

## CONTRACT ROUTING COVERSHEET -- CLERK'S OFFICE

Date: 3/19/25	Person Routing: Anne Weech	Department: Public Works
<b>Fill Out Completely! Detailed instructions are available <a href="#">here</a></b> <b>(* = Required for all contracts. Enter N/A if not applicable in remainder of fields)</b> <b>Except for capital construction contracts, a complete contract pdf must be uploaded to Sharepoint along with this coversheet</b>		
How will the City and the Contractor be signing the contract?* (Select one from dropdown menu) <b>All signatures with City AdobeSign System is now the City standard. Instructions <a href="#">here</a></b>	Exception: All signatures of all parties in ink (usually only notarized contracts)	
List all contract page numbers that require signatures/initials/notary of the Mayor or of the Contractor/Agency/Vendor:*	3, 5	
Title (Describe work to be performed):*	Amended Voluntary Compliance Agreement (VCA)	
City Project Manager:*	Anne Weech	
City Project Manager Email Address (This is where AdobeSign will send an approval request and later where a copy of the signed contract will be sent. More than one City PM may be listed):*	aweech@everettwa.gov	
Name of Contractor/Agency/Vendor:*	Skylar Ingalls	
If Contractor/Agency/Vendor is signing with City AdobeSign, then enter name, title, and email address of the <u>specific individual</u> who is signing the contract for them.* If they are not signing with City Adobesign, enter "N/A".	N/A	
	N/A	
	N/A	
	AdobeSign Info Sheet Provided to Contractor/Agency/Vendor?    Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
If the contract is a Trustlayer contract, then enter the Contractor/Vendor/Agency insurance contact information. Otherwise, enter "N/A." Insurance contact information is only required for contracts to be verified by TrustLayer, which only includes construction contracts, long-form PSAs, leases, and licenses.	N/A	
	N/A	
	N/A	
	Trustlayer Info Sheet Provided to Contractor/Agency/Vendor?    Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Council Agenda Date:	N/A	
Original Council Approval Date:*	N/A	
Contract Expiration or End Date:*	March 25, 2026	
Amendment / Change Order #:	N/A	
Contract No. (Federal, State, County):	N/A	
Total Compensation Amount (enter \$0.00 if N/A):	\$0.00	
Contract Type:* (Select one from dropdown menu)	Other Agreements	
Previous Action (If any) :	Voluntary Compliance Agreement	
L&I Verification: If the compensation amount is more than \$10,000 and the contract is a services agreement (such as a PSA), you must verify that the service provider is <b>not</b> listed at <a href="#">Employer Compliance with Employment Standards (wa.gov)</a> .	Have you verified this? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	
Project Description:	The compliance date on the original VCA has been modified with this amended VCA.	





# VOLUNTARY COMPLIANCE AGREEMENT

**Case Number:** CE24-0090

**Date:** 3/18/2025

City of Everett Code Enforcement Unit  
3200 Cedar Street • Everett, WA 98201  
425.257.8560 • CodeEnforcement@everettwa.com

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## FIRST AMENDMENT TO THE VOLUNTARY COMPLIANCE AGREEMENT

THIS FIRST AMENDMENT ("Amendment") amends the Voluntary Compliance Agreement ("Agreement") entered into between the City of Everett ("City"), and SKYLAR & DWI INGALLS, ("Abbr Owner"). The City and SKYLAR & DWI INGALLS ("Abbr Owner") are individually a "party" and collectively the "parties".

### RECITALS

A. The parties entered into the Agreement effective (date of VCA). The Agreement establishes the presence of code violations on certain real property owned by ("Abbr Owner") located at 1027 WETMORE AVE, Everett, Washington (the "Property") and the required corrective actions and schedule for corrective actions necessary for ("Abbr Owner") to bring the Property into compliance with applicable regulations.

B. The parties desire to extend the compliance date to allow for additional time to review the applications, issue the necessary permits, complete the necessary work, and undertake final inspections.

C. The parties agree to amend the Agreement as set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. Section 1 – Compliance Schedule for Corrective Actions Amended. Section 1 - Schedule for Corrective Action is hereby amended as follows:

Corrective Action(s) Required and Compliance Schedule for Corrective Action(s)	By <del>March 25, 2025</del> , March 25, 2026  • Submit complete permit applications to City of Everett Permit Services for all the necessary and required permits to correct
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	<p>all of the violations cited above.  Information on the City of Everett permit application process and required documents can be found online at <a href="http://everettwa.gov/permits">everettwa.gov/permits</a>.</p> <ul style="list-style-type: none"> <li>• Once permits are obtained, correct and complete all of the deficiencies that are present.</li> <li>• Obtain final inspection approval by Permit Services for all permits.</li> </ul>
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2. Other Provisions Not Affected. Except as expressly amended herein, all provisions of the Agreement remain unchanged and in full force and effect.

3. Counterparts. This Amendment may be executed in counterparts each of which is an original and all of which shall constitute a single agreement.

EXECUTED by the parties on the dates set forth below.

OWNER

Skylar Ingalls  
By: Name of Owner SKYLAR INGALLS

DATE: 3-19-2025

CITY OF EVERETT

[Signature]  
By: Cassie Franklin  
Its: Mayor

DATE: 3/20/25

ATTEST:

[Signature]  
Office of the City Clerk



STANDARD DOCUMENT  
APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY  
November 1, 2023

OWNER NOTARIZATION PAGE

If Owner is one or two individuals:

STATE OF WASHINGTON

COUNTY OF Snohomish } ss.

This record was acknowledged before me on March 19, 2025 by  
Skylar Logan Ingalls



Anne L. Weck  
Signature

NOTARY PUBLIC in and for the State of Washington

My Commission Expires 2/7/27

If Owner is an entity:

STATE OF WASHINGTON

COUNTY OF \_\_\_\_\_ } ss.

This record was acknowledged before me on \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_ as the \_\_\_\_\_ of \_\_\_\_\_, a  
\_\_\_\_\_.

[Stamp Below]

\_\_\_\_\_  
Signature

NOTARY PUBLIC in and for the State of Washington

My Commission Expires \_\_\_\_\_



CITY NOTARIZATION PAGE

STATE OF WASHINGTON

} ss.

COUNTY OF SNOHOMISH

This record was acknowledged before me on March 20, 2025 by Cassie Franklin as the Mayor of the City of Everett, a Washington municipal corporation.

[Stamp Below]



Ashleigh Scott  
Signature

NOTARY PUBLIC in and for the State of Washington

My Commission

Expires

July 28, 2025