



## City of Lake Stevens Vision Statement

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



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

Monday April 27, 2015 – 7:00 p.m.

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

**CALL TO ORDER:** 7:00 P.M.  
Pledge of Allegiance

**ROLL CALL:**

**GUEST BUSINESS:**

**NEW EMPLOYEE  
INTRODUCTIONS**

**EMPLOYEE  
APPRECIATION** Mayor

**CONSENT AGENDA:**

*A	Approve 2015 Vouchers	Barb
*B	Approve April 13, 2015 Council Regular Meeting Minutes	Barb
*C	Approve Interlocal Agreement with Snohomish County to Provide Information Technology Services	Jan

**ACTION ITEMS:**

*A	Award 2015 Pavement Overlay Contract	Mick
*B	Approve 20 <sup>th</sup> Street SE Improvement Scope of Work and Supplemental Contract with Perteet Engineering	Mick
*C	Approve Resolution 2015-9 re Traffic Signage on Private Property	Mick
*D	Approve Ordinance 931 re Salary Commission	Steve
*E	Approve Ordinance 932 Changing the City Council's Regular Meeting Days	Jan
#F	Authorize ILA with Sno-Isle for Field Work on City's Grade Road Property	Jan

**Lake Stevens City Council Regular Meeting Agenda**

**April 27, 2015**

**DISCUSSION ITEMS:** \*A First Quarter Financial Summary

Barb

**COUNCIL PERSON'S  
BUSINESS**

**MAYOR'S BUSINESS**

**STAFF REPORTS**

**EXECUTIVE SESSION**

**ADJOURN**

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

**NOTICE:**

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

**BLANKET VOUCHER APPROVAL  
 2015**

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers have been approved for payment:

Payroll Direct Deposits	4/15/2015	\$140,263.04
Payroll Checks	38410-38412	\$6,424.22
Tax Deposit(s)	4/15/2015	\$58,583.89
Electronic Funds Transfers	ACH	\$26,696.86
Claims	38413-38475	\$126,921.20
Void Checks	38356	(\$26.35)
<b>Total Vouchers Approved:</b>		<b>\$358,862.86</b>

**This 27th day of April 2015:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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### Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
Ace Hardware	38414	<b>Check Total</b>						<b>\$289.40</b>
		4/27/2015	45951	001-013-518-20-31-00	GG-Operating	Kneepads - Lundeen House repair	\$47.76	
			45975	101-016-544-90-31-02	ST-Operating Cost	Screws - stock supply	\$4.99	
				410-016-531-10-31-02	SW-Operating Costs	Screws - stock supply	\$4.98	
			45977	001-013-518-20-31-00	GG-Operating	Fasteners to hang light outside Lundeen House	\$1.56	
			45979	001-013-518-20-31-00	GG-Operating	Fasteners to hang light outside Lundeen House	\$2.87	
			46004	001-013-518-20-31-00	GG-Operating	GFI plug at Lundeen House	\$15.19	
			46005	101-016-544-90-31-02	ST-Operating Cost	Flashlight	\$13.57	
				410-016-531-10-31-02	SW-Operating Costs	Flashlight	\$13.57	
			46012	001-013-518-20-31-00	GG-Operating	Duplicate file storeroom keys	\$2.16	
				101-016-544-90-31-02	ST-Operating Cost	Duplicate file storeroom keys	\$1.08	
				410-016-531-10-31-02	SW-Operating Costs	Duplicate file storeroom keys	\$1.08	
			46030	001-008-521-20-31-01	LE-Operating Costs	Trim around LTs window	\$14.11	
			46040	001-008-521-20-31-01	LE-Operating Costs	Rain-x for patrol car wash	\$17.35	
			46050	001-008-521-20-31-01	LE-Operating Costs	Soap for patrol car wash	\$13.01	
			46080	001-013-518-20-31-00	GG-Operating	Treated lumber and screw for Lundeen House repair	\$32.09	
			46082	101-016-542-64-31-00	ST-Traffic Control - Supply	Nut setter for traffic signs	\$11.37	
			46084	101-016-544-90-31-02	ST-Operating Cost	Screws for supply stock at shop	\$4.02	
				410-016-531-10-31-02	SW-Operating Costs	Screws for supply stock at shop	\$4.01	
			46126	001-008-521-20-31-01	LE-Operating Costs	Camera batteries	\$45.58	
	46128	001-013-518-20-31-00	GG-Operating	Supplies for Lundeen House repairs	\$39.05			
Jennifer Anderson	38415	<b>Check Total</b>						<b>\$72.00</b>
		4/27/2015	4/8 exp rpt	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem New World Training	\$72.00	
Atlas Business Solutions Inc	38416	<b>Check Total</b>						<b>\$360.00</b>
		4/27/2015	IVC086850	001-008-521-20-31-01	LE-Operating Costs	Annual Software Maint VSS	\$360.00	
Blumenthal Uniforms	38417	<b>Check Total</b>						<b>\$48.82</b>
		4/27/2015	127543-01	001-008-521-20-26-00	LE-Clothing	Uniform shirt - Ubert	\$48.82	
Cindy Brooks	38418	<b>Check Total</b>						<b>\$50.65</b>
		4/27/2015	4/15 req	001-008-521-20-43-00	LE-Travel & Meetings	Meals - New World Training 4/6-4/10/2015	\$50.65	
Business Card	38419	<b>Check Total</b>						<b>\$3,549.55</b>
		4/27/2015	4/15 0979	001-008-521-20-31-01	LE-Operating Costs	Television	\$521.27	
				001-008-521-20-43-00	LE-Travel & Meetings	Conley trial	\$29.75	



Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount
Business Card	38419	4/27/2015	4/15 0979	001-008-521-20-43-00	LE-Travel & Meetings	Training-Best Practice LE exec	\$6.96
			4/15 1324	001-007-558-50-41-03	PL-Advertising	Click2Mail - Sentinel II	\$132.46
				001-007-558-50-43-00	PL-Travel & Mtgs	Pkg at Sno Co to record docs	\$2.00
				001-007-558-50-49-00	PL-Miscellaneous	Recording fee-Clocktower	\$89.00
				001-007-558-50-49-02	PL-Printing and Bindin	Copies at Sno Co- Daly SP	\$5.00
			4/15 2772	001-002-513-11-43-00	AD-Travel & Meetings	Econ Alliance mtg	\$45.00
					AD-Travel & Meetings	MAG mtg	\$11.15
			4/15 4183	001-008-521-20-31-01	LE-Operating Costs	Vinyl for mission statement decals	\$210.56
					LE-Operating Costs	Supplies for mission statement decals	\$60.28
				001-008-521-20-42-00	LE-Communication	Postage	\$300.00
				001-008-521-20-43-00	LE-Travel & Meetings	CJTC meeting	\$5.79
			4/15 4396	001-008-521-20-41-03	LE-Advertising	Help wanted-Lateral Police Officer	\$195.00
				101-016-542-30-41-01	ST-Advertising	Help wanted-Seasonal Parks Worker	\$12.50
				410-016-531-10-41-05	SW-Advertising	Help wanted-Seasonal Parks Worker	\$12.50
			4/15 7750	001-007-558-50-31-01	PL-Operating Costs	Trash can liners returned	(\$40.04)
				001-008-521-20-31-01	LE-Operating Costs	Trash can liners returned	(\$175.18)
				001-010-576-80-31-00	PK-Operating Costs	Trash can liners returned	(\$90.09)
				001-010-576-80-31-03	PK-Lundeen-Op Costs	Replacement Cargo net for playground structure	\$1,297.77
				001-012-575-50-31-00	CS-Community Center-Ops	Trash can liners returned	(\$55.05)
				001-013-518-20-31-00	GG-Operating	Trash can liners returned	(\$50.05)
				101-016-544-90-31-02	ST-Operating Cost	Antigravity Batteries	\$74.98
					ST-Operating Cost	Trip Generation Manual	\$560.00
					ST-Operating Cost	Trash can liners returned	(\$45.05)
				410-016-531-10-31-02	SW-Operating Costs	Antigravity Batteries	\$74.97
			SW-Operating Costs		Trash can liners returned	(\$45.05)	
			4/15 8977	001-008-521-20-31-00	LE-Office Supplies	Office chair	\$100.84
					LE-Office Supplies	Binder	\$44.07
				001-008-521-20-31-01	LE-Operating Costs	Panasonic Toughbook replacement battery	\$45.99
					LE-Operating Costs	TV Wall Mount Bracket	\$49.99
				001-008-521-20-41-00	LE-Professional Services	Lexis Nexis database searches	\$54.30
				001-008-521-20-43-00	LE-Travel & Meetings	For Health & Safety classroom visit	\$7.98



## Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount
<b>Check Total</b>							<b>\$12.37</b>
Carquest Auto Parts Store	38420	4/27/2015	2421-219817	101-016-544-90-31-02	ST-Operating Cost	Tailgate cable PW14	\$12.37
		<b>Check Total</b>					
David Carter	38421	4/27/2015	CJTC training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for Basic Marine Law Enforcement Training	\$244.00
		<b>Check Total</b>					
City of Marysville	38422	4/27/2015	15-005	001-013-512-50-41-00	GG-Municipal Court Fees	Court Citations March 2015	\$7,199.32
			POLIN11-0510	001-008-523-60-51-00	LE-Jail	Prisoner Housing credit for Duplicate billing	(\$23,477.05)
			POLIN11-0512	001-008-523-60-51-00	LE-Jail	Prisoner Housing February 2015	\$13,477.33
			POLIN11-0516	001-008-523-60-51-00	LE-Jail	Prisoner Medical February 2015	\$350.00
			POLIN11-0518	001-008-523-60-51-00	LE-Jail	Prisoner SCORE Housing February 2015	\$5,800.00
			POLIN11-0520	001-008-523-60-51-00	LE-Jail	Prisoner Housing Yakima February 2015	\$2,244.75
			POLIN11-0522	001-008-523-60-51-00	LE-Jail	Prisoner Housing March 2015	\$15,068.81
			<b>Check Total</b>				
Code Publishing Co	38423	4/27/2015	49517	001-003-514-20-41-00	CC-Professional Services	Municipal code updates ords 923 926-930	\$377.30
		<b>Check Total</b>					
Columbia Ford Lincoln Mercury	38424	4/27/2015	3-F1347	520-008-594-21-63-00	Capital Equipment	2015 Ford Taurus-1FAHP2D84FG154372	\$20,044.52
		<b>Check Total</b>					
Comcast	38425	4/27/2015	4/15 0443150	001-002-513-11-42-00	AD-Communications	Internet Service - All City	\$2.38
				001-003-514-20-42-00	CC-Communications	Internet Service - All City	\$7.14
				001-004-514-23-42-00	FI-Communications	Internet Service - All City	\$4.76
				001-005-518-10-42-00	HR-Communications	Internet Service - All City	\$2.38
				001-006-518-80-42-00	IT-Communications	Internet Service - All City	\$4.76
				001-007-558-50-42-00	PL-Communication	Internet Service - All City	\$19.03
				001-008-521-20-42-00	LE-Communication	Internet Service - All City	\$69.00
				001-010-576-80-42-00	PK-Communication	Internet Service - All City	\$3.17
				101-016-543-30-42-00	ST-Communications	Internet Service - All City	\$3.17
				410-016-531-10-42-00	SW-Communications	Internet Service - All City	\$3.17
				<b>Check Total</b>			
	38426	4/27/2015	3/15 0808840	101-016-543-30-42-00	ST-Communications	Internet services - City shop	\$54.48
				410-016-531-10-42-00	SW-Communications	Internet services - City shop	\$54.48
			3/15 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control modem	\$149.08



### Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
<b>Corporate Office Supply</b>	<b>38427</b>	<b>Check Total</b>						<b>\$430.63</b>
		4/27/2015	160987	001-008-521-20-31-01	LE-Operating Costs	Sealing Tape	\$55.32	
		4/27/2015	161084i	001-003-514-20-31-00	CC-Office Supply	Polymer eraser	\$1.57	
				001-005-518-10-31-00	HR-Office Supplies	Binder	\$31.21	
				001-013-518-20-31-00	GG-Operating	Post its/paper towels/paper/key ring	\$24.20	
		4/27/2015	161179i	001-007-558-50-31-00	PL-Office Supplies	Paper/tape/Postit flags/calculator	\$102.80	
				001-007-559-30-31-00	PB-Office Supplies	Paper/tape	\$86.03	
				101-016-544-90-31-01	ST-Office Supplies	Paper/tape/Postit flags/calculator	\$64.75	
410-016-531-10-31-01	SW-Office Supplies			Paper/tape/Postit flags/calculator	\$64.75			
<b>Crystal and Sierra Springs</b>	<b>38428</b>	<b>Check Total</b>						<b>\$246.51</b>
		4/27/2015	5249844040115	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$18.05	
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$18.05	
				001-013-518-20-31-00	GG-Operating	Bottled water	\$102.15	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$54.13	
				410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$54.13	
<b>Day Wireless Systems 16</b>	<b>38429</b>	<b>Check Total</b>						<b>\$148.55</b>
		4/27/2015	382447	001-008-521-20-48-00	LE-Repair & Maintenance	Diagnostic fee for Por-lite Laser	\$148.55	
<b>Dept of Labor and Industries</b>	<b>0</b>	<b>Check Total</b>						<b>\$22,123.14</b>
		4/27/2015	Q1 2015	001-000-281-00-00-00	Payroll Liability Taxes	Q1 2015 Workers Comp Insurance	\$22,143.46	
				001-008-521-20-20-00	LE-Benefits	Q1 2015 Workers Comp Insurance	(\$19.51)	
				001-013-518-30-20-00	GG-Benefits	Q1 2015 Workers Comp Insurance	(\$1.44)	
				101-016-542-30-20-00	ST-Benefits	Q1 2015 Workers Comp Insurance	\$0.32	
				410-016-531-10-20-00	SW-Benefits	Q1 2015 Workers Comp Insurance	\$0.31	
<b>Dept of Licensing</b>	<b>38430</b>	<b>Check Total</b>						<b>\$104.00</b>
		4/27/2015	4/16 req	101-016-542-30-41-02	ST-Professional Service	Driving records for CDL employees	\$104.00	
<b>Dept of Retirement (Deferred Comp)</b>	<b>0</b>	<b>Check Total</b>						<b>\$2,445.00</b>
		4/27/2015	04/15/15	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,445.00	
<b>Dept of Revenue</b>	<b>0</b>	<b>Check Total</b>						<b>\$221.26</b>
		4/27/2015	March 2015	001-008-521-20-31-01	LE-Operating Costs	March 2015 Excise taxes	\$41.11	
				001-013-518-90-49-06	GG-Excise Tax	March 2015 Excise taxes	\$180.15	



## Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
<b>Dept of Revenue</b>	<b>38431</b>						<b>Check Total</b>	<b>\$785.16</b>
		4/27/2015	Q1 2015	633-013-586-00-00-05	Leasehold Excise Tax Remit	Q1 2015 Leasehold excise tax	\$785.16	
<b>Steven Edin</b>	<b>38432</b>						<b>Check Total</b>	<b>\$121.31</b>
		4/27/2015	4/16 req	001-013-518-20-49-00	GG-Miscellaneous	Employee service awards for 2015	\$121.31	
<b>Electronic Federal Tax Pmt System EFTPS</b>	<b>0</b>						<b>Check Total</b>	<b>\$58,583.89</b>
		4/27/2015	04/15/15	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes 04/15/15	\$58,583.89	
<b>Electronic Business Machines</b>	<b>38433</b>						<b>Check Total</b>	<b>\$393.05</b>
		4/27/2015	108578	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maint	\$3.84	
			109728	001-008-521-20-48-00	LE-Repair & Maintenance	Copier maint	\$20.67	
			112025	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maint	\$35.68	
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier maint	\$35.68	
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier maint	\$35.68	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maint	\$35.68	
			112298	001-013-518-20-48-00	GG-Repair & Maintenance	Copier maintenance	\$225.82	
<b>Fred Pryor Seminars Career Training</b>	<b>38434</b>						<b>Check Total</b>	<b>\$79.00</b>
		4/27/2015	17252462	001-008-521-40-49-01	LE-Staff Development	Training MS Excel - C Brooks	\$79.00	
<b>Frontier</b>	<b>38435</b>						<b>Check Total</b>	<b>\$143.52</b>
		4/27/2015	3/15 3979674	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic controll modem	\$57.00	
			4/15 3340835	001-013-518-20-42-00	GG-Communication	Telephone services	\$28.84	
				101-016-543-30-42-00	ST-Communications	Telephone services	\$28.84	
				410-016-531-10-31-02	SW-Operating Costs	Telephone services	\$28.84	
<b>Grainger</b>	<b>38436</b>						<b>Check Total</b>	<b>\$390.27</b>
		4/27/2015	9705836626	101-016-544-90-31-02	ST-Operating Cost	Nail Pullers	\$20.48	
				410-016-531-10-31-02	SW-Operating Costs	Nail Pullers	\$20.48	
			9713037894	001-010-576-80-31-00	PK-Operating Costs	Trash can	\$93.40	
			9713393834	001-010-576-80-31-00	PK-Operating Costs	Fire hose nozzle	\$9.92	
				101-016-544-90-31-02	ST-Operating Cost	Fire hose nozzle	\$9.92	
				410-016-531-10-31-02	SW-Operating Costs	Fire hose nozzle	\$9.92	
			9713693571	101-016-544-90-31-02	ST-Operating Cost	Painters Tool	\$4.96	
				410-016-531-10-31-02	SW-Operating Costs	Painters Tool	\$4.97	
			9713701671	001-010-576-80-31-00	PK-Operating Costs	Water hose	\$19.66	



## Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
Grainger	38436	4/27/2015	9713701671	101-016-544-90-31-02	ST-Operating Cost	Water hose	\$19.66	
				410-016-531-10-31-02	SW-Operating Costs	Water hose	\$19.65	
			9715743218	001-010-576-80-31-00	PK-Operating Costs	Electric Drill	\$52.42	
				101-016-544-90-31-02	ST-Operating Cost	Electric Drill	\$52.42	
				410-016-531-10-31-02	SW-Operating Costs	Electric Drill	\$52.41	
Granite Construction Supply	38437	<b>Check Total</b>						<b>\$1,932.34</b>
		4/27/2015	57620	101-016-542-90-31-01	ST-Clothing	2015 Sweatshirts and Tshirts for crew	\$966.17	
				410-016-531-10-31-00	SW-Clothing	2015 Sweatshirts and Tshirts for crew	\$966.17	
Chris L Griffen	38438	<b>Check Total</b>						<b>\$37.50</b>
		4/27/2015	4Z0131720	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$37.50	
Group Health Coop	38439	<b>Check Total</b>						<b>\$92.00</b>
		4/27/2015	74008178	001-007-559-30-41-00	PB-Professional Srv	Employee Immunizations	\$92.00	
Kristen Hoffman	38413	<b>Check Total</b>						<b>\$150.00</b>
		4/21/2015	SGN2015-0006	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund of SGN2015-0006	\$150.00	
Honey Bucket	38440	<b>Check Total</b>						<b>\$654.00</b>
		4/27/2015	2-1172656	001-010-576-80-45-00	PK-Equipment Rental	Honey bucket rental - Boat Launch	\$136.00	
			2-1181557	001-012-571-20-45-00	CS-Special Event-Eqp Rent	Honey Bucket rental - Rowing Club Gala	\$518.00	
Integra Telecom Inc	38441	<b>Check Total</b>						<b>\$895.33</b>
		4/27/2015	12899647	001-002-513-11-42-00	AD-Communications	Telephone Service	\$13.16	
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$26.32	
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$26.32	
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$13.16	
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$39.48	
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$85.59	
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$13.16	
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$447.66	
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$13.17	
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$13.16	
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$52.65	
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$75.75	
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$75.75	



## Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
<b>Lake Stevens Fire</b>	<b>38442</b>						<b>Check Total</b>	<b>\$300.00</b>
		4/27/2015	8494	001-010-576-80-31-00	PK-Operating Costs	Annual fire inspection - City shop	\$100.00	
				101-016-544-90-31-02	ST-Operating Cost	Annual fire inspection - City shop	\$100.00	
				410-016-531-10-31-02	SW-Operating Costs	Annual fire inspection - City shop	\$100.00	
<b>Lake Stevens Police Guild</b>	<b>38443</b>						<b>Check Total</b>	<b>\$1,073.50</b>
		4/27/2015	04/15/15	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,073.50	
<b>Lemay Mobile Shredding</b>	<b>38444</b>						<b>Check Total</b>	<b>\$13.14</b>
		4/27/2015	4432319	001-008-521-20-31-01	LE-Operating Costs	Shredding services	\$8.76	
			4432320	001-013-518-20-31-00	GG-Operating	Shredding services	\$4.38	
<b>Vern Little</b>	<b>38445</b>						<b>Check Total</b>	<b>\$65.30</b>
		4/27/2015	4/21 req	001-001-513-10-43-00	Executive - Travel & Mtgs	Parking/Meals- Olympia mtg w/legislators	\$65.30	
<b>Marysville Printing</b>	<b>38446</b>						<b>Check Total</b>	<b>\$102.70</b>
		4/27/2015	17432	001-007-559-30-31-00	PB-Office Supplies	Stamp and stamp pad	\$102.70	
<b>Mead Gilman &amp; Assoc</b>	<b>38447</b>						<b>Check Total</b>	<b>\$8,500.00</b>
		4/27/2015	38615	101-016-595-61-64-41	ST - Cap - Grade Road	Topographic Survey-Grade Road Stabilization	\$8,500.00	
<b>Monroe Correctional Complex</b>	<b>38448</b>						<b>Check Total</b>	<b>\$299.76</b>
		4/27/2015	MCC1503.180	001-010-576-80-48-00	PK-Repair & Maintenance	Work crew March 2015	\$75.10	
				101-016-542-30-48-00	ST-Repair & Maintenance	Work crew March 2015	\$149.55	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Work crew March 2015	\$75.11	
<b>MRSC</b>	<b>38449</b>						<b>Check Total</b>	<b>\$120.00</b>
		4/27/2015	31288	001-004-514-23-49-00	FI-Miscellaneous	MRSC subscription	\$120.00	
<b>Nationwide Retirement Solution</b>	<b>0</b>						<b>Check Total</b>	<b>\$1,250.00</b>
		4/27/2015	04/15/15	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,250.00	
<b>Yevonne Noel</b>	<b>38450</b>						<b>Check Total</b>	<b>\$30.00</b>
		4/27/2015	Refund	001-000-362-40-00-00	Facilities Rental - Short Term	Refund Community Center rental for cancellation	\$30.00	
<b>Northup Group Dr Bill Ekemo</b>	<b>38451</b>						<b>Check Total</b>	<b>\$340.00</b>
		4/27/2015	3184	001-008-521-20-41-00	LE-Professional Services	Pre-Employment Psych Eval	\$340.00	
<b>Perteet Engineering Inc</b>	<b>38452</b>						<b>Check Total</b>	<b>\$2,274.04</b>
		4/27/2015	20110012.009-3	001-007-558-50-41-01	PL-CA-Developer Reimb	Environmental services-Westlake Crossing	\$1,783.55	
			20110012.009-4	001-007-558-50-41-01	PL-CA-Developer Reimb	Environmental services-Westlake Crossing	\$490.49	



### Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
Pitney Bowes	38453						<b>Check Total</b>	<b>\$113.10</b>
		4/27/2015	9619164-AP15	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$113.10	
Public Safety Testing	38454						<b>Check Total</b>	<b>\$425.00</b>
		4/27/2015	2015-6031	001-005-521-11-41-00	HR-Civil - Professional Srv	Q1 2015 Recruiting Assistance	\$425.00	
Puget Sound Energy	38455						<b>Check Total</b>	<b>\$311.69</b>
		4/27/2015	4/15 24316495	001-010-576-80-47-00	PK-Utilities	Natural Gas service - City Shop	\$54.53	
				101-016-543-50-47-00	ST-Utilities	Natural Gas service - City Shop	\$54.53	
				410-016-531-10-47-00	SW-Utilities	Natural Gas service - City Shop	\$54.52	
		4/15 3723810	001-008-521-50-47-00	LE-Utilities	Natural Gas service - N Lakeshore Dr	\$148.11		
Republic Services 197	38456						<b>Check Total</b>	<b>\$744.79</b>
		4/27/2015	0197001815539	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park	\$246.84	
				001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park	\$13.49	
		0197001815714	101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$7.82		
			101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$172.76		
			410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$172.75		
			410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$7.82		
		0197001816356	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall	\$108.31		
			001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$15.00		
		Safeguard Pest Control Inc	38457					
4/27/2015	45644			001-007-558-50-48-00	PL-Repairs & Maint.	Pest Control - Permit/Family Center	\$17.49	
				001-007-559-30-48-00	PB-Repair & Maintenance	Pest Control - Permit/Family Center	\$17.49	
				001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control - Permit/Family Center	\$34.99	
				101-016-542-30-48-00	ST-Repair & Maintenance	Pest Control - Permit/Family Center	\$17.50	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Pest Control - Permit/Family Center	\$17.49	
Deborah Smith	38458						<b>Check Total</b>	<b>\$90.00</b>
		4/27/2015	4/10 req	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem New World Training	\$90.00	
Snohomish County PUD	38459						<b>Check Total</b>	<b>\$18,049.78</b>
		4/27/2015	100168964	001-010-576-80-47-00	PK-Utilities	200748721	\$74.19	
			104280275	001-013-518-20-47-00	GG-Utilities	201956075	\$47.59	
			107605887	001-013-518-20-47-00	GG-Utilities	201783685	\$262.16	
			107607165	001-010-576-80-47-00	PK-Utilities	201513934	\$31.01	



**Checks to be Approved for 4/14/2015 to 4/27/2015**

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
Snohomish County PUD	38459	4/27/2015	110917029	101-016-542-63-47-00	ST-Lighting - Utilities	203730189	\$153.64	
			110917030	101-016-542-63-47-00	ST-Lighting - Utilities	203731153	\$184.88	
			110917540	101-016-542-63-47-00	ST-Lighting - Utilities	201973682	\$43.12	
			110920590	001-012-575-30-47-00	CS-Historical-Utilities	202289237	\$77.25	
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237	\$77.24	
			110923751	101-016-542-63-47-00	ST-Lighting - Utilities	202342622	\$137.76	
			114236270	001-013-518-20-47-00	GG-Utilities	200321172	\$482.30	
			117557504	001-012-572-20-47-00	CS-Library-Utilities	200206977	\$931.65	
				001-013-518-20-47-00	GG-Utilities	200206977	\$150.34	
			120868704	101-016-542-63-47-00	ST-Lighting - Utilities	201595113	\$315.42	
			124185382	101-016-542-63-47-00	ST-Lighting - Utilities	204719074	\$16.57	
			127495605	001-012-575-50-47-00	CS-Community Center-Utilities	200860922	\$1,016.78	
			130803594	101-016-542-63-47-00	ST-Lighting - Utilities	202624367	\$9,393.48	
			130803595	101-016-542-63-47-00	ST-Lighting - Utilities	202648101	\$1,011.47	
			130803596	101-016-542-63-47-00	ST-Lighting - Utilities	202670725	\$1,128.33	
			130805684	001-010-576-80-47-00	PK-Utilities	202513354	\$31.94	
			134095217	001-013-518-20-47-00	GG-Utilities	200206019	\$631.03	
			134095218	001-013-518-20-47-00	GG-Utilities	200245215	\$494.93	
			134096852	101-016-542-63-47-00	ST-Lighting - Utilities	200363505	\$151.71	
			143937090	101-016-542-63-47-00	ST-Lighting - Utilities	202648705	\$96.45	
			143939240	001-010-576-80-47-00	PK-Utilities	203599006	\$127.23	
					101-016-543-50-47-00	ST-Utilities	203599006	\$127.23
					410-016-531-10-47-00	SW-Utilities	203599006	\$127.24
147239463	101-016-542-63-47-00	ST-Lighting - Utilities	200178218	\$375.75				
160194400	101-016-542-63-47-00	ST-Lighting - Utilities	203115522	\$351.09				
Snohomish County PW S	38460						<b>Check Total</b>	<b>\$5,497.47</b>
		4/27/2015	1000382062	410-016-531-20-41-00	SW-Aerator Monitori	Q1 2015 Monitoring & Gaging	\$5,497.47	
Snohomish County PW V	38461						<b>Check Total</b>	<b>\$21,068.64</b>
		4/27/2015	1000379781	001-008-521-20-48-00	LE-Repair & Maintenance	Vehicle repair	\$17,654.23	
				001-013-518-20-48-00	GG-Repair & Maintenance	Vehicle repair	\$266.00	
				101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle repair	\$1,281.61	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle repair	\$1,281.61	



## Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount
Snohomish County PW V	38461	4/27/2015	1000379781	520-008-594-21-63-00	Capital Equipment	New vehicle setup	\$585.19
<b>Check Total</b>							<b>\$3,276.00</b>
Snohomish County Sherrifs Office	38462	4/27/2015	2015-2497	001-008-523-60-51-00	LE-Jail	Prisoner Housing Sno Co Feb 2015	\$3,276.00
<b>Check Total</b>							<b>\$84.52</b>
Sound Publishing Inc	38463	4/27/2015	EDH624098	101-016-542-30-41-01	ST-Advertising	2015 Pavement Overlay Project 15001	\$48.28
			EDH625708	001-013-518-30-41-01	GG-Advertising	City Council Retreat Special Meeting	\$36.24
<b>Check Total</b>							<b>\$40.00</b>
Springbrook Nursery	38464	4/27/2015	228433	101-016-544-90-31-02	ST-Operating Cost	Dump fee - Wood debris	\$20.00
				410-016-531-10-31-02	SW-Operating Costs	Dump fee - Wood debris	\$20.00
<b>Check Total</b>							<b>\$31.36</b>
Staples	38465	4/27/2015	3259548593	001-008-521-20-31-00	LE-Office Supplies	Mesh	\$24.97
			3259548595	001-008-521-20-31-00	LE-Office Supplies	Staples	\$6.39
<b>Check Total</b>							<b>\$10.36</b>
Stericycle Inc	38466	4/27/2015	3002978485	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36
<b>Check Total</b>							<b>\$194.59</b>
Steuber Distributing Co	38467	4/27/2015	2795828	001-013-518-20-31-00	GG-Operating	Deep root barrier at Lundeen House	\$194.59
<b>Check Total</b>							<b>\$1,577.50</b>
Symbol Arts	38468	4/27/2015	0231778-IN	001-008-521-20-31-04	LE - Donation Exp - Other	Promotional items	\$1,577.50
<b>Check Total</b>							<b>\$229.40</b>
Tacoma Screw Products Inc	38469	4/27/2015	30657800	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign Bolts	\$88.86
			30658994	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign Bolts	\$88.86
			30659574	001-010-576-80-31-00	PK-Operating Costs	Power bits/cable ties/screws	\$17.22
				101-016-544-90-31-02	ST-Operating Cost	Power bits/cable ties/screws	\$17.23
				410-016-531-10-31-02	SW-Operating Costs	Power bits/cable ties/screws	\$17.23
<b>Check Total</b>							<b>\$90.00</b>
Julie Ubert	38470	4/27/2015	4/10 req	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem New World Training	\$90.00
<b>Check Total</b>							<b>\$24.81</b>
UPS	38471	4/27/2015	74Y42155	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$24.81
<b>Check Total</b>							<b>\$40.00</b>
Washington Audiology Services	38472	4/27/2015	45736	001-008-521-20-41-00	LE-Professional Services	Employee Hearing retests	\$20.00



### Checks to be Approved for 4/14/2015 to 4/27/2015

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Amount	
Washington Audiology Services	38472	4/27/2015	45736	101-016-542-30-41-02	ST-Professional Service	Employee Hearing retests	\$20.00	
Washington Cities Insurance Authority	38473						<b>Check Total</b>	<b>\$143.65</b>
		4/27/2015	claim#VA042506	001-000-398-00-00-00	Insurance Recoveries - Non Cap	Refund of overpmt of claim VA042506	\$143.65	
Washington State Support Registry	0						<b>Check Total</b>	<b>\$657.46</b>
		4/27/2015	04/15/15	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$657.46	
Kathy Worden	38474						<b>Check Total</b>	<b>\$40.00</b>
		4/27/2015	Refund	001-000-321-99-00-00	Bus. Lic - Other	Refund Bus License fee-outside city limits	\$40.00	
Zachor and Thomas Inc PS	38475						<b>Check Total</b>	<b>\$8,923.20</b>
		4/27/2015	644	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services April 2015	\$8,923.20	
<b>Total</b>							<b>\$212,201.95</b>	



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

Monday April 13, 2015  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kathy Holder, Kim Daughtry, Marcus Tageant, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Finance Director/City Clerk Barb Stevens, City Planner Rebecca Ableman, Public Works Director Mick Monken, Human Resources Director Steve Edin, Police Chief Dan Lorentzen, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

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**Guest Business.** None.

**Consent Agenda.**

MOTION: Moved by Councilmember Low, seconded by Councilmember Daughtry, to approve (A) 2015 Vouchers [Payroll Direct Deposits of \$129,459.08, Payroll Checks 38307-38309 totaling \$6,132.10, Tax Deposit(s) of \$51,949.30, Electronic Funds Transfers (ACH) totaling \$149,836.86, Claims Checks 38310-38409 totaling \$204,481.41; Total Vouchers Approved: \$541,858.75]; (B) March 23, 2015 City Council Regular Meeting Minutes; (C) Intergovernmental Purchasing Agreement with Snohomish County; (D) Extension to Contract with Advantage Building Services for Janitorial Services; and (E) Interlocal Agreement with Snohomish County regarding Distribution of Vessel Registration Fees. On vote the motion carried unanimously (6-0-0-1).

**Action Items:**

**Library Board: Appointment of LeeAnn Balbirona:** Mayor Little requested this item be moved to the end of the agenda as Ms. Balbirona had an earlier commitment and could not arrive by 7:00 p.m.

**Authorize Supplement No. 7 to Contract with AquaTechnex, LLC:** Public Works Director Mick Monken presented the staff report and responded to Councilmembers' questions.

Councilmember Quigley arrived at 7:03 p.m.

MOTION: Councilmember Tageant moved, Councilmember Welch seconded to authorize Supplement No. 7 to the Eurasian Watermilfoil Control Program (2011) – Year-5 Implementation of Application Strategy Plan and Post Survey and recommend control measures as part of the

2011 Implementation of Application Strategy Plan for an amount of \$21,448.50 and to approve a \$20,000 management reserve. On vote the motion carried unanimously (7-0-0-0).

**Planning Commission 2015 Work Program:** Planning Director Rebecca Ableman McCrary presented the Planning Commission's 2015 proposed Work Program and responded to Councilmembers' questions.

Councilmember Quigley requested that the words "pending funding" be added to the Downtown Subarea Plan project.

MOTION: Councilmember Welch moved, Councilmember Spencer seconded, to approve the Planning Commission's 2015 Work Program with the words "pending funding" added to the Downtown Subarea Plan project. On vote the motion carried unanimously (7-0-0-0).

**Change of Use Fees – Resolution 2015-08:** Planning Director McCrary presented the staff report and said that the proposed change supports a streamlined application process for the business community, and is intended to encourage economic development; she then responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to approve Resolution 2015-08 updating fees for Change of Use applications. On vote the motion carried unanimously (7-0-0-0).

**Library Board: Appointment of LeeAnn Balbirona:** Mayor Little recommended the appointment of LeeAnn Balbirona to fill the recently vacated Library Board position that expires December 31, 2016. With this appointment all Library Board positions will be filled.

MOTION: Councilmember Daughtry moved, Councilmember Holder seconded, to appoint LeeAnn Balbirona to the vacant Library Board position expiring December 31, 2016. On vote the motion carried unanimously (7-0-0-0).

**Council Person's Business:** Councilmembers reported on the following meetings:

Councilmember Tageant: Sewer District, Council Retreat; Councilmember Holder: Council Retreat; Councilmember Welch: Council Retreat, Arts Commission; Councilmember Spencer: Council Retreat; Councilmember Low: Sewer District, Council Retreat; Health District

**Mayor's Business:** Council Retreat; Sewer District; Legislative Transportation package update – the 204/SR 9 project is not currently on list;

**Staff Reports:** Staff reported on the following:

City Administrator Berg: Bonneville Park; Cavalero Park meeting tomorrow; Public Works Director Monken: Equipment update; Frontier Village safety issues; Lundeen Parkway weed control under way; Senior Center Kitchen and cooling system project has been accepted; Police Chief Lorentzen: Staff update.

With consensus of Council, Mayor Little invited Guest Business.

**Guest Business:** Kristen Hoffman, 3303 Lake Drive, said that permit fees, and particularly sign permit fees are high and make it difficult to open a new business. She requested Council review and adjust permit fees.

**Adjourn.**

Moved by Councilmember Low, seconded by Councilmember Spencer, to adjourn the meeting at 7:37 p.m.

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Vern Little, Mayor

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Kathy Pugh, Deputy City Clerk



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda**    April 27, 2015

**Date:** \_\_\_\_\_

**Subject:** Interlocal Agreement with Snohomish County to Provide Information Technology Services

<b>Contact</b>	Troy Stevens, Information Services	<b>Budget</b>	\$600/year for
<b>Person/Department:</b>	<u>Jan Berg, City Administrator</u>	<b>Impact:</b>	<u>5 years</u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**    **Approve an Interlocal Agreement Between the City of Lake Stevens and Snohomish County to Provide Information Technology Services**

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**SUMMARY/BACKGROUND:**

This interlocal agreement, which allows the City to install networking gear in the County's Data Center, was previously approved by the City Council at the November 24, 2014 meeting. The ILA was signed and sent to the County for signature, where it was inadvertently misplaced. Since initial approval of the ILA by the City Council, RCW 42.56, the Public Records Act, has been revised. Accordingly the ILA has been changed to reflect those changes in the law.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT: For Fiscal Year 2015: \$600; for life of ILA: \$3,000.**

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**ATTACHMENTS:**

- ▶ Attachment A: Interlocal Agreement

## ATTACHMENT A

COUNTY DEPARTMENT: Information Services

CONTACT PERSON: J.D. Braathen

ADDRESS: 3000 Rockefeller Ave. Everett, WA 98201

TELEPHONE/FAX NUMBER: (425) 388-7171 / (425) 388-3999

PUBLIC AGENCY: City of Lake Stevens

AGENCY CONTACT PERSON: City Clerk

ADDRESS: Post Office Box 257, 1812 Main St,

Lake Stevens, WA 98258

TELEPHONE/FAX: 425-334-1012

PROJECT: Information Technology Services

AMOUNT: As specified in Supplemental Work Orders

Not to exceed \$3,000 for the five (5) year life  
of the Agreement

CONTRACT DURATION: Five (5) Years from date of Contract  
Execution

### INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAKE STEVENS AND SNOHOMISH COUNTY TO PROVIDE INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT BETWEEN THE City of Lake Stevens AND SNOHOMISH COUNTY TO PROVIDE INFORMATION TECHNOLOGY SERVICES (this "Agreement") is made and entered into as of this 1<sup>st</sup> day of January, 2015, by and between Snohomish County, a political subdivision of the State of Washington, through its Department of Information Services Information Services (the "County" or "SCDIS"), and the City of Lake Stevens, a Washington municipal corporation ("COLS").

#### RECITALS

WHEREAS, this Agreement is made pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act; and

WHEREAS Chapter 2.350 of the Snohomish County Code (SCC) provides for SCDIS to provide information services, information processing, proprietary software and purchased services to public agencies and cash-on-delivery customers; and

WHEREAS COLS is a “public agency” as that term is defined in SCC 2.350.020(13) and RCW 39.34.020; and

WHEREAS, COLS requires supplemental information technology services in order to connect to Washington State and Regional Information Systems and may, in the future, require specific, yet to be identified information processing systems and services.

#### AGREEMENT

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

1. Scope of Information Services:

- a. SCDIS will provide information technology goods and information processing services according to Supplemental Work Orders (SWO). Each SWO shall be executed by the County Executive, or his designee, and an authorized agent for COLS, and subject to the general terms and conditions of this Agreement. Each SWO will include a description of the specific services to be provided, the term, and the costs of such service from quotation or from the published rate or fee schedule, and any other terms or conditions applicable to that service.
- b. The scope of information technology goods and information services to be provided are limited to the following:
  - i. Provide one unit space in the Meet-Me-Room rack to mount the COLS network equipment in the SCDIS data center, and

ii. Provide for four cross-connects to connect to other agencies or services located in the SCDIS datacenter.

2. Treatment of Assets. Computer application programs and other software systems furnished to COLS by SCDIS are furnished on an "as is" basis with no representations or warranties regarding use or results including any warranties of merchantability or fitness for a particular purpose, unless indicated in an SWO for service.

Title to all property furnished by SCDIS shall remain in SCDIS. Title to all property purchased by the COLS for which COLS is not reimbursed by SCDIS shall remain in COLS. Title to all property purchased by COLS for which COLS is reimbursed by SCDIS and is used as a component of services provided under this Agreement shall pass to and vest in SCDIS upon completion, termination, or cancellation of the relevant SWO or this Agreement.

Any property of SCDIS furnished to the COLS shall, unless otherwise provided in this contract, or approved by SCDIS, be used only for the performance of this Agreement or a SWO. The COLS shall be responsible for any loss or damage to SCDIS property that SCDIS furnishes to the COLS.

If SCDIS property is lost, destroyed, or damaged, the COLS shall immediately notify the SCDIS and shall take all reasonable steps to protect the property from further damage.

3. Exclusions: This initial contract and initial SWO does not include any services offered by SCDIS other than those stated in paragraph 1. b. (i and ii). Any additional services will require a separate SWO to add those services and an amendment to this ILA in order to increase the authorized ILA amount.
4. Surrender of Property. The COLS shall surrender to SCDIS all property of SCDIS upon completion, termination, or cancellation of this Agreement. Conversely, SCDIS shall surrender to COLS all property of COLS upon completion, termination, or cancellation of

this Agreement.

5. Time of Performance. This Agreement shall become effective upon signature by both parties and either (a) listing of the Agreement by subject on either Party's web site or (b) recording of the Agreement with the Snohomish County Auditor as required by RCW 39.34.040. The Agreement shall remain in force for a period up to five (5) years, unless terminated earlier by either Party upon ninety (90) days prior written notice to the other Party.
6. Compensation: COLS may request an estimate or quotation of cost for proposed information technology goods or information processing services from SCDIS. Specific agreements addressing costs, term, schedules, and other factors will be described in an associated SWO developed from initial estimates or quotations.

COLS will pay SCDIS for services provided hereunder and as set out in SWO's.

Charges for information technology, goods and information processing services under this agreement shall be based on the current published rate or fee schedule of the SCDIS in effect on the date of execution of this Agreement, unless the specific quotation described in the SWO provides otherwise. Unless the SWO provides for a fixed rate or a different methodology to change a specific rate and/or fee, Rate and Fee schedules are subject to change at the discretion of the SCDIS, and shall be effective sixty (60) days after written notice of change is provided to the COLS, postage paid in the US mail.

The SCDIS will submit an invoice, or advice of charge, to COLS annually for the monthly recurring costs of the services outlined in the SWO. Payment is due in full upon receipt of the invoice by COLS and becomes delinquent forty-five (45) days thereafter.

A late payment fee may be applied to any remaining balance sixty (60) days after receipt of invoice. Late payment charges, if any, will be imposed on the unpaid balance at a rate of one percent (1%) per month. SWO's with balances more than ninety (90) days past due

may be terminated and services discontinued. Amounts disputed by the COLS under the Section 7 of this Agreement are not subject to late payment charges.

7. Obligations of COLS are as follows: As to all new COLS acquisitions of any information technology equipment, software or systems to be serviced by SCDIS under this agreement, COLS shall undertake such acquisitions in accordance with guidelines, standards or procedures established by SCDIS and shall secure written concurrence for any such procurement from the County Executive or his/her designee.

Payment to SCDIS of all submitted invoices or advices of charge pursuant to the preceding section.

8. Mutual Covenants: COLS will promptly notify the SCDIS in writing of issues regarding invoices, or of services which COLS believes do not conform with the agreed upon terms of this Agreement and/or SWO, within thirty (30) days of receipt of invoice or performance of services whichever occurs later. Failure to give written notice within thirty (30) days after receipt of invoice or performance of services constitutes waiver of any objection to services or invoices.

The parties shall attempt to resolve any issues arising under this Agreement and/or any applicable SWO through negotiation and consultations. If that fails, the parties will seek to resolve disputes through the aid of a mutually selected, independent third party.

This Agreement may only be modified by a written amendment effective upon execution by both COLS and SCDIS. SWO's may only be modified by written agreement of the parties.

Both parties understand the SCDIS retains discretion regarding the operation and allocation of the aggregate Information Processing capacity at its disposal, including the capacity covered by this Agreement. SCDIS agrees to allocate sufficient capacity to meet COLS's processing requirements as of the execution of this Agreement.

9. SCDIS Review/Approval: Upon submittal of any request to execute a SWO or to perform optional services under any executed SWO, SCDIS may, following review by the SCDIS, agree to perform such work or reject it, or request such modification or additions as it deems appropriate;

At the outset of performance of each SWO, or during performance of the SWO to the extent the same is modified by the Parties, SCDIS will either accept or reject COLS systems and services as listed in the SWO. SCDIS will not bill COLS until SCDIS has accepted service and/or system delivery responsibility. COLS is not required to pay for services or systems until SCDIS accepts delivery responsibility for those services and/or systems.

10. Access to Books/Records: Each Party may, at reasonable times, and upon prior notification inspect the records of the other party relating to performance of this agreement. SCDIS and COLS shall keep all records required by this contract in accordance with statutory archival requirements.

11. Indemnification and Hold Harmless: Subject to the liability limitation stated in Section 12 of this Agreement, COLS shall hold harmless, indemnify, and defend, at its own expense, SCDIS, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of COLS's performance of this Agreement, including claims by COLS's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of SCDIS, its elected and appointed officials, officers, employees or agents.

Subject to the liability limitations stated in Section 12 of this Agreement, SCDIS shall hold harmless, indemnify, and defend, at its own expense COLS, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of SCDIS's performance of this Agreement, including claims by SCDIS employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of COLS, its elected and appointed officials,

officers, employees or agents.

Subject to the liability limitations stated in Section 12 of this Agreement, in the event of liability for damages of any nature whatsoever arising out of the performance of this Agreement by COLS and SCDIS, including claims by COLS's and SCDIS's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of COLS and SCDIS, their officers, officials, employees, agents and volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

12. Limitation of Liability: In no event will SCDIS or COLS be liable for any special, consequential, indirect, punitive or incidental damages, including but not limited to loss of data, loss of revenue, or loss of profits, arising out of or in connection with the performance of SCDIS or COLS under this Agreement or any SWO hereunder, even if SCDIS or COLS has been advised of the possibility of such damages.
13. Compliance with Laws: SCDIS and COLS shall comply with all applicable federal, state and local laws, rules, and regulations in performing this Agreement. COLS will comply with SCDIS procedures and policies related to technology management and use of applicable County systems, applications and services.
14. Non-assignment: SCDIS and COLS shall not assign any of the rights, duties, or obligations covered by this Agreement without the prior express written request and consent of each Party.
15. Conflicts between Attachments and Text: Should any conflicts exist between any attached exhibit or SWO and the text of this Agreement, the text of this Agreement shall prevail.
16. Interlocal Cooperation Act (Chapter 39.34 RCW): The purpose of this Agreement is to allow SCDIS to provide a variety of information technology services to COLS as needed over a five (5) year term. SWO's will be executed by both parties as necessary and will

describe the work to be done and their associated costs. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. The parties agree that it is not necessary to appoint an administrator or joint board to oversee the implementation of this Agreement. However, should a court of competent jurisdiction deem such an administrator or joint board necessary for purposes of the Interlocal Cooperation Act, Ch. 39.34 RCW, an administrator or joint board will be established by mutual agreement of the parties. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with the performance of this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

17. Governing Law and Venue: This agreement shall be governed by the laws of the State of Washington and any lawsuit regarding this contract must be brought in Snohomish County Superior Court, Washington.
18. Public Records Act: The Parties agree that this Agreement and all public records associated with this Agreement shall be available from the County or from the City/COLS for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act").

To the extent that public records then in the custody of COLS are needed for the County to respond to a request under the Act, as determined by the County, COLS agrees to make them promptly available to the County. If COLS considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, COLS shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by COLS and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify COLS (a) of the request and (b) of the date

that such information will be released to the requester unless COLS obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If COLS fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of COLS to claim any exemption from disclosure under the Act. The County shall not be liable to COLS for releasing records not clearly identified by COLS as confidential or proprietary. The County shall not be liable to COLS for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

To the extent that public records then in the custody of County are needed for the City/COLS to respond to a request under the Act, as determined by the City/COLS, County agrees to make them promptly available to the City/COLS. If County considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, County shall clearly identify any specific information that it claims to be confidential or proprietary. If the City/COLS receives a request under the Act to inspect or copy the information so identified by County and the City/COLS determines that release of the information is required by the Act or otherwise appropriate, the City's/COLS's sole obligations shall be to notify County (a) of the request and (b) of the date that such information will be released to the requester unless County obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If County fails to timely obtain a court order enjoining disclosure, the City/COLS will release the requested information on the date specified.

The City/COLS has, and by this section assumes, no obligation on behalf of County to claim any exemption from disclosure under the Act. The City/COLS shall not be liable to County for releasing records not clearly identified by County as confidential or proprietary.



EXHIBIT A, SCDIS/ COLS SWO-001-15

## **Supplemental Work Order (#SWO-001-15 COLS)**

### **Fiber Connectivity between the City of Lake Stevens and SCDIS**

This Supplemental Work Order (SWO) is executed between Snohomish County, through its Department of Information Services (the “County” or “SCDIS”), and City of Lake Stevens (“COLS”) pursuant to the terms and conditions of the Interlocal Master Agreement (IMA). The parties acknowledge they have read and understand the terms and conditions therein. All rights and obligations of the parties shall be subject to and governed by the terms of the IMA. This SWO sets forth the obligations of the parties with respect to SCDIS’s provision of information services to COLS. This SWO also serves as the Service Level Agreement between COLS and SCDIS.

- 1. Purpose:** The purpose of this SWO is for SCDIS to provide COLS supplemental information technology services as specified in Appendix A.
- 2. Scope of Work:** The specific services covered by this SWO include:
  - a.** The “primary” items listed in Appendix A – Services Listing, attached hereto and by this reference made a part of this SWO, and any item directly “associated” with the primary items after acceptance by SCDIS, per terms of section #1 of Attachment A of this SWO; and
  - b.** The “Basic Services” described in Appendix B, attached hereto and by this reference made a part of this SWO.
- 3. Term and Termination:** The term of this SWO is effective upon the date of execution by both parties for the period of five (5) years unless terminated upon written notification to the other party. Either party may terminate this SWO upon ninety (90) day’s written notification to the other party. In the event the IMA is terminated, this SWO shall also terminate on the IMA termination date.
- 4. Prohibited Use of Services:** COLS shall not use any Service provided within this SWO in a manner which SCDIS reasonably determines may adversely affect Snohomish County information systems, or other Snohomish County customers, the integrity and operations of Snohomish County’s business, or Snohomish County’s ability to provide services to other Snohomish County customers.
- 5. Authority to Monitor Services:** SCDIS has the right, but not the obligation, to monitor any activity and content associated with the use of the Services. SCDIS may cooperate with law enforcement agencies in any investigation related to the use of a Snohomish County Service and investigate any complaint or reported violation of law or Snohomish County policies and take any action it deems appropriate. Such action may include, but is not limited to, issuing warnings, suspension or termination of a Service, removal of materials on a Snohomish County-hosted web site, and disclosure of information to law enforcement agencies, including but not limited to user contact details, IP addressing and traffic information, usage

EXHIBIT A, SCDIS/ COLS SWO-001-15

history and posted content, in response to requests SCDIS reasonably deems to be legally enforceable.

6. **Resale of Snohomish County Services:** COLS shall not resell or provide free of charge any Service to any third party without first entering into a Contract for Service with SCDIS which permits these activities.
7. **Designated Points of Contact and Escalation Points.** SCDIS's designated point of contact for COLS to request Support Services, contact Service personnel, request problem status updates, and receive problem resolutions is via the SCDIS Service Desk at (425) 388-3378, Monday – Friday, 7:30 a.m. – 5:00 p.m. Schedule is subject to change by written notice from SCDIS.

**SCDIS Contacts and Escalation Points:**

Service Desk	425-388-3378
Service Desk Supervisor	425-388-3938
Networking / Telecom Supervisor (Secondary)	425-388-7171
Client Services Supervisor	425.388-3938
Systems Manager (Primary)	425-388-3212
Technology Coordinator	425-388-3904
Director:	425-388-3730
FAX:	425-388-3999

COLS's designated point of contact for **SCDIS** to send invoices, problems solve, and otherwise conduct business shall be:

<b>COLS Primary Contact: Technical Contact:</b>	Troy Stevens tstevens@lakestevenswa.gov 425-737-7103
<b>Invoicing Contact:</b>	Joan Norris jnorris@lakestevenswa.gov 425-377-3236

8. **Payment for Services:** SCDIS will invoice COLS for these services on a yearly basis for the monthly recurring costs of the Network / Integration services deliverables as specified in Appendix A of this SWO. Payment of invoices shall occur within net forty-five (45) days from receipt of invoice. Payments that are more than forty-five (45) days delinquent shall incur a one percent (1%) late payment fee. SWO's with balances more than ninety (90) days past due may be terminated and services discontinued.
9. **Declined Equipment:** No equipment is provided by this SWO. All equipment maintenance is the responsibility of COLS
10. **Pricing and Service Fees:** The pricing and fee schedule for services provided by SCDIS are outlined in Appendix A of this SWO.

EXHIBIT A, SCDIS/ COLS SWO-001-15

**11. Modifications / Changes:** This SWO may be modified at any time upon mutual written agreement of the parties. All such modifications will be made as an amendment to this SWO and will take precedence over the original SWO.

**12. Order of Precedence:** If there is a conflict between this SWO and the IMA, the conflict will be resolved by giving precedence first to the IMA.

**13. Assignment:** Neither party shall assign any of the rights, duties, or obligations covered by this SWO without the prior express written request and consent of each party.

**14. Notices:** Notices and other communications between SCDIS and COLS which are required by or specified in this SWO may be delivered by electronic mail.

Communications related to this SWO may be directed to Snohomish County Department of Information Services at: [SIS-Telecommunications@snoco.org](mailto:SIS-Telecommunications@snoco.org). COLS shall provide SCDIS with a valid email address to be used by SCDIS for communications related to this SWO and shall update that address as needed. SCDIS shall fulfill its obligations under this SWO by providing COLS with notice at the email address most recently provided by COLS for use in providing notices pursuant to this SWO.

**15. Responsibilities and Service Level Expectations:**

a. **SCDIS Responsibilities:**

- i. Provide COLS's fiber vendor a termination point for a single pair of single mode fiber.
- ii. Provide COLS 2Us of rack space and UPS power in SCDIS's Data Center for an Ethernet switch.
- iii. Provide path for fiber or single mode fiber between termination point and COLS's equipment.
- iv. SCDIS takes no ownership regarding the repair of COLS owned equipment
- v. SCDIS will provide escorted access to the Network Operations Center (NOC) between the hours of 6:00 am and 12:00 am Monday through Friday and 7:00 am to 3:00 pm on Saturdays. Access to Network Operations Center after hours or on Sundays will result in a minimum three (3) hour charge at one hundred dollars (\$100.00) per hour. An additional \$200.00 per-incident will be charged as a flat fee for each after-hours incident management/access and response in excess of 12 hours. Contact 425-388-3378 for access to the facility.

b. **COLS Responsibilities**

- i. Provide fiber connectivity between COLS and SCDIS data facilities.
- ii. Provide Ethernet Switching equipment for 1RU rack space within SCDIS Data Center.
- iii. Provide maintenance of Ethernet Switching equipment.

**16. Emergency Response:** Emergency shall mean network outage, multi-user outage/critical event, or when COLS is unable to conduct business.

- a. ***Response Time*** ***2 Hours***

EXHIBIT A, SCDIS/ COLS SWO-001-15

b. COLS shall make contact with the SCDIS Service Desk upon discovery of an event to notify SCDIS of the event. The notification to the Service Desk will initiate the SCDIS response. SCDIS shall respond to the incident within the response time indicated and escalate the problem as necessary to achieve resolution. SCDIS will schedule network operations access as necessary.

**17. Priority Problem Response:** Priority problem shall mean network impairment, or when COLS is still able to conduct business but no practical workaround exists.

a. **Response Time** *3 Hours*

b. COLS shall make contact with the SCDIS Service Desk upon discovery of an event to notify SCDIS of the event. The notification to the Service Desk will initiate the SCDIS response. SCDIS shall respond to the incident within the response time indicated and escalate the problem as necessary to achieve resolution. SCDIS will schedule network operations access as necessary.

**18. Routine Response:** Routine response shall mean that the user is inconvenienced, or non-mission-critical application is impaired and a practical workaround exists.

a. **Response Time** *3 Days (Maximum)*

b. COLS shall make contact with the SCDIS Service Desk to notify SCDIS of the event. The notification to the Service Desk will initiate the SCDIS response. SCDIS shall respond to the incident when all other service requests of a higher priority have been answered, and SCDIS shall make every effort to respond within 3 business days of receiving notification of the problem. This category includes, but is not limited to, training issues, minor operational issues, and minor system inconveniences.

**19. SWO Management:** Unless otherwise indicated, all correspondence regarding this SWO should be directed to:

COLS Primary Contact: Troy Stevens, Information Systems Manager  
1812 Main Street  
Lake Stevens, WA 98258  
(425) 737-7103  
tstevens@lakestevenswa.gov

SCDIS Primary Contact: JD Braathen, Telecom Network Engineering Supervisor  
Snohomish County  
Department of Information Services  
3000 Rockefeller Avenue, M/S 709  
Everett, WA 98201  
(425) 388-7171  
JD.Braathen@snoco.org

EXHIBIT A, SCDIS/ COLS SWO-001-15

By their signatures, **SCDIS** and **COLS** hereby acknowledge and accept the terms and conditions of this SWO.

**Approved**

**City of Lake Stevens**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Title* *Date*

**Approved**

**Snohomish County**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Title* *Date*

EXHIBIT A, SCDIS/ COLS SWO-001-15

**Appendix A to Exhibit A- SWO COLS Services List and Summary Annual Costs**

SCDIS will provide the following services at the prepaid support rate identified below. Each after-hours request has a 3 hour minimum charge at \$100.00 per hour. An additional \$200.00 per incident will be charged as a flat fee for each after-hours incident management/access and response in excess to 12 hours. (Access to Data Center/SCDIS Assistance after hours).

Note: Access during normal business hours will be covered under the Net Equipment Hosting service.

**Network Services:**

Services	Function and Identification	Qty	Date of Activation	LOC	Charge Each	Monthly Charge	Annual charge
Net Equipment Hosting 1 Rack Unit Space, first 4 cross connects	Connectivity/Equipment hosting	12	Approximately 5/1/2015	SCDIS		\$50.00	\$600.00
<b>SWO-01-15 - Total Recurring Charges:</b>						<b>\$50.00</b>	<b>\$600.00</b>

EXHIBIT A, SCDIS/ COLS SWO-001-15

**Appendix B to Exhibit A – SWO Basic Services**

Basic Services shall include co-location of COLS equipment within the Snohomish County Data Center. Co-location space has been established for Ethernet switching equipment and consists of 1 rack unit.

Hours of Service:

**Interactive:** Monday through Friday 8:00AM through 5:00PM

**Maintenance:** Monday through Friday \*8:00AM through 5:00PM

**\*Note:** Saturday, Sunday, & Holidays Not Applicable. Resources may not always be available due to emergency and/or other contingencies.

**Scheduled Outage for Maintenance:** Each Saturday between 7:00 am and 12:00 pm is scheduled for regular maintenance. This is essential to network health. Intermittent outages will occur during this period. If for some reason COLS will be working during those periods, then please contact SCDIS's Service Desk at 425-388-3378.

**Network Services Infrastructure**

Support Services and Maintenance

SCDIS shall provide support services and maintenance on SCDIS owned equipment as needed for standard Transport Services. This support and maintenance also includes all time and materials necessary to return this service and its associated equipment to working condition upon failure. ***These devices and Transports will be owned, operated and configured by SCDIS.***

Network Equipment Hosting

SCDIS shall provide Data Center Net Equipment Hosting of COLS owned equipment and transports in order to access SCDIS standard Transport Services: It will be incumbent on COLS to return this service and its associated equipment to working condition upon failure. ***These devices and Transports will be owned, operated and configured by the COLS.***

Purchase, Delivery and Installation

COLS shall purchase, prepare and deliver mutually agreed upon Ethernet Switching equipment for placement in the Snohomish County Data Center.

## EXHIBIT A, SCDIS/ COLS SWO-001-15

### Warranty Repair Assistance

COLS shall be solely responsible for warranty and repair of COLS owned equipment.

### Help-Desk Dispatch and Telephone Support

SCDIS shall provide a single-point service to report suspected SCDIS problems which might involve **SCDIS owned equipment and Transports** and to assist with Data Center access and escort arrangements.

- Logging calls and dispatching the appropriate resources as necessary for on-site resolution/escort.
- Provide telephone support to assist COLS in the restoration of SCDIS Contracted Services.

COLS shall utilize this service to help insure that requests for assistance are proactively tracked and managed consistent with practices of SCDIS.

### Basic Assistance

Basic assistance is limited to efforts deemed reasonable by SCDIS to encourage and promote the sharing of knowledge and information consistent with building cooperative services of interest to both the COLS and SCDIS.

In the event that SCDIS deems requests for assistance are beyond the scope of this SWO, SCDIS will work with COLS to develop and recommend approaches to meet COLS requirements.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Date:** **Agenda** 27 April 2015

**Subject:** 2015 Pavement Overlay – Award of Contract

<b>Contact</b>	Mick Monken	<b>Budget</b>	\$449,068.00
<b>Person/Department:</b>	<u>Department of Public Works</u>	<b>Impact:</b>	<u>w/contingency.</u>

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Award the 2015 Pavement Overlay to Northshore Paving in an amount of \$346,068.00 and authorized an administrative contingency of \$103,000.00.

**SUMMARY/BACKGROUND:** Asphalt pavement overlay is a regular part of street surface preservation and an amount of \$450,000 was included for this work in the 2015 budget. This year's overlay project includes 3 road sections: 1) 20<sup>th</sup> Street NE between 127<sup>th</sup> Avenue to 13000 block (adjacent to Pilchuck Elementary School); 2) Market Place between 91<sup>st</sup> Avenue NE and SR 9; and 3) 4<sup>th</sup> Street SE between 91<sup>st</sup> Avenue SE and SR 9 (adjacent to Hillcrest Elementary School). As part of the overlay project, the curb ramps will be brought up to current Americans with Disability Act (ADA) in compliance with Federal requirements. In addition, there are two alternative bids that include utility adjustments (Alternative Bid 2) for the Sewer District and striping channelization (Alternative Bid 1) of 101<sup>st</sup> Avenue NE to a one way street and traffic calming channelization on Lake Drive.

On 21<sup>st</sup> April 2015, the City opened bids for this project. A total of 6 bids were received and the bid summary results are included in Exhibit A. Northshore Paving came in as the low responsive bidder. The Engineer's Estimate of \$441,939.50, which includes \$8,800 for Sewer Lid Adjustment, is based on WSDOT bid unit prices. The administrative contingency of \$103,000.00 comes from within the budget balance not allocated under the recommended bid and will be used to cover unexpected costs.

Because two of the identified overlay streets are adjacent to public schools, the placement of pavement work has been limited to be performed during the summer closure period (15<sup>th</sup> June to 28<sup>th</sup> August). As with all work, weather is a condition that can result in delays.

**APPLICABLE CITY POLICIES:** NA

**BUDGET IMPACT:** Funding of \$450,000 was approved in the 2015 budget. Total project bid with contingency is \$449,068.00. Of this amount, \$9,625.00 will be reimbursed to the City by the Sewer District for their utility adjustments.

**ATTACHMENTS:**

- ▶ Exhibit A: Bid Summary Table
- ▶ Exhibit B: Project Vicinity Map

EXHIBIT A  
 Bid Summary Table

City of Lake Stevens  
 2015 Pavement Overlay  
 BID TABULATION  
 Revision: 21 April 2015

Prepared by: Adam Emerson, EIT  
 Checked by: Mick Monken, PE

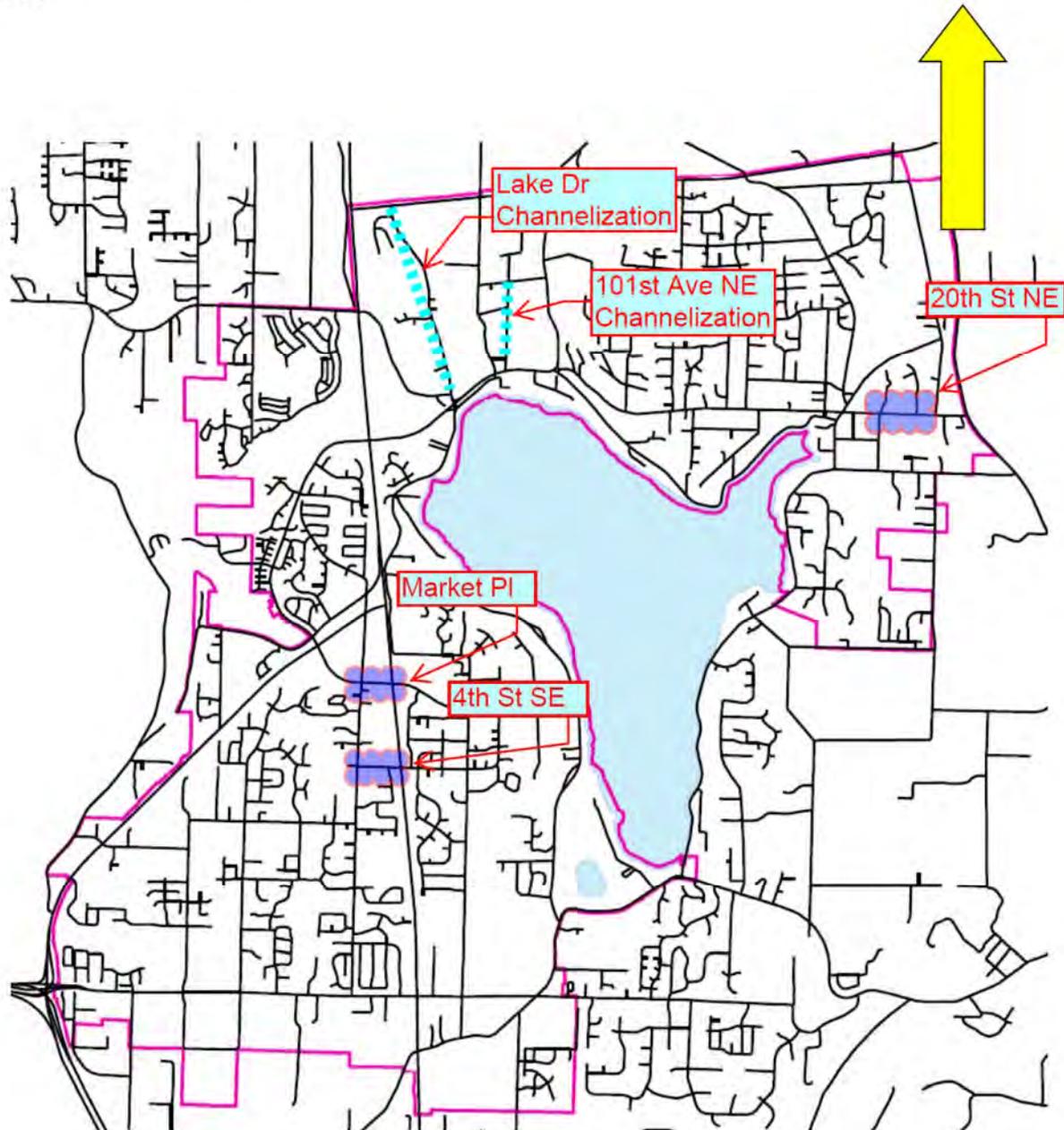
BASE BID				Engineer's Estimate		Lakeridge Paving LLC.		Granite Construction Co.		Cemex		Northshore Paving		Lakeside Industries Inc.		JB Asphalt Paving	
BI #	Item	Est Qty	Unit	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	Mobilization	1	LS	\$ 37,002.00	37,002.00	34,000.00	34,000.00	2,200.00	2,200.00	42,000.00	42,000.00	25,000.00	25,000.00	23,000.00	23,000.00	40,000.00	40,000.00
2	Temporary Traffic Control	1	LS	\$ 45,000.00	45,000.00	59,400.00	59,400.00	72,400.00	72,400.00	65,000.00	65,000.00	39,775.00	39,775.00	50,000.00	50,000.00	45,000.00	45,000.00
3	Planing Bituminous Pavement	11,135	SY	\$ 4.50	50,107.50	3.60	40,086.00	3.50	38,972.50	4.00	44,540.00	2.80	31,178.00	2.75	30,621.25	2.50	27,837.50
4	TESC (inlet protection as directed)	25	EA	\$ 115.00	2,875.00	50.00	1,250.00	99.00	2,475.00	50.00	1,250.00	55.00	1,375.00	70.00	1,750.00	100.00	2,500.00
5	HMA Cl. 1/2 In PG 64-22	1,145	Tons	\$ 100.00	114,500.00	95.00	108,775.00	98.00	112,210.00	92.00	105,340.00	88.00	100,760.00	86.00	98,470.00	92.00	105,340.00
6	Temp Pavement Marking	1	LS	\$ 1,500.00	1,500.00	500.00	500.00	1,300.00	1,300.00	1,700.00	1,700.00	1,500.00	1,500.00	2,000.00	2,000.00	1,000.00	1,000.00
7	Paint Line (4")	8,400	LF	\$ 0.50	4,200.00	0.25	2,100.00	0.25	2,100.00	0.27	2,268.00	0.50	4,200.00	0.28	2,352.00	0.50	4,200.00
8	Thermoplastic Stop Bar	193	SF	\$ 10.00	1,930.00	6.50	1,254.50	5.50	1,061.50	5.60	1,080.80	5.00	965.00	5.50	1,061.50	10.00	1,930.00
9	Thermoplastic Cross Walk	1,640	SF	\$ 10.00	16,400.00	6.00	9,840.00	4.50	7,380.00	4.50	7,380.00	5.00	8,200.00	4.40	7,216.00	6.00	9,840.00
10	Raised Pavement Markers	5	Hund	\$ 500.00	2,500.00	525.00	2,625.00	333.00	1,665.00	330.00	1,650.00	500.00	2,500.00	325.00	1,625.00	400.00	2,000.00
11	Thermoplastic Arrows/Bike Lane	16	EA	\$ 500.00	8,000.00	100.00	1,600.00	107.00	1,712.00	107.00	1,712.00	60.00	960.00	105.00	1,680.00	65.00	1,040.00
12	ADA Compliant Ramps	17	EA	\$ 5,000.00	85,000.00	4,200.00	71,400.00	4,500.00	76,500.00	4,500.00	76,500.00	3,090.00	52,530.00	4,800.00	81,600.00	3,000.00	51,000.00
13	Storm Basin/Manhole Adjustment	30	EA	\$ 500.00	15,000.00	475.00	14,250.00	400.00	12,000.00	700.00	21,000.00	775.00	23,250.00	400.00	12,000.00	500.00	15,000.00
14	Force Account	1	FA	\$ 20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
<b>TOTAL BASE BID</b>				<b>\$ 404,014.50</b>		<b>\$ 367,080.50</b>		<b>\$ 351,976.00</b>		<b>\$ 391,420.80</b>		<b>\$ 312,193.00</b>		<b>\$ 333,375.75</b>		<b>\$ 326,687.50</b>	
<b>ALTERNATIVE 1 - Lake Dr &amp; 101st Ave Striping</b>																	
BI #	TOTAL PROJECT COST ESTIMATE	Est Qty	Unit	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	Temporary Traffic Control	1	LS	\$ 10,000.00	10,000.00	4174.50	4,174.50	14500.00	14,500.00	12081.28	12,081.28	6250.00	6,250.00	9600.00	9,600.00	10000.00	10,000.00
2	Paint Line (4")	18,750	LF	\$ 0.50	9,375.00	0.25	4,687.50	0.25	4,687.50	0.27	5,062.50	0.50	9,375.00	0.28	5,250.00	0.50	9,375.00
3	Plastic Stop Bar	225	SF	\$ 10.00	2,250.00	6.50	1,462.50	5.50	1,237.50	5.60	1,260.00	5.00	1,125.00	5.50	1,237.50	10.00	2,250.00
4	Raised Pavement Markers	15	Hund	\$ 500.00	7,500.00	280.00	4,200.00	333.00	4,995.00	330.00	4,950.00	500.00	7,500.00	325.00	4,875.00	400.00	6,000.00
<b>TOTAL ALTERNATE 1</b>				<b>\$ 29,125.00</b>		<b>14,524.50</b>		<b>25,420.00</b>		<b>23,353.78</b>		<b>24,250.00</b>		<b>20,962.50</b>		<b>27,625.00</b>	
<b>TOTAL BASE BID + ALTERNATE 1</b>				<b>\$ 433,139.50</b>		<b>\$ 381,605.00</b>		<b>\$ 377,396.00</b>		<b>\$ 414,774.58</b>		<b>\$ 336,443.00</b>		<b>\$ 354,338.25</b>		<b>\$ 354,312.50</b>	
<b>ALTERNATIVE 2 - Sewer Manhole Adjustments</b>																	
BI #	0	8400	LF	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	Manhole Lid Adjustment	11	EA	800.00	8,800	1200.00	13,200.00	400.00	4,400.00	900.00	9,900.00	875.00	9,625.00	700.00	7,700.00	600.00	6,600.00
<b>TOTAL ALTERNATE 2</b>					<b>8,800</b>		<b>13,200.00</b>		<b>4,400.00</b>		<b>9,900.00</b>		<b>9,625.00</b>		<b>7,700.00</b>		<b>6,600.00</b>
<b>TOTAL BASE BID + ALTERNATE 1 + ALTERNATIVE 2</b>				<b>\$ 441,939.50</b>		<b>\$ 394,805.00</b>		<b>\$ 381,796.00</b>		<b>\$ 424,674.58</b>		<b>\$ 346,068.00</b>		<b>\$ 362,038.25</b>		<b>\$ 360,912.50</b>	

### EXHIBIT B

#### 2015 Pavement Overlay

#### Project Vicinity Map

NTS





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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda** 27<sup>th</sup> April 2015  
**Date:** \_\_\_\_\_

**Subject:** 20<sup>th</sup> Street SE Phase II (83<sup>rd</sup> to 91<sup>st</sup> Ave SE) – Supplement Number 1 to contract

<b>Contact</b>	Mick Monken	<b>Budget</b>	\$553,403.00
<b>Person/Department:</b>	<u>Public Works</u>	<b>Impact:</b>	_____

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign Supplemental Number 1 to the Perteet, Inc. Consultant Agreement to perform the Design and Right of Way Acquisition for 20<sup>th</sup> Street SE Phase II Segment 1 in the amount of \$553,403.00.

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**SUMMARY/BACKGROUND:** The City had been awarded a Federal Grant to perform the design and right of way acquisition on Phase II of 20<sup>th</sup> Street SE between 83<sup>rd</sup> to 91<sup>st</sup> Avenue SE. The total estimated cost of this phase of the project is \$1,508,400 with \$1,055,800 being Federal matched dollars. \$573,000 of the project total has been identified for design, environmental, and right-of-way identification; the balance is for right-of-way acquisition including professional services.

In February 2015, the Council awarded the design, environmental, and right of way services to Perteet Inc. and authorized a scoping service contract of \$15,282.00. This scoping service has been completed and a final design, environmental, and right-of-way identification scope and fee have been negotiated. With the past approved scoping amount of \$15,282, this bring the total fee to \$568,685.00 which is within the total allowed Grant limit for these services.

As part of these services, a right-of-way place will be developed. This will require the approval of Washington State. Once this is completed, the City will need to seek approval from the Feds to obligate the remaining portion of the funds for the actual right-of-way acquisition. This action is anticipated to occur towards the end of this year.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$553,403 - \$166,020.90 City from Traffic Impact Fees - \$387,382.10 Federal Grant

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**ATTACHMENTS:**

- ▶ EXHIBIT A: Project Summary - Schedule
- ▶ EXHIBIT B: Scope of Services

**EXHIBIT A**

**Project Summary**  
**20<sup>th</sup> Street SE Phase II – Segment 1**

Prepared by: M. Monken, P.E.

Revision: 16 March 2015

**Schedule**

The following is the target schedule:

	Start	Complete
<u>PE Funds Obligation</u>	Jan 15	Feb 15
Project Scope Development	Feb 15	Apr 15
<u>Right of way Fund Obligation Extension</u>	Mar 15	Apr 15
Design and Right of Way Identification		
Project Management	Apr 15	Dec 16
<u>Environmental Doc Pre &amp; Permitting</u>	<u>May 15</u>	<u>Sep 16</u>
Base Mapping	Apr 15	Jun 15
Traffic Analysis	Apr 15	Aug 15
Roadway Design 30% - includes ROW needs Sep 15		May 15
Right of way Plan	July 15	Sept 15
<u>Right of way Funds Obligation</u>	<u>Nov 15</u>	<u>Dec 15</u>
Right of way Acquisition	Jan 16	Jul 17
Roadway Design 90%	Sep 15	Mar 16
<u>Roadway Design 100%</u>	<u>Apr 16</u>	<u>Jun 16</u>
PS&E Package	Sep 15	Jul 16
Project Closeout	Sep 16	Dec 16



20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

**EXHIBIT B**

**Scope of Services**

**City of Lake Stevens**

**20th Street SE Phase II Final Design, Environmental and Right-of-Way Phase  
(83rd Avenue SE to 91st Avenue SE)**

INTRODUCTION

The purpose of this scope of services is to assist the City of Lake Stevens in preparation of plans, specifications and estimate (PS&E) documents, supplemental survey, environmental documentation, R/W plan preparation and acquisition negotiations. The previous scoping phase evaluated previously prepared environmental permits and documents and completed right-of-way acquisition documents for selected parcels by Snohomish County prior to the City of Lake Stevens annexation of the corridor.

The proposed improvements will include widening the existing three lane section to a five lane section with dedicated left turn lane at the intersection of 83rd Avenue SE and a two-way left turn lane for the remainder. It is assumed that use or assessment of roundabouts is not included in this scope of services. Additionally, sidewalks will be included on both sides of the road and bikes will be accommodated within the wider curb lane. The intent of the design is to utilize the existing roadway profile for a design/posted speed of 35 mph. Wall types and locations will be verified by the geotechnical investigations. The improvements will match into previously designed improvements at 91st Avenue SE.

Stormwater conveyance, detention and a treatment facility are proposed with the final design. Street lighting improvements will be coordinated with Snohomish County PUD and the span wire signal system on the north leg of 20th Street SE/83rd Avenue SE will be replaced with steel poles and mast arms. Wetland mitigation is assumed to be provided by one of two wetland banks. Impacts will be identified in the 30% design level



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

for inclusion in the environmental documentation.

Right-of-way requirements will be identified at the 30% level for use in development of a Right-of-Way Plan. Right-of-way acquisition services will be provided for the remaining parcels not completed by the County within the project limits.

The project design and right-of-way acquisition is funded partially by Federal STP funds administered through WSDOT Highways and Local Programs. Construction funding has not yet been secured.

Opinions of cost will be developed throughout the design process (30%, 90% and final) and will be used in pursuit of grant opportunities by the City. A 60% submittal is not included in this scope of services.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

### SCOPE OF SERVICES

#### Task 1 – Management/Coordination/Administration

- 1.1 Provide project management administration (billing invoices, monthly progress reports) throughout the project's duration. It is assumed that the project duration will be up to 18 months. Monitor project budget and schedule.
- 1.2 Participate in project coordination meetings with City staff. It is assumed that up to 18 coordination meetings will be required and that these meetings will include environmental and right-of-way discussion items. Utility coordination meetings will be in addition to these project meetings. Assist in preparation of meeting agendas and prepare meeting minutes.
- 1.3 Assist the City in coordination with the various regulatory and approving agencies: State and Federal agencies, and permitting agencies in the development of the proposed improvements. Up to four (4) meetings are assumed.
- 1.4 Prepare a work plan including communication plan, deliverables, quality control plan and procedures for change management. Maintain design decision summary to document changes and decisions throughout the design phase. This scope of services will serve as the starting point or benchmark for this summary.
- 1.5 Prepare independent QA/QC plan reviews of the R/W plan, and PS&E submittals (30%, 90% and final) by senior staff.
- 1.6 Conduct in-house technical review at the 30% and 90% levels separate from and a minimum of one week prior to the plan reviews to analyze constructability and correlate plans and reports with the intent of the project and this scope of service.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

- 1.7 Prepare subconsultant agreements with Universal Field Services (UFS), SWCA, Environ, and HWA GeoSciences.

Deliverables:

- Monthly invoices and progress reports
- Meeting minutes and agendas
- Project schedule updates
- Draft and final work plan
- QA/QC review documents

### Task 2 – Survey Base Mapping

- 2.1c Conduct a field survey to supplement existing base mapping, specifically:
  - 50-foot cross-sections through portion of roadway recently overlaid:, from 300 feet east of 88th Avenue Southeast to 300 feet west of 83rd Avenue Southeast.
  - Locate channelization with cross-sections.
  - Pick up existing features not located during previous surveys from 300 feet east of 88th Avenue Southeast to 300 feet west of 83rd Avenue Southeast.
  - Locate new storm drainage and sanitary sewer structures with rim and invert elevations from 300 feet east of 88th Avenue Southeast to 300 feet west of 83rd Avenue Southeast.

### Task 3 – Utility Coordination

#### 3.1 Identify Utilities

Public and private utilities within or adjacent to the City right-of-way shall be identified and a list of the utility names, company addresses, contact staff, e-mail



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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Agreement with Perteet Inc.

addresses, and phone numbers will be compiled.

Deliverables:

- Utility identification list with contact information

### 3.2 Utility Coordination

The Consultant will coordinate with the various public and private utilities along the route as well as Community Transit and the U.S. Postal Service. Coordination will include working with the identified utilities to allow for each to be included under the City's project SEPA document.

Items in this task shall include:

- Preparing and maintaining a utility coordination contact log.
- Coordinating and attending up to three (3) office meetings with each of the franchises located within the project limits (start of project, 30% design and 90% design) and preparing meeting minutes. Also coordinate and attend up to two "pre-pothole" meetings with affected utility franchises, utility locate service vendor and City staff as well as "post-pothole" meetings individually, with each affected utility, to discuss facility relocation.
- Acquire and review record drawings of existing utilities within the project limits.
- Manage Pothole program on behalf of utilities for the 90% submittal. Prepare conflict matrix, distribute results to utilities.
- Identifying potential utility conflicts and pothole locations for the 90% submittal (Note: potholing will be accomplished by the utility franchises or designated utility locate service vendor).

It is assumed that the following utilities exist along the project corridor:

- Power (Snohomish County PUD)



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

- Communication (Frontier)
- Cable (Comcast)
- Fiber-optics
- Water (Snohomish County PUD)
- Sanitary Sewer (Lake Stevens Sewer District)
- Gas Distribution (Puget Sound Energy)

It is assumed that the incorporation of any utility franchise design, such as new or upgraded gas lines, into the contract documents is not included in this scope of services and considered an Optional Service.

It is assumed that the City will prepare inter-local agency agreements between the City and the utility agencies for incorporation of contract services to be included in the City's construction contracts. Examples of the services that could be included are: the adjustment of utilities, removal of abandoned structures and facilities, trenching, relocation of gas lines, and traffic control.

#### Deliverables:

- Utility Coordination Contact Log
- Meeting Minutes
- Conflict Resolution Spreadsheet information

### 3.3 Design Conflict Coordination

Consultant will review grading and site improvement plans to identify potential above ground and underground utility conflicts within proximity of five (5) feet of the conflict or five (5) times the utility diameter, whichever is greater. This will be performed at 30% and 90%. The Consultant will provide recommendations to address conflicts.

#### Deliverables:



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

### Agreement with Perteet Inc.

- Plan sheets for grading and profile at 30% and 90% showing identified utility conflicts.
- Summary sheet of each review identifying conflicts in text detail with written recommendations to address identified conflicts.

### 3.4 Pothole Exploration

The Consultant will coordinate with the associated utility companies to perform potholing explorations. It is assumed that each utility franchise has an agreement or will use a utility locate service or its own forces. “Pre-pothole” and “post-pothole” meetings as described above will be conducted. In the “pre-pothole” meetings with vendors and franchises, expectations related to traffic control and restoration of pothole locations will be discussed.

#### Deliverables:

- Potholing map showing location, date and time of exploration, and finding notes.

## Task 4 – Environmental Documentation and Permits

### 4.1 Environmental Classification Summary (ECS)

The WSDOT ECS form will be updated and finalized with supporting updated discipline reports and technical memoranda. The environmental review process will focus on meeting the requirements of the National Environmental Policy Act (NEPA) for a Documented Categorical Exclusion (DCE). Work Elements for this task include:

- Prepare Environmental Classification Summary (ECS).
- Prepare ECS submittal (and up to two re-submittals) and provide follow-up correspondence with WSDOT to facilitate review by phone and email.

#### Assumptions:



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

- The Consultant will work with WSDOT to set the expectations of review early in the project so that the level of analysis (and content of environmental documentation) can be approximated. If additional analysis for the ECS beyond this scope for is requested during WSDOT review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.
- The project will not require preparation of parks (4f/6f) evaluations or related technical memos or discipline studies.

### Deliverables:

- Draft and final ECS form in electronic format for Client review before submittal to WSDOT.
- Production and submittal of ECS and supporting documents to WSDOT and up to two resubmittals.

## 4.2 SEPA Checklist (By City of Lake Stevens)

The SEPA checklist will be prepared by the City of Lake Stevens utilizing information from updated environmental documentation for the ECS/NEPA review (as described under this scope). The Consultant will review the draft SEPA Checklist and submit comments to the City.

### Assumptions:

- The SEPA Checklist will be prepared subsequent to the ECS.
- SEPA issuance will result in a MDNS and will not require an updated EIS to be prepared.
- The SEPA determination will not be appealed.
- SEPA notifications and comment responses will be coordinated by the City.

### Deliverables:

- Electronic copy of reviewed draft SEPA Checklist (as prepared by the City).



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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Agreement with Perteet Inc.

### 4.3 Environmental Justice

The Consultant will prepare an update memo to update the existing Environmental Justice Discipline Report utilizing 2010 census data and currently available school data. The analysis will identify any concentrations of low income and minority populations in the context of the project action. The analysis will identify if there are disproportionately adverse effects/impacts on the identified low and minority population.

Assumptions:

- If additional analysis beyond this scope for Environmental Justice is requested during WSDOT review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.

Deliverables:

- Draft and final EJ Memo in electronic format for Client review before submittal to WSDOT.
- Production and submittal of EJ Memo and supporting documents to WSDOT and resubmittal to address to minor comments if necessary.

### 4.4 Critical Areas Study, Wetland Mitigation Plan, and Corps 404 Permitting

The Critical Areas Study and Mitigation Plan will be updated. Wetland delineations will need to be verified since they are more than five years old and will need to meet revised delineation data criteria utilizing current Corps of Engineers wetland delineation methods and data forms. The wetland mitigation plan will also require revision to address any proposed changes in project footprint and to include use of mitigation banking for any permanent wetland impacts.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

- Perteet will verify wetland delineations and update with current Corps of Engineers wetland delineation methods and data forms. This work assumes boundary verification and data collection for approximately 10 wetlands and one stream (Fox Creek) in the project corridor. Wetland boundaries will be staked in the field by a Perteet Survey crew for evaluation by Perteet ecological staff and new wetland delineation data will be obtained pursuant to updated Corps standards. If wetland boundaries require adjustment, changes will be made in the field and mapped at the same time by Perteet ecological staff using a survey grade RTK GPS unit.
- Wetland ratings and buffers will be evaluated and the project impacts and mitigation will be evaluated for consistency with the Lake Stevens Municipal Code and Federal and State standards.
- Perteet will evaluate wetland impacts within the current project limits. The project footprint will be evaluated in the context of identified streams, wetlands, and buffers. Impacts to critical areas and buffers will be identified (e.g. permanent or temporary) and quantified.
- Perteet will prepare a revised mitigation plan to address temporary and permanent impacts. Temporary buffer and wetland impacts will be addressed through native planting restoration. Permanent wetland impacts may be addressed through a Mitigation Bank Use Plan. Coordination with one mitigation bank will be provided to facilitate preparation of a Mitigation Bank Use Plan.
- A revised functions and values analysis will be prepared to meet current best practices under Ecology guidance.
- The Critical Areas Study and Wetland Mitigation Plan will be reviewed by the Client and WSDOT. Review coordination and attendance at up to two meetings is assumed to facilitate review.
- Once the Critical Areas Study and Wetland Mitigation Plan is finalized and NEPA is approved by WSDOT, Perteet will prepare a JARPA form and attachments for submittal to the Corps for 404 Permit review.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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Agreement with Perteet Inc.

### Assumptions:

- If additional analysis for the Critical Areas Study and Wetland Mitigation Plan beyond this scope for is requested by WSDOT or Corps/Ecology or local review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.
- It is assumed that 401 Water Quality Certification will be addressed by the Corps and separate consultation with Ecology for 401 review will not be necessary.
- No in-water stream work will be proposed and therefore an HPA from WDFW will not be needed or applied for.
- Mitigation work previously planned to restore and enhance wetlands associated with Centennial Creek will not be proposed in lieu of mitigation banking.
- Costs for mitigation will be borne by the Client.
- No special meeting are assumed for this task; Perteet ecological staff can attend up to three project meetings combined with other project issues to provide updates and obtain Client feedback.

### Deliverables:

- Draft and Final Critical Areas Study and Wetland Mitigation Plan in electronic format for Client review before submittal to WSDOT.
- Facilitation of Critical Areas Study and Wetland Mitigation Plan review with WSDOT and up to two resubmittals.
- Mitigation Bank Use Plan incorporated into Final Critical Areas Study and Wetland Mitigation Plan.
- Mitigation and restoration plans for temporary impacts incorporated into PS&E package.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

- Draft and final JARPA in electronic format with specially formatted 8.5 x 11 project drawings for Client review before submittal to Corps.
- Up to four months of follow-up with the Corps after submittal to facilitate review (JARPA, Critical Areas Study and Wetland Mitigation Plan review) and up to two resubmittals if necessary.

### 4.5 NPDES (NOI)

A Notice of Intent (NOI) will be prepared at the final design level and is required in order to obtain a Construction Stormwater General Permit from the State Department of Ecology. Prepare Draft and Final Notice of Intent for NPDES Construction General Permit.

#### Assumptions:

- Permit fees will be paid by the Client.
- The Contractor will prepare the Stormwater Pollution Prevention Plan (SWPPP). The SWPPP is required in order to obtain a Construction Stormwater General Permit from the Washington State Department of Ecology.

#### Deliverables:

- Draft and final NOI form in electronic format for Client review before submittal to Ecology.

### 4.6 Biological Assessment No Effect Letter (SWCA)

The Consultant will prepare a No Effect Biological Assessment Letter based on the background information contained in the Biological Evaluation dated March 2009. The 2009 assessment was prepared to support consultation by the Corps of Engineers and not WSDOT/FWHA and assumed a Not Likely to Adversely Affect determination based the assumption of in-water work and potential downstream impacts. The No Effect Letter will include a review of current WSDOT



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

requirements for Biological Assessments, revisions and updates to species listing status, and updated information for the current project.

#### Assumptions:

- No in-water work will be necessary to complete the project.
- The project will be designed to meet WSDOT/NMFS criteria for stormwater treatment and detention to support a “not likely to adversely affect” determination. No modeling will be required.
- No additional species beyond those identified in the 2009 assessment occur within the study area.
- If additional analysis beyond this scope for Biological Assessments is requested during WSDOT review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.

#### Deliverables:

- Draft and final Biological Assessment No Effect Letter in electronic format for Client review before submittal to WSDOT.
- Production and submittal of Biological Assessment No Effect Letter and supporting documents to WSDOT and resubmittal to address to minor comments if necessary.

#### 4.7 Cultural Resources (SWCA)

A detailed cultural resources report was prepared for areas within the project area in 2007. The 2007 Cultural Resources Inventory Report that was prepared did not identify potentially eligible cultural or historic properties within the project area, but the current project area includes potential ground disturbing activities beyond the scope of the 2007 study. WSDOT has requested additional site



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

### Agreement with Perteet Inc.

specific investigations of these areas as well as other areas within the APE that were not specifically evaluated by the 2007 study. The Consultant will prepare a current APE letter and Cultural Resources Report update memorandum to facilitate the required NHPA Section 106 consultation requirements between WSDOT and the DAHP and potentially affected tribes. The Consultant will complete a cultural resources assessment of the revised APE. The assessment will include an archaeological pedestrian survey and excavation of up to 95 shovel probes to examine subsurface deposits for potential buried archaeological material. The Consultant will evaluate the eight buildings within the revised APE that are at least 40 years old and were not recorded in the 2007 study.

### Assumptions:

- Discovery of an archaeological site will require additional identification work beyond the present scope to evaluate its significance and arrive at appropriate assessments of adverse effects and treatment measures.
- Evaluation of buildings may result in a recommendation for additional documentation if a building is deemed significant.
- If additional analysis beyond this scope for Cultural Resources is requested during WSDOT review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.

### Deliverables:

- Draft APE Letter in electronic format for Client review before submittal to WSDOT.
- Final Draft APE Letter in electronic format for submittal to WSDOT.
- Draft and Final Cultural Resources Report update memorandum in electronic format for Client review before submittal to WSDOT.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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### Agreement with Perteet Inc.

- Production and submittal of a final Cultural Resources Report update memorandum and supporting documents to WSDOT and resubmittal to address to minor comments if necessary.

### 4.8 Air (ENVIRON)

ENVIRON International Corporation (ENVIRON) will participate in preliminary discussions with WSDOT via teleconference to clarify and agree upon a scope of work for the air quality analysis as outlined below. ENVIRON will prepare a technical update memo to the Final Air Quality Technical Report dated August 2011. The memorandum will include a review of current WSDOT air quality requirements, existing air quality baseline data, and updated traffic information for the project. The consultant will update the findings, and conclusions identified the August 2011 study based on a qualitative review of intersection levels of service. If necessary, projected intersection volumes and peak-period delays will be compared with a previously conducted quantitative emissions and dispersion modeling analysis for a large congested intersection.

#### Assumptions:

- A qualitative review of revised intersection LOS data will suffice for review of the air quality implications of the project. Review will consist of evaluation of the latest LOS data and if necessary include a qualitative comparison with a previously conducted modeling analysis (that was based on MOVES emission factors and CAL3QHC dispersion modeling).
- No additional emission factor or dispersion modeling will be necessary, and preparation of a standalone Air Quality discipline report is not included in this task.
- No new graphics exhibits will be required
- No meetings will be necessary
- If additional analysis beyond this scope for Air Quality is requested during WSDOT review, such work will be considered as an additional service beyond this scope of work and will necessitate a supplemental scope and fee.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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Agreement with Perteet Inc.

### Deliverables:

- Draft and final Air Quality Update Memo in electronic format for Client review before submittal to WSDOT.
- Production and submittal of Air Quality Update Memo and supporting documents to WSDOT and resubmittal to address to minor comments if necessary.

### 4.9 Hazmat Memo (HWA)

HWA will prepare a hazardous materials screening memorandum for the project with respect to hazardous materials. The memorandum will identify existing and potential hazardous materials conditions; assess the impacts that existing hazardous materials might have on the project; and identify measures to mitigate potential impacts. The memorandum will include the following elements:

- Regulatory database review
- Historical aerial photograph review
- Site reconnaissance
- Review of reports documenting previous investigations (if available from Department of Ecology and/or the City)
- Prepare a hazardous materials technical memorandum

### Deliverables:

- Draft and final hazardous materials technical memorandum

### 4.10 Noise (ENVIRON)

ENVIRON International Corporation (ENVIRON) will prepare a memo summarizing the previously completed environmental documentation related to potential environmental noise impacts and mitigation. The documents to be reviewed and summarized include the following:



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- *20th Street SE Improvement Project Environmental Noise Analysis*, a technical noise report for the project, Geomatrix Consultants, Inc. December 2007
- *Noise Barrier Refined Effectiveness and Cost Review Summary*, a memo for the Snohomish County 20th Street SE Noise Barrier Refined Cost Evaluation, ENVIRON June 2011
- *Revised and Clarified Noise Barrier Refined Effectiveness and Cost Review Summary*, a memo for the project, ENVIRON August 2011

The review and summary will consider any changes in WSDOT noise mitigation policy that have occurred since completion of the earlier evaluations.

### Assumptions:

- The analysis, modeling methods, and results described in the previously cited documents will be sufficient to meet current WSDOT criteria pertaining to review and consideration of potential noise impacts and mitigation.
- If necessary, ENVIRON will update regulatory policies and results summary tables and ensure that the newly prepared memorandum is representative of any recent changes in WSDOT policy.
- Preparation of a standalone Noise discipline report and any additional noise modeling are not included in this task.
- No new sound level measurements or other field work will be necessary
- No new graphics exhibits will be required
- No meetings will be necessary
- If additional analysis or documentation for noise beyond this scope is requested during WSDOT review, such work will be considered additional services that will necessitate a supplemental scope and fee.



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### Deliverables:

- Draft and final Noise Update Memo in electronic format for Client review before submittal to WSDOT.
- Production and submittal of Noise Update Memo and supporting documents to WSDOT and resubmittal to address to minor comments if necessary.

### Task 5 – Traffic (Not Used)

### Task 6 – Right-of-Way Acquisition

Federal funds are participating in the project. Universal Field Services, Inc. (UFS) will complete Right-of-Way services in accordance with the City of Lake Stevens' (City) Washington State Department of Transportation's (WSDOT) approved Right-of-Way Acquisition Procedures, the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA), WSDOT Local Agency Guidelines – Section 25 (Right of Way Procedures), and the Washington Administrative Code (WAC 468-100) state Uniform Relocation Assistance and Real Property Acquisition.

**Background** – Prior to the City's recent annexation of this roadway corridor, Snohomish County right-of-way staff acquired real property rights from owners of eighteen (18) separate tax parcels within this project segment. Upon review of the County's Right-of-Way plans, the real property rights acquired were limited to fee simple. There is no indication permanent easements, temporary construction easements, permits, etc., were obtained. It is understood, there were no federal funds in the project at the time County right-of-way staff conducted right-of-way acquisitions.

The City is in the process of coordinating with WSDOT Real Estate Services to perform a review of the parcel acquisition files previously completed by the County. This review is



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intended to support future Right-of-Way Certification for this project. If any deficiencies are found by WSDOT, it is assumed the County will be obligated to remedy each. If necessary and under an amendment to this scope of work, UFS will coordinate with WSDOT to correct any oversight found during its review.

Based on review of the County's Right-of-Way plans, it appears that up to fourteen (14) separate tax parcels will require real property rights, together with consent agreements from Seattle City Light and the Bonneville Power Administration, as shown in Table A below. *Note - the two Peterson parcels are considered the "Larger Parcel" for PFE purposes.*

UFS will be conducting a Right-of-Way Assessment under a separate agreement and scope of work. The assessment is intended to further define remaining right of way activities, particularly those completed by the County. Additional parcels or real property rights other than those shown identified in this scope of services will require an amendment to this scope of work and related fee estimate.

This scope of work is based on the following:

- Review of ROW Plans provided by Snohomish County.
- Recent tour of the project limits.
- Review of limited public online ownership information.
- Assume there are no occupants or personal property displaced by the project.
- It is understood NEPA documentation and clearance (DNS, CE, etc.) will be obtained prior to commencing the Appraisal process and presenting offers to property owners.
- Subject to completion of the Right-of-Way Assessment discussed above.

### 6.1 Preparation and Administration

UFS staff will attend a kick off meeting with the City and Perteet to obtain further



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project background information and property owner contact information, and obtain any additional information that will assist in the right-of-way process. UFS will also attend up to twelve (12) progress meetings either by conference call or in person.

UFS will provide sample templates for acquisition and relocation documents for the City's review and approval for use. Forms and notices will comply with City's standards and in accordance with statutory requirements. The City's pre-approved documents will be used when provided. UFS will maintain acquisition records in accordance with statutory, regulatory and policy requirements. We anticipate legal descriptions for the real property rights to be acquired will be provided by the City or Perteet prior to commencing the Appraisal component below.

For each parcel impacted, prepare acquisition and relocation files to include fair offer letters, notices, recording and ancillary documents, a standard diary form indicating contacts with owner(s), and other items necessary to complete the work.

#### Deliverables:

- Sample templates for acquisition and relocation documents
- Parcel acquisition files

### 6.2 Title - Ownership Review

It is assumed the City or Perteet will provide title reports of impacted properties. Title reports are typically obtained early on by the design team for purposes of base mapping and project design. If requested, UFS will order title reports and or any updates and title supplements. Upon receipt of title reports, UFS staff will conduct initial reviews of each report to assess future complications at closing and potential conflicts from utility encumbrances, etc., that may pose obstacles or delays to the acquisition closing process. A Parcel Summary Memo for each



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parcel will be developed listing encumbrances and exceptions with recommendations to the City on how to resolve each.

#### Deliverables:

- Fourteen (14) Parcel Summary Memos

### 6.3 Public Outreach

Assist City in preparation of a boilerplate “Introduction Informational Letter” for delivery to impacted property owners. The letter will describe the purpose of the project, the project schedule; identify the City’s consultants and the purpose of each.

To promote completion of project design and as part of a “vetting process”, UFS will schedule and attend early “one-on-one” on-site meetings (one each) with owners of the fourteen (14) tax parcels. Early “one-on-one” meetings will be coordinated with the City and Perteet. Information obtained from each property owner will be shared with the design team to help minimize and resolve parcel impacts. City or Perteet staff to attend if needed.

#### Deliverables:

- Sample “Introduction Informational Letter” for delivery by City to impacted property owners via regular U.S. Mail. UFS will assist with delivery if needed.
- Summaries of early “one-on-one” on-site meeting with each tax parcel owner – thirteen (13) each. *Note - the two Peterson parcels are considered the “Larger Parcel” for PFE purposes.*

### 6.4 Relocation Assistance Plan

It is assumed there are no occupants or personal property displaced by the project. Therefore, relocation assistance services are not required. In the event relocation assistance services are later determined, UFS will provide in accordance



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with WSDOT and Federal guidelines. Relocation services will require an amendment to this scope of work and related estimate.

Deliverables:

- Not Applicable at this time

### 6.5 Project Funding Estimate (PFE)

UFS will subcontract and manage completion of the PFE through our state licensed and experienced WSDOT approved appraiser (Appraisal Group of the Northwest). The PFE will be prepared in accordance with the City's approved Right-of-Way Acquisition procedures, and WSDOT's Local Agency Guidelines - Section 25 (Right-of-Way Procedures). It is assumed up to fourteen (14) separate tax parcels, will be included in the PFE report. *Note - the two Peterson parcels are considered the "Larger Parcel" for PFE purposes.*

Generally, the PFE is a tool for confirming estimated Right-of-Way costs for funding purposes and consideration of utilizing the Appraisal Waiver process when the estimated amount of just compensation to property owners is at or below the City's approved Appraisal Waiver limit and when the acquisition is uncomplicated. UFS will coordinate submittal of the completed PFE to WSDOT for review.

As part of the PFE, individual parcel worksheets will be prepared to estimate the amount of just compensation using comparable sales data determined by the appraiser and information obtained from the City's approved Right-of-Way plans. Parcel worksheets will be combined into a project summary worksheet for review by the City. For those parcels that qualify for the Appraisal Waiver process, the individual parcel worksheets described above will be converted to Administrative Offer Summary (AOS) worksheets in-lieu of Appraisals. Offers to property owners that are based on AOS worksheets are considered Administrative offers. *(Note: Completion of the PFE is required in order to take advantage of the Appraisal*



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*Waiver process. For offers \$10,000 or more up to \$25,000, property owners must be informed in writing if the offer is not based on an appraisal and that an appraisal will be provided if requested. This requirement could have a slight impact on the project schedule and budget).*

Deliverables:

- Project Funding Estimate to include up to fourteen (14) separate tax parcels

### 6.6 FHWA Funds Authorization for ROW

Shortly after the Right-of-Way Plans and the PFE have been submitted to WSDOT, and assuming NEPA clearance has been obtained, the City would typically receive a letter from FHWA through WSDOT Highways and Local Programs authorizing the use of federal funds to acquire Right-of-Way. This letter of authorization is required in order for the City to receive federal funding participation and reimbursement for costs incurred with Appraisal, Appraisal Review, and Acquisition Negotiation services.

Deliverables:

- For informational purposes only



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### 6.7 Appraisal/Appraisal Review/Administrative Offer Summary Worksheets

Upon receipt of the authorization letter discussed above, the real property valuation process will begin. With results of the PFE and in consideration of the City's appraisal waiver limit of \$25,000, Universal will coordinate with the City to determine which parcels will require AOS Worksheets, Appraisals and Appraisal Review reports. For efficiency, in terms of schedule and cost, appraisal reports are typically prepared by the appraiser that completed the PFE. AOS worksheets, Appraisal and Appraisal Review reports will be completed in accordance with the Uniform Standards of Professional Appraisal Practices, Washington State Department of Transportation (WSDOT) Local Agency Guidelines, the WSDOT Right of Way Manual (in particular, Chapters 4 and 5), and the URA. The total number of AOS worksheets, Appraisal and Appraisal Review reports are subject to: project design revisions, appraisal waiver determinations made during the PFE process, and upon property owner requests when administrative offers are made. It is assumed seven (7) parcels will result in AOS worksheets and six (6) parcels will result in Appraisals. ***Note – the two Peterson parcels are considered the “Larger Parcel” for Appraisal purposes.*** UFS will attend Appraisal inspections to ensure property owners understand the real property rights being appraised and to ascertain owner or tenant owned improvements.

Completed AOS worksheets, Appraisals, and Appraisal Reviews will be submitted to the City for review and written approval establishing the amount of Just Compensation to each property owner. The City is required to provide concurrence and written approvals of the estimated amounts of just compensation determined in each AOS worksheet and Appraisal report.

Deliverables:

- AOS Worksheets – seven (7) each
- Appraisal Reports – six (6) each [Peterson parcels are considered the Large Parcel]



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- Appraisal Review Reports – six (6) each

### 6.8 Present Offers/Negotiations

Upon receipt of written approvals from the City establishing the amounts of just compensation, Universal staff will prepare offer package(s) and promptly present offers to purchase all required real property interests and negotiate in good faith to reach a settlement with each property owner(s). Offers will be presented in person when possible. If negotiations reach an impasse, Universal shall provide the City with written notification. If necessary, Universal will attempt to secure Administrative Settlements or Voluntary Possession and Use Agreements with the owner(s), allowing the project to move forward while allowing the property owner additional time to negotiate. As a last resort, if the owner is unwilling to agree to a Voluntary Possession and Use Agreement, the file will be transmitted to the City's legal staff for mediation or filing of condemnation action. Universal will provide technical support for mediation or condemnation if requested.

Based on review of the County's Right-of-Way plans, it appears fourteen (14) separate tax parcels will require real property rights, together with two (2) consent agreements from Seattle City Light and the Bonneville Power Administration.

Deliverables:

- Offer Packages – fourteen (14) each
- Two (2) Consent Agreements from SCL and BPA
- Completed Parcel Files and Records of Right-of-Way Acquisition Services

### 6.9 Parcel Closing

UFS will provide advisory assistance to the City in determining the most appropriate method of closing each transaction, subject to the City's Title Clearing policies. Upon securing required acquisition agreements, UFS will notify the City and submit the necessary acquisition documents and closing instructions



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to the designated Title/Escrow Company. Coordinate with the Title/Escrow Company in order to obtain release documentation from the encumbrance(s) of public record that are not acceptable to the City in order to provide clear title to the property being acquired. The Escrow Company will prepare and obtain the owner(s) signature on the necessary closing documents. UFS will coordinate signatures on closing documents for submittal to the CITY and payment(s) to the owner(s); coordinate with the Escrow/Title Company in filing documents with Snohomish County.

*Note: Prior to sending a settled acquisition file to the City for payment and closing, UFS will request an update on each title report from the designated Title Company to ensure title has not changed and new encumbrances have not been recorded.*

#### Deliverables:

- Completed original Acquisition parcel files to the City

### 6.10 Right-of-Way Certification

Since there are federal funds participating in the project, Right-of-Way Certification will be coordinated and completed through WSDOT Real Estate Services. Right-of-Way acquisition files will be prepared and completed to the satisfaction of a WSDOT Right-of-Way review to support federal aid participation. UFS will further coordinate right of way activities with WSDOT's Northwest Region Local Agency Coordinator, as needed throughout the project.

#### Deliverables:

- Right-of-Way Certification form for WSDOT review and approval.

6.11 Legal descriptions and accompanying exhibit maps will be prepared to support right-of-way acquisition.



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6.12a As many as fourteen (14) legal description documents will be prepared.

6.12b As many as fourteen (14) parcel exhibit maps will be prepared to accompany the above legal descriptions in order to graphically represent locations.

Deliverables:

- Up to fourteen (14) stamped and signed legal descriptions with accompanying exhibit maps.

## Task 7 – Geotechnical Investigation

### 7.1 Geotechnical Design Services

- **Review Readily Available Geotechnical information:** Upon notice to proceed, HWA will review readily available geotechnical information for the project corridor. This will include a review of their original report dated October 2010.
- **Plan and Coordinate Field Exploration Program:** HWA will plan and coordinate the geotechnical field exploration program for this project. They propose to advance a 20 foot boring in the vicinity of each proposed signal pole foundation. Where existing soil information is not available.. The proposed exploration program conforms to the recommended exploration frequencies outlined in the WSDOT Geotechnical Design Manual.
- **Obtain City Street Use Permit:** HWA will work with the City of Lake Stevens to generate appropriate traffic control plans to accommodate exploration activities. They anticipate that WSDOT standard traffic control plans, requiring single lane closure or shoulder closures, will be sufficient for this project. They are assuming that all required rights of entry and street use permits will be provided by the City at no cost to HWA.



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- ***Complete Utility Locates:*** HWA will notify the one-call utility locating service to have underground utilities located in the vicinity of the proposed borings.
- ***Conduct Geotechnical Explorations:*** After subsurface utilities have been located, they will utilize limited access drilling equipment to conduct the proposed explorations. These borings will be advanced with hollow stem auger drilling methods. They will obtain Standard Penetration Test (SPT) samples at 2½ to 5-foot intervals throughout each boring. The borings will be monitored and logged under full-time observation of an HWA representative. The boring will be drilled by a licensed geotechnical/well driller under subcontract to HWA and the boring will be completed in accordance with Chapter 173-160 WAC.
- ***Generate Boring Logs and Assign Laboratory Testing:*** All of the soil samples retrieved from their explorations will be sealed in plastic bags and taken to their Bothell, Washington, laboratory for further examination and testing. Selected soil samples will be tested to determine relevant engineering and index properties for their engineering analyses. Soil and laboratory test information will be presented on summary boring logs and laboratory data plots that will be generated upon completion of their exploration and laboratory testing program.
- ***Geotechnical Engineering Analysis:*** They will evaluate the data derived from our field investigations and laboratory testing to complete their engineering analysis. Their engineering analysis will include development of seismic design parameters, wall design parameters, allowable lateral bearing pressures for signal pole foundations and general earthwork recommendations.
- ***Team Meeting to Discuss Results:*** HWA will attend up to two team meetings with the City of Lake Stevens and Perteet to discuss the geotechnical conditions along the alignment.
- ***Draft and Final Geotechnical Report:*** They will prepare draft and final geotechnical reports presenting the results of our studies and design



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recommendations for geotechnical engineering related components of the project. Their reports will include exploration logs, site and exploration plan, laboratory test results, analytical output and design charts, as appropriate, and design recommendations relative to earthwork.

- ***Geotechnical Support and Coordination of Plans and Specifications:*** They will collaborate with Perteet and the City of Lake Stevens to ensure that the geotechnical engineering requirements are properly incorporated into the plans and specifications.

### Assumptions:

- Rights of entry and Street Use Permits will be provided at no cost to HWA.
- The borehole locations will be surveyed by others.
- Relatively disturbed subsurface soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet in the upper 20 feet and at intervals of 5 feet below 20 feet (if applicable).
- The boreholes will be backfilled to the surface and the core will be patched with quick drying cement. No additional pavement core restoration will be required.
- Investigation derived waste (IDW) that includes soil cuttings and drilling mud will be removed from the site and disposed of as part of this contract (only non-contaminated IDW).
- Analytical soil testing for contamination is not part of this scope of work.
- Pavement section will be as directed by the City of Lake Stevens. The City's standard section or the section previously included in the County design shall be used. No pavement design is included in this scope of services..

### Deliverables:

- Draft and Final Geotechnical Report

## 7.3 Geotechnical Design Services



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- HWA will prepare a hazardous materials screening memorandum for the project with respect to hazardous materials. The memorandum will identify existing and potential hazardous materials conditions; assess the impacts that existing hazardous materials might have on the project; and identify measures to mitigate potential impacts. The memorandum will include the following elements:
  - a. Regulatory database review
  - b. Historical aerial photograph review
  - c. Site reconnaissance
  - d. Review of reports documenting previous investigations (if available from Department of Ecology and/or the City)
  - e. Prepare a hazardous materials technical memorandum

#### Deliverables:

- Draft and final hazardous materials technical memorandum

## Task 8 – Drainage and Hydraulic Design

### 8.1 Design Criteria

The 2005 State Department of Ecology Stormwater Management Manual for Western Washington (SWMMWW), as amended by Sections 1 through 6 of Appendix 1 of the NPDES Phase II Municipal Stormwater Permit, will be used as the regulatory manual for all stormwater elements associated with this project. The City of Lake Stevens Municipal Code and Section 5 of the City's Engineering Design and Development Standards (EDDS) will also be used as regulatory manuals for the stormwater elements of this project.

#### Deliverables:

- Pre-Design Record: A document summarizing the various stormwater requirements associated with this project. One (1) draft copy to be provided to the City for their review and concurrence. One (1) final copy to be included in the final Drainage Report.



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### 8.2 Site Assessment and Mapping

Consultant will prepare site assessment maps showing existing drainage features within the 20th Street corridor and identify threshold discharge areas (TDAs), including the ¼ mile flow paths used in determining each TDA. Mapping will be assembled based upon existing topographic maps, City records, and City maps. The maps, produced by the Consultant, will show critical areas such as wetlands and streams as delineated previously by the County. This information will be used for appropriate documentation in the Drainage Report. These site assessment maps and exhibits will include:

- Land use types and areas
- Topographic plans within the road project, right-of-way, including enclosed drainage
- Topographic mapping outside of road project right-of-way but within project area of interest (electronic GIS information obtained by the Consultant)
- Watershed and stream basin maps, if available (supplied by the City)
- Drainage complaints officially submitted to the City (supplied by the City)
- Wetlands, streams, riparian areas and other critical areas previously mapped by the County
- Relevant Basin Plans that may have impact on drainage design, if available (supplied by the City)
- Soil types – Natural Resources Conservation Service (NRCS) – Consultant will acquire NRCS survey maps

#### Deliverables:

- Site Assessment Maps in 11" x 17" sheet size with a scale of 1:50 (approximately 22 sheets) to be included in the Appendix of the Drainage Report.



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### 8.3 Upstream and Downstream Analysis

The Consultant will conduct a downstream analysis extending  $\frac{1}{4}$  mile downstream/down-gradient of road project right-of-way limits. The downstream analysis will include a review of any recent drainage complaint documentation provided by the City and a visual assessment of downstream routes to identify evidence of erosion, flooding, sedimentation, or flow constriction points, visual above-ground inspection, where practical, of the drainage conveyance systems in the site area, representative photographs, and an assessment of the offsite effects. The assessment of the offsite effects is to be a qualitative evaluation based upon engineering judgment. The downstream route field investigation is assuming that the Consultant has permission to enter private properties to conduct the work. If any formal permission is needed to enter private property, the permission is to be acquired by the City. The Consultant will prepare a written description of the downstream channel conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations but it can be provided as an additional service. The Consultant will analyze up to one (1) downstream route.

The Consultant will perform a visual inspection of the upstream contributing basin area of the site and provide an estimate of the area draining to the site based on available mapping data and site visit observation.

This task does not include a detailed review of basin boundary or land use assessment and any detailed hydraulic analysis or computations, but it can be provided as an additional service.

#### Deliverables:

- Upstream and Downstream analysis, to be included in the drainage report. Exhibits (GIS) include downstream analysis route maps and upstream basin maps.



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### 8.4 Change in Land Use Area Maps

The Consultant will prepare maps identifying existing and proposed impervious areas. These maps are used for threshold determination in accordance with the drainage standards, and to identify mitigation needs for flow control and stormwater quality treatment. TDA boundaries, based on roadway high points and conveyance system configuration, will be identified on these maps. The Consultant will also prepare a summary of area tables for pre-project and post-project conditions.

Deliverables:

- Change in Land Use Maps (11" x 17" plan sheets) with a scale of 1:50 (approximately 12 sheets) and corresponding table of change in land use areas.

### 8.5 Stormwater Concept Analysis

The Consultant will prepare one (1) stormwater concept to be used for flow control and water quality treatment. The concept will be a hand sketch layout showing approximate facility size, facility location, conveyance configuration and outfall location.

Consultant to attend a meeting with the City to discuss the concept. Any refinements discussed at this meeting will be incorporated into the 30% design plans

Deliverables:

- Stormwater Concept Sketch: One (1) legible hand sketch at approximately 1"=50' scale, showing the proposed stormwater concept.

Assumptions:

- Stormwater concept will only cover on-site flow volumes. A regional facility will not be considered.



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- A planning level opinion of cost will not be prepared for the stormwater concept.

### 8.6 Water Quality Treatment Calculations

Consultant will prepare final calculations for water quality treatment facilities. Budget will be for the design of one (1) water quality facility.

Deliverables:

- Drainage Calculations (to be included in the Drainage Report)

### 8.7 Flow Control Calculations

Consultant will prepare final calculations for flow control (detention or infiltration) facilities. Budget will be for the design of one (1) flow control facility.

Deliverables:

- Flow Control Calculations (to be included in the Drainage Report)

### 8.8 Pipe Conveyance Calculations

Consultant will prepare storm pipe conveyance capacity calculations for pipe segments within the road project limits (including bypass conveyance systems) as follows:

- a. Post 30% PS&E: Prepare preliminary pipe sizing calculations, using full-flow conditions with the Manning equation and the SBUH Method (StormShed 3G).
- b. 90% PS&E: Prepare final detailed pipe capacity backwater calculations, using Stormshed 3G or an equivalent backwater calculation software program, for select pipe runs that have relatively flat grades to check for overflow conditions.



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- c. Final PS&E: Update conveyance calculations for the Drainage Report (for inclusion in grading permit).

Deliverables:

- Pipe Conveyance Calculations (to be included in the Drainage Report)

Assumptions:

- It is assumed that gutter flow analysis will not be required as part of this project. Inlet spacing will be determined according to the City's EDDS requirements.

### 8.9 Hydraulic Report

Consultant will assemble a draft (Post 30%) and final Drainage Report (90%). The drainage report will include a written assessment and summary of the surface water design features on the project, summary tables, flow control and water quality calculations, pipe capacity calculations, upstream and downstream analysis, drainage basin maps, backwater analysis (Hydraulic Grade Line) and supporting exhibits.

Deliverables:

- Draft Hydraulic Report at Post 30% PS&E: Two (2) hard copies, comb bound
- Final Hydraulic Report at 90% PS&E: Two (2) comb bound hard copies, one (1) electronic copy on CD in Word/Excel (editable) and PDF formats
- Full Hydraulic Report (updated Final Hydraulic Report) at Final PS&E: Two (2) comb bound hard copies, one (1) set of electronic data in original format (i.e.: MS Word, MS Excel, CADD, and PDF) provided on a DVD

### 8.10 SWPPP

A Stormwater Pollution Prevention Plan (SWPPP) is required in order to obtain a Construction Stormwater General Permit from the State Department of Ecology. This task includes the preparation of a draft and final SWPPP.



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### Deliverables:

- Draft SWPPP at 90% PS&E: Two (2) hard copies
- Final SWPPP at Final PS&E: Two (2) hard copies, one (1) electronic copy on CD in Word/Excel (editable) and PDF formats

### Task 9 – PS&E

The design phase (30%, 90% and final) will consist of the following work elements:

#### 9.1 30% PS&E

Prepare 30% level contract plans and opinion of cost for the improvements to 20th Street SE, between 83rd Avenue SE and 91st Avenue SE. Roadway paving and drainage plan and profile sheets for 20th Street SE will be prepared at a scale of 1"=20' (half size 1"= 40'). Plans will show existing physical features, surface and subsurface utilities, as determined by field survey or as indicated on utility company records for the area included in the right-of-way, or greater if necessary, outside the right-of-way to include pertinent details adjacent to the right-of-way.

30% drainage design shall be conducted in accordance with Section 8 of this scope of services. Plan and profile sheets will include the mainline conveyance drainage profile only. Drainage lateral profile information (grate elevations, invert elevations, pipe slopes and material, if applicable) on 20th Street SE will be included on the plan view of these sheets.

Stormwater facility planting plans and details for one stormwater facility is assumed. Wetland mitigation is assumed to be accommodated by one of two wetland mitigation banks.

Submit the plans and opinion of cost to City for review and comment. Participate in the 30% plan review meeting at the City offices.



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30% plans will consist of the following preliminary sheets:

- Cover Sheet w/Vicinity Map and Index (1 sheet)
- Preliminary Typical Roadway Sections (2 sheets)
- Preliminary Plan and Profile Sheets w/Storm Drainage (8 sheets)
- Preliminary Side Street Profiles (3 sheets)
- Preliminary Drainage Profiles (5 sheets)
- Conceptual Stormwater Facility Layout (3 sheets)
- Channelization Plan for Approval (3 sheets)
- Preliminary Signal Plans (2 sheets)
- Conceptual Wall Plans, Profiles and Sections (3 sheets)

Deliverables:

- One-half size PDF
- Opinion of cost and backup

### 9.2 90% PS&E

Prepare 90% plans, specifications and opinion of cost for the construction contract. 90% drainage design shall be conducted in accordance with Section 8 of this scope of services. Illumination design calculations will be submitted to Snohomish County PUD for their use in incorporating illumination improvements with the overhead utility relocations on 20th Street SE. Plans will include details for the roadway widening, sidewalk, retaining walls, storm drainage, detention, water quality, channelization, and signing. Submit the plans to the City for review and comment. Participate in the 90% plan review meeting at the City's offices.

Survey control plans will be prepared depicting survey control points and monuments established or located during the course of base mapping updates with a table of coordinates and descriptions for each point.



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90% plans will consist of the following sheets:

- Cover w/Vicinity Map and Index (1 sheet)
- Legend and Abbreviation Sheet (1 sheet)
- Survey Control Plan (2 sheets)
- Typical Roadway Sections (2 sheets)
- Site Preparation Plans (8 sheets)
- Temporary Erosion and Sediment Control Plans (8 sheets)
- Erosion Control Details (1 sheet)
- Plan and Profile Sheets w/Storm Drainage (8 sheets)
- Side Street Profiles (3 sheets)
- Driveway Profiles (4 sheets)
- Typical Roadway Details (2 sheets)
- Drainage Profiles (5 sheets)
- Stormwater Facility Plan (3 sheets)
- Stormwater Facility Details (3 sheets)
- Drainage Details (2 sheets)
- Channelization Plan for Approval (3 sheets)
- Channelization Details (1 sheet)
- Curb Ramp Tables and Details (6 sheets)
- Signing Plan and Specifications (2 sheets)
- Signal Plans (4 sheets)
- Wiring Terminations (1 sheet)
- Input File and Display Panel (1 sheet)
- Controller Cabinet Details (1 sheet)
- Retaining Wall Notes (1 sheet)
- Retaining Wall Plans and Elevations (3 sheets)



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

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Agreement with Perteet Inc.

- Wall Sections and Details (2 sheets)
- Construction Sequencing Plans (4 sheets)
- Traffic Control Plans (2 sheets)
- Stormwater Facility Planting Plans (3 sheets)

Deliverables:

- One-half size PDF
- Opinion of cost and backup
- Draft Contract documents
- Response to 30% comments



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

### 9.3 Final PS&E

Submit Final plans, technical specification markups and inserts, and opinions of cost for the construction contract. Minor adjustments to the final plan set will be made if required prior to printing of the PS&E package and advertisement for bids.

### Electronic Copies

Final plan set will be provided in an electronic copy in its original format (i.e.: AutoCAD). Reports will be provided in PDF format (i.e.: Stormwater, Traffic)

### Time for Completion

The Consultant shall not begin work under the terms of this Agreement until authorized in writing by the City. Work under this Agreement shall be completed by December 31, 2016.

### Design Criteria

Reports and plans, to the extent feasible, shall be developed in accordance with the latest edition and amendments of the following:

1. Washington State Department of Ecology, "Stormwater Management Manual for Western Washington", 2005.
2. Sections 1 through 6 of Appendix 1 of the NPDES Phase II Municipal Stormwater Permit.
3. The City of Lake Stevens Municipal Code and Section 5 of the City's Engineering Design and Development Standards (EDDS).
4. Washington State Department of Transportation, "Standard Specifications for Road and Bridge Construction".



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

Agreement with Perteet Inc.

5. Washington State Department of Transportation, “Standard Plans for Road and Bridge Construction (M 21-01)”.
6. Washington State Department of Transportation, “Design Manual.”
7. Washington State Department of Transportation, “Construction Manual”.
8. Washington State Department of Transportation, “Local Agency Guidelines”.
9. Highway Research Board’s Manual entitled “Highway Capacity”.
10. FHWA and Washington State Department of Transportation, “Manual on Uniform Traffic Control Devices for Streets and Highways”.
11. AASHTO 2011, “A Policy of Geometric Design of Highways and Streets.”

### Optional Services

The following optional services can be provided as needed. Scope of services and fee determination will be negotiated separately as a supplement to this Agreement.

1. Preparation of record of survey.
2. Incorporation of utility drawings into the contract documents.
3. Environmental documentation and permitting assistance beyond what is described in the scope of services.
4. Preparation of the SEPA Checklist.
5. Environmental site assessments.
6. Geotechnical investigations beyond what is described in the scope of services, including pavement testing and design.
7. Pilot Infiltration Testing (PIT) for infiltration.
8. Formal Value Engineering services.
9. Traffic Analysis, including Synchro and VISSIM traffic modeling.
10. Plans, specifications, estimates, studies or reports pertaining to areas of 20th Street SE outside the project limits described in the introduction of this scope of services.



## 20th Street SE Phase II (83rd Avenue SE to 91st Avenue SE)

### Agreement with Perteet Inc.

11. Additional PS&E submittals (i.e., 60% PS&E).
12. Illumination plans beyond what is described in the scope of services.
13. Special signal pole foundation design.
14. Offsite drainage analysis not included or specified in this scope of services.
15. Pond siting and alternatives, conceptual layouts and water quality options in addition to that specified in this scope of services.
16. Fish passage design in accordance with WDFW guidelines.
17. Downstream analysis beyond ¼ mile or to level of detail above standard Level 1 preliminary downstream analysis.
18. Additional hydrologic analysis not included in this scope of services.
19. Analysis of structural systems not included in this agreement.
20. Planting plans and details for detention/water quality facilities beyond what is described in the scope of services.
21. Irrigation design services.
22. Back of sidewalk planting plans.
23. Wetland mitigation planting plans.
24. Construction observation services.



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**ATTACHMENT A**

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

**RESOLUTION NO. 2015-9**

**A RESOLUTION OF THE CITY OF LAKE STEVENS SUPPORTING AND DIRECTING THE CITY STAFF TO PERFORM TRAFFIC SAFETY IMPROVEMENTS ON A PRIVATE ROAD AT 7<sup>TH</sup> PLACE NE (AKA FRONTIER VILLAGE ACCESS) FOR THE BENEFIT OF THE MOTORING PUBLIC ON THE ACCESS TO SR 9 AND SR 204.**

WHEREAS, the east leg of the SR 9/SR 204 intersection provides direct vehicular access into the Frontier Village center via 7<sup>th</sup> Place NE; and

WHEREAS, approximately 200 feet of 7<sup>th</sup> Place NE directly connecting to the SR 9/SR 204 intersection is a public street before it becomes a private road to the east; and

WHEREAS, when the State of Washington performed improvements to the SR 9/SR 204 intersection years ago that altered 7<sup>th</sup> Place NE from a two way ingress and egress street to a restricted/limited one way eastbound ingress roadway and westbound egress, a westbound access to the SR 9/SR 204 intersection was eliminated; and

WHEREAS, this change has resulted in some westbound traffic no longer having direct access onto the SR 9/SR 204 intersection, driving into the eastbound ingress lane in order to gain access to approach the SR 9/SR 204 intersection; and

WHEREAS, the above described driving behavior results in unacceptable traffic conflicts; and

WHEREAS, the private property owner on 7<sup>th</sup> Place N.E. did install directional arrows which has provided some reduction in traffic conflicts but such action has not resolved or entirely rectified the issue; and

WHEREAS, the City believes that additional directional arrows on the pavement will result in further addressing the traffic conflicts, improve traffic safety and will assist in changing driver behavior on the public segment of the 7<sup>th</sup> Place NE intersection leg; and

WHEREAS, to make the directional arrows effective, the City Engineer has determined that the directional arrows should be placed within the private segment of 7<sup>th</sup> Place NE to better alert the motorist of the lane travel direction; and

WHEREAS, the property manager of the private road segment has authorized the City to

place the additional directional arrows on the private portion of 7<sup>th</sup> Place N.E;

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

1. The placement of the directional arrows will be performed by the City, at City expense, in order to benefit the public health, safety and welfare on the private segment of 7<sup>th</sup> Place NE and the intersection of SR 9/SR 204.
2. The existence of such a need to place the directional arrows on private property is a benefit to the public for the reasons set forth in the recital paragraphs of this Resolution.
3. The City Council directs City Staff to perform the work and supply the material to install the two eastbound directional arrows on the private segment of 7<sup>th</sup> Place NE as indicated on Exhibit A.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of April, 2015.

CITY OF LAKE STEVENS

\_\_\_\_\_  
Vern Little, Mayor

APPROVED AS TO FORM:

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

ATTEST:

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

EXHIBIT A





LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 4/27/2015

**Subject:** Ordinance Amending LSMC Chapter 2.08.060 Compensation (City Council) and LSMC Chapter 2.12.020 Compensation (Mayor).

**Contact Person/Department:** Steve Edin/Human Resources      **Budget Impact:** None

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve Ordinance No. 931 Amending LSMC Chapter 2.08.060 Compensation (City Council) and LSMC Chapter 2.12.020 Compensation (Mayor).**

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**SUMMARY/BACKGROUND:** On August 25, 2014, City Council passed Ordinance No. 914 creating Chapter 2.51 of the Lake Stevens Municipal Code (LSMC) allowing for a new Lake Stevens Salary Commission.

The new Commission met three times to establish new salary rates for City Council members and the Mayor. The new salary rates went into effective February 28, 2015. To accommodate the creation of the new Salary Commission, three references to elected official compensation in the LSMC need to be ammended to accommodate the newly formed Commission.

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**APPLICABLE CITY POLICIES:** Lake Stevens Municipal Code Chapter 2.08.060.  
Lake Stevens Municipal Code Chapter 2.12.020.

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**BUDGET IMPACT:** None

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**ATTACHMENTS:**

- ▶ Exhibit A: Ordinance No. 931
- ▶ Exhibit B:
- ▶ Exhibit C:

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

**ORDINANCE NO. 931**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING LAKE STEVENS MUNICIPAL CODE (LSMC) SECTION 2.08.060 REGARDING COMPENSATION (CITY COUNCIL) AND SECTION 2.12.020 REGARDING COMPENSATION (MAYOR) AND PROVIDING FOR SEVERABILITY.**

**WHEREAS**, on August 25, 2014, the Lake Stevens City Council adopted Ordinance No. 914 establishing an independent Salary Commission for the City of Lake Stevens; and

**WHEREAS**, pursuant to LSMC Chapter 2.51 the Lake Stevens Salary Commission has the authority to set the salary of the Mayor and members of the City Council; and

**WHEREAS**, The Lake Stevens Salary Commission will meet every three years beginning in 2014 to set said salaries; and

**WHEREAS**, The Lake Stevens Salary Commission revised the Mayor and City Council Salaries on January 28, 2015;

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

**Section-1:** Lake Stevens Municipal Code Section 2.08.060 is hereby amended to read as follows:

**2.08.060 Compensation.**

(a) The compensation for Council members shall be established by the Salary Commission pursuant to LSMC Chapter 2.51.

(b) Each Council member shall be entitled to reimbursement for reasonable and necessary expenses incurred in the performance of the duties of the office. Unless the Council member is being compensated by an organization other than the City of Lake Stevens, each Council member shall receive a per meeting amount set by the Lake Stevens Salary Commission for attendance at meetings where the Council member is appointed or elected to attend such meeting by the Mayor or City Council, or attends at the request of the Mayor or City Council.

(c) Any individual Council member may voluntarily forego any or all Council member compensation by providing written notice to the City Administrator of his/her specific request to limit such compensation. (Ord.646, Sec. 2, 2001; Ord. 478, 1995)

**Section-2:** Lake Stevens Municipal Code Section 2.12.020 is hereby amended to read as follows:

**2.12.020 Compensation.**

The Mayor's Salary shall be established by the Salary Commission pursuant to LSMC Chapter 2.51.

**Section-3: Effective Date.** This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

**Section-4:** Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality

thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**PASSED** by the City Council of the City of Lake Stevens this \_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF LAKE STEVENS

\_\_\_\_\_  
Vern Little, Mayor

ATTEST:

\_\_\_\_\_  
Barbara Stevens, Finance Director/City Clerk

APPROVED AS TO FORM:

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

First and Final Reading: \_\_\_\_\_

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

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



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Date:** **Agenda** April 27, 2015  
\_\_\_\_\_

**Subject:** City Council Meeting Schedule

**Contact Person/Department:** Jan Berg, City Administrator **Budget Impact:** N/A

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Hold a first and final reading of Ordinance No. 932, an ordinance of the City of Lake Stevens, Amending Ordinance Nos. 730,678, 557 and 478 and Amending Lake Stevens Municipal Code Sections 2.08.020 and 2.08.030 by changing the City Council's regular meeting days to the second and fourth Tuesdays and changing Workshop meetings to the first and third Tuesdays of any month.

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**SUMMARY/BACKGROUND:** At the City Council special meeting held on April 11, 2015, the Council discussed the need to have additional time to prepare for City Council meetings. There was consensus that this could be accomplished by changing the regular City Council meeting dates to the second and fourth Tuesday of any month, and by changing the City Council workshop meetings, when they are held, to the first and third Tuesday of any month. This ordinance is brought forward at this time to provide adequate time to reserve the meeting room used by the City Council for their meetings, and located at the Lake Stevens School District Administration Building.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- ▶ Exhibit A: Ordinance 932

## EXHIBIT A

### CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

#### ORDINANCE NO. 932

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING ORDINANCE NOS. 730, 678, 557 AND 478 AND LAKE STEVENS MUNICIPAL CODE SECTIONS 2.08.020 AND 2.08.030 BY CHANGING THE CITY COUNCIL'S REGULAR MEETING DAYS TO THE SECOND AND FOURTH TUESDAYS AND CHANGING WORKSHOP MEETINGS DAYS TO THE FIRST AND THIRD TUESDAYS OF ANY MONTH.

WHEREAS, the City Council wishes to have more opportunity to prepare for its regular and workshop meetings; and

WHEREAS, to provide for this additional time the City Council has determined that, beginning January 1, 2016, changing its schedule of regular and workshop meetings would provide this time;

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

Section 1. Ordinance Nos. 730, 678, 557 and 478 and Lake Stevens Municipal Code Section 2.08.020, Regular Meetings - Time and Place, are hereby amended to read as follows:

2.08.020 Regular Meetings - Time and Place. The City Council of the City of Lake Stevens shall hold its regular City Council meetings on the second and fourth ~~Monday-Tuesday~~ of any month, commencing at 7:00 P.M. In the event the second and fourth ~~Monday-Tuesday~~ of any month shall fall on a legal holiday, the meeting shall then be held on the next day thereafter at 7:00 P.M., unless otherwise provided for by resolution, ordinance, or the laws of the State of Washington. The regular meetings of the City Council shall be held at the Lake Stevens School District Administration Building, 12309 22<sup>nd</sup> Street NE, located within the corporate limits of the City of Lake Stevens, unless otherwise publicly announced.

Section 2. Ordinance Nos. 730, 678, 557 and 478 and Lake Stevens Municipal Code Section 2.08.030, Workshop Meetings - Time and Place, are hereby amended to read as follows:

2.08.030 Workshop Meetings - Time and Place. The City Council of the City of Lake Stevens may also hold a workshop meeting on the first and third ~~Monday-Tuesday~~, or any other day of a ~~any~~ month, commencing at 7:00 P.M., unless otherwise publicly announced. Workshop meetings shall be held for the purpose of information study, review and general discussion. No official action is taken at any workshop meeting, unless the requirements of RCW Chapter 42.30 have been met, including the requirement of public notice for special meetings. Workshop meetings of the City Council shall be held at the Lake Stevens School District Administration Building, 12309 22<sup>nd</sup> Street NE, located within the corporate limits of the City of Lake Stevens, unless otherwise publicly announced.

Section 3. 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 force January 1, 2016.

PASSED by the City Council of the City of Lake Stevens this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Vern Little, Mayor

ATTEST/AUTHENTICATION:

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

APPROVED AS TO FORM:

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

First and Final Reading: \_\_\_\_\_  
Published: \_\_\_\_\_  
Effective Date: \_\_\_\_\_



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 27, 2015

**Subject:** Interlocal Agreement with Sno-Isle Library for Field Work on City's Grade Road Property

**Contact Person/Department:** Jan Berg, City Administrator      **Budget Impact:** \$9,000

---

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

Approve Interlocal with Sno-Isle Library Filed work on City's Grade Road Property

**SUMMARY/BACKGROUND:**

Sno-Isle Libraries has hired a consultant to conduct a feasibility study to determine the cost and feasibility of constructing a new library on the City's Grade Road property. To complete the study additional information is needed such as a floodplain study, critical areas investigation and a survey of sewer manholes. This additional work benefits both the Library and the Civic Center projects and Sno-Isle has requested the City to partner in the cost of the additional work.

---

**BUDGET IMPACT:**

Not to exceed \$9,000

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**ATTACHMENTS:**

- ▶ Exhibit A: *Will be distributed at City Council meeting*
- ▶ Exhibit B: Scope of Services

## STANDARD TASK ORDER 1 Sno-Isle Library- Lake Stevens, Washington

This Task Order modifies the Agreement between David Evans and Associates, Inc. (DEA) and Buffalo Design (CLIENT) entered into April 3, 2015 and known as Sno-Isle Library- Lake Stevens Branch, Lake Stevens, Washington.

Execution of this Task Order by CLIENT and DEA will serve as authorization for DEA to carry out and complete the services as set forth below in accordance with the Agreement between CLIENT and DEA. This Task Order will be conducted in consideration of the mutual covenants established in our previous authorization and as set forth below.

1. **SCOPE OF SERVICES:** DEA will perform the following services:

**Please refer to Scope of Services - Attachment A**

---

2. **FEE FOR SERVICES:** DEA's fee for services shall be as indicated:

Task A – Critical Areas Investigation	\$6,975 Hourly NTE w/o Prior Email Authorization
Task B – Floodplain Study	\$7,850 Hourly NTE w/o Prior Email Authorization
Task C – GPS survey manholes	\$1,500 Hourly NTE w/o Prior Email Authorization
Expenses	Estimated \$400 Maximum Not to exceed without prior authorization

Expenses: Hourly rates and expenses will be billed per the Agreement between CLIENT and DEA entered into 4/3/2015 and Attachment B.

Note: The fee quoted herein shall remain in effect for 30 days from the date above unless this Agreement is previously executed.

The quoted fees and/or rates do not apply to situations requiring special training and ratings for entering hazardous or suspected hazardous sites.

3. **EXTRA SERVICES:** DEA will also perform Extra Services (services not specified under Scope of Services), provided DEA and CLIENT have agreed in writing to the scope of and fee for such Extra Services.

4. **ATTACHMENTS:** The following attached documents are incorporated and by this reference made part of this Agreement:

**Scope of Services - Attachment A**

**Additional Fee Schedule – Attachment B**

---

CLIENT and DEA acknowledge that they are in agreement with the terms and conditions as set forth in this Authorization.

ACCEPTED FOR CLIENT:  
**Buffalo Design**

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

ACCEPTED FOR DEA:  
**DAVID EVANS AND ASSOCIATES, INC.**

BY \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**ATTACHMENT A**  
**SCOPE OF SERVICES**  
**SPECIFIED SERVICES FOR:**  
**Sno-Isle Library-Lake Stevens Branch**  
**Lake Stevens, Washington**

The following items describe the Scope of Services that David Evans and Associates, Inc. (CONSULTANT) shall perform for Buffalo Design (CLIENT) under this Task Order.

**SCOPE OF SERVICES:**

**TASK A- Critical Areas Investigation**

The CONSULTANT will develop a critical areas report that will include the following:

- Ditch determination – the ditch parallel to Grade Road will be assessed. If the ditch is a water of the state, the ordinary high water mark (OHWM) will be located via GPS and the channel buffer will be determined.
- Catherine Creek OHWM –the OHWM for Catherine Creek will be located via GPS along the right bank and the location of the buffer will be determined.
- Perform a site visit to GPS the locations of wetlands A and E.

**Deliverables:**

- CAD sketch showing the OHWM on Catherine Creek and ditch (if appropriate).

**TASK B – Floodplain Study**

The CONSULTANT will conduct a floodplain study to determine the 100-year flood elevation and floodplain boundary. The following tasks will be conducted in order to complete the study:

- Cross sections will be obtained along 400 feet of Catherine Creek, every 50 feet from the Grette Associates Survey.
- The hydrology for Catherine Creek will be determined using Streamstats (USGS regression equations).
- A HEC-RAS hydraulic model will be developed. The model output will be used to determine the 100-year base flood elevation.
- A map of the right bank floodplain boundary will be developed.
- CAD sketch showing floodplain boundary.

**Assumptions:**

- DEA to use existing Grette Associates CAD file information for a preliminary floodplain sketch. Future land use and permitting will require a full floodplain report and wetland delineation.
- This study will not include the influence of the Lake Stevens outlet channel that flows parallel to Hartford Drive.
- Topographic data from the Grette Associates survey to be used for floodplain mapping.
- The resulting floodplain map will be applicable only for planning purposes on the Grade Road Planned Business District site and will not be submitted to FEMA for regulated map revisions.

**Deliverables:**

- CAD sketch showing floodplain boundary for the project area.

**TASK C – Survey**

DEA will use GPS to identify approximate Rim and Invert Elevations of Sanitary Sewer Manholes D46B, D46A and D46C assuming that there are not trees directly over the manholes to block the GPS signals.

Assumptions: Future land use and permitting will require a full field survey of the existing utilities.

**ATTACHMENT B**  
**FEE SCHEDULE BY POSITION**  
**David Evans and Associates, Inc. - Puget Sound Region**

Date Last Revised: April 2015

**BUFF0000-0009: Sno-Isle Lake Stevens Library**

Task Order No. 1

<b>PROFESSIONAL CLASSIFICATION</b>	<b>HOURLY BILLING RATE</b>	
	<b>Regular</b>	
<b>NATURAL RESOURCES</b>		
Managing Scientist (MSCI)	\$	200.00
Senior Scientist (SSCI)	\$	135.00
Scientist (SCIT)	\$	95.00
<b>WATER RESOURCES</b>		
Water Resources Engineer (WREN)	\$	150.00
<b>SURVEYING</b>		
Survey Manager (SVYM)	\$	220.00
Senior Professional Land Surveyor (SPLS)	\$	195.00
Professional Land Surveyor (PLSU)	\$	130.00
Project Surveyor (PSVR)	\$	125.00
Survey Technician (SVTE)	\$	110.00
Party Chief (PCHF)	\$	95.00
Instrument Person (INST)	\$	80.00
2-Person Survey Crew	\$	175.00

These rates are subject to be updated annually on the anniversary of the contract.  
 These rates are in addition to the approved rates in the original contract.

CITY OF LAKE STEVENS  
2015 1st Quarter Financial Summary

**General Fund - Summary**

Description	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget
Beginning Cash Balance	\$ 7,133,787	\$ 7,133,787	100.0%
Payroll Liabilities	\$ 39,980	\$ 151,685	N/A
Revenues	\$ 9,225,643	\$ 1,646,694	17.8%
Expenditures	\$ 9,513,887	\$ 2,342,994	24.6%
Ending Fund Balance	\$ 6,805,563	\$ 6,589,172	96.8%

Total revenues are approximately 18% of budget.

Total expenditures are approximately 25% of budget.

**General Fund - Revenues**

Revenue Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
Taxes	\$ 7,425,804	\$ 1,265,056	17.0%	\$ 7,649,348
Licenses & Permits	\$ 666,500	\$ 124,057	18.6%	\$ 669,999
Grants & State Remit	\$ 518,822	\$ 116,795	22.5%	\$ 544,877
Charges for Services	\$ 393,233	\$ 81,043	20.6%	\$ 387,825
Fines and Forfeits	\$ 167,600	\$ 37,391	22.3%	\$ 149,663
Miscellaneous	\$ 53,294	\$ 14,032	26.3%	\$ 55,324
Non-Revenue/Other	\$ 400	\$ 8,319	2079.7%	\$ 11,935
Total	\$ 9,225,653	\$ 1,646,693	17.8%	\$ 9,468,971

**Total Receipts are approximately 18% of budget and are currently estimated to end near budget.**

Taxes are 17% of budget mostly due to the timing of property tax receipts. (April/October)

Licenses & Permits are currently 19% of budget. Building permits make up the largest portion of this balance and are currently only 18% of the budget due to the timing of construction.

Grants & State Remit are 22% of budget. This revenue type includes grants, liquor profits, liquor taxes, criminal justice and City assistance funds (most are slightly above expectations), as well as PUD tax which is an annual tax that has not yet been received.

Service Charges are currently 21% of budget, yet are estimated to end within budget expectations. The majority of this balance is made up of passports, and photos, School resource officer reimbursement, and zoning and subdivision fees which are all within expectations. This line also includes the ILA for Information Technology Services which is not due until mid year.

Fines and Forfeiture are 22% of budget and correlate with the municipal court expenditures which remain down since last year.

Non-Revenue/Other revenues are significantly above budget expectations due to insurance recoveries.

**General Fund - Expenditures**

Expenditure Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
Legislative	\$ 123,912	\$ 47,777	38.6%	\$ 85,943
Executive	\$ 28,333	\$ 5,498	19.4%	\$ 22,794
Administration	\$ 154,452	\$ 38,201	24.7%	\$ 153,678
City Clerk	\$ 151,257	\$ 34,960	23.1%	\$ 147,600
Finance	\$ 205,941	\$ 49,417	24.0%	\$ 201,074
Human Resources	\$ 107,382	\$ 25,234	23.5%	\$ 105,337
IT Services	\$ 202,552	\$ 49,317	24.3%	\$ 199,568
Planning	\$ 851,640	\$ 107,748	12.7%	\$ 698,022
Building	\$ 340,768	\$ 83,236	24.4%	\$ 334,934
Law Enforcement	\$ 5,165,381	\$ 1,326,474	25.7%	\$ 4,909,538
Parks	\$ 122,683	\$ 15,100	12.3%	\$ 102,651
Legal	\$ 347,000	\$ 57,427	16.5%	\$ 302,841
Community Services	\$ 61,719	\$ 16,059	26.0%	\$ 71,538
General Government	\$ 1,650,866	\$ 486,546	29.5%	\$ 1,580,199
<b>Total</b>	<b>\$ 9,513,886</b>	<b>\$ 2,342,994</b>	<b>24.6%</b>	<b>\$ 8,915,717</b>

**Total Expenditures are 25% of budget and are estimated to remain under budget by year end**

The Legislative Department is at 39% of budget. Expenditures include voter registration costs which already been paid. Additionally, the travel/meetings line item at 112% of budget for the year.

Planning departments is significantly under budget due to delayed spending of economic development funds.

Law Enforcement is approximately 26% of budget. Salaries are within 1% of budget expectations  
Clothing line item is at 51% of budget as the uniform allowance is paid early in the year.  
Staff development is at 64% of budget due to payments made for reserved classes.

The Parks Department is at 12% of budget as budgeted capital projects have not yet occurred.

General Government is 30% of budget and is expected to end under budget. Municipal court costs are currently 14% of budget. This decrease correlates with the decrease in court related revenues.

The remaining departments had no significant differences from budget expectations.

**Street Fund - Summary**

Description	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget
Beginning Fund Balance	\$ 3,579,784	\$ 3,579,784	100.0%
Revenues	\$ 2,155,451	\$ 306,590	14.2%
Expenditures	\$ 2,232,956	\$ 367,537	16.5%
Ending Fund Balance	\$ 3,502,279	\$ 3,518,837	100.5%

Total revenues are approximately 14% of budget.

Total expenditures are approximately 17% of budget.

**Street Fund - Revenues**

Revenue Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
Taxes	\$ 1,564,648	\$ 155,294	9.9%	\$ 1,628,057
License & Permits	\$ 15,049	\$ 7,800	51.8%	\$ 31,200
Grants & State Remits	\$ 558,913	\$ 141,738	25.4%	\$ 566,952
Charges for Service	\$ 2,000	\$ -	0.0%	\$ 2,000
Miscellaneous	\$ 4,841	\$ 1,725	35.6%	\$ 7,898
Other Financing	\$ 10,000	\$ 34	0.3%	\$ 10,000
Total	\$ 2,155,451	\$ 306,591	14.2%	\$ 2,246,107

**Total Receipts are at 14% of budget.**

Taxes are 10% of budget due to the timing of property tax receipts. (April/October)

License & Permits include Right of Way permits which are currently at 52% of budget.

Grant & State Remits are approximately 25% of budget. This revenue source includes the fuel tax receipts which are on target.

Miscellaneous and Other Financing revenues include ROW assessments and insurance recovery funds received for street related incidents which are unpredictable.

**Street Fund - Expenditures**

Expenditure Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
Salaries & Benefits	\$ 989,120	\$ 226,482	22.9%	\$ 898,706
Supplies	\$ 167,110	\$ 7,887	4.7%	\$ 158,010
Services	\$ 812,745	\$ 92,684	11.4%	\$ 788,231
Other Gov't Payments	\$ 10,001	\$ 6,608	66.1%	\$ 10,001
Capital Projects	\$ 100,000	\$ -	0.0%	\$ 100,000
Interfund Transfers	\$ 153,980	\$ 33,875	22.0%	\$ 153,980
Total	\$ 2,232,956	\$ 367,536	16.5%	\$ 2,108,928

**Total Expenditures are approximately 17% of budget, and are anticipated to end under budget**

Salaries & Benefits are slightly below budget expectations due to the timing of hiring PW Crew.

Supplies are 5% of budget. This expenditure includes supplies for office, traffic control, snow & ice, and sidewalk repair supplies. Many of these items will be needed later in the year.

Service Charges are 11% of budget. These expenditures include items such as street sweeping, traffic studies, utilities, insurance, travel, and repairs & maintenance services. Overlays are the largest portion of this category which will be utilized later in the year.

Government payments include storm drainage fees and debt service for the Public Works Trust Fund emergency loan for the Catherine Creek Bridge repair in 2010.

Capital projects include the Grade Road Stabilization project

**Surface/Storm Water Fund - Summary**

Description	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget
Beginning Fund Balance	\$ 1,569,469	\$ 1,569,469	100.0%
Revenues	\$ 1,544,743	\$ 114,903	7.4%
Expenditures	\$ 1,501,015	\$ 385,153	25.7%
Ending Fund Balance	\$ 1,613,197	\$ 1,299,219	80.5%

Total revenues are approximately 7% of budget.

Total expenditures are approximately 26% of budget.

**Surface/Storm Water Fund Revenues**

Revenue Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
State Grants	\$ 50,000	\$ 32,473	64.9%	\$ 67,644
Charges for Services	\$ 1,493,428	\$ 76,902	5.1%	\$ 1,494,528
Miscellaneous	\$ 1,315	\$ 5,528	420.4%	\$ 6,963
<b>Total</b>	<b>\$ 1,544,743</b>	<b>\$ 114,903</b>	<b>7.4%</b>	<b>\$ 1,569,135</b>

**Total Receipts are at 7% of budget, and are expected to end slightly over budget.**

Grant revenues are 65% of budget. These grants are budgeted at the full amount and are expended and reimbursed throughout the year. The current grant expires in June.

Charges for Services includes Surface water management charges which are at 5% of the budget.

These charges are billed on the property tax statements. As such, the majority is received in May and November.

Miscellaneous revenues include a refund for a duplicate payment made to a vendor in 2014.

**Surface/Storm Water Fund Expenditures**

Expenditure Category	Amended Budget	1st Qtr 2015	Percent +/- of 2015 Budget	Estimated Ending Balance 2015
Salaries & Benefits	\$ 848,185	\$ 182,922	21.6%	\$ 724,917
Supplies	\$ 67,110	\$ 6,005	8.9%	\$ 59,113
Services	\$ 338,896	\$ 159,589	47.1%	\$ 326,947
Grants	\$ 40,000	\$ 1,352	3.4%	\$ 40,000
Other Gov't Payments	\$ 69,000	\$ 7,766	11.3%	\$ 65,064
Debt Service	\$ 10,700	\$ -	0.0%	\$ 10,700
Capital	\$ 20,000	\$ -	0.0%	\$ 20,000
Operating Transfers	\$ 107,124	\$ 27,519	25.7%	\$ 107,124
<b>Total</b>	<b>\$ 1,501,015</b>	<b>\$ 385,153</b>	<b>25.7%</b>	<b>\$ 1,353,865</b>

**Total Expenditures are 26% of budget.**

Salaries are within budget expectations. Timing of hiring PW Crew has decreased budget expectations slightly.

Supply expenditures are approximately 9% of budget and are estimated to end slightly under budget.

This line includes a portion of the asset management software which is not fully implemented

Service expenditures are currently 47% of budget due to the lake phosphorus treatment occurring in March. These line items are expected to remain within budget.

Other Governmental includes payment for SW billing to Snohomish County and the DOE annual permits.

Debt Service payment is for the Lundeen Parkway Creek Restoration project.

2015 Budget Requests Status		
Department	Description	Status
Legislative	Tablets for Council Members	Complete
Legislative	Council Retreat	Complete
Clerk	Office Chairs & File Cabinet	Placeholder for when needed
Finance	Desktop Printer	Placeholder for when needed
IT - 510	PC Replacements (10)	On-going - 2nd-4th Quarters
IT - 510	Police MDT Replacment (1)	On-going
IT - 510	Wireless Access Point (City Hall)	2nd Quarter
IT - 510	Adobe 11 Pro (Upgrade from 9 Pro)	In Process
IT - 510	Upgrade Servers/Fiber Connection/Service	In Process
IT - 510	Upgade Facility/Security of Server Room	3rd - 4th Quarters
IT - 510	Records/Content Management	Awtg State Bid - 3rd Quarter
Parks	Surfacing Material - Swim Beach	Complete
Parks	North Cove Park Resurfacing - RF 2014	Summer
Parks	Rowing Dock Access Ramp	In design (March)
Parks	Grant Match for DFW Sign	Awaiting notification
Parks	Regulation Signage Upgrade - RF 2014	Summer
Community	Air Condition in Kitchen - Senior Center	Complete
Community	Roof Repair - Grimm House	Scheduling work for early summer.
Community	Window Replacement - RF 2014	Council approved awarded bid
Gen Government	RAB Art	Reviewing process & artists
Gen Gov't	Lundeen House Upgrades/Repairs	Target work in April/May
Dev Contrib	Park Mitigation Funds Expenditure	Reviewing options
Police	Accreditation	In process
Police	2 Office Chairs	1 on order
Police	Range Targets	Awaiting purchase request from Sgt.
Police	Firearm Maintenance	Awaiting purchase request from Sgt.
Police	Evidence Software - Digital Evidence	Awaiting bids from Sgt.
Police	Binoculars (16)	Ordered April
Police	Gun Cabinet	Awaiting purchase request from Sgt.
Police	Patrol Briefing TV	Complete
Police	Carpet Repair	In Process - Quote approved April
Police	1 New MDT	Placeholder for when needed
Police	Bike Helmets	Partially complete
Police	Metal Detector	Ordered April
Police	Camera Body	Received bids March
Police	Live Scan Annual Maintenance (Fingerprint)	Invoiced in July
Police	Interview Room Audio/Visual	Awaiting bids from Det.
Police	Taser Replacement	In process - creating RF
Police	3 Police Vehicles	2 received
Department	Description	Status
PW Equip	Stand on mower	Complete
PW Equip	Compact Excavator	On order through State bid.
PW Equip	Compactor for Track Hoe	Reviewing vendors
PW Equip	One ton truck with dump and plow	Reviewing makes/models
PW Equip	2 City Admin Vehicle (\$19K from GF)	One received in April.
Storm	Milfoil Treatment of Lake	Summer/Fall survey; spot treatment
Storm	Alum Treatment of Lake	Complete
Storm	Water Service for Yard @ Decant Facility	Under review for options
Street	Event Traffic Control Devices	In process - gathering bids
Street	Overlay	Out to Bid.
Street	Under Bridge Inspections	Work expected late summer/fall
Street	Lundeen Weed Abatement	Performed in March and early April
Street/Storm	High Resolution Aerial Mapping	In process
Street/Storm	PW Asset Management Software	In process

2015 - 1st Quarter Detail				
Description	Current Budget	Current Actuals	% Expend/ Collect	
<b>General Fund</b>				
<b>Cash</b>	\$ 7,133,786.63	\$ 7,133,786.63		
<b>Liabilities</b>	\$ 39,979.68	\$ 151,685.28		
Real & Personal Property Tax	\$ (3,046,238.00)	\$ (114,278.92)		3.8%
Local Retail Sales-Use Tax	\$ (1,908,000.00)	\$ (518,143.91)		27.2%
Construction Related Sales Tax	\$ (300,000.00)	\$ (76,326.18)		25.4%
Criminal Justice Sales-Use Tax	\$ (435,000.00)	\$ (115,715.66)		26.6%
Other Govt Utility - Electric	\$ (380,000.00)	\$ (110,852.22)		29.2%
Private Utility - Gas	\$ (390,000.00)	\$ (77,207.11)		19.8%
Private Utility - Telephone	\$ (589,146.00)	\$ (157,373.28)		26.7%
Franchise Fees	\$ (356,020.00)	\$ (89,371.96)		25.1%
Gambling Tx - Punch-Pull Tabs	\$ (12,400.00)	\$ (3,943.88)		31.8%
Gambling Tx - Bingo & Raffles	\$ -	\$ -		
Gambling Tx - Amuse Games	\$ (3,500.00)	\$ (25.49)		0.7%
Leasehold Excise Tax	\$ (5,500.00)	\$ (1,817.85)		33.1%
<b>Taxes</b>	\$ (7,425,804.00)	\$ (1,265,056.46)		17.0%
Bus. Lic - Other	\$ (52,000.00)	\$ (13,793.76)		26.5%
Building Permits	\$ (600,000.00)	\$ (106,557.31)		17.8%
Animal Licenses	\$ (2,000.00)	\$ (528.00)		26.4%
Weapon License Permit - Local	\$ (9,500.00)	\$ (1,828.00)		19.2%
Other Non-Bus. Event Permits	\$ (3,000.00)	\$ (1,350.00)		45.0%
<b>License &amp; Permits</b>	\$ (666,500.00)	\$ (124,057.07)		18.6%
DOJ Fed Dir 16.607 BPV Grant	\$ (2,100.00)	\$ (911.71)		43.4%
Equitable Sharing - Fed Seize	\$ -	\$ -		
DOJ Fed Ind 16.554 NCHIP	\$ -	\$ -		
DOT Fed Ind 20.600 Hwy Safety	\$ -	\$ -		
DOT Fed Ind 20.601 X52 DUI	\$ -	\$ -		
DOT Fed Ind 20.602 Occ Prot	\$ -	\$ -		
DOT Fed Ind 20.609 X52 Speed	\$ -	\$ -		
Equitable Sharing - Fed Seize	\$ -	\$ (3,905.15)		
DHS Fed Ind 97.012 Boat Safety	\$ -	\$ -		
DHS Fed Ind 97.012 MPOC	\$ -	\$ -		
WA Parks-Rec - Boating Safety	\$ -	\$ -		
WA TSC - Police	\$ -	\$ -		
L&I Stay at Work Program	\$ -	\$ -		
PUD Privilege Tax	\$ (90,000.00)	\$ -		0.0%
Vessel Registration Fees	\$ (11,300.00)	\$ -		0.0%
City-County Assistance	\$ (83,000.00)	\$ (23,234.44)		28.0%
Crim Jus - High Crime	\$ -	\$ -		
Crim Jus - Violent Crimes-Pop	\$ (6,535.00)	\$ (1,904.15)		29.1%

Crim Jus - Special Programs	\$	(24,485.00)	\$	(6,995.90)	28.6%
DUI & Other Crim Jus Assist	\$	(5,200.00)	\$	(1,282.17)	24.7%
Liquor-Beer Excise Tax	\$	(42,000.00)	\$	(14,510.45)	34.5%
Liquor Control Board Profits	\$	(254,067.00)	\$	(63,916.75)	25.2%
Housing Authority Pay In Lieu	\$	(135.00)	\$	(134.57)	99.7%
ARRA DOJ Fed Dir - 16.804 IT	\$	-	\$	-	
<b>Intergovenmental &amp; Grants</b>	<b>\$</b>	<b>(518,822.00)</b>	<b>\$</b>	<b>(116,795.29)</b>	22.5%
Accting Srv - ILA Lobbying	\$	-	\$	-	
Sales of Maps-Publications	\$	-	\$	(6.00)	
Duplicating Srv	\$	(1,100.00)	\$	(268.10)	24.4%
Duplicating Srv - PRR	\$	(35.00)	\$	(66.64)	190.4%
Duplicating Srv - Laminate	\$	(1,500.00)	\$	(343.00)	22.9%
Election Candidate Filing Fee	\$	(200.00)	\$	-	0.0%
Passports	\$	(60,000.00)	\$	(18,900.00)	31.5%
Passport Photos	\$	(15,000.00)	\$	(6,036.00)	40.2%
LE Services	\$	-	\$	-	
LE Services - Extra Duty	\$	(3,500.00)	\$	(1,152.28)	32.9%
LE Services - SRO	\$	(144,325.00)	\$	(41,718.66)	28.9%
LE - Fingerprinting	\$	(5,000.00)	\$	(1,620.00)	32.4%
Protective Inspections - Fire	\$	(500.00)	\$	(411.94)	82.4%
Information Srv- ILA	\$	(80,563.00)	\$	(215.70)	0.3%
Zoning and Subdivision Fees	\$	(75,000.00)	\$	(10,305.16)	13.7%
Zoning&Subdiv-Pymnt In-Lieu	\$	-	\$	-	
Planning - Developer Reimburse	\$	(1,500.00)	\$	-	0.0%
Reimb - Sno Isle Library	\$	(5,000.00)	\$	-	0.0%
Boating Safety Class	\$	-	\$	-	
<b>Service Charges</b>	<b>\$</b>	<b>(393,223.00)</b>	<b>\$</b>	<b>(81,043.48)</b>	20.6%
Mandatory Insurance-Admin Fee	\$	(100.00)	\$	-	0.0%
District Court	\$	(160,000.00)	\$	(34,836.32)	21.8%
Violations Bureau - Local	\$	(7,000.00)	\$	(2,554.41)	36.5%
Animal Impound Fees	\$	(500.00)	\$	-	0.0%
<b>Fines &amp; Penalties</b>	<b>\$</b>	<b>(167,600.00)</b>	<b>\$</b>	<b>(37,390.73)</b>	22.3%
Investment Interest	\$	(6,000.00)	\$	(2,226.54)	37.1%
Real & Personal Prop Tax Int	\$	-	\$	(9.08)	
Sales & Use Tax Interest	\$	(500.00)	\$	(213.87)	42.8%
Leasehold Excise Tax Interest	\$	-	\$	(0.37)	
Special Events - Rental Reimb	\$	(1,500.00)	\$	-	0.0%
Boat Launch Parking Fees	\$	(6,200.00)	\$	(356.00)	5.7%
Boat Launch Closure Fees	\$	-	\$	-	
Facilities Rental - Short Term	\$	(8,000.00)	\$	(2,969.00)	37.1%
Lease LT - Lundeen House	\$	-	\$	-	
Lease LT City Shop	\$	(24,459.00)	\$	(6,114.84)	25.0%
Lease (LT) WWTP Property	\$	(10.00)	\$	(10.00)	100.0%
Chamber Office - Other Charges	\$	(600.00)	\$	-	0.0%
Arts Commission Donation	\$	-	\$	-	
Arts-Sidewalk Chalk	\$	(125.00)	\$	-	0.0%

Donation-Police Dept	\$	-	\$	(500.00)	
Private Grants - HR	\$	(200.00)	\$	(50.00)	25.0%
Sale of Scrap & Junk Property	\$	-	\$	(221.00)	
Unclaimed Money & Property	\$	-	\$	(5.41)	
Sale of Confiscated & Forfeite	\$	(2,000.00)	\$	(221.63)	11.1%
Misc Rev. Judgment-Settlement	\$	(2,500.00)	\$	(162.00)	6.5%
Employee Reimb Contrib- Guns	\$	-	\$	-	
Cash Adjustments	\$	-	\$	-	
Miscellaneous Revenue -Other	\$	(1,200.00)	\$	(972.55)	81.0%
Misc - Minor GL Corrections	\$	-	\$	-	
<b>Miscellaneous Revenue</b>	<b>\$</b>	<b>(53,294.00)</b>	<b>\$</b>	<b>(14,032.29)</b>	<b>26.3%</b>
Refundable Customer Deposits	\$	(200.00)	\$	200.00	-100.0%
Seizure -State Remit Portion	\$	(100.00)	\$	(24.63)	24.6%
Refunds or Overpayments	\$	(100.00)	\$	-	0.0%
<b>Non-Revenue - Refunds</b>	<b>\$</b>	<b>(400.00)</b>	<b>\$</b>	<b>175.37</b>	<b>-43.8%</b>
Sale of Capital - Pk Property	\$	-	\$	-	
Insurance Recoveries - Capital	\$	-	\$	(1,080.87)	
<b>Capital</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(1,080.87)</b>	
Interfund Transfer In	\$	-	\$	-	
Insurance Recoveries - Non Cap	\$	-	\$	(7,413.49)	
<b>Other</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(7,413.49)</b>	
<b>Revenues Total</b>	<b>\$</b>	<b>9,225,643.00</b>	<b>\$</b>	<b>1,646,694.31</b>	<b>17.8%</b>
Legislative - Salaries	\$	67,200.00	\$	9,550.00	14.2%
Legislative - Social Security	\$	3,213.00	\$	730.62	22.7%
Legislative - Workmans Compen	\$	-	\$	23.34	
Legislative - Operating Costs	\$	4,300.00	\$	11.89	0.3%
Legislative - Travel & Mtgs	\$	2,000.00	\$	2,248.70	112.4%
Legislative - Rentals	\$	1,000.00	\$	157.50	15.8%
Legislative - Prof. Developmen	\$	1,200.00	\$	-	0.0%
Legislative-C.C.Retreat	\$	5,000.00	\$	-	0.0%
Legislative - Voter Reg Fees	\$	40,000.00	\$	35,055.14	87.6%
Executive - Salaries	\$	24,000.00	\$	4,400.00	18.3%
Executive - Social Security	\$	1,383.00	\$	336.60	24.3%
Executive - Workmans Comp	\$	-	\$	26.85	
Executive - Supplies	\$	100.00	\$	35.69	35.7%
Executive - Communication	\$	1,050.00	\$	164.64	15.7%
Executive - Travel & Mtgs	\$	1,000.00	\$	534.60	53.5%
Executive - Miscellaneous	\$	100.00	\$	-	0.0%
Executive - Prof. Development	\$	500.00	\$	-	0.0%
Executive - Board Appreciation	\$	200.00	\$	-	0.0%
<b>Legislative &amp; Executive</b>	<b>\$</b>	<b>152,246.00</b>	<b>\$</b>	<b>53,275.57</b>	<b>35.0%</b>
AD-Salaries	\$	113,620.00	\$	28,404.90	25.0%
AD-Benefits	\$	37,582.00	\$	4,191.45	11.2%
AD-Social Security	\$	-	\$	2,153.22	
AD-Retirement	\$	-	\$	2,554.73	
AD-Workmans Compensation	\$	-	\$	36.35	

AD-Office Supply	\$	150.00	\$	65.89	43.9%
AD-Professional Services	\$	-	\$	-	
AD-Communications	\$	1,250.00	\$	211.75	16.9%
AD-Travel & Meetings	\$	1,000.00	\$	482.71	48.3%
AD-Repair & Maintenance	\$	-	\$	-	
AD-Staff Development	\$	600.00	\$	-	0.0%
AD-Miscellaneous	\$	250.00	\$	100.00	40.0%
<b>Administration</b>	<b>\$</b>	<b>154,452.00</b>	<b>\$</b>	<b>38,201.00</b>	<b>24.7%</b>
CC-Salaries	\$	102,554.00	\$	25,036.68	24.4%
CC-Overtime	\$	-	\$	280.18	
CC-Benefits	\$	37,119.00	\$	4,344.62	11.7%
CC-Social Security	\$	-	\$	2,152.73	
CC-Retirement	\$	-	\$	2,321.03	
CC-Workmans Compensation	\$	-	\$	93.52	
CC-Office Supply	\$	1,750.00	\$	248.15	14.2%
CC-Professional Services	\$	7,000.00	\$	360.00	5.1%
CC-Communications	\$	750.00	\$	101.35	13.5%
CC-Travel & Meetings	\$	984.00	\$	22.00	2.2%
CC-Repair & Maintenance	\$	-	\$	-	
CC-Miscellaneous	\$	200.00	\$	-	0.0%
CC-Misc CC Fees DOL	\$	-	\$	-	
CC-Staff Development	\$	900.00	\$	-	0.0%
<b>City Clerk</b>	<b>\$</b>	<b>151,257.00</b>	<b>\$</b>	<b>34,960.26</b>	<b>23.1%</b>
FI-Salaries	\$	118,076.00	\$	29,345.93	24.9%
FI-Overtime	\$	-	\$	-	
FI-Benefits	\$	40,488.00	\$	4,451.13	11.0%
FI-Social Security	\$	-	\$	2,236.90	
FI-Retirement	\$	-	\$	2,708.47	
FI-Workmans Comp	\$	-	\$	77.77	
FI-Office Supplies	\$	2,050.00	\$	215.23	10.5%
FI-Professional Service	\$	30,000.00	\$	-	0.0%
FI-Advertising	\$	200.00	\$	44.96	22.5%
FI-Communications	\$	400.00	\$	94.22	23.6%
FI-Travel & Meetings	\$	1,575.00	\$	171.00	10.9%
FI-Insurance	\$	127.00	\$	122.00	96.1%
FI-Software Maint	\$	10,000.00	\$	9,553.00	95.5%
FI-Miscellaneous	\$	300.00	\$	75.00	25.0%
FI-Staff Development	\$	1,225.00	\$	125.00	10.2%
FI-Banking Services	\$	1,500.00	\$	196.85	13.1%
FI- Capital Outlay	\$	-	\$	-	
<b>Finance</b>	<b>\$</b>	<b>205,941.00</b>	<b>\$</b>	<b>49,417.46</b>	<b>24.0%</b>
HR-Safety Program	\$	1,250.00	\$	266.52	21.3%
HR-Wellness Program	\$	1,000.00	\$	-	0.0%
HR-Salaries	\$	76,613.00	\$	19,153.14	25.0%
HR-Benefits	\$	22,703.00	\$	2,025.21	8.9%
HR-Soc Security	\$	-	\$	1,454.20	

HR-Retirement	\$	-	\$	1,764.00	
HR-Workmans Compensation	\$	-	\$	45.21	
HR-Office Supplies	\$	350.00	\$	-	0.0%
HR-Operating Cost	\$	150.00	\$	-	0.0%
HR-Professional Services	\$	720.00	\$	37.26	5.2%
HR-NA	\$	-	\$	-	
HR-Communications	\$	871.00	\$	151.70	17.4%
HR-Travel & Meetings	\$	900.00	\$	-	0.0%
HR-Miscellaneous	\$	500.00	\$	67.00	13.4%
HR - Staff Development	\$	625.00	\$	270.00	43.2%
HR-Civil - Office Supply	\$	-	\$	-	
HR-Civil - Professional Srv	\$	1,700.00	\$	-	0.0%
<b>Human Resources</b>	<b>\$</b>	<b>107,382.00</b>	<b>\$</b>	<b>25,234.24</b>	<b>23.5%</b>
IT-Salaries	\$	136,867.00	\$	33,780.92	24.7%
IT-Overtime	\$	500.00	\$	560.38	112.1%
IT-Benefits	\$	60,898.00	\$	8,753.52	14.4%
IT-Soc Security	\$	-	\$	2,586.56	
IT-Retirement	\$	-	\$	3,162.88	
IT-Workmans Compensation	\$	-	\$	89.32	
IT-Office Supplies	\$	600.00	\$	-	0.0%
IT-Fuel	\$	450.00	\$	-	0.0%
IT-Professional Services	\$	-	\$	-	
IT-Communications	\$	1,987.00	\$	383.35	19.3%
IT-Travel & Meetings	\$	600.00	\$	-	0.0%
IT-Repair & Maintenance	\$	300.00	\$	-	0.0%
IT-Miscellaneous	\$	100.00	\$	-	0.0%
IT-Staff Development	\$	250.00	\$	-	0.0%
<b>Information Technology</b>	<b>\$</b>	<b>202,552.00</b>	<b>\$</b>	<b>49,316.93</b>	<b>24.3%</b>
Pension and Other Benefits	\$	-	\$	-	
PL-Salaries	\$	397,432.00	\$	69,842.55	17.6%
PL-Overtime	\$	-	\$	87.09	
PL-Benefits	\$	157,707.00	\$	13,095.49	8.3%
PL-Social Security	\$	-	\$	6,338.67	
PL-Retirement	\$	-	\$	7,600.40	
PL-Workmans Comp	\$	-	\$	262.50	
PL-Office Supplies	\$	2,300.00	\$	289.34	12.6%
PL-Operating Costs	\$	1,500.00	\$	369.29	24.6%
PL-Small Tools	\$	1,200.00	\$	-	0.0%
PL-Professional Serv	\$	4,000.00	\$	282.50	7.1%
PL-CA-Developer Reimb	\$	7,000.00	\$	5,176.10	73.9%
PL-Software Maint.	\$	5,430.00	\$	651.60	12.0%
PL-Advertising	\$	8,000.00	\$	2,886.59	36.1%
PL-Communication	\$	2,881.00	\$	652.28	22.6%
PL-Travel & Mtgs	\$	1,840.00	\$	162.00	8.8%
PL-Repairs & Maint.	\$	1,400.00	\$	166.35	11.9%
PL-Miscellaneous	\$	200.00	\$	10.00	5.0%

PL-Staff Development	\$	2,150.00	\$	(125.00)	-5.8%
PL-Printing and Bindin	\$	1,000.00	\$	-	0.0%
PL-UGA-RUTA	\$	-	\$	-	
PL-Prof Serv-Hearing E	\$	7,500.00	\$	-	0.0%
PL-GIS Mapping	\$	-	\$	-	
PL-Commision - Travel & Mtgs	\$	-	\$	-	
PL-Commission - Misc	\$	100.00	\$	-	0.0%
PL-Economic Devel	\$	250,000.00	\$	-	0.0%
PB-Salaries	\$	231,625.00	\$	58,091.94	25.1%
PB-Overtime	\$	-	\$	-	
PB-Benefits	\$	93,648.00	\$	13,625.69	14.5%
PB-Social Security	\$	-	\$	3,812.34	
PB-Retirement	\$	-	\$	4,674.16	
PB-Workmans Comp	\$	-	\$	829.74	
PB-Office Supplies	\$	2,200.00	\$	241.39	11.0%
PB-Operating Cost	\$	550.00	\$	305.05	55.5%
PB-Fuel	\$	1,200.00	\$	368.14	30.7%
PB-Professional Srv	\$	6,500.00	\$	776.29	11.9%
PB-Advertising	\$	500.00	\$	-	0.0%
PB-Communication	\$	1,175.00	\$	249.67	21.2%
PB-Travel & Mtgs	\$	800.00	\$	-	0.0%
PB-Repair & Maintenance	\$	1,200.00	\$	166.35	13.9%
PB-Miscellaneous	\$	670.00	\$	95.00	14.2%
PB-Staff Development	\$	700.00	\$	-	0.0%
PL-Capital Outlay	\$	-	\$	-	
PB-Capital Outlay	\$	-	\$	-	
<b>Planning &amp; Community Develop</b>	<b>\$</b>	<b>1,192,408.00</b>	<b>\$</b>	<b>190,983.51</b>	<b>16.0%</b>
LE-Salaries	\$	2,440,153.00	\$	585,085.99	24.0%
LE-Salaries Extra Duty	\$	10,000.00	\$	-	0.0%
LE-Holiday Cashout	\$	-	\$	-	
LE-Overtime	\$	200,000.00	\$	58,756.67	29.4%
LE-Benefits	\$	1,107,539.00	\$	157,412.28	14.2%
LE-Social Security	\$	-	\$	46,793.04	
LE-Retirement	\$	-	\$	36,098.44	
LE-Workmans Compensation	\$	-	\$	11,643.12	
LE-Clothing	\$	35,600.00	\$	18,062.68	50.7%
LE-Office Supplies	\$	21,350.00	\$	5,804.19	27.2%
LE-Operating Costs	\$	63,165.00	\$	5,901.11	9.3%
LE- Ops NW Computers	\$	10,000.00	\$	-	0.0%
LE-Donation Exp Helmets	\$	1,000.00	\$	-	0.0%
LE - Donation Exp - Other	\$	12,650.00	\$	4,823.93	38.1%
LE-Operating-Staff Purchases	\$	-	\$	-	
LE-Fuel	\$	83,769.00	\$	8,715.74	10.4%
LE-Professional Services	\$	44,900.00	\$	5,476.08	12.2%
LE-Prof Serv-Lexipol	\$	7,300.00	\$	2,450.00	33.6%
LE-Professional Srv-Legal	\$	20,000.00	\$	5,223.65	26.1%

LE-Advertising	\$	1,000.00	\$	406.44	40.6%
LE-Communication	\$	33,000.00	\$	5,385.25	16.3%
LE-Travel & Meetings	\$	15,000.00	\$	1,057.42	7.0%
LE-Insurance	\$	145,422.00	\$	144,182.00	99.1%
LE-Repair & Maintenance	\$	75,000.00	\$	31,044.55	41.4%
LE-Miscellaneous	\$	2,000.00	\$	934.00	46.7%
LE - Misc Investigations	\$	5,000.00	\$	1,675.00	33.5%
LE-Boating Salaries Local	\$	10,353.00	\$	-	0.0%
LE-Boating - Other Salaries	\$	-	\$	-	
LE- Boating Benefit Local	\$	4,193.00	\$	-	0.0%
LE-Boat Other Benefits	\$	-	\$	-	
LE-Boating Clothing	\$	500.00	\$	-	0.0%
LE-Boating Operating	\$	200.00	\$	32.72	16.4%
LE-Boating-Fuel	\$	1,200.00	\$	-	0.0%
LE-Boating-Travel	\$	2,050.00	\$	-	0.0%
LE-Boating Repair & Maint	\$	2,000.00	\$	-	0.0%
LE-Investigations-Operating	\$	4,600.00	\$	-	0.0%
LE-Investigations Misc	\$	-	\$	-	
LE-Drug Task Force	\$	7,500.00	\$	-	0.0%
LE-Staff Development	\$	13,237.00	\$	8,476.00	64.0%
LE - Staff Development - Range	\$	4,300.00	\$	-	0.0%
LE-Boating-Training	\$	-	\$	-	
LE-Utilities	\$	13,800.00	\$	2,913.62	21.1%
LE-Traffic Policing-Grants	\$	-	\$	-	
LE-Evidence Room-Alarm	\$	2,000.00	\$	451.17	22.6%
LE-Jail	\$	300,000.00	\$	22,086.72	7.4%
LE-Snopac Dispatch	\$	395,000.00	\$	151,567.17	38.4%
LE-Environmental-Animal Contro	\$	20,000.00	\$	2,015.00	10.1%
LE-Domestic Violence	\$	-	\$	-	
LE-Seizure-Forfeit-State Remit	\$	1,000.00	\$	-	0.0%
LE-Capital Equipment	\$	41,600.00	\$	-	0.0%
LE-Transfers Out	\$	8,000.00	\$	2,000.00	25.0%
<b>Law Enforcement</b>	<b>\$</b>	<b>5,165,381.00</b>	<b>\$</b>	<b>1,326,473.98</b>	<b>25.7%</b>
PK-Salaries	\$	17,585.00	\$	3,947.46	22.4%
PK-Seasonal Salaries	\$	12,000.00	\$	-	0.0%
PK-Overtime	\$	2,000.00	\$	368.66	18.4%
PK-Benefits	\$	9,236.00	\$	1,124.49	12.2%
PK-Seasonal Benefits	\$	2,000.00	\$	-	0.0%
PK-Social Security	\$	-	\$	266.88	
PK-Retirement	\$	-	\$	306.07	
PK-Workmans Compensation	\$	-	\$	36.36	
PK- Clothing - Boot Allowance	\$	-	\$	225.00	
PK-Operating Costs	\$	16,800.00	\$	1,458.56	8.7%
PK-Ops-Clothing	\$	2,600.00	\$	-	0.0%
PK-Eagle Ridge Pk-Ops	\$	500.00	\$	-	0.0%
PK-Lundeen-Op Costs	\$	4,000.00	\$	-	0.0%

PK-North Cove Park Ops	\$	1,200.00	\$	-	0.0%
PK-Swim Beach Ops	\$	600.00	\$	-	0.0%
PK - Boat Launch Expense	\$	400.00	\$	-	0.0%
PK-Fuel Costs	\$	500.00	\$	101.35	20.3%
PK-Professional Services	\$	500.00	\$	38.32	7.7%
PK-Communication	\$	1,920.00	\$	312.39	16.3%
PK-Travel & Meetings	\$	200.00	\$	-	0.0%
PK-Equipment Rental	\$	3,000.00	\$	421.98	14.1%
PK-Insurance	\$	3,460.00	\$	3,144.00	90.9%
PK-Utilities	\$	10,000.00	\$	2,194.65	21.9%
PK-Storm Drainage	\$	2,432.00	\$	-	0.0%
PK-Repair & Maintenance	\$	6,000.00	\$	1,153.97	19.2%
PK-Lundeen-Repair & Maint	\$	1,200.00	\$	-	0.0%
PK-Miscellaneous	\$	150.00	\$	-	0.0%
PK-Staff Development	\$	250.00	\$	-	0.0%
PK-Park Board-Miscellaneous	\$	150.00	\$	-	0.0%
PK-Capital Outlay	\$	24,000.00	\$	-	0.0%
Parks	\$	122,683.00	\$	15,100.14	12.3%
LG-Professional Service	\$	70,000.00	\$	20,860.00	29.8%
PG-Prosecutor Fees	\$	102,000.00	\$	17,846.82	17.5%
LG-Travel & Meetings	\$	-	\$	-	
LG-General Indigent Defense	\$	175,000.00	\$	18,720.00	10.7%
<b>Legal</b>	<b>\$</b>	<b>347,000.00</b>	<b>\$</b>	<b>57,426.82</b>	<b>16.5%</b>
CS-Visitor Center	\$	750.00	\$	-	0.0%
CS-Human Services	\$	-	\$	-	
CS-Aging Services-Supplies	\$	6,250.00	\$	-	0.0%
CS-Aging Services-Utilities	\$	1,500.00	\$	-	0.0%
CS-Aging Services R&M	\$	-	\$	11,738.57	
CS-Special Event-Eqp Rent	\$	1,500.00	\$	-	0.0%
CS-Library-Office & Operating	\$	2,000.00	\$	143.74	7.2%
CS-Library-Professional Svc	\$	-	\$	-	
CS-Library-Utilities	\$	7,000.00	\$	1,413.75	20.2%
CS-Library Storm Drainage	\$	563.00	\$	-	0.0%
CS-Library-Repair & Maint.	\$	500.00	\$	185.00	37.0%
CS-Arts Commission	\$	2,500.00	\$	-	0.0%
CS-Community Activity-Aquafest	\$	3,500.00	\$	-	0.0%
CS-Historical-Communications	\$	288.00	\$	39.96	13.9%
CS-Historical-Utilities	\$	830.00	\$	195.13	23.5%
CS-Community Center-Ops	\$	1,900.00	\$	380.86	20.0%
CS-Community Center - Cleaning	\$	1,200.00	\$	230.00	19.2%
CS-Community Center - Comm	\$	172.00	\$	39.96	23.2%
CS-Community Center-Utilities	\$	5,000.00	\$	1,496.47	29.9%
CS-Community Center - R & M	\$	700.00	\$	-	0.0%
CS-Grimm House Expenses	\$	20,566.00	\$	195.13	0.9%
CS-Library - Capital Outlay	\$	5,000.00	\$	-	0.0%
CS-Community Center - Capital	\$	-	\$	-	

<b>Community</b>	<b>\$</b>	<b>61,719.00</b>	<b>\$</b>	<b>16,058.57</b>	26.0%
GG-Advisory Srv-Lobbying-Hwy9	\$	-	\$	-	
GG-Advisory Srv - Lobbying	\$	62,000.00	\$	10,239.34	16.5%
GG-Municipal Court Fees	\$	100,000.00	\$	14,079.19	14.1%
GG-Operating	\$	12,000.00	\$	1,203.87	10.0%
GG-Fuel	\$	200.00	\$	-	0.0%
GG-Professional Service	\$	6,550.00	\$	312.00	4.8%
GG-Communication	\$	4,000.00	\$	814.88	20.4%
GG-Equipment Rental	\$	1,625.00	\$	368.45	22.7%
GG-Insurance	\$	4,247.00	\$	3,880.00	91.4%
GG-Utilities	\$	16,816.00	\$	3,450.81	20.5%
GG-Storm Drainage	\$	3,198.00	\$	-	0.0%
GG-Repair & Maintenance	\$	3,000.00	\$	1,657.93	55.3%
GG-Miscellaneous	\$	2,500.00	\$	386.67	15.5%
GG-Salaries Regular	\$	20,894.00	\$	4,888.01	23.4%
GG-Salaries Overtime	\$	-	\$	51.14	
GG-Benefits	\$	10,563.00	\$	1,403.44	13.3%
GG-Social Security	\$	-	\$	297.97	
GG-Retirement	\$	-	\$	363.37	
GG-Workers Compensation	\$	-	\$	55.09	
GG-Advertising	\$	300.00	\$	140.15	46.7%
GG-PRR - Print-Copy	\$	-	\$	-	
GG-PSRC	\$	8,300.00	\$	-	0.0%
GG-Chamber of Commerce	\$	-	\$	-	
GG-Economic Alliance	\$	4,000.00	\$	3,000.00	75.0%
GG-Visitor Center	\$	770.00	\$	-	0.0%
GG-AWC	\$	20,027.00	\$	20,027.00	100.0%
GG-SnoCo Tomorrow	\$	5,225.00	\$	5,201.00	99.5%
GG-Excise Tax	\$	2,500.00	\$	463.39	18.5%
GG-WA Aerospace Partnership	\$	1,000.00	\$	-	0.0%
GG-Judgments & Settlements	\$	110,000.00	\$	110,000.00	100.0%
GG-Protectective Insp Enforce	\$	1,000.00	\$	-	0.0%
GG-Emergency	\$	33,670.00	\$	-	0.0%
GG-Pollution Earthday Salaries	\$	800.00	\$	-	0.0%
GG-Pollution Earthday Benefits	\$	400.00	\$	-	0.0%
GG-Pollution Earthday Supplies	\$	300.00	\$	-	0.0%
GG-Air Pollution	\$	16,441.00	\$	4,110.25	25.0%
GG-Liquor Tax to SnoCo	\$	6,000.00	\$	1,575.49	26.3%
GG-Refunds	\$	500.00	\$	-	0.0%
GG-Contrib Police Capital Fund	\$	200,000.00	\$	40,000.00	20.0%
GG-Contrib to Unemployment	\$	-	\$	-	
GG-Contrib to Treas Trust	\$	-	\$	-	
GG-Contrib to Equip Replace	\$	153,000.00	\$	38,250.00	25.0%
Transfer to PW Equip	\$	19,040.00	\$	-	0.0%
GG-Contrib to Muni Arts Fund	\$	20,000.00	\$	20,000.00	100.0%
GG-Trsfr to Cum Res Fund 002	\$	800,000.00	\$	200,326.18	25.0%

GG-Trsfr to Library Annex Fund	\$	-	\$	-	
<b>General Government</b>	\$	<b>1,650,866.00</b>	\$	<b>486,545.62</b>	29.5%
<b>Expense Total</b>	\$	<b>9,513,887.00</b>	\$	<b>2,342,994.10</b>	24.6%
<b>Cash</b>	\$	<b>6,805,562.95</b>	\$	<b>6,589,172.12</b>	

Description	Current Budget	Current Actuals	% Expend/ Collect
<b>Contingency Reserve</b>			
<b>Cash</b>	\$ 2,602,157.29	\$ 2,602,157.29	
Investment Interest	\$ (3,000.00)	\$ (950.21)	31.7%
Uncashed Checks	\$ (100.00)	\$ -	0.0%
Interfund Transfer In	\$ (800,000.00)	\$ (200,326.18)	25.0%
<b>Revenues Total</b>	\$ <b>803,100.00</b>	\$ <b>201,276.39</b>	25%
Unclaimed Checks Paid	\$ 8,050.00	\$ -	0.0%
<b>Expense Total</b>	\$ <b>8,050.00</b>	\$ <b>-</b>	
<b>Contingency Reserve</b>	\$ <b>3,397,207.29</b>	\$ <b>2,803,433.68</b>	25.3%

Description	Current Budget	Current Actuals	% Expend/ Collect
<b>Street</b>	\$ <b>5,882,998.65</b>		
<b>Cash</b>	\$ <b>3,579,783.64</b>	\$ <b>3,579,783.64</b>	
Real & Personal Property Tax	\$ (1,184,648.00)	\$ (44,441.80)	3.8%
Other Govt Utility - Electric	\$ (380,000.00)	\$ (110,852.21)	29.2%
<b>Taxes</b>	\$ <b>(1,564,648.00)</b>	\$ <b>(155,294.01)</b>	9.9%
Other Non-Bus. ROW Permits	\$ (15,049.00)	\$ (7,800.00)	51.8%
<b>Licenses &amp; Permits</b>	\$ <b>(15,049.00)</b>	\$ <b>(7,800.00)</b>	51.8%
MVFT - City Streets	\$ (558,913.00)	\$ (141,737.95)	25.4%
<b>Grants &amp; State Remit</b>	\$ <b>(558,913.00)</b>	\$ <b>(141,737.95)</b>	25.4%
Street - PW Services	\$ (2,000.00)	\$ -	0.0%
<b>Charges for Services</b>	\$ <b>(2,000.00)</b>	\$ <b>-</b>	0.0%
Investment Interest	\$ (3,341.00)	\$ (1,194.46)	35.8%
Street Op Special Assessment	\$ (500.00)	\$ (530.00)	106.0%
Sale of Scrap & Junk Property	\$ -	\$ -	
Misc Rev. Judgment-Settlement	\$ (500.00)	\$ -	0.0%
Miscellaneous Revenue - Other	\$ (500.00)	\$ -	0.0%
<b>Miscellaneous Revenue</b>	\$ <b>(4,841.00)</b>	\$ <b>(1,724.46)</b>	35.6%
Insurance Recoveries - Capital	\$ (5,000.00)	\$ (33.75)	0.7%

Interfund Transfer In	\$	-	\$	-	
Insurance Recoveries - Non Cap	\$	(5,000.00)	\$	-	0.0%
<b>Other Revenues</b>	<b>\$</b>	<b>(10,000.00)</b>	<b>\$</b>	<b>(33.75)</b>	0.3%
<b>Revenue Total</b>	<b>\$</b>	<b>2,155,451.00</b>	<b>\$</b>	<b>306,590.17</b>	<b>14.2%</b>
ST-Salaries	\$	657,058.00	\$	148,573.39	22.6%
ST-Overtime	\$	20,000.00	\$	8,201.87	41.0%
ST-Benefits	\$	309,202.00	\$	37,221.06	12.0%
ST-Social Security	\$	-	\$	12,598.90	
ST-Retirement	\$	-	\$	15,353.70	
ST-Workmans Compensation	\$	-	\$	2,125.78	
ST-Boot - Clothing Allowance	\$	2,860.00	\$	2,407.50	84.2%
<b>Salaries &amp; Benefits</b>	<b>\$</b>	<b>989,120.00</b>	<b>\$</b>	<b>226,482.20</b>	23%
ST-Safety Program	\$	2,100.00	\$	447.74	21.3%
ST-Sidewalk Repair Supply	\$	9,000.00	\$	-	0.0%
ST-Traffic Control - Supply	\$	76,000.00	\$	1,478.67	1.9%
ST-Snow & Ice - Sply	\$	12,000.00	\$	-	0.0%
ST-Roadside - Supply	\$	3,000.00	\$	-	0.0%
ST-Clothing	\$	1,160.00	\$	291.86	25.2%
ST-Office Supplies	\$	2,250.00	\$	72.04	3.2%
ST-Operating Cost	\$	46,600.00	\$	4,289.22	9.2%
ST-Fuel	\$	15,000.00	\$	1,309.03	8.7%
<b>Supplies</b>	<b>\$</b>	<b>167,110.00</b>	<b>\$</b>	<b>7,888.56</b>	4.7%
ST-Overlays	\$	450,000.00	\$	-	0.0%
ST-Advertising	\$	3,000.00	\$	419.48	14.0%
ST-Professional Service	\$	42,200.00	\$	3,574.05	8.5%
ST-Street Cleaning	\$	20,000.00	\$	167.74	0.8%
ST-Roundabout Landscape	\$	4,000.00	\$	-	0.0%
ST-Prof Srv - Legal	\$	2,750.00	\$	-	0.0%
ST-Software Maint & Support	\$	1,200.00	\$	325.80	27.2%
ST-Communications	\$	3,860.00	\$	659.64	17.1%
ST-Travel & Meetings	\$	980.00	\$	482.77	49.3%
ST-Rentals-Leases	\$	1,300.00	\$	(22.37)	-1.7%
ST-Insurance	\$	51,055.00	\$	50,172.00	98.3%
ST-Lighting - Utilities	\$	158,910.00	\$	27,551.04	17.3%
ST-Traffic Control -Utility	\$	2,000.00	\$	531.24	26.6%
ST-Utilities	\$	2,432.00	\$	903.33	37.1%
ST-Repair & Maintenance	\$	50,000.00	\$	3,572.99	7.1%
ST-Lighting - R&M	\$	2,000.00	\$	-	0.0%
ST-Traffic Control - R&M	\$	12,000.00	\$	4,156.52	34.6%
ST-Traf Control - Guardrail	\$	3,000.00	\$	-	0.0%
ST-Miscellaneous	\$	1,000.00	\$	102.00	10.2%
ST-Staff Development	\$	1,058.00	\$	87.50	8.3%
<b>Services</b>	<b>\$</b>	<b>812,745.00</b>	<b>\$</b>	<b>92,683.73</b>	11.4%
ST-Storm Drainage	\$	2,455.00	\$	-	0.0%
ST - SWM Debt Srv Chrg	\$	6,608.00	\$	6,607.56	100.0%
2010 PWTF Loan Principal Pymt	\$	634.00	\$	-	0.0%

2010 PWTF Loan Int Pymt	\$	304.00	\$	-	0.0%
<b>Other Govt Services</b>	\$	<b>10,001.00</b>	\$	<b>6,607.56</b>	66.1%
ST - Cap - Grade Road	\$	100,000.00	\$	-	0.0%
<b>Capital</b>	\$	<b>100,000.00</b>	\$	<b>-</b>	0.0%
ST-Transfer Out	\$	-	\$	-	
ST-Street Fund-Contr Computer	\$	58,500.00	\$	14,625.00	25.0%
ST-Contribution To Equip Fund	\$	95,480.00	\$	19,250.00	20.2%
<b>Interfund Transfers</b>	\$	<b>153,980.00</b>	\$	<b>33,875.00</b>	22.0%
<b>Expense Total</b>	\$	<b>2,232,956.00</b>	\$	<b>367,537.05</b>	
<b>Street Cash</b>	\$	<b>3,502,278.64</b>	\$	<b>3,518,836.76</b>	

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Cap Proj-Developer Contrib</b>					
<b>Cash</b>	\$	<b>3,617,168.61</b>	\$	<b>3,617,168.61</b>	100.0%
Local Trans. Act -Impact Fees	\$	-	\$	-	
Traffic Mitigation - GMA Cnty	\$	(200,000.00)	\$	(94,411.23)	47.2%
Traffic Mitigation - TIZ 1	\$	(10,000.00)	\$	-	0.0%
Traffic Mitigation - TIZ 2-3	\$	-	\$	(2,917.00)	
Traffic Mitigation - SEPA	\$	-	\$	-	
Park Mitigation - SEPA	\$	(100,000.00)	\$	(60,229.86)	60.2%
Investment Interest	\$	(1,500.00)	\$	(1,282.04)	85.5%
WSDOT Traffic Mitigation	\$	(3,000.00)			0.0%
Interfund Transfer In	\$	-	\$	-	
<b>Revenue Total</b>	\$	<b>314,500.00</b>	\$	<b>158,840.13</b>	50.5%
Park Mitigation Funds Exp	\$	190,388.00	\$	-	0.0%
Street Op - Planning -Design	\$	600,000.00	\$	-	0.0%
<b>Expense Total</b>	\$	<b>790,388.00</b>	\$	<b>-</b>	0.0%
<b>Cap Proj-Developer Contrib</b>	\$	<b>3,141,280.61</b>	\$	<b>3,776,008.74</b>	120.2%

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Real Estate Excise Tax I</b>					
<b>Cash</b>	\$	<b>966,786.23</b>	\$	<b>966,786.23</b>	100.0%
REET 1-1st Quarter Percent	\$	(400,000.00)	\$	(96,064.74)	24.0%
Investment Interest	\$	(1,000.00)	\$	(340.92)	34.1%
Tranfser In	\$	(1,640.00)	\$	-	0.0%
<b>Total Revenues</b>	\$	<b>402,640.00</b>	\$	<b>96,405.66</b>	23.9%
Transfer to Police St Debt Fnd	\$	102,532.00	\$	53.64	0.1%

transfer to 210 for 2008 bonds	\$	220,478.00	\$	53.64	0.0%
Transfer to 212 for 2010 Bonds	\$	465,374.00	\$	-	0.0%
800 MHZ Capital Debt Principal	\$	15,549.00	\$	15,548.59	100.0%
800 MHZ Capital Debt Interest	\$	7,069.00	\$	7,069.41	100.0%
<b>Expense Total</b>	<b>\$</b>	<b>811,002.00</b>	<b>\$</b>	<b>22,725.28</b>	<b>2.8%</b>
<b>Real Estate Excise Tax I</b>	<b>\$</b>	<b>558,424.23</b>	<b>\$</b>	<b>1,040,466.61</b>	<b>186.3%</b>

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Real Estate Excise Tax II</b>					
<b>Cash</b>	<b>\$</b>	<b>1,995,882.36</b>	<b>\$</b>	<b>1,995,882.36</b>	<b>100.0%</b>
REET 2- 2nd Quarter Percent	\$	(400,000.00)	\$	(92,442.39)	23.1%
Investment Interest	\$	(1,000.00)	\$	(698.97)	69.9%
<b>Revenue Total</b>	<b>\$</b>	<b>401,000.00</b>	<b>\$</b>	<b>93,141.36</b>	<b>23.2%</b>
REET - O&M Overlay	\$	-	\$	-	
Capital - SWM Drainage Improve	\$	18,180.00	\$	-	0.0%
Capital - Trans - Land Improve	\$	-	\$	-	
Transfer Out	\$	-	\$	-	
Transfer to 212 for 2010A Bond	\$	74,164.00	\$	-	0.0%
<b>Expense Total</b>	<b>\$</b>	<b>92,344.00</b>	<b>\$</b>	<b>-</b>	<b>0.0%</b>
<b>Real Estate Excise Tax II</b>	<b>\$</b>	<b>2,304,538.36</b>	<b>\$</b>	<b>2,089,023.72</b>	<b>90.6%</b>

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Sidewalk Capital Project</b>					
<b>Cash</b>	<b>\$</b>	<b>507,541.64</b>	<b>\$</b>	<b>507,541.64</b>	<b>100.0%</b>
WA TIB - Sidewalk	\$	(310,000.00)	\$	-	0.0%
Investment Interest	\$	(500.00)	\$	(175.10)	35.0%
<b>Revenue Total</b>	<b>\$</b>	<b>310,500.00</b>	<b>\$</b>	<b>175.10</b>	<b>0.1%</b>
Sidewalk Construction	\$	533,446.00	\$	-	0.0%
<b>Expense Total</b>	<b>\$</b>	<b>533,446.00</b>	<b>\$</b>	<b>-</b>	<b>0.0%</b>
<b>Sidewalk Capital Project</b>	<b>\$</b>	<b>284,595.64</b>	<b>\$</b>	<b>507,716.74</b>	<b>178.4%</b>

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Sewer</b>					

	\$	<b>269,425.74</b>	\$	<b>269,425.74</b>	100.0%
Sewer Utility Agreement	\$	(77,040.00)	\$	(19,260.00)	25.0%
Investment Interest	\$	(350.00)	\$	(93.38)	26.7%
Lease LT - WWTP Property	\$	(10.00)	\$	-	0.0%
Sewer District reimbursement	\$	(1,310,290.00)	\$	-	0.0%
<b>Revenue Total</b>	\$	<b>1,387,690.00</b>	\$	<b>19,353.38</b>	<b>1.4%</b>
SE-Salaries	\$	48,000.00	\$	11,040.67	23.0%
SE-Benefits	\$	20,000.00	\$	2,094.77	10.5%
SE-Social Security	\$	-	\$	827.48	
SE-Retirement	\$	-	\$	1,016.06	
SE-Workmans Comp	\$	-	\$	91.68	
SE-Travel & Meetings	\$	200.00	\$	61.18	30.6%
SE-Storm Drainage	\$	10,178.00	\$	-	0.0%
PWTF 2002 - Principal	\$	85,691.00	\$	-	0.0%
PWTF 2005 - Principal	\$	3,428.00	\$	-	0.0%
PWTF 2006 - Principal	\$	52,632.00	\$	-	0.0%
PWTF 2008 - Principal	\$	11,579.00	\$	-	0.0%
PWTF 2002 - Interest	\$	409,539.00	\$	-	0.0%
PWTF 2005 - Interest	\$	24,572.00	\$	-	0.0%
PWTF 2006 - Interest	\$	553,180.00	\$	-	0.0%
PWTF 2008 - Interest	\$	38,723.00	\$	-	0.0%
SE-Trnf 2008 Debt Serv OM	\$	130,946.00	\$	-	0.0%
<b>Expense Total</b>	\$	<b>1,388,668.00</b>	\$	<b>15,131.84</b>	<b>1.1%</b>
<b>Sewer</b>	\$	<b>268,447.74</b>	\$	<b>273,647.28</b>	<b>101.9%</b>

Description	Current Budget	Current Actuals	% Expend/ Collect		
<b>Storm &amp; Surface Water</b>					
<b>Cash</b>	\$	<b>1,569,468.77</b>	\$	<b>1,569,468.77</b>	100.0%
WA DOE - Capacity G1100060	\$	(50,000.00)	\$	-	0.0%
WA DOE - Milfoil G1300127	\$	-	\$	(17,644.38)	
WA DOE - Capacity G1400295	\$	-	\$	(14,829.06)	
<b>Grants</b>	\$	<b>(50,000.00)</b>	\$	<b>(32,473.44)</b>	64.9%
Storm Drainage Charges	\$	(1,478,140.00)	\$	(75,601.41)	5.1%
SnoCo Aerator Contrib	\$	(200.00)	\$	(1,300.36)	650.2%
SnoCo Weed Abate Contrib.	\$	(15,088.00)	\$	-	0.0%
<b>Charges for Services</b>	\$	<b>(1,493,428.00)</b>	\$	<b>(76,901.77)</b>	5.1%
Investment Interest	\$	(1,315.00)	\$	(478.34)	36.4%
Storm Misc Revenues	\$	-	\$	(5,049.90)	
<b>Miscellaneous</b>	\$	<b>(1,315.00)</b>	\$	<b>(5,528.24)</b>	420.4%
<b>Revenue Total</b>	\$	<b>1,544,743.00</b>	\$	<b>114,903.45</b>	<b>7.4%</b>
SW-Salaries	\$	566,545.00	\$	126,051.38	22.2%
SW-Aerator - Salaries	\$	-	\$	-	

SW-Overtime	\$	2,500.00	\$	362.04	14.5%
SW-Benefits	\$	276,280.00	\$	33,354.93	12.1%
SW-Aerator - Benefits	\$	-	\$	-	
SW-Social Security	\$	-	\$	8,567.14	
SW-Retirement	\$	-	\$	10,310.25	
SW-Medical Insurance	\$	-	\$	-	
SW-Workmans Compensation	\$	-	\$	1,868.42	
SW Clothing-Boot Allowance	\$	2,860.00	\$	2,407.50	84.2%
<b>Salaries &amp; Benefits</b>	<b>\$</b>	<b>848,185.00</b>	<b>\$</b>	<b>182,921.66</b>	21.6%
SW-Safety Program	\$	2,100.00	\$	447.74	21.3%
SW-Clothing	\$	1,160.00	\$	291.85	25.2%
SW-Office Supplies	\$	2,250.00	\$	184.59	8.2%
SW-Operating Costs	\$	46,600.00	\$	3,663.15	7.9%
SW-Aerator O & M	\$	-	\$	-	
SW-Fuel	\$	15,000.00	\$	1,417.95	9.5%
SW-Small Tools	\$	-	\$	-	
<b>Supplies</b>	<b>\$</b>	<b>67,110.00</b>	<b>\$</b>	<b>6,005.28</b>	8.9%
SW-Professional Services	\$	12,500.00	\$	3,795.34	30.4%
SW-Milfoil Treatment	\$	45,000.00	\$	-	0.0%
SW-Street Cleaning	\$	20,000.00	\$	167.73	0.8%
SW-Software Maint & Support	\$	1,200.00	\$	325.80	27.2%
SW-Advertising	\$	1,200.00	\$	419.49	35.0%
SW-Aerator Monitori	\$	10,000.00	\$	2,259.54	22.6%
SW-Communications	\$	3,558.00	\$	973.44	27.4%
SW-Travel & Meetings	\$	600.00	\$	-	0.0%
SW-Excise Taxes	\$	26,045.00	\$	1,134.02	4.4%
SW-Equipment Rental	\$	2,500.00	\$	15.64	0.6%
SW-Rentals-Leases	\$	100.00	\$	-	0.0%
SW-Insurance	\$	59,112.00	\$	58,160.00	98.4%
SW-Utilities	\$	2,026.00	\$	680.42	33.6%
SW-Drainage	\$	2,455.00	\$	-	0.0%
SW-Aerator Utilities	\$	2,000.00	\$	-	0.0%
SW-Repairs & Maintenance	\$	50,000.00	\$	3,517.77	7.0%
SW-Water/Soil-Contract R&M Op	\$	100,000.00	\$	87,950.00	88.0%
SW-Aerator Repairs	\$	-	\$	-	
SW-Miscellaneous	\$	300.00	\$	102.00	34.0%
SW-Staff Development	\$	300.00	\$	87.50	29.2%
<b>Services</b>	<b>\$</b>	<b>338,896.00</b>	<b>\$</b>	<b>159,588.69</b>	47.1%
SW-Customer Billing	\$	34,000.00	\$	-	0.0%
SW-DOE Annual Permit	\$	35,000.00	\$	7,766.00	22.2%
<b>Other Gov't Payments</b>	<b>\$</b>	<b>69,000.00</b>	<b>\$</b>	<b>7,766.00</b>	11.3%
DOE G1400295 - Capacity Exp	\$	40,000.00	\$	1,352.30	3.4%
<b>Grants</b>	<b>\$</b>	<b>40,000.00</b>	<b>\$</b>	<b>1,352.30</b>	3.4%
SW-Diking District Contrib	\$	-	\$	-	
SW-SWM Refunds	\$	-	\$	-	
SW-Parkway Crossing Det Pond	\$	10,700.00	\$	-	0.0%

<b>Debt Service</b>	\$	<b>10,700.00</b>	\$	-	0.0%
SW-Storm Drainage - Cap Proj	\$	20,000.00	\$	-	0.0%
SW-Lundeen Creek Restor	\$	-	\$	-	
<b>Capital</b>	\$	<b>20,000.00</b>	\$	-	0.0%
SW-Contribution Cap Equip Fund	\$	58,500.00	\$	5,750.00	9.8%
SW-Contr Computer Equip	\$	41,480.00	\$	14,625.00	35.3%
SW-Contrib To Unemployment	\$	-	\$	-	
SW-Transfer to Aerator Equip	\$	7,144.00	\$	7,144.00	100.0%
<b>Interfund Transfer</b>	\$	<b>107,124.00</b>	\$	<b>27,519.00</b>	25.7%
<b>Expense Total</b>	\$	<b>1,501,015.00</b>	\$	<b>385,152.93</b>	25.7%
<b>Storm &amp; Surface Water</b>	\$	<b>1,613,196.77</b>	\$	<b>1,299,219.29</b>	

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Capital Equip - Computer</b>					
Information Srv - Shared Exp	\$	(2,217.00)	\$	(2,101.28)	94.8%
Investment Interest	\$	(100.00)	\$	(45.63)	45.6%
Sale of Scrap & Junk Property	\$	-	\$	-	0.0%
Contributed Capital-Computer	\$	(270,000.00)	\$	(67,500.00)	25.0%
<b>Revenue Total</b>	\$	<b>272,317.00</b>	\$	<b>69,646.91</b>	26.0%
Purchase Computer Equipment	\$	38,758.00	\$	-	0.0%
License Renewal - Annual Maint	\$	18,625.00	\$	8,901.39	47.8%
Capital - Purch Computer Equip	\$	240,100.00	\$	53,520.84	22.3%
<b>Expense Total</b>	\$	<b>297,483.00</b>	\$	<b>62,422.23</b>	21.0%

Description		Current Budget		Current Actuals	% Expend/ Collect
<b>Capital Equip - Police</b>					
Investment Interest	\$	(200.00)	\$	(100.23)	50.1%
Sale of Capital Assets	\$	-	\$	(2,413.51)	0.0%
Insurance Recoveries - Capital	\$	(200.00)	\$	-	0.0%
Equipment - Police - Contribut	\$	(200,000.00)	\$	(40,000.00)	20.0%
Equip - Police Boat - Contr	\$	(8,000.00)	\$	(2,000.00)	25.0%
<b>Revenue Total</b>	\$	<b>208,400.00</b>	\$	<b>44,513.74</b>	21.0%
Capital Equipment	\$	131,922.00	\$	20,847.62	15.8%

<b>Expense Total</b>	<b>\$</b>	<b>131,922.00</b>	<b>\$</b>	<b>20,847.62</b>	<b>16.0%</b>
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<b>Description</b>	<b>Current Budget</b>	<b>Current Actuals</b>	<b>% Expend/ Collect</b>
<b>Capital Equip - PW</b>			
Investment Interest	\$ (225.00)	\$ (96.04)	42.7%
Sale of Scrap & Junk Property	\$ -	\$ (5,822.55)	0.0%
Interfund Transfer In	\$ (156,000.00)	\$ (25,000.00)	16.0%
<b>Revenue Total</b>	<b>\$ 156,225.00</b>	<b>\$ 30,918.59</b>	
Purchase Of Capital Equipment	\$ 270,400.00	\$ 42,697.14	15.8%
<b>Public Works</b>	<b>\$ 270,400.00</b>	<b>\$ 42,697.14</b>	<b>15.8%</b>
<b>Expense Total</b>	<b>\$ 270,400.00</b>	<b>\$ 42,697.14</b>	<b>16.0%</b>