, resolution, regulation or public rule of the City.

“Contest” means to defend against an adverse claim or challenge a position asserted during a legal proceeding.

“Costs” means, but is not limited to, contract expenses and city employee labor expenses incurred in abating a nuisance; a rental fee for city equipment used in abatement; costs of storage, disposal, or destruction; legal expenses and attorneys' fees associated with civil judicial enforcement of abatement orders or in seeking abatement orders; and any other costs incurred by the city, excluding fees and expenses associated with appeals authorized by this code or by state law.

“Day” or **“days”** means one or more calendar days, unless expressly stated otherwise in a given section or subsection. In addition, any portion of a 24-hour day shall constitute a full calendar day.

“Development” or **“development proposal”** means the erection, alteration, enlargement, demolition, maintenance or use of any structure or the alteration or use of land above, at, or below ground or water level, and all acts authorized by a City permit or regulation.

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

“Emergency order” means a stop work order or a cease and desist order issued pursuant to LSMC by the city under its police power authority in response to an actual or potential threat or risk to the health, safety, or welfare of people, property, city infrastructure or the environment.

“Enforcement action” means a notice and order, an infraction, or emergency order issued pursuant to this Title.

“Fine” means payment imposed by an agency for violation of laws or regulations.

“Found in violation” means that:

(1) A notice and order, stop work order or infraction has been issued and not timely appealed; or

(2) The hearing examiner has determined that the violation has occurred and the hearing examiner's determination has not been stayed or reversed on appeal.

“Hearing examiner” means the City of Lake Stevens hearing examiner, as provided in Chapter 2.48 LSMC.

“Infraction” or “civil infraction” means any code violation designated as an infraction or civil infraction by the code enforcement officer pursuant to Chapter 7.80 RCW, incorporated herein by reference for which a monetary penalty may be imposed.

A “Notice of Violation” represents a notice issued per LSMC that a code violation has occurred, that the cited party is a person responsible for code compliance, and that the violations set out in the Notice of Violation require the assessment of penalties and costs and other remedies specified in the Notice of Violation.

“Nuisance” (also referred to herein as “violation” or “nuisance violation”) means, in addition to the conditions established in Chapter 9.60 LSMC, a violation of any City of Lake Stevens ordinance

“Nuisance Vehicle” means any vehicle, including, but not limited to motorized vehicles of any kind, boats, watercraft, recreational vehicles and trailers of any size that:

(a) has characteristics which include, but are not limited to damaged, rusted, partially dismantled, wrecked, flat tire(s), broken window(s) or windshield, or missing wheels, tires, motor, or transmission, expired tabs or an accumulation of natural vegetation or debris on or around the vehicle; and

(b) is apparently inoperable.

“Omission” means a failure to act.

“Order”. means a written mandate such as notice of violation, cease and desist, stop work order, notice of a civil fine or fee, suspension or revocation of a license or permit, which orders the responsible person to comply with the action imposed.

“Permit” means any form of certificate, approval, registration, license or any other written permission issued by the City of Lake Stevens.

“Person” means any individual, association, partnership, corporation or legal entity, public or private, and includes the agents, contractors, and assigns of such person, including registered agents thereof.

“Person responsible” or “responsible person” means the owner, occupier, tenant, manager, agent or other person who caused or is causing the code violation under this title or other public law.

“Public nuisance” means a nuisance that affects equally the rights of an entire community or neighborhood, although the extent of the damage may be unequal.

“Repeat violation” means, as evidenced by the prior issuance of a correction notice or a notice of violation, a subsequent violation that has occurred on the same property or that has been committed by a person responsible for the prior violation elsewhere within the city of Lake Stevens. To constitute a repeat violation, the violation need not be the same violation as the prior violation. The violation of a written order of the hearing examiner that has been served as provided in this chapter shall constitute a repeat violation.

“Stop work order” means an order issued to immediately stop any action or work being conducted without a permit or performed in a manner contrary to the provisions of Lake Stevens Municipal Code

“Voluntary compliance agreement” or ***“VCA”*** means a written and executed contract between the person responsible for the violation and the City, under which such person agrees to abate the violation within a specified time and according to specified conditions.

“Violation” means an act or omission contrary to a City development regulation including an act or omission at the same or different location by the same person and including a condition resulting from such act or omission.

“Warning Letter” means letter informing the recipient of a minor violation and does not carry a penalty or enforcement action.

Chapter 17.20

ENFORCEMENT PROCESS

Sections:

- 17.20.010 *Authority to Enforce.*
- 17.20.020 *Authority to Enact an Order.*
- 17.20.030 *Categories of response.*
- 17.20.040 *Procedures and guidelines for responding to code complaints and violations.*

17.20.010 Authority to Enforce.

The City of Lake Stevens authorizes the code enforcement officer to enact an official order and direct the service of such order to enforce against violations of, and/or failure to comply with the regulations of, any provisions of the Lake Stevens Municipal Code.

17.20.020 Categories of response.

Responses to complaints or evidence of a code violation shall be prioritized based on significance and severity. The categories set forth in this section are not jurisdictional and failure to meet them in any particular case shall not affect the City's authority to enforce City code provisions with regard to that case. The following categories serve as guidelines for administering this title:

- (a) *High risk situations need an urgent response. These include an imminent likelihood of/or actual bodily harm or detrimental public health exposure, damage to public resources or facilities, damage to real or personal property, or significant environmental damage or contamination.*
- (b) *Moderate risk situations need a prompt response. These include a risk of bodily harm, damage to public resources or facilities, damage to real or personal property, environmental damage or contamination.*
- (c) *Low risk situations need response as time permits. These are nonemergent, do not fit within the high risk or moderate risk categories and have only minor public impacts.*

17.20.030 Procedures and guidelines for responding to code complaints and violations.

- (a) *This section sets out procedures and guidelines for responding to complaints and code violations.*
- (b) *Complaints – Investigation, Verification. The code enforcement officer shall determine whether a complaint is reliable based upon past complaints, subsequent inspections and/or investigations, and other relevant criteria or information. If the code enforcement officer determines a complaint is reliable, the code enforcement officer may conduct or take all appropriate or necessary inspections, investigations*

and actions. If the code enforcement officer determines a complaint is not reliable, the city is not obligated to conduct any further inspection or investigation, nor to act regarding such complaint.

- (c) *Violations – Investigation – Verification - Enforcement. The code enforcement officer will determine whether a violation is probable or has occurred based upon information derived from sources including but not limited to complaints, police reports, inspections, field observations, witnesses, relevant documents, and city data systems. When the code enforcement officer makes such a determination, the violation will be documented and the code enforcement officer may take or issue appropriate enforcement action pursuant to this chapter including but not limited to issuance of warning letters, VCAs, notices of violation, emergency orders, civil infractions, fines, penalties, and criminal enforcement.*
- (d) *Enforcement Actions. In order to promote compliance with the code and/or to discourage public nuisances, the code enforcement officer may, in response to inspections, field observations, reports, investigations or reliable complaints, determine that violations of the code have occurred or are or may be occurring, and may take the following enforcement actions, in whole or part, and in any order appropriate to the violation:*
- (1) *Warning.*
 - (2) *Voluntary Compliance Agreement.*
 - (3) *Notice of Violation.*
 - (4) *Emergency Orders; Stop Work, Cease & Desist.*
 - (5) *Civil Infraction.*
 - (6) *Suspend, revoke, or modify any permit, license or approval.*
 - (7) *Impose fines, penalties, and/or recover costs incurred by the city.*
 - (8) *Criminal enforcement.*
- (e) *Verification of Compliance. The code enforcement officer shall make such investigations or inspections as necessary or appropriate to confirm compliance with any enforcement action.*

17.20.040 Transfer of Ownership.

Where any enforcement order has been issued pursuant to this title, it shall be unlawful for the owner of the subject property to sell, transfer, mortgage, lease or otherwise dispose of such, property, dwelling unit, or structure to another until the provisions of the enforcement order have been complied with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any enforcement order or notice of violation issued by the

code enforcement officer and shall furnish to the code enforcement officer a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such enforcement order and fully accepting the responsibility without condition for making the corrections or repairs required by such enforcement order. This provision shall not apply to the following types of transfers of real property: a transfer between spouses or between domestic partners in connection with a marital dissolution or dissolution of a state registered domestic partnership; a transfer made by the personal representative of the estate of the decedent or by a trustee in bankruptcy; and a tax deferred exchange to an intermediary or facilitator.

Chapter 17.30

ENFORCEMENT ACTIONS

Sections:

- 17.30.010 Warning Letter
- 17.30.020 Voluntary Compliance Agreements
- 17.30.030 Extension of Compliance Time
- 17.30.040 Notice of Violation
- 17.30.050 Emergency Orders
- 17.30.060 Civil Infractions

17.30.010 Warning Letter

A warning letter may be issued whenever the code enforcement officer determines a probable or actual violation has occurred and (1) there is no history of prior violations at the subject property or by the responsible person, and (2) the severity of the violation falls under the low risk category per Section 17.20.020 (3). This section is not applicable to repeat violations as defined in Section 17.10.110.

(a) Content. A warning notice shall contain the following information to the extent known:

- (1) The address and/or location of the code violation.
- (2) A legal description of the real property or the Snohomish County tax parcel number where the violation occurred or is located, or a description identifying the property by commonly used locators.
- (3) The name(s) of the responsible person(s) and the property owner (if different than the responsible person).
- (4) A statement that the city has found the named person has or likely has committed a code violation, and a brief description of the violation(s).
- (5) A statement of the specific authority (e.g., regulation, administrative order, ordinance, resolution, rule, permit condition, or other provision) that was or is being violated.
- (6) A statement that the warning notice represents a determination that a code violation has or likely has occurred and that the responsible person may be subject to civil fines and/or criminal penalties.
- (7) A statement of the amount of the civil fine that may be assessed if the violation(s) are not corrected as required.
- (8) A statement of the corrective or abatement action required to be taken and that all required permits to perform the corrective or abatement action must be obtained from the proper issuing agency.

(9) A statement advising the responsible person of his/her duty to notify the City of all actions taken to achieve or address compliance with the warning notice.

(10) A statement advising that a failure to correct the violation(s) cited in the warning notice may lead to additional enforcement actions, administrative orders, or the modification of any pending or existing city approvals.

17.30.020 Voluntary Compliance Agreements

A voluntary compliance agreement (VCA) may be entered into at any time before an administrative appeal is decided.

(a) Content. A VCA is a written contract between the person responsible for the violation and the city and signed by both parties, where such person agrees to abate the violation within a specified time and according to specified conditions. The VCA shall be completed on a form approved by the code enforcement officer and the city attorney and shall, at minimum, include the following:

- (1) The address and/or location of the code violation.
- (2) A legal description of the real property or the Snohomish County tax parcel number where the violation occurred or is located, or a description identifying the property by commonly used locators.
- (3) The name(s) of the responsible person(s) and the property owner (if different than the responsible person).
- (4) A description of the violation(s) and a reference to the code(s) which has been violated;
- (5) The necessary corrective action to be taken, and the date by which the correction must be completed;
- (6) An agreement by the person responsible that the city may inspect the premises as may be necessary to determine compliance with the VCA;
- (7) The amount of the civil penalty that will be imposed pursuant to this title if the person responsible does not meet his or her obligations under the VCA;
- (8) A statement that the person responsible waives the right to an administrative or judicial hearing for appeal purposes; and
- (9) An agreement by the person responsible that if the city determines that such person does not meet his or her obligations specified in the VCA, the city may impose any remedy authorized by this title, including, but not limited to:
 - (i) Assessment of civil penalties as established by resolution or otherwise identified in the VCA;
 - (ii) Abatement of the violation;

(iii) Assessment of all costs and expenses incurred by the city to pursue code enforcement and to abate the violation, including legal and incidental expenses; and

(iv) Suspension, revocation, or limitation of a permit.

(b) Waiver of Appeal. In consideration of the City's agreement to enter into a VCA, the person responsible shall completely surrender and have no right to an administrative or judicial hearing, under this title or otherwise, regarding the matter of the violation and/or the required corrective action. The VCA is a final, binding agreement, it is not a settlement agreement, and its contents are not subject to appeal.

17.30.030 Notice of Violation.

(a) Authority. Whenever the code enforcement officer has reason to determine that a code violation occurred or is occurring, the code enforcement officer is authorized to issue a notice of violation to any person responsible for the code violation. Subsequent violations shall be treated as new violations for purposes of this section.

(b) Failure to correct. Failure to correct the code violation in the manner prescribed by the Notice of Violation subjects the person to whom the Notice of Violation is directed to the use of any of the compliance remedies provided by this title, including additional civil penalties and costs, and abatement by the City.

(c) Failure to appeal. Failure to appeal the Notice of Violation within the applicable time limits shall render the Notice of Violation a final determination that the conditions described in the Notice of Violation existed and constituted a code violation, and that the named party is liable as a person responsible for code compliance.

(d) Other remedies. Issuance of a Notice of Violation in no way limits the code enforcement officer's authority to issue a emergency order to a person previously cited through the Notice of Violation process pursuant to this title, or to pursue any of the other remedies for compliance set forth in this Chapter. Payment of the civil penalties assessed under the Notice of Violation does not relieve a person found to be responsible for code compliance of his or her duty to correct the violation and/or to pay any and all civil fines or penalties accruing under this Chapter.

(e) Contents. A notice of violation shall be completed in a form approved by the code enforcement officer and the City attorney, and shall be served consistent with Chapter 17.40 LSMC and shall, at minimum, include the following:

- (1) The address and/or location of the code violation.
- (2) A legal description of the real property or the Snohomish County tax parcel number where the violation occurred or is located, or a description identifying the property by commonly used locators.
- (3) The name(s) of the responsible person(s) and the property owner (if different than the responsible person).
- (4) A statement of each ordinance, regulation, code provision or permit requirement violated;
- (5) The name of the code enforcement officer issuing the notice of violation ;
- (6) The required corrective action that is necessary to achieve compliance and specify dates by which the correction must be completed;

- (7) If the corrective action is not completed by the final date set for compliance, the responsible person shall be subject to cumulative penalties as specified in LSCM 17.30.050 (D) commencing on the final date set for compliance until compliance with the Notice of Violation is achieved.
 - (8) An explanation of the appeal process and the specific information required to file an appeal;
 - (9) A statement that if the violation is not corrected and the notice of violation is not appealed, the violation(s) shall be deemed committed without requiring further action by the city or the city's hearing examiner and the person to whom the notice of violation is issued to shall be assessed the monetary penalty indicated in the Notice of Violation;
 - (9) A statement that payment of a monetary penalty does not relieve the person responsible to whom the notice was issued of the duty to correct the violation; and
 - (10) A statement advising that, if any of the work is not commenced or completed within the time specified for compliance, the city may proceed to abate the violation, cause work to be done, and assess the costs and expenses of abatement incurred by the city against the person responsible, and that the city may take any other legal action, including the filing of a lien on the property for the costs of the abatement and any accompanying fines or penalties.
- (f) Monetary Penalties. The monetary penalties associated with a Notice of Violation shall be as specified in LSCM 17.60.010 (c)

(g) Continued Duty to Correct. Payment of a monetary penalty pursuant to this chapter does not relieve the person to whom the notice of civil violation was issued of the duty to correct the violation.

- (h) Supplementation, revocation or modification.
- (i) Whenever there is new information or a change in circumstances, the code enforcement officer may add to, rescind in whole or in part or otherwise modify a notice of violation by issuing a supplemental notice of violation. The supplemental notice of violation shall be governed by the same procedures applicable to all notice of violation contained in this title.
 - (ii) The code enforcement officer may revoke or modify a notice of violation issued under this title if the original notice of violation was issued in error or if a party to an order was incorrectly named. The revocation or modification shall identify the reason and underlying facts for revocation and may be recorded with the Snohomish County recorder's office, or its successor agency, if the underlying notice of violation was recorded.
- (i) Recording.
- (a) Whenever a notice of violation is served on a person responsible for the code violation, the city may record a copy of the notice of violation with the Snohomish County recorder's office, or its successor agency.
 - (b) When all violations specified in the notice of violation have been corrected or abated, the code enforcement officer shall record a release of notice of violation with the

Snohomish County recorder's office, or its successor agency, if the underlying notice of violation was recorded. The release shall include a legal description of the property where the violation occurred and shall state, if applicable, that any unpaid civil penalties for which liens have been recorded are still outstanding and continue as liens on the property.

(j) Time limits.

(a) Persons receiving a notice of violation shall rectify the code violations identified within the time period specified by the code enforcement officer in the notice of violation issued pursuant to this title, unless the responsible person requests an extension pursuant to LSMC 17.30.060

(b) Unless an appeal is filed with the city clerk for a hearing before the hearing examiner in accordance with this title, the notice of violation shall become the final administrative order of the code enforcement officer, and the civil penalties assessed shall be immediately due and subject to collection.

17.30.040 Emergency Orders.

(a) Authorization. Whenever a violation of this title threatens the health or safety of the public or materially impairs the code enforcement officer's ability to secure compliance with the Lake Stevens Municipal Code, the code enforcement officer may issue an emergency order, defined by chapter 17.10.110 LSMC, specifying the violation and prohibiting any work or other activity at the site. Emergency orders shall be served consistent with chapter 17.40 LSMC. Issuance of a notice of violation or other order is not a condition precedent to the issuance of an emergency order.

(b) Emergencies. Where an emergency exists, the code enforcement officer shall not be required to give a written notice prior to stopping the activity.

(c) Issuance. The order shall state the reasons for the order, the conditions under which the activities cited may be permitted to resume and may be appended to, or incorporate by reference, a notice of violation. The order shall take effect immediately upon service. During any such appeal, the order shall remain in effect.

(d) Effect.

(1) The code enforcement officer is authorized to assess a special investigation fee for the issuance of an emergency order when work has started without the issuance of a permit. The special investigation fee shall be established pursuant to the city's most recently adopted fee schedule.

(2) Upon issuance of an emergency order, the work cited shall immediately cease.

(3) Work or activity, related or unrelated to the cited work, shall not resume unless specifically authorized in advance by the code enforcement officer.

(4) Any violation of the emergency order is hereby declared to be a nuisance and the code enforcement officer is authorized to enjoin or abate such nuisance by any legal or equitable means available. The costs, specifically including reasonable attorney and expert witness fees, for the injunction or abatement, shall be recovered by the city from the person responsible for the

code violation in the manner provided by law.

(5) Failure to comply with the terms of an emergency order subjects the person responsible for the code violation to civil penalties and costs as set forth in this title.

(e) Remedy – Civil Penalties. Any person who shall continue any work in or about the structure after having been served with an emergency order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by law.

(1) In addition to any other judicial or administrative remedy, the code official or designee may assess penalties for the violation of any emergency order as set forth in chapter 17.60 LSMC.

(2) Penalties for the violation of any stop work order shall begin to accrue on the first day the emergency order is violated and shall cease on the day the work is actually stopped.

(3) Violation of an emergency order shall be a separate violation from any other code violation. Civil penalties assessed create joint and several personal obligations in all persons responsible for code violation. The city may collect the civil penalties assessed by any appropriate legal means.

(4) In addition to all other remedies, a lien for the value of the civil penalties imposed may be filed against the real property that is subject to compliance with this title in accordance with chapter 17.60 LSMC.

(f) Appeal. An emergency order may be appealed according to the procedures prescribed by this title and chapter . Failure to appeal the emergency order within the applicable time limits renders the emergency order a final determination that the code violation occurred, and that work was properly ordered to cease.

(g) Removal of an Emergency Order. When an emergency order has been posted in conformity with the requirements of this chapter, removal of such order without the authorization of the City, or the hearing examiner if the matter has been heard by the hearing examiner, is unlawful and a separate violation of the municipal code. A penalty for removal, defacing, or destruction of any emergency order may be assessed in the amount specified in Table 17.60.010

17.30.050 Civil Infractions.

(a) Whenever the code enforcement officer has reason to determine that a code violation occurred or is occurring, the code enforcement officer is authorized to issue an infraction in accordance with Chapter 7.80 RCW, which is incorporated herein by this reference, upon the person responsible for the condition. Issuance of an infraction constitutes a civil infraction. The city's hearing examiner shall have jurisdiction over all infractions issued under this title.

(b) Chapter 7.80 RCW is hereby adopted by reference to the extent that it is not inconsistent with explicit provisions of the Lake Stevens Municipal Code, including this section.

17.30.060 Extension of Compliance Time.

The code enforcement officer may grant an extension of the time limit for compliance if the code

enforcement officer deems the person responsible has shown due diligence and/or substantial progress in correcting the violation but circumstances render full and timely compliance under the original conditions unattainable. Such request shall be made in writing prior to the stated time limit for compliance and clearly establish the need for the extension.

Chapter 17.40

SERVICE OF DOCUMENTS

Sections:

17.40.010 Service of documents.

17.40.010 Service of written notice.

(a) Methods of Service. Service of notices and orders, warnings, emergency orders, infractions, orders, rulings, decisions and any other document (collectively “document”) issued by the code enforcement officer shall be made by one or more of the following methods:

- (1) By personal service to the person responsible for the code violation or by leaving a copy of the document at such person’s place of residence with a person of suitable age and discretion who resides there.
- (2) By posting the document in a conspicuous place on the property where the violation occurred and concurrently mailing notice as provided for in this subsection.
- (3) By mailing two copies of the document, postage prepaid, one by ordinary first class mail and the other by certified mail, return receipt, to the person responsible for the code violation at his, her or its last known address, at the address of the violation, or at the address of the place of business of the person responsible for the code violation. The property owner’s address as shown on the tax records of the county shall be deemed to be the proper address for the purpose of mailing such notice to the landowner of the property where the violation occurred. Service by mail shall be presumed effective upon the third business day following the day upon which the document was placed in the mail.
- (4) For notices of violation only, when the address of the person responsible for the code violation cannot reasonably be determined, service may be made by publication once in the City’s official newspaper.
- (5) By personal service on the person responsible at their place of employment

(b) Service not invalidated. The failure of the code enforcement officer to make or attempt service of written notice shall not invalidate any proceedings as to any other person duly served.

(c) Service – When Complete. If service is accomplished by personal service, service shall be deemed complete immediately. If service is accomplished by mail, service shall be deemed complete upon the third day following which the document is placed in the mail, unless the third day falls on a Saturday, Sunday, or legal holiday, in which event service shall be deemed complete on the first day other than a Saturday, Sunday, or legal holiday following the third day. If service is accomplished by posting, service shall be deemed complete upon the fourteenth day following the day upon which the document is posted. If service is accomplished by publication, service shall be deemed complete upon the final publication of the document as set forth in RCW 4.28.110.

(d) Proof of Service – Due Diligence. Proof of service shall be made by written affidavit or

declaration under penalty of perjury executed by the person effecting the service, declaring the time and date of service and the manner by which service was made. If service was made solely by posting or publication, the proof of service shall include a statement as to what steps were used in attempting to serve personally and by mail the person at whom service of the document is directed. If service was made by posting, a photograph of the posting may be taken and retained by the city as documentation.

(e) Additional Proof of Service Not Necessary. No additional proof of service beyond the requirements in this chapter shall be required by the hearing examiner or other entity. Any failure of the person to whom a document is directed to observe a document served by posting or publication shall not invalidate service made in compliance with this section, nor shall it invalidate the document.

Chapter 17.50

RECOVERY OF ENFORCEMENT COSTS

Sections:

17.50.010 Recovery of enforcement costs.

17.50.010 Recovery of enforcement costs.

Any person responsible for a violation of the LSMC may be assessed costs as provided in this section.

- (a) Costs for Enforcement Actions, Investigations and Corrections. The code enforcement officer may assess the city's costs and expenses, including attorney fees, for any enforcement actions, investigations, and corrective actions taken under this chapter.
- (b) Damages. In addition to any penalties or costs that may be imposed, any person violating or failing to comply with any of the provisions of this code shall be liable for all loss or damage to public or private property arising from such violation, including the cost of restoring the affected area to its condition prior to the violation. Administrative costs will be charged as fifteen (15%) percent of the total amount of liability for costs, expenses, losses, or damages to the city occasioned thereby. This clause does not establish a cause of action that may be asserted by any party other than the city. Penalties, damage, costs, and expenses may be recovered only by the city.
- (c) Special Assessment. Pursuant to RCW 35A.21.405, the city may levy upon the property at issue a special assessment for the expense of any abatement undertaken, or unpaid fines, penalties and costs issued pursuant to this title.
 - (1) Prior to levying the special assessment authorized in subsection (c) of this section, the city shall provide the owner and any identifiable mortgage holder with 10 days' advance written notice that a special assessment will be levied on the property. The notice shall provide the estimated amount of the special assessment. The notice shall be sent by regular mail.
 - (2) The special assessment authorized by this section constitutes a lien against the property, and is binding upon successors in title only from the date the lien is recorded in the county where the affected real property is located. Up to \$2,000 of the recorded lien is of equal rank with state, county, and municipal taxes.
 - (3) A property owner or mortgage holder shall be afforded the opportunity to an administrative hearing to contest the code enforcement officer's determination to levy the special assessment provided for in subsection (c) above.
 - i. Any hearing pursuant to this subsection must be requested by the owner or mortgage holder in writing within twenty (20)

- days of mailing of the notice.
- ii. The owner's or mortgage holder's written request for hearing shall be filed with the city clerk.
 - iii. Failure to submit a timely notice shall be deemed a failure to exhaust administrative remedies and shall preclude any further review.
 - iv. The city will conduct the hearing within twenty (20) days of the receipt of the request.
 - v. The administrative hearing will be held before the hearing examiner. Formal rules of evidence will not apply; provided, however, that the hearing examiner will review the existing record, and only the owner and/or mortgage holder and the city will be allowed to present oral testimony and documentary evidence to the hearing examiner. The hearing examiner will issue a written decision within 10 days of the conclusion of the hearing. The decision of the hearing examiner shall be final and conclusive.