

## City of Lake Stevens Vision Statement

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



### CITY COUNCIL WORKSHOP AGENDA

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street NE, Lake Stevens

Tuesday, June 14, 2016 – 6:00 p.m.

- \*Parks (6:00 p.m.) Russ
- \*Annexation Plan (6:30 p.m.) Russ

### CITY COUNCIL REGULAR MEETING AGENDA

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street NE, Lake Stevens

Tuesday, June 14, 2016 – 7:00 p.m.

**NOTE:**

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

<b>CALL TO ORDER:</b>	7:00 P.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>	American Legion	Council President
<b>ROLL CALL:</b>		
<b>APPROVAL OF AGENDA:</b>		Council President
<b>GUEST BUSINESS:</b>		
<b>NEW EMPLOYEE INTRODUCTIONS</b>	Jennie Fenrich	Russ
<b>COUNCIL BUSINESS:</b>		Council President
<b>MAYOR'S BUSINESS:</b>		

**Lake Stevens City Council Regular Meeting Agenda**

**June 14, 2016**

**CITY DEPARTMENT  
REPORT**

- CONSENT AGENDA:**
- \*A Approve 2016 Vouchers Barb
  - \*B Approve City Council Minutes: Barb
    - May 24, 2016 Workshop Meeting
    - May 24, 2016 Regular Meeting
    - June 7, 2016 Workshop & Special Meeting

- ACTION ITEMS:**
- \*A Design Review Board Appointments Mayor
  - \*B Library Board Appointment Mayor
  - \*C Arts Commission Appointment Mayor
  - \*D Approve Resolution 2016-11 Authorizing 20<sup>th</sup> Street SE Right of Way Acquisition Under Threat of Eminent Domain Mick
  - \*E Approve New Classification, Salary Range and Job Description of Equipment Mechanic Steve
  - \*F Approve FCS Scope of Service for Task No. 1 Barb

**EXECUTIVE  
SESSION:**

**STUDY SESSION:** None

**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**



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda** June 9, 2016  
**Date:** \_\_\_\_\_

**Subject:** Parks Update

**Contact**                      Russ Wright                      **Budget**      none  
**Person/Department:**      Community Development Director                      **Impact:** \_\_\_\_\_

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

The purpose of tonight’s meeting is to review park facilities and current park projects.

**DISCUSSION:**

The city updated its Parks Plan in 2013 adopting new goals, levels of service, a needs assessment and capital project list based on community outreach, survey results and City Council direction. The city continues to address park needs on as available basis and as funds are available. The discussion will provide an overview of parks in Lake Stevens, current levels of service and park projects.

Highlights

- The city has approximately 146 acres of public parks, 10 acres devoted to special uses, within city limits, and 122 acres of open space
- Facilities include city and county facilities (mini-parks, neighborhood parks and community parks), special use parks, trails and open space (undeveloped property and Native Growth Protection Areas).
- The Lake Stevens School District facilities compliment the city inventory with athletic facilities and playgrounds throughout the city. In addition to public facilities, there are approximately 168 acres of private open space or other recreational properties within or near the city.

Levels of Service

- Mini-parks – encourage 1 park w/in ½ mile radius of all residential areas
- Neighborhood parks LOS – 1 park w/in 1 mile radius of all residential areas
- Community parks LOS – 1 park w/in 2.5 miles radius of all residential areas
- Trails LOS – 1 trail w/in 1 mile of residential areas

Projects

**Active**

Frontier Height acquisition & improvements  
Lundeen Park improvements  
Hartford Trailhead acquisition & improvements  
Beautification Program

**Budgeted**

Cavelero Community Park improvements  
Eagle Ridge improvements  
Boat Launch improvements

**Future Park Projects &Actions**

North Cove Master Plan	Parks Coordinator
Downtown Open Space Master Plan	Develop an Adopt-A-City Program



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda** June 14, 2016  
**Date:** \_\_\_\_\_

**Subject:** Annexation Update

**Contact**                      Russ Wright                      **Budget**      none  
**Person/Department:**      Community Development Director                      **Impact:** \_\_\_\_\_

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

The purpose of tonight’s meeting is to review park facilities and current park projects.

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**DISCUSSION:**

Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,192 acres (3.4 square miles) including the lake. Most of the remaining unincorporated area is zoned for residential use (approximately 1,175 acres) with a smaller amount (nearly 86 acres) zoned for industrial and commercial uses. City Council has discussed a renewed interest in evaluating annexation of some of these areas.

There are several mechanisms available under Washington State law to annex properties into city limits that are suitable to different situations. In all cases, the City Council must accept or initiate the request and the Boundary Review Board must approve the boundaries of the territory proposed for annexation. A list and description of the primary methods follows:

1. **Election Method, Initiated By 10% Petition** – an annexation election of unincorporated territory initiated by a petition signed by 10 percent of voters living in the area to be annexed, who voted in the last election. City Council accepts the petition by passing a resolution. Next the petition is filed with County to start election process.
2. **Election Method, Initiated by Resolution** – an annexation election of unincorporated territory initiated by the City Council enacting a resolution.
3. **Sixty Percent Petition Annexation Method** – petition annexation initiated by written notice of owners representing at least 60 percent of the property value territory proposed for annexation, to the City Council, of its intention to commence annexation proceedings.
4. **Alternative Petition Annexation Method** – petition annexation initiated by written notice of 10 percent or more of the residents of the area to be annexed, or by owners of not less than 10 percent of the acreage of this area, to the City Council, of its intention to commence annexation proceedings.
5. **Annexation for Municipal Purposes** – annexation of territory outside the city limits for municipal purposes, regardless of whether the territory is contiguous to the annexing city. The property to be annexed must be owned by the city or all of the owners of the property must give their written consent to the annexation. The annexation requires enactment of an ordinance by majority vote of the city council.
6. **Annexation of Unincorporated Islands** – abbreviated procedure to annex unincorporated islands or pockets of property containing less than 175 acres or any sized residential area having at least 80 percent of its boundaries contiguous to a city planning under the Growth Management Act (GMA) initiated by resolution of the legislative body and subject to a public hearing.

7. **Alternative Unincorporated Island-Interlocal Method of Annexation (ILA)** – abbreviated procedure to annex unincorporated islands having at least 60 percent of its boundaries contiguous to a city planning subject to “buildable lands” review initiated by resolution of the legislative body. This method requires joint or separate hearings by the county and city and execution on an ILA.

Some of the issues to be considered as part of annexation study include evaluation of statistical data, preparation of maps, analysis of existing public services (e.g., police, fire, water service, sewer, garbage disposal, street maintenance, street lighting, stormwater, planning, building inspection, parks and recreation and library services), urban service needs, special purpose districts, cost of service and revenue estimate.

Attached is a draft annexation schedule that includes areas, method of annexation and potential timing for council’s discussion. Timing depends on community sponsors for petitions or if the city initiates through interlocal or annexation. If council approves, staff can bring back a formal resolution updating the city’s annexation plan and begin initiating annexations. The attached map(s) show remaining unincorporated areas in the Lake Stevens UGA and areas in the northeastern part of the city that may be considered for annexation.

Annexation ID	Annexation Areas	Acres	Methods	Timing
Northern				
Area 1	Northeastern Industrial	App. 16	Election Petition	Initiate Winter 2016
Area 2	Machias Industrial	App. 60	Election Petition	Initiate Fall 2016
Area 3	Pilchuck / Bonneville	App. 70	Election Petition Bonneville - Municipal	Initiate Summer 2016
Area 4	131 <sup>st</sup> Ave NE	App. 36	Election Petition Interlocal Annexation	Initiate Summer 2016
Southern				
Area 5	East Lake	App. 400 acres	Election Petition	Initiate Fall 2017
Area 6	South Lake Stevens Road	App. 300 acres	Election Petition	Initiate Summer 2017
Area 7	20 <sup>th</sup> Street SE	App. 300 acres	Election Petition	Initiate Spring 2017
West				
Area 8	West Lake Stevens	App. 5 acres	Election Petition	2018



January 2016



# Potential Annexation Areas



City of Lake Stevens

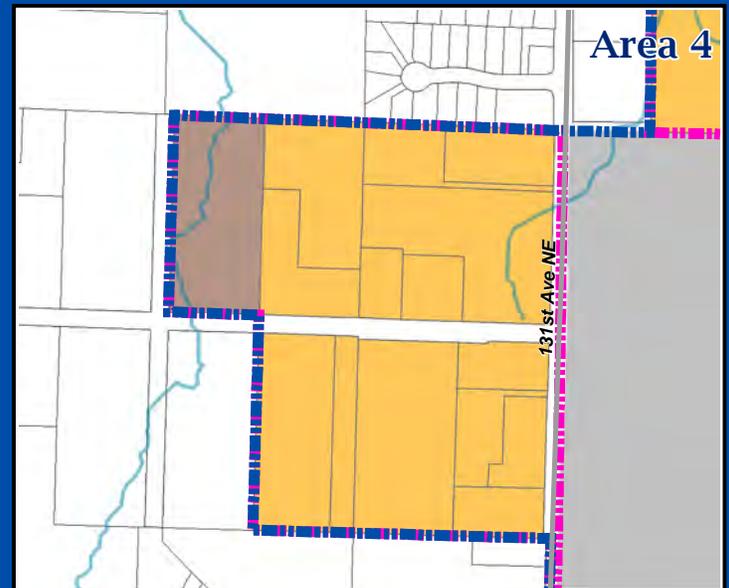
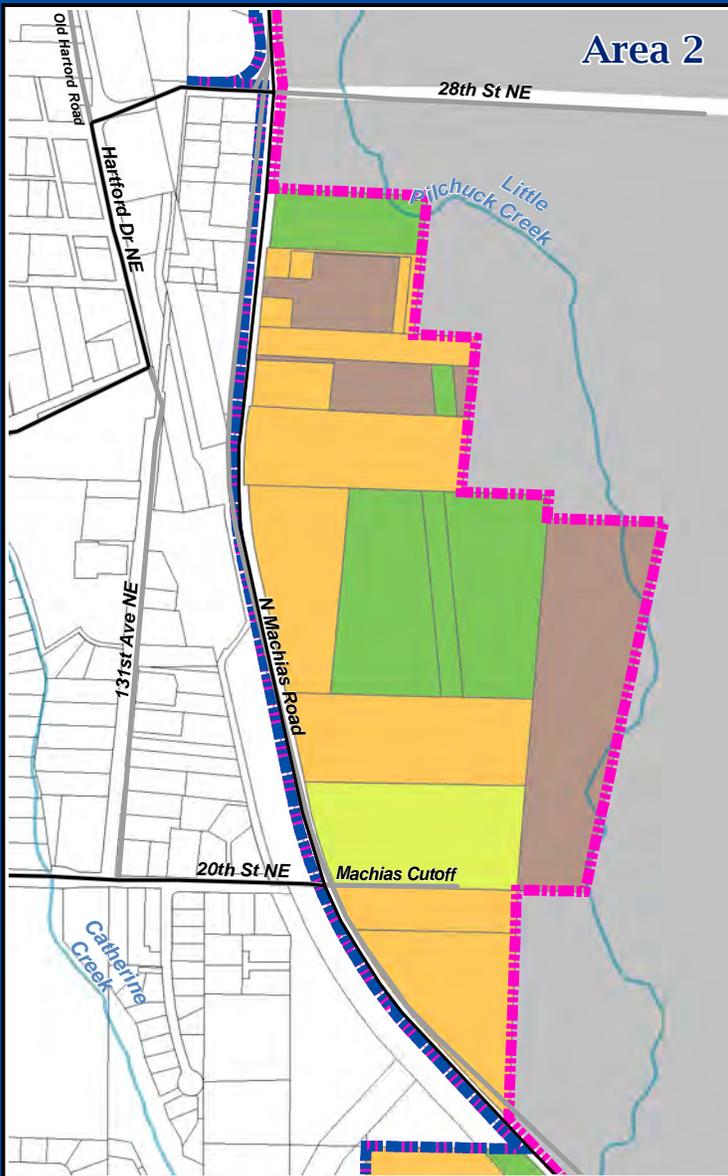
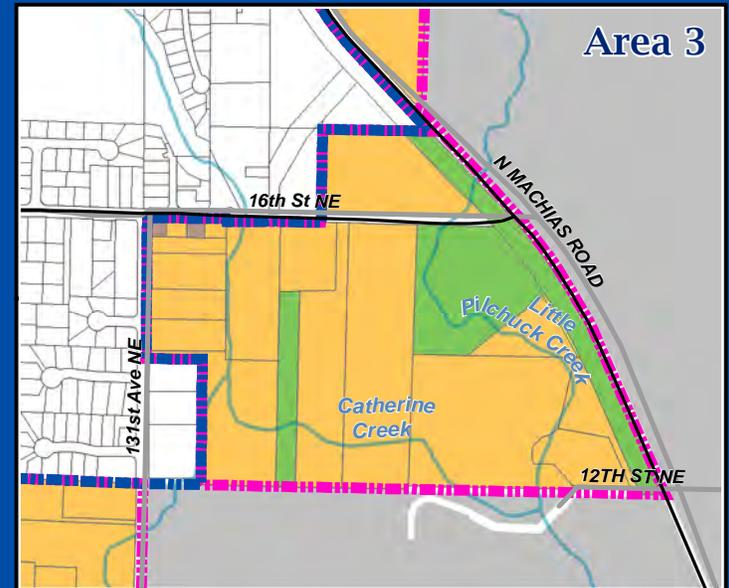
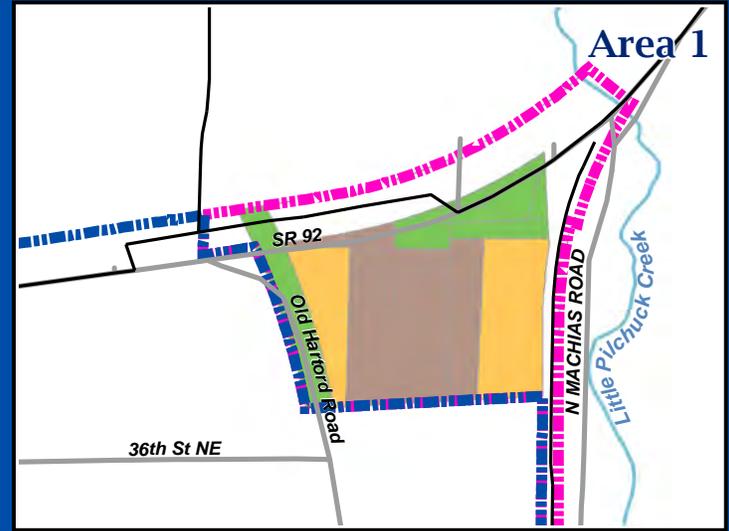
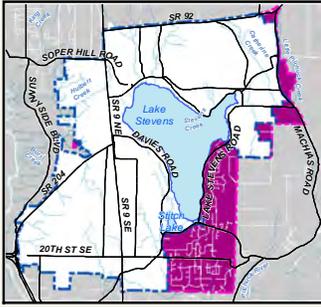


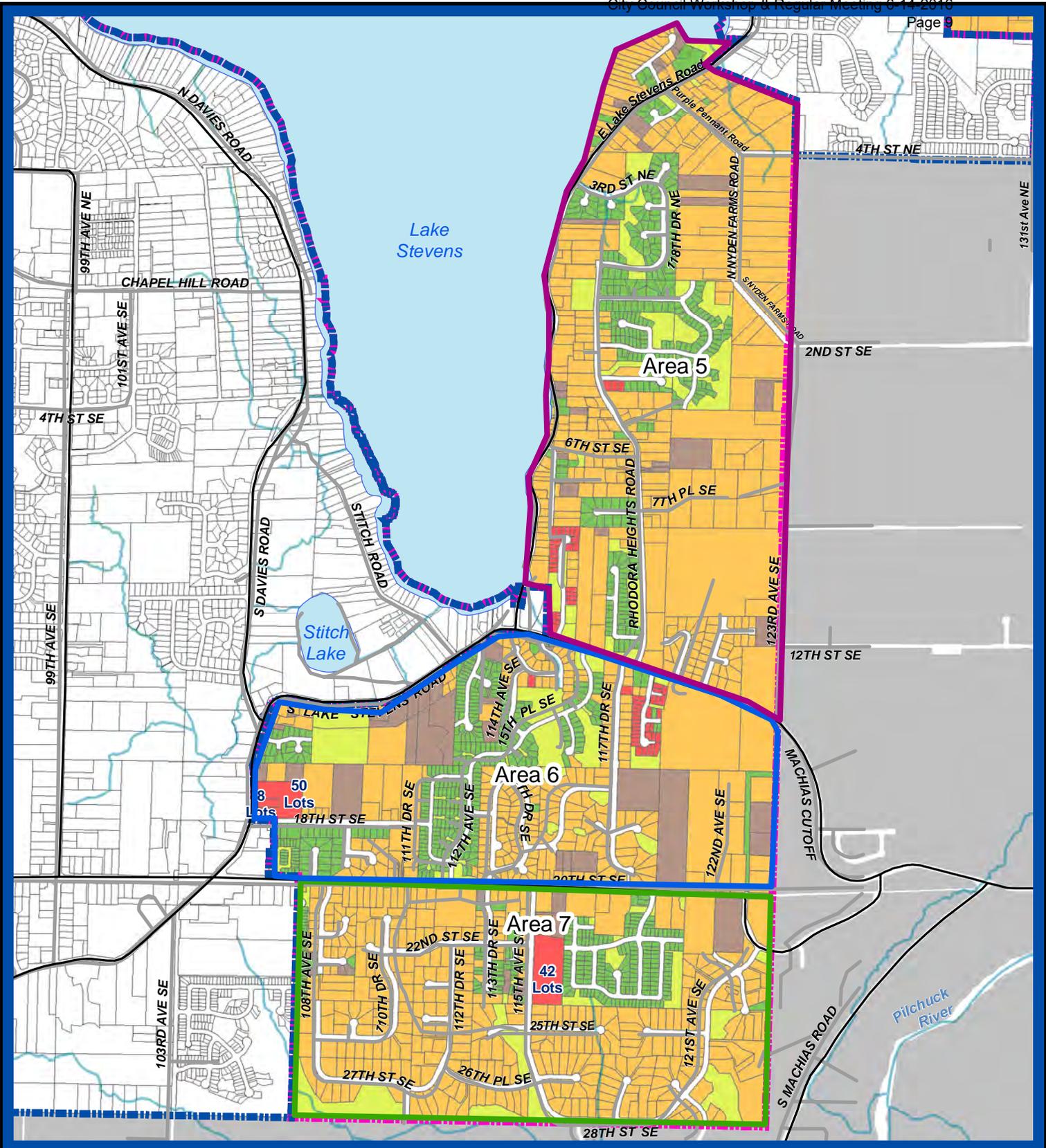
Unincorporated UGA

## Land Status

-  No Change or Replacement
-  Open Space
-  Partially-Used or Redevelopable
-  Pending
-  Vacant

Not to Scale





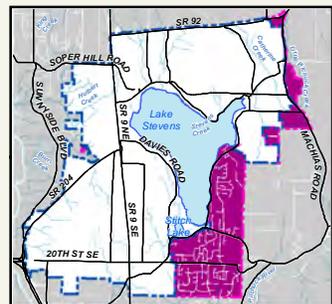
# Potential Annexation Areas

January 2016

- |   |  |   |
|---|--|---|
|  City of Lake Stevens | <b>Land Status</b>   |  Partially-Used or Redevelopable |
|  Unincorporated UGA   |  No Change or Replacement |  Pending                         |
|   |  Open Space               |  Vacant                          |



Not to Scale





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CITY DEPARTMENT REPORT  
JUNE 14, 2016 CITY COUNCIL MEETING

**Planning and Community Development:**

**Building/Current Planning**

- Building Permits
  - Last 30 days 102
  - Year-to-date 492
- Business Licenses
  - Last 30 days 23
  - Year-to-date 85
- Special Events
  - Last 30 days 6
  - Year-to-date 15
- Land Use
  - Last 30 days 11
  - Year-to-date 84
- Inspections
  - Last 30 days 476
  - Year-to-date 2245
- Code Enforcement
  - Last 30 days 17
  - Year-to-date 54
  - Closed since March 12

**Long Range/ Parks**

- Beautification Plan Presented to Park Board/Design Review Board and Art Commission
- Drafts of Impact Fee Deferral, Land Disturbance, Critical Areas Code Update, FEMA updates drafted and/or sent for agency review
- Comprehensive Plan update presented to Planning Commission
- Staff is working on final edits of Traffic Incentive and Business License Regulations

**Economic Development**

- Ongoing recruitment activity,
- Met with bike and paddle board concessionaires
- Finalizing grand opening / ribbon cutting of VIC on July 11

**Police Department**

- Recruit Officer Schedler passed the Physical Agility Test and starts the Academy June 21st
- Lateral Officer Philip Bassett was given an offer of employment and is starting June 16th
- A conditional offer has been given for one The Records Clerk Position

- Body Cameras (2) have arrived and are in operation
- Working on a potential COPS grant for two officers
- Community Meeting June 16th at Cavelero Middle School at 6:30 PM
- Summer Marine Patrol has started
- SRO Barnes is going to Detectives next week
- Officer Irwin was selected as the replacement SRO starting this fall

**Human Resources Department**

- HR has completed a background investigation on Receptionist/Cashier Candidate Kira Hiester. We are in the process of setting a start date.
- Another round of Entry Level and Lateral Police Oral Boards will be conducted June 15 and 16.
- Lateral Police Officer Candidate Phillip Bassett will be starting on June 16<sup>th</sup>.
- Police Records Clerk Katie Rivers resigned on June 3<sup>rd</sup> to stay home with her new baby. The Police Department has started another background investigation on another Records Clerk candidate.

**BLANKET VOUCHER APPROVAL  
 2016**

Payroll Direct Deposits	<b>6/1/2016</b>	<b>\$147,130.17</b>
Payroll Checks	<b>40488-40489</b>	<b>\$3,284.49</b>
Tax Deposit(s)	<b>6/1/2016</b>	<b>\$58,008.39</b>
Electronic Funds Transfers	<b>ACH</b>	<b>\$170,535.85</b>
Claims	<b>40486-40487, 40490-40614</b>	<b>\$1,596,436.20</b>
Void Checks		
<b>Total Vouchers Approved:</b>		<b>\$1,975,395.10</b>

**This 14th day of June 2016:**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_  
 Finance Director/Auditing Officer

\_\_\_\_\_  
 Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

\_\_\_\_\_  
 Councilmember



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## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Ace Hardware	40491							<b>Check Total</b>	<b>\$497.24</b>
		6/9/2016	50594	101-016-544-90-31-02	ST-Operating Cost	Pvc pipe/pvc cement/cap	\$17.13		
				410-016-531-10-31-02	SW-Operating Costs	Pvc pipe/pvc cement/cap	\$17.13		
			50631	001-010-576-80-31-00	PK-Operating Costs	Auger and Drain opener	\$12.50		
			50659	001-013-594-18-60-01	GG - Lundeen House Capital	Electrical box/plug/plug plate	\$37.49		
			50661	001-008-521-20-31-01	LE-Operating Costs	Vacuum break for faucet	\$28.30		
			50700	001-010-576-80-31-00	PK-Operating Costs	Trimmer line/oil/fasteners	\$36.80		
				410-016-531-10-31-02	SW-Operating Costs	Trimmer line/oil/fasteners	\$36.79		
			50702	101-016-544-90-31-02	ST-Operating Cost	Pin Punch	\$7.61		
			50729	101-016-544-90-31-02	ST-Operating Cost	Drill bit #4 unibit	\$43.55		
			50776	001-010-576-80-31-00	PK-Operating Costs	Bolts/cable/rope for bouys	\$135.94		
			50785	001-010-576-80-31-00	PK-Operating Costs	Edger blades/Keys	\$28.26		
			50789	101-016-544-90-31-02	ST-Operating Cost	Tarp/rope	\$13.05		
				410-016-531-10-31-02	SW-Operating Costs	Tarp/rope	\$13.06		
	50808		410-016-531-10-31-02	SW-Operating Costs	Machete	\$29.39			
	50868	101-016-544-90-31-02	ST-Operating Cost	By Pass Pruner	\$15.24				
		410-016-531-10-31-02	SW-Operating Costs	By Pass Pruner	\$15.23				
	50875	410-016-531-50-31-15	DOE EG160393-4 Capacity	Clamp	\$9.77				
	40492							<b>Check Total</b>	<b>\$388.82</b>
		6/9/2016	50211	101-016-544-90-31-02	ST-Operating Cost	Knee pads/rubber mallet	\$69.67		
				410-016-531-10-31-02	SW-Operating Costs	Knee pads/rubber mallet	\$69.66		
			50597	001-010-576-80-31-00	PK-Operating Costs	Auger	\$28.30		
			50637	001-010-576-80-31-00	PK-Operating Costs	Drill bits/nipple/coupler	\$61.47		
			50700	101-016-544-90-31-02	ST-Operating Cost	Trimmer line/oil/fasteners	\$36.79		
			50826	001-013-594-18-60-01	GG - Lundeen House Capital	Kitchen supplies for VIC	\$92.47		
			50839	001-008-521-20-31-01	LE-Operating Costs	Carwash brush/turtle wax	\$30.46		
						<b>Check Total</b>	<b>\$651.70</b>		
Advantage Building Services	40493	6/9/2016	2363	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$28.75		
				001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$28.75		
				001-008-521-20-41-00	LE-Professional Services	Janitorial Services	\$300.00		
				001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$19.16		
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$115.00		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advantage Building Services	40493	6/9/2016	2363	001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$156.00
				101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$19.17
				410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$19.17
				621-000-386-00-00-02	Retainage - Other PW Project	Retainage-Advantage svcs	(\$34.30)
AFLAC	0					<b>Check Total</b>	<b>\$1,307.80</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,307.80
Alexander Printing	40494					<b>Check Total</b>	<b>\$62.79</b>
		6/9/2016	47111	001-007-558-50-31-00	PL-Office Supplies	Business cards-Fenrich/Meis	\$62.79
Alliance 2020	40495					<b>Check Total</b>	<b>\$21.00</b>
		6/9/2016	548424	001-008-521-20-41-00	LE-Professional Services	Preemployment Background check	\$21.00
Jennifer Anderson	40496					<b>Check Total</b>	<b>\$56.99</b>
		6/9/2016	6/1/16 req	001-008-521-20-43-00	LE-Travel & Meetings	Meal & pkg for training- J Anderson	\$22.14
			6/6/16 req	001-008-521-30-31-00	LE-Crime Prevention Op Costs	Supplies for Health & Safety Fair	\$34.85
Assoc of Washington Cities	40497					<b>Check Total</b>	<b>\$1,350.00</b>
		6/9/2016	43722	001-001-513-10-49-01	Executive - Prof. Development	AWC 2016 Annual Conference-Spencer	\$450.00
			43723	001-002-513-11-49-00	AD-Staff Development	AWC 2016 Annual Conference-Swenson	\$450.00
			43725	001-001-511-60-49-01	Legislative - Prof. Developmen	AWC 2016 Annual Conference-Daughtry	\$450.00
Assoc of Washington Cities EFT	0					<b>Check Total</b>	<b>\$92,838.05</b>
		6/9/2016	6/1/16	001-000-283-00-00-00	Payroll Liability Medical	Insurance premiums	\$91,666.10
				001-008-521-20-20-00	LE-Benefits	Insurance premiums	\$1,172.08
				001-013-518-30-20-00	GG-Benefits	Insurance premiums	(\$0.13)
Awards of Praise	40498					<b>Check Total</b>	<b>\$91.73</b>
		6/9/2016	10633	001-008-521-20-31-01	LE-Operating Costs	Plaque - Lambier	\$91.73
Bark Time Blower Truck Service Inc	40499					<b>Check Total</b>	<b>\$3,992.14</b>
		6/9/2016	15146	101-016-542-70-31-00	ST-Roadside - Supply	Top Soil - Lundeen Pkwy	\$3,992.14
James Barnes	40500					<b>Check Total</b>	<b>\$35.00</b>
		6/9/2016	6/3/16 req	001-008-521-20-43-00	LE-Travel & Meetings	Parking/meal-Chidl Abuse Training-Barnes	\$35.00
Bills Blueprint	40501					<b>Check Total</b>	<b>\$43.44</b>
		6/9/2016	523855	001-000-341-81-00-01	Duplicating Srv - PRR	Copies for Public Records request	\$21.72
			526744	001-000-341-81-00-01	Duplicating Srv - PRR	Copies for Public Records request	\$21.72



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Bitco Software LLC	40502							<b>Check Total</b>	<b>\$5,430.00</b>
		6/9/2016	681	001-007-558-50-41-02	PL-Software Maint.	Annual maintenance PermitTrax	\$5,430.00		
Blades Group LLC	40503							<b>Check Total</b>	<b>\$805.38</b>
		6/9/2016	16700305	101-016-544-90-31-02	ST-Operating Cost	Asphalt Repair	\$805.38		
Bostec Inc	40504							<b>Check Total</b>	<b>\$211.27</b>
		6/9/2016	33340	001-008-521-20-31-01	LE-Operating Costs	Breath Alcohol testing supplies	\$211.27		
Darryn Burich	40505							<b>Check Total</b>	<b>\$968.31</b>
		6/9/2016	5/20/16 req	001-007-558-50-43-00	PL-Travel & Mtgs	Travel expense reimbursement	\$968.31		
Carquest Auto Parts Store	40506							<b>Check Total</b>	<b>\$249.77</b>
		6/9/2016	2421-240055	101-016-544-90-31-02	ST-Operating Cost	Oil and filters	\$35.04		
				410-016-531-10-31-02	SW-Operating Costs	Oil and filters	\$35.04		
		2421-240250	001-010-576-80-31-00	PK-Operating Costs	Tail light/Red tacky grease	\$36.56			
			101-016-544-90-31-02	ST-Operating Cost	Tail light/Red tacky grease	\$36.55			
		2421-240521	410-016-531-10-31-02	SW-Operating Costs	Tail light/Red tacky grease	\$36.55			
			101-016-544-90-31-02	ST-Operating Cost	Wire Flat connector/fuses PT37	\$14.03			
		2421-240665	410-016-531-10-31-02	SW-Operating Costs	Wire Flat connector/fuses PT37	\$14.02			
			101-016-544-90-31-02	ST-Operating Cost	Oil Filter	\$4.18			
		2421-241248	410-016-531-10-31-02	SW-Operating Costs	Oil Filter	\$4.18			
101-016-544-90-31-02	ST-Operating Cost		Oil filter/repair manual	\$16.81					
410-016-531-10-31-02	SW-Operating Costs	Oil filter/repair manual	\$16.81						
Cemex	40507							<b>Check Total</b>	<b>\$8,785.46</b>
		6/9/2016	9433312586	101-016-542-67-41-00	ST-Street Cleaning	Street sweepings haul	\$3,310.27		
				410-016-531-10-41-03	SW-Street Cleaning	Street sweepings haul	\$3,310.26		
		9433321089	101-016-542-67-41-00	ST-Street Cleaning	Truck to haul street sweepings	\$860.62			
			410-016-531-10-41-03	SW-Street Cleaning	Truck to haul street sweepings	\$860.63			
		9433386275	410-016-531-10-31-02	SW-Operating Costs	Cold Mix Asphalt	\$443.68			
CHS Engineers LLC	40486							<b>Check Total</b>	<b>\$7,600.54</b>
		5/26/2016	371509-1604	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0015 Westview Ridge Lots	\$297.76		
			371603-1603	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0032 Smoots BLA	\$1,145.46		
			371604-1603	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0037 Cronin	\$891.86		
			371605-1603	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0034 Autumn Crest Plat	\$1,788.70		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
CHS Engineers LLC	40486	5/26/2016	371605-1603	101-016-542-30-41-02	ST-Professional Service	LUA2016-0034 Autumn Crest Plat	\$2,594.06	
			371606-1603	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0020 Maple Rock II Plat Mods	\$882.70	
City of Bellevue	40508	<b>Check Total</b>						<b>\$3,000.00</b>
		6/9/2016	30956	001-005-518-10-41-00	HR-Professional Services	eCityGov Annual Membership-2016 Prorated	\$3,000.00	
City of Everett	40509	<b>Check Total</b>						<b>\$1,720.00</b>
		6/9/2016	I16001076	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal shelter services - April 2016	\$1,480.00	
			I16001107	410-016-531-10-41-01	SW-Professional Services	Lab analysis-Fecal Coliform	\$240.00	
City of Marysville	40510	<b>Check Total</b>						<b>\$9,414.37</b>
		6/9/2016	16-007	001-013-512-50-41-00	GG-Municipal Court Fees	Municipal Court fees for April 2016	\$7,695.10	
			POLIN11-0653	001-008-523-60-51-00	LE-Jail	Prisoner Medical April 2016	\$100.00	
			POLIN11-0655	001-008-523-60-51-00	LE-Jail	Prisoner Housing SCORE April 2016	\$682.50	
			POLIN11-0656	001-008-523-60-51-00	LE-Jail	Prisoner Medical May 2016	\$936.77	
City of Milton	40511	<b>Check Total</b>						<b>\$510.00</b>
		6/9/2016	764	001-008-521-40-49-01	LE-Staff Development	Police Bike Training - Summers	\$510.00	
City of Mountlake Terrace	40512	<b>Check Total</b>						<b>\$2,569.00</b>
		6/9/2016	3026	001-007-558-50-41-00	PL-Professional Servic	Alliance for Housing Affordability assessment 2016-2017	\$2,569.00	
Code Publishing Co	40513	<b>Check Total</b>						<b>\$591.16</b>
		6/9/2016	53229	001-003-514-20-41-00	CC-Professional Services	Municipal Code Publishing - Ords 958, 960-962	\$591.16	
Comcast	40514	<b>Check Total</b>						<b>\$86.52</b>
		6/9/2016	5/16 0810218	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Dr	\$86.52	
	40515	<b>Check Total</b>						<b>\$136.18</b>
		6/9/2016	5/16 0991976	001-013-518-20-42-00	GG-Communication	Internet services - VIC	\$136.18	
	40516	<b>Check Total</b>						<b>\$76.18</b>
		6/9/2016	5/16 0808840	001-010-576-80-42-00	PK-Communication	Internet services - City Shop	\$25.40	
				101-016-543-30-42-00	ST-Communications	Internet services - City Shop	\$25.39	
	410-016-531-10-42-00			SW-Communications	Internet services - City Shop	\$25.39		
	40517	<b>Check Total</b>						<b>\$106.18</b>
		6/9/2016	5/16 0692756	001-008-521-20-42-00	LE-Communication	Internet services - Market Place	\$106.18	
40518	<b>Check Total</b>						<b>\$151.32</b>	
	6/9/2016	5/16 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Control Modem	\$151.32		



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Comdata Corporation	40487							<b>Check Total</b>	<b>\$307.08</b>
		5/26/2016	XU905	001-008-521-20-32-00	LE-Fuel	Fuel		\$307.08	
	40519							<b>Check Total</b>	<b>\$550.82</b>
		6/9/2016	20251842	001-008-521-20-32-00	LE-Fuel	Fuel		\$178.10	
			001-008-521-21-32-00	LE-Boating-Fuel	Fuel		\$372.72		
Crystal and Sierra Springs	40520							<b>Check Total</b>	<b>\$403.84</b>
		6/9/2016	5249844060116	001-007-558-50-31-01	PL-Operating Costs	Bottled water		\$17.31	
				001-007-559-30-31-01	PB-Operating Cost	Bottled water		\$17.31	
				001-013-518-20-31-00	GG-Operating	Bottled water		\$79.21	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water		\$145.01	
				410-016-531-10-31-02	SW-Operating Costs	Bottled water		\$145.00	
D R Horton	40521							<b>Check Total</b>	<b>\$4,345.05</b>
		6/9/2016	BLD2015-0477	301-000-345-85-10-03	Traffic Mitigation - TIZ 3	Refund of park mitigation & traffic impact BLD2015-0477		\$1,982.05	
				301-000-345-86-10-01	Park Mitigation - SEPA	Refund of park mitigation & traffic impact BLD2015-0477		\$2,363.00	
DAH Corporation	40522							<b>Check Total</b>	<b>\$112.50</b>
		6/9/2016	CW191317	001-006-518-80-41-00	IT-Professional Services	Information Systems analysis		\$112.50	
Daily Journal of Commerce	40523							<b>Check Total</b>	<b>\$57.20</b>
		6/9/2016	3313818	101-016-542-30-41-01	ST-Advertising	BC:Safe Routes Sidewalk		\$57.20	
Databar Inc	40524							<b>Check Total</b>	<b>\$480.65</b>
		6/9/2016	221988	001-003-514-20-31-00	CC-Office Supply	Treasurer Receipt Books		\$48.06	
				001-008-521-20-31-00	LE-Office Supplies	Treasurer Receipt Books		\$432.59	
Day Wireless Systems	40525							<b>Check Total</b>	<b>\$124.34</b>
		6/9/2016	411269	001-008-521-20-31-01	LE-Operating Costs	Battery		\$124.34	
Dell Marketing LP	40526							<b>Check Total</b>	<b>\$1,131.40</b>
		6/9/2016	XJX7C8453	510-006-518-80-31-00	Purchase Computer Equipment	OptiPlex 7440 - Replacement computer - A Wells		\$1,131.40	
Dept of Commerce	40527							<b>Check Total</b>	<b>\$1,173,048.92</b>
		6/9/2016	PWTF-181162	401-070-591-35-71-02	PWTF 2006 - Principal	PWTF Loan #PW-06-962-020		\$409,539.47	
				401-070-592-35-83-02	PWTF 2006 - Interest	PWTF Loan #PW-06-962-020		\$22,524.67	
		PWTF-208277	401-070-591-35-71-03	PWTF 2008 - Principal	PWTF Loan #PC08-951-023		\$553,179.83		
			401-070-592-35-83-03	PWTF 2008 - Interest	PWTF Loan #PC08-951-023		\$35,956.69		
		PWTF-81239	401-070-591-35-71-00	PWTF 2002 - Principal	PWTF Loan #PW-02-691-029		\$85,691.17		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Dept of Commerce	40527	6/9/2016	PWTF-81239	401-070-592-35-83-00	PWTF 2002 - Interest	PWTF Loan #PW-02-691-029	\$2,999.19	
			PWTF-98978	401-070-591-35-71-01	PWTF 2005 - Principal	PWTF Loan #PW-05-691-PRE-137	\$52,631.58	
				401-070-592-35-83-01	PWTF 2005 - Interest	PWTF Loan #PW-05-691-PRE-137	\$10,526.32	
<b>Dept of Retirement (Deferred Comp)</b>	<b>0</b>						<b>Check Total</b>	<b>\$2,390.00</b>
		6/9/2016	06/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,390.00	
<b>Dept of Retirement PERS LEOFF</b>	<b>0</b>						<b>Check Total</b>	<b>\$65,508.09</b>
		6/9/2016	06/01/16	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$65,508.09	
<b>Dicks Towing</b>	<b>40528</b>						<b>Check Total</b>	<b>\$606.06</b>
		6/9/2016	153452	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing case 2016-8018	\$125.58	
			154197	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing case 2016-8456	\$125.58	
			158236	001-008-521-20-31-01	LE-Operating Costs	Tow PT29 to the City Shop	\$114.66	
			162971	001-008-521-20-31-01	LE-Operating Costs	Towing PT58 from County shop to Body shop	\$114.66	
			163267	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing - case 2016-9748	\$125.58	
<b>Jeannie HT Dines</b>	<b>40529</b>						<b>Check Total</b>	<b>\$155.10</b>
		6/9/2016	16-3656	001-008-521-20-31-01	LE-Operating Costs	Smart Case No 16-01	\$155.10	
<b>Discount Fence</b>	<b>40530</b>						<b>Check Total</b>	<b>\$10,490.34</b>
		6/9/2016	1138	410-016-594-31-63-00	SW-Storm Drainage - Cap Proj	Fence replacement - Mandolin Ct Pond	\$10,432.62	
				621-000-386-00-00-02	Retainage - Other PW Project	Fence replacement - Mandolin Ct Pond	(\$521.63)	
			1144	410-016-594-31-63-00	SW-Storm Drainage - Cap Proj	Fence gate replacement - Mandolin Ct Pond	\$609.84	
				621-000-386-00-00-02	Retainage - Other PW Project	Fence gate replacement - Mandolin Ct Pond	(\$30.49)	
<b>DTSGIS Data Transfer Solutions LLC</b>	<b>40531</b>						<b>Check Total</b>	<b>\$6,400.00</b>
		6/9/2016	4726	001-007-558-50-41-00	PL-Professional Servic	VUEWorks Maintenance & Hosting 8/16-7/17	\$640.00	
				101-016-543-30-41-02	ST-Software Maint & Support	VUEWorks Maintenance & Hosting 8/16-7/17	\$3,200.00	
				410-016-531-10-41-04	SW-Software Maint & Support	VUEWorks Maintenance & Hosting 8/16-7/17	\$2,560.00	
<b>Steven Edin</b>	<b>40532</b>						<b>Check Total</b>	<b>\$129.82</b>
		6/9/2016	5/23/16 req	001-005-517-90-41-00	HR-Wellness Program	Gift Cards for Wellness event	\$129.82	
<b>Electronic Federal Tax Pmt System EFTPS</b>	<b>0</b>						<b>Check Total</b>	<b>\$58,008.39</b>
		6/9/2016	06/01/16	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$58,008.39	
<b>Electronic Business Machines</b>	<b>40533</b>						<b>Check Total</b>	<b>\$753.33</b>
		6/9/2016	AR40087	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier repair & maintenance	\$325.49	
			AR40403	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance	\$66.27	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
<b>Electronic Business Machines</b>	<b>40533</b>	6/9/2016	AR40403	001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maintenance	\$66.25
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & maintenance	\$66.27
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & maintenance	\$66.27
			AR40699	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier repair & maintenance	\$162.78
<b>Everett Safe and Lock</b>	<b>40534</b>	<b>Check Total</b>					<b>\$317.91</b>
	6/9/2016	49085	001-013-594-18-60-01	GG - Lundeen House Capital	Duplicate keys VIC	\$317.91	
<b>Everett Stamp Works</b>	<b>40535</b>	<b>Check Total</b>					<b>\$138.34</b>
	6/9/2016	18676	001-007-558-50-31-00	PL-Office Supplies	Nameplate - Fenrich	\$14.10	
		18717	001-007-558-50-31-01	PL-Operating Costs	Nameplate - Wright	\$22.76	
		18759	001-008-521-20-31-01	LE-Operating Costs	Endorsement stamps	\$76.11	
			001-013-518-20-31-00	GG-Operating	Endorsement stamps	\$25.37	
<b>Feldman and Lee</b>	<b>40536</b>	<b>Check Total</b>					<b>\$9,000.00</b>
	6/9/2016	May 2016	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services - May 2016	\$9,000.00	
<b>Frontier</b>	<b>40537</b>	<b>Check Total</b>					<b>\$79.70</b>
	6/9/2016	5/16 4253340835	001-013-518-20-42-00	GG-Communication	Fax phone line	\$26.57	
			101-016-543-30-42-00	ST-Communications	Fax phone line	\$26.56	
			410-016-531-10-42-00	SW-Communications	Fax phone line	\$26.57	
	<b>40538</b>	<b>Check Total</b>					<b>\$57.74</b>
	6/9/2016	5/16 4253979674	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Control Modem 20th & 83rd	\$57.74	
<b>Glens Rental Sales and Service</b>	<b>40539</b>	<b>Check Total</b>					<b>\$614.20</b>
	6/9/2016	S8721	101-016-544-90-31-02	ST-Operating Cost	Air compressor rental with Hammer/Hose/Bit	\$307.10	
			410-016-531-10-31-02	SW-Operating Costs	Air compressor rental with Hammer/Hose/Bit	\$307.10	
<b>Grainger</b>	<b>40540</b>	<b>Check Total</b>					<b>\$655.27</b>
	6/9/2016	9102807618	101-016-544-90-31-02	ST-Operating Cost	All Purpose Cleaner	\$21.63	
			410-016-531-10-31-02	SW-Operating Costs	All Purpose Cleaner	\$21.63	
		9112666285	001-013-594-18-60-01	GG - Lundeen House Capital	Fire extinguisher signs for VIC	\$44.92	
		9118449652	001-010-576-80-31-00	PK-Operating Costs	Loppers	\$62.58	
			101-016-544-90-31-02	ST-Operating Cost	Loppers	\$62.57	
			410-016-531-10-31-02	SW-Operating Costs	Loppers	\$62.57	
		9119272863	001-010-576-80-31-00	PK-Operating Costs	Machetes	\$38.05	
			101-016-544-90-31-02	ST-Operating Cost	Machetes	\$38.04	



### Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Grainger	40540	6/9/2016	9119272863	410-016-531-10-31-02	SW-Operating Costs	Machetes	\$38.04
			9123158207	001-012-575-50-31-00	CS-Community Center-Ops	Toilet repair parts for Community Center	\$23.78
			9125927286	001-013-594-18-60-01	GG - Lundeen House Capital	Grab Bar at VIC	\$35.69
			9125930140	001-010-576-80-31-00	PK-Operating Costs	Sunscreen	\$30.89
				101-016-544-90-31-02	ST-Operating Cost	Sunscreen	\$30.90
				410-016-531-10-31-02	SW-Operating Costs	Sunscreen	\$30.90
			9126088716	001-013-594-18-60-01	GG - Lundeen House Capital	Grab Bar at VIC	\$41.47
			9126088724	001-013-594-18-60-01	GG - Lundeen House Capital	Grab Bar/hand sanitizer at VIC	\$64.88
			9129246030	001-010-576-80-31-00	PK-Operating Costs	Staples	\$2.24
				101-016-544-90-31-02	ST-Operating Cost	Staples	\$2.24
410-016-531-10-31-02	SW-Operating Costs	Staples		\$2.25			
<b>Check Total</b>							<b>\$2,668.29</b>
Granite Construction Supply	40541	6/9/2016	262_00063025	101-016-542-64-31-00	ST-Traffic Control - Supply	30x30 Aluminum Sign	\$65.34
			262_00063223	001-013-594-18-60-01	GG - Lundeen House Capital	VIC info signs	\$1,067.22
			262_00063224	001-010-576-80-31-01	PK-Ops-Clothing	Rubber boots/Rain Jackets/bibs/pants	\$61.79
				101-016-542-90-31-01	ST-Clothing	Rubber boots/Rain Jackets/bibs/pants	\$61.79
				410-016-531-10-31-00	SW-Clothing	Rubber boots/Rain Jackets/bibs/pants	\$61.79
			262_00063273	101-016-542-64-31-00	ST-Traffic Control - Supply	Street name sign	\$41.38
			262_00063278	001-010-576-80-31-00	PK-Operating Costs	Adopt a Park signs	\$63.16
			262_00063279	101-016-542-64-31-00	ST-Traffic Control - Supply	Keep Neighborhoods Safe Please Drive Safely signs	\$435.60
			262_00063291	001-010-576-80-31-00	PK-Operating Costs	Beach Rules signs	\$283.14
			262_00063328	001-010-576-80-31-00	PK-Operating Costs	Park Users-Do not park at local businesses signs	\$91.48
262_00063356	101-016-542-64-31-00	ST-Traffic Control - Supply	Keep Neighborhoods Safe Please Drive Safely signs	\$435.60			
<b>Check Total</b>							<b>\$1,565.98</b>
Grating Pacific LLC	40542	6/9/2016	0158505-IN	001-010-594-76-64-00	PK-Capital Outlay	Fibergrate - Fiberglass Grating	\$1,565.98
<b>Check Total</b>							<b>\$600.00</b>
Chris L Griffen	40543	6/9/2016	6Z0514700	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00
			6Z0514701	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00
<b>Check Total</b>							<b>\$1,120.45</b>
HB Jaeger Co LLC	40544	6/9/2016	173119/1	001-013-594-18-60-01	GG - Lundeen House Capital	Bio Swale pipe for VIC	\$376.36
			173120/1	410-016-531-10-31-02	SW-Operating Costs	Storm drain pipe & supplies-26th St NE Storm project	\$744.09



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Heritage Bank	40545						<b>Check Total</b>	<b>\$7,150.20</b>
		6/9/2016	100635410-2016	213-008-592-21-83-00	2015 LTGO Interest Pymt PD	Interest for 2015 LTGO loan	\$7,150.20	
Holiday Inn Express Sumner	40546						<b>Check Total</b>	<b>\$1,531.44</b>
		6/9/2016	9004	001-008-521-20-43-00	LE-Travel & Meetings	Hotel for Summers/Warbis/Wells at Bike Training	\$1,531.44	
Hotel Murano	40547						<b>Check Total</b>	<b>\$731.35</b>
		6/9/2016	20070016744	001-008-521-20-43-00	LE-Travel & Meetings	Hotel/parking-Hingtgen-Tacoma WA	\$731.35	
Industrial Supply Inc	40548						<b>Check Total</b>	<b>\$85.87</b>
		6/9/2016	579298	101-016-544-90-31-02	ST-Operating Cost	Mill Hose Assembly	\$42.94	
				410-016-531-10-31-02	SW-Operating Costs	Mill Hose Assembly	\$42.93	
Dennis Irwin	40549						<b>Check Total</b>	<b>\$278.00</b>
		6/9/2016	6/7/16 req	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for travel to SRO training in Yakima	\$278.00	
J Thayer Company	40550						<b>Check Total</b>	<b>\$2,517.60</b>
		6/9/2016	1022287-0	001-008-521-20-31-01	LE-Operating Costs	Cleaner/forks/spoons/plates	\$108.66	
			1035217-0	001-013-518-20-31-00	GG-Operating	Pen for payment station at Boat Launch	\$18.46	
			1043813-0	001-008-521-20-31-00	LE-Office Supplies	Paper/Flash drive/envelopes/staples/CDs/Toner/memory card	\$788.13	
			1047739-0	001-008-521-20-31-00	LE-Office Supplies	Labels/envelopes/paper pads/Toner/pens	\$630.55	
			1048029-0	001-008-521-20-31-00	LE-Office Supplies	Copyholder	\$28.10	
			1049334-0	001-008-521-20-31-00	LE-Office Supplies	Tape dispenser/sign/wall panel clip/pocket file/tray	\$285.94	
			1049774-0	001-013-594-18-60-01	GG - Lundeen House Capital	Restroom supplies for VIC	\$182.20	
			1051347-0	001-004-514-23-31-00	FI-Office Supplies	Toner	\$136.11	
001-013-518-20-31-00	GG-Operating	Coin envelope/Paper/key tags/mat/tape		\$339.45				
JJ Polygraph Service LLC	40551						<b>Check Total</b>	<b>\$400.00</b>
		6/9/2016	1258	001-008-521-20-41-00	LE-Professional Services	Pre-employment Polygraph-Records Clerk	\$200.00	
			1261	001-008-521-20-41-00	LE-Professional Services	Pre-employment Polygraph-Records Clerk	\$200.00	
Johns Cleaning Service	40552						<b>Check Total</b>	<b>\$64.06</b>
		6/9/2016	1778	001-008-521-20-26-00	LE-Clothing	Uniform cleaning - May 2016	\$64.06	
KPF Consulting Engineers Inc	40553						<b>Check Total</b>	<b>\$400.00</b>
		6/9/2016	50245	309-016-595-61-63-01	Sidewalk Construction	Topographic Survey-North Lakeshore Drive	\$400.00	
Kroesens Uniforms	40554						<b>Check Total</b>	<b>\$194.44</b>
		6/9/2016	31986-2	001-008-521-20-26-00	LE-Clothing	Pants - Schedler	\$175.93	
			33257	001-008-521-20-26-00	LE-Clothing	Belt - Vanderwalker	\$18.51	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$	
Lake Industries LLC	40555							<b>Check Total</b>	<b>\$348.75</b>
		6/9/2016	269458	101-016-544-90-31-02	ST-Operating Cost	Drain rock & Minus Crushed Rock	\$114.37		
				410-016-531-10-31-02	SW-Operating Costs	Drain rock & Minus Crushed Rock	\$114.38		
		31112	101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the Yard	\$40.00			
			410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the Yard	\$40.00			
		31139	101-016-544-90-31-02	ST-Operating Cost	Fill hauled in by the yard	\$20.00			
410-016-531-10-31-02	SW-Operating Costs		Fill hauled in by the yard	\$20.00					
Lake Stevens Police Guild	40556							<b>Check Total</b>	<b>\$918.50</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$918.50		
Lake Stevens School District	40557							<b>Check Total</b>	<b>\$4,108.99</b>
		6/9/2016	1210	001-007-558-50-32-00	PL-Fuel	Fuel	\$4.91		
				001-007-559-30-32-00	PB-Fuel	Fuel	\$106.21		
				001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$43.38		
				001-013-518-20-32-00	GG-Fuel	Fuel	\$4.91		
				101-016-542-30-32-00	ST-Fuel	Fuel	\$1,138.97		
				410-016-531-10-32-00	SW-Fuel	Fuel	\$1,190.65		
		1254	001-008-521-20-32-00	LE-Fuel	Fuel	\$1,541.21			
2068	001-001-511-60-45-01	Legislative - Rentals	Council chambers rental April 2016	\$78.75					
Lake Stevens Sewer District	40558							<b>Check Total</b>	<b>\$830.00</b>
		6/9/2016	6/2016	001-008-521-50-47-00	LE-Utilities	Sewer - N Lakeshore Dr	\$83.00		
					LE-Utilities	Sewer - Police Station	\$83.00		
				001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park	\$166.00		
				001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library	\$83.00		
				001-013-518-20-47-00	GG-Utilities	Sewer - Permit Center	\$83.00		
					GG-Utilities	Sewer - Family Center	\$83.00		
					GG-Utilities	Sewer - City Hall	\$166.00		
101-016-543-50-47-00	ST-Utilities			Sewer - 99th Ave SE Property	\$83.00				
Last Leaf Productions	40559							<b>Check Total</b>	<b>\$500.00</b>
		6/9/2016	6/30/16	001-012-573-20-31-00	CS-Arts Commission	Music on the Lake performance 6/30/16	\$500.00		
Lemay Mobile Shredding	40560							<b>Check Total</b>	<b>\$13.68</b>
		6/9/2016	4477161	001-008-521-20-41-00	LE-Professional Services	Shredding services	\$9.12		
			4480654	001-013-518-20-31-00	GG-Operating	Shredding services	\$4.56		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Les Schwab Tire Center	40561						<b>Check Total</b>	<b>\$194.74</b>
		6/9/2016	40200277359	101-016-544-90-31-02	ST-Operating Cost	Tire repair - Towmax Trailer	\$97.37	
				410-016-531-10-31-02	SW-Operating Costs	Tire repair - Towmax Trailer	\$97.37	
Dan Lorentzen	40562						<b>Check Total</b>	<b>\$1,593.30</b>
		6/9/2016	June/July 2016	001-008-521-20-20-00	LE-Benefits	Medical premium-Lorentzen-June/July 2016	\$1,593.30	
Lowe's Companies	40563						<b>Check Total</b>	<b>\$201.12</b>
		6/9/2016	911125	001-013-553-70-31-00	GG-Pollution Earthday Supplies	Tent for Spring Clean event	\$144.20	
			961780	001-007-558-50-31-01	PL-Operating Costs	Wooden stakes	\$20.70	
				001-007-559-30-31-01	PB-Operating Cost	Wooden stakes	\$20.69	
		6/9/2016	961781	101-016-544-90-31-02	ST-Operating Cost	Wooden stakes	\$7.77	
410-016-531-10-31-02	SW-Operating Costs			Wooden stakes	\$7.76			
Marysville Municipal Court	40490						<b>Check Total</b>	<b>\$136.00</b>
		6/8/2016	6Z0480681	001-000-353-10-00-01	Violations Bureau - Local	Forward pmt to Marysville Court for ticket # 6Z0480681	\$47.15	
				633-000-386-00-00-10	Violations Bureau-Local St	Forward pmt to Marysville Court for ticket # 6Z0480681	\$88.85	
	40564						<b>Check Total</b>	<b>\$166.00</b>
		6/9/2016	6Z0492451	001-000-353-10-00-01	Violations Bureau - Local	Forward payment for ticket number 6Z0492451	\$63.77	
633-000-386-00-00-10	Violations Bureau-Local St			Forward payment for ticket number 6Z0492451	\$102.23			
Helen Meis	40565						<b>Check Total</b>	<b>\$123.73</b>
		6/9/2016	6/1/16 req	001-005-517-90-41-00	HR-Wellness Program	Wellness event supplies	\$123.73	
Monroe Correctional Complex	40566						<b>Check Total</b>	<b>\$883.10</b>
		6/9/2016	MCC1604.394	101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work crew	\$252.70	
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work crew	\$183.86	
	MCC1604.403	101-016-542-30-48-00	ST-Repair & Maintenance	Guard OT for DOC Work crew	\$446.54			
NASRO	40567						<b>Check Total</b>	<b>\$995.00</b>
		6/9/2016	19020WA	001-008-521-40-49-01	LE-Staff Development	Basic School Resource Officer Course - Irwin	\$445.00	
			19039CONF	001-008-521-40-49-01	LE-Staff Development	2016 Conference Registration - Carter	\$550.00	
Nationwide Retirement Solution	0						<b>Check Total</b>	<b>\$1,325.00</b>
		6/9/2016	06/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,325.00	
Northwest Assessment Services PLLC	40568						<b>Check Total</b>	<b>\$925.00</b>
		6/9/2016	1609	001-008-521-20-41-00	LE-Professional Services	Critical Incident Stres debreif and Pre-Employment Psyc Evals	\$925.00	



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
<b>Office of The State Treasurer</b>	<b>40569</b>						<b>Check Total</b>	<b>\$9,553.00</b>
		6/9/2016	May 2016	633-000-586-00-00-15	Vehicle License Fraud Account	May 2016 State Court Fees	\$12.16	
				633-007-586-00-00-02	Building - State Bl	May 2016 State Court Fees	\$220.50	
				633-008-586-00-00-03	Public Safety And Ed. 1986	May 2016 State Court Fees	\$4,153.55	
				633-008-586-00-00-04	Public Safety And Education	May 2016 State Court Fees	\$2,528.96	
				633-008-586-00-00-05	Judicial Information System-Ci	May 2016 State Court Fees	\$1,382.99	
				633-008-586-00-00-08	Trauma Care	May 2016 State Court Fees	\$453.52	
				633-008-586-00-00-09	School Zone Safety	May 2016 State Court Fees	\$22.22	
				633-008-586-00-00-10	Public Safety Ed #3	May 2016 State Court Fees	\$65.53	
				633-008-586-00-00-11	Auto Theft Prevention	May 2016 State Court Fees	\$638.84	
				633-008-586-00-00-12	HWY Safety Act	May 2016 State Court Fees	\$13.75	
				633-008-586-00-00-13	Death Inv Acct	May 2016 State Court Fees	\$9.14	
				633-008-586-00-00-14	WSP Highway Acct	May 2016 State Court Fees	\$51.84	
<b>Otak Inc</b>	<b>40570</b>						<b>Check Total</b>	<b>\$2,817.18</b>
		6/9/2016	000051600231	101-016-544-20-41-00	ST-Prof Srv - Engineering	Engineering svcs-Hartford Trail Head-Centennial Trail	\$382.20	
			000051600232	101-016-544-20-41-00	ST-Prof Srv - Engineering	Engineering svcs-S Lake Stevens Road Widening	\$2,434.98	
<b>Pacific Rim Code Services Inc</b>	<b>40571</b>						<b>Check Total</b>	<b>\$810.95</b>
		6/9/2016	05/2016 102	001-007-559-30-41-00	PB-Professional Srv	Plan review BLD2016-0355	\$810.95	
<b>Perteet Engineering Inc</b>	<b>40572</b>						<b>Check Total</b>	<b>\$125,164.04</b>
		6/9/2016	20110012.017-1	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2016-0014 J&S Development Sewer Line Crossing	\$2,098.00	
			20110012.018-1	001-007-558-50-41-01	PL-CA-Developer Reimb	99th Ave & Chapel Hill Property	\$2,462.00	
			20120176.001-12	301-016-544-40-41-00	Street Op - Planning -Design	20th St SE Phase II - Segment 1 Design	\$88,455.08	
			20150253.001-2	101-016-595-61-64-41	ST - Cap - Grade Road	2016-2017 Master On-call Engineering Services	\$18,401.46	
			20160093.000-1	101-016-542-30-41-02	ST-Professional Service	2016 Grant Writing Assistance	\$13,747.50	
<b>Petty Cash Account</b>	<b>40573</b>						<b>Check Total</b>	<b>\$41.99</b>
		6/9/2016	May 2016	001-001-511-60-43-00	Legislative - Travel & Mtgs	Ice for Council Meeting	\$1.99	
				001-003-514-20-43-00	CC-Travel & Meetings	SCCFOA meeting dated 5/26/16	\$22.00	
				001-004-514-23-43-00	FI-Travel & Meetings	SCCFOA meeting dated 5/26/16	\$18.00	
<b>Pitney Bowes</b>	<b>40574</b>						<b>Check Total</b>	<b>\$112.48</b>
		6/9/2016	3300544391	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$112.48	



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total			
Platt Electric Supply	40575							<b>\$89.47</b>		
		6/9/2016	J422992	001-010-576-80-31-03	PK-Lundeen-Op Costs	LED Light bulb	\$58.81			
			J501334	001-008-521-20-31-01	LE-Operating Costs	Ballast & Sockets at Police Dept	\$30.66			
Port Supply	40576							<b>\$72.03</b>		
		6/9/2016	009967	001-008-521-21-31-00	LE-Boating Operating	Hull Cleaner	\$72.03			
Precision Electric Group Inc	40577							<b>\$473.11</b>		
		6/9/2016	14938	001-010-576-80-48-03	PK-Lundeen-Repair & Maint	Relocating switch & light in restroom	\$473.11			
Prothman	40578							<b>\$26,965.12</b>		
		6/9/2016	2016-5404	001-008-521-20-41-00	LE-Professional Services	Police Chief Search services	\$6,500.00			
			2016-5412	001-008-521-20-41-00	LE-Professional Services	Police Chief consulting services 5/7-5/20/16	\$7,397.46			
			2016-5414	001-002-513-11-41-00	AD-Professional Services	City Administrative consulting services 5/7-5/20/16	\$6,901.00			
			2016-5420	001-007-558-50-41-00	PL-Professional Serv	Planning Director search services	\$6,166.66			
Kathleen Pugh	40579							<b>\$22.61</b>		
		6/9/2016	05/20/16 req	001-003-514-20-43-00	CC-Travel & Meetings	Meal at Training	\$22.61			
Purchase Power	40580							<b>\$350.00</b>		
		6/9/2016	3179587	001-007-558-50-42-00	PL-Communication	Postage	\$57.31			
				001-013-518-20-42-00	GG-Communication	Postage	\$249.27			
				101-016-543-30-42-00	ST-Communications	Postage	\$21.71			
				410-016-531-10-42-00	SW-Communications	Postage	\$21.71			
Republic Services 197	40581							<b>\$1,425.90</b>		
		6/9/2016	0197-001960667	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop	\$358.70			
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$7.90			
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$525.70			
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$525.70			
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$7.90			
	40582							<b>\$118.57</b>		
		6/9/2016	0197-001961244	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall	\$103.57			
				001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$15.00			
		40583							<b>\$248.30</b>	
			6/9/2016	0197-001960493	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park	\$248.30		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Republic Services 197	40584						<b>Check Total</b>	<b>\$13.64</b>
		6/9/2016	0197-001960493	001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park	\$13.64	
Right On Heating & Sheet Metal Inc	40585						<b>Check Total</b>	<b>\$451.39</b>
		6/9/2016	21219	001-006-518-80-48-00	IT-Repair & Maintenance	Replace broken fan wheel motor & bearing	\$451.39	
Robinson Noble	40586						<b>Check Total</b>	<b>\$8,013.72</b>
		6/9/2016	16-370	101-016-595-61-64-41	ST - Cap - Grade Road	Grade Road Embankment Repair	\$8,013.72	
S Morris Co	40587						<b>Check Total</b>	<b>\$65.10</b>
		6/9/2016	199199	101-016-542-30-41-02	ST-Professional Service	Dead animal disposal	\$35.70	
			200184	101-016-542-30-41-02	ST-Professional Service	Dead animal disposal	\$29.40	
Sherwin-Williams Co	40588						<b>Check Total</b>	<b>\$165.81</b>
		6/9/2016	9940-9	001-013-594-18-60-01	GG - Lundeen House Capital	Paint gun/filter for VIC remodel	\$165.81	
Snohomish County Conservation Dist	40589						<b>Check Total</b>	<b>\$555.93</b>
		6/9/2016	2188	410-016-531-50-31-15	DOE EG160393-4 Capacity	Q4 2015 Salaries & Benefits	\$555.93	
Snohomish County PUD	40590						<b>Check Total</b>	<b>\$13,585.05</b>
		6/9/2016	104477670	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$243.72	
			104477676	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$311.97	
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$91.23	
			111125139	001-013-518-20-47-00	GG-Utilities	200321172 Permit Center	\$87.91	
			114431270	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$15.58	
			114439354	001-008-521-50-47-00	LE-Utilities	200558690 Police N Lakeshore Drive	\$81.85	
			121075933	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$297.07	
			124387433	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$161.69	
			124390880	001-013-518-20-47-00	GG-Utilities	201783685 Annex	\$80.02	
			127688195	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$139.85	
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$139.89	
			131007315	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights	\$261.74	
			137510801	001-012-575-51-47-00	CS-Grimm House Expenses	202289237 Grimm House	\$13.19	
			140811660	001-010-576-80-47-00	PK-Utilities	205395999 Visitor Center	\$61.22	
			140817727	001-010-576-80-47-00	PK-Utilities	201513934 Parks	\$16.70	
144133443	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$214.25				
147429213	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$10,130.20				



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PUD	40590	6/9/2016	150717137	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,181.12	
			160364034	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$55.85	
	40591	<b>Check Total</b>						<b>\$1,960.84</b>
	6/9/2016	124391123	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal	\$136.26		
		124391428	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial	\$25.73		
		127688195	101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$139.85		
		134295820	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights	\$44.73		
		137503634	001-010-576-80-47-00	PK-Utilities	202340527 Yard	\$9.86		
			101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$9.86		
			410-016-531-10-47-00	SW-Utilities	202340527 Yard	\$9.87		
		137510801	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum	\$13.18		
		144141077	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting	\$16.70		
		147429305	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,066.97		
		150718358	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter	\$138.94		
		153968488	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights	\$79.76		
		153971481	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$38.10		
		153972823	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$21.42		
		160360442	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$52.17		
		160364037	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$77.43		
		163574993	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$80.01		
Snohomish County PW V		40592	<b>Check Total</b>					
	6/9/2016		I000408059	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair	\$15,581.47	
				101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle repair	\$338.39	
				101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic signs	\$182.19	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle repair	\$338.40	
				520-008-594-21-63-00	Capital Equipment	Vehicle setup PT62 & PT64	\$12,919.91	
	I000408856		001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair	\$1,224.41		
Snohomish County Sherrifs Office	40593	<b>Check Total</b>						<b>\$1,769.61</b>
		6/9/2016	2016-3136	001-008-523-60-51-00	LE-Jail	Prisoner housing April 2016	\$1,763.61	
			2016-3154	001-008-523-60-51-00	LE-Jail	Prisoner medical April 2016	\$6.00	
Snohomish County Treasurer	40594	<b>Check Total</b>						<b>\$146.71</b>
		6/9/2016	May 2016	633-008-586-00-00-01	Crime Victims Compensation	May 2016 Crime Victims Compensation	\$146.71	



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Snopac	40595							<b>Check Total</b>	<b>\$26,017.48</b>
		6/9/2016	8287	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services		\$26,017.48	
Sound Publishing Inc	40596							<b>Check Total</b>	<b>\$973.60</b>
		6/9/2016	EDH697751	001-007-558-50-41-03	PL-Advertising	Park board special meeting		\$39.68	
			EDH698148	001-007-558-50-41-03	PL-Advertising	LUA2016-0014 Eagle Glen Sewer		\$86.12	
			EDH699315	001-007-558-50-41-03	PL-Advertising	LUA2016-0009 Moore Variance		\$99.88	
			EDH699405	001-007-558-50-41-03	PL-Advertising	LUA2016-0061 Vernon Village		\$96.44	
			EDH700196	001-013-518-30-41-01	GG-Advertising	Special meeting May 25, 2016		\$37.96	
			EDH700544	001-013-518-30-41-01	GG-Advertising	City Council Workshop 5/24/16		\$31.08	
			EDH700681	001-007-558-50-41-03	PL-Advertising	LUA2016-0053 Thayer Dock		\$79.24	
			EDH701173	001-007-558-50-41-03	PL-Advertising	LUA2016-0077 Grade Road Embankment Repair		\$91.28	
			EDH701420	001-007-558-50-41-03	PL-Advertising	LUA2016-0058 LS Elementary School		\$96.44	
			EDH701699	001-007-558-50-41-03	PL-Advertising	Road Closure-Memorial Day Ceremony		\$19.04	
			EDH702061	101-016-542-30-41-01	ST-Advertising	Request for Bids-Safe Routes Sidewalk Construction		\$25.92	
			EDH702128	001-013-518-30-41-01	GG-Advertising	Ordinance 959		\$25.92	
			EDH702478	001-007-558-50-41-03	PL-Advertising	LUA2016-0054 Vernon Village Commercial Center		\$89.56	
EDH702518	001-007-558-50-41-03	PL-Advertising	LUA2016-0076 Skyline Elementary Portable Relocation		\$77.52				
EDH702699	001-007-558-50-41-03	PL-Advertising	Level 4 event-Aquafest 2016		\$77.52				
Standard Insurance Company	0							<b>Check Total</b>	<b>\$5,019.65</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Insurance Premiums		\$148.00	
				001-003-514-20-20-00	CC-Benefits	Insurance Premiums		\$100.73	
				001-004-514-23-20-00	FI-Benefits	Insurance Premiums		\$103.45	
				001-005-518-10-20-00	HR-Benefits	Insurance Premiums		\$70.67	
				001-006-518-80-20-00	IT-Benefits	Insurance Premiums		\$139.15	
				001-007-558-50-20-00	PL-Benefits	Insurance Premiums		\$374.83	
				001-007-559-30-20-00	PB-Benefits	Insurance Premiums		\$237.49	
				001-008-521-20-20-00	LE-Benefits	Insurance Premiums		\$2,420.87	
				001-010-576-80-20-00	PK-Benefits	Insurance Premiums		\$99.48	
				001-013-518-30-20-00	GG-Benefits	Insurance Premiums		\$28.08	
				101-016-542-30-20-00	ST-Benefits	Insurance Premiums		\$652.17	
				401-070-535-10-20-00	SE-Benefits	Insurance Premiums		\$39.07	
410-016-531-10-20-00	SW-Benefits	Insurance Premiums		\$605.66					



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Staples	40597							<b>Check Total</b>	<b>\$250.89</b>
		6/9/2016	3302147201	001-008-521-20-31-00	LE-Office Supplies	Epson ink/Optiflow Roller pens	\$176.74		
			3302147203	001-008-521-20-31-00	LE-Office Supplies	Epson ink	\$29.37		
			3303448169	001-008-521-20-31-00	LE-Office Supplies	Netgear 5-port Gigabit Switch	\$44.78		
Steuber Distributing Co	40598							<b>Check Total</b>	<b>\$786.77</b>
		6/9/2016	2820968	001-010-576-80-31-03	PK-Lundeen-Op Costs	PVC Pipe & Glue	\$74.02		
			2822158	001-010-576-80-31-00	PK-Operating Costs	Herbicide	\$294.46		
			2822160	001-010-576-80-31-00	PK-Operating Costs	Fertilizer	\$209.15		
		001-010-576-80-31-03	PK-Lundeen-Op Costs	Fertilizer	\$209.14				
Tacoma Screw Products Inc	40599							<b>Check Total</b>	<b>\$1,227.79</b>
		6/9/2016	18116186	001-010-576-80-31-00	PK-Operating Costs	Snap link/pins/Safety can/funnel/safety glasses/dust pan/wheel	\$83.72		
				101-016-544-90-31-02	ST-Operating Cost	Snap link/pins/Safety can/funnel/safety glasses/dust pan/wheel	\$83.73		
				410-016-531-10-31-02	SW-Operating Costs	Snap link/pins/Safety can/funnel/safety glasses/dust pan/wheel	\$83.73		
			18117011	001-010-576-80-31-00	PK-Operating Costs	Cut off wheel/lock nut/cap screws	\$53.17		
				101-016-544-90-31-02	ST-Operating Cost	Cut off wheel/lock nut/cap screws	\$53.17		
				410-016-531-10-31-02	SW-Operating Costs	Cut off wheel/lock nut/cap screws	\$53.17		
			18117712	101-016-544-90-31-02	ST-Operating Cost	Nitrile gloves	\$46.34		
				410-016-531-10-31-02	SW-Operating Costs	Nitrile gloves	\$46.34		
			18118542	001-010-576-80-31-00	PK-Operating Costs	Carriage bolts/storage bin	\$188.29		
				101-016-544-90-31-02	ST-Operating Cost	Carriage bolts/storage bin	\$188.30		
				410-016-531-10-31-02	SW-Operating Costs	Carriage bolts/storage bin	\$188.30		
			18119250	001-010-576-80-31-00	PK-Operating Costs	Storage bin	\$12.96		
				101-016-544-90-31-02	ST-Operating Cost	Storage bin	\$12.96		
				410-016-531-10-31-02	SW-Operating Costs	Storage bin	\$12.96		
			18119251	001-010-576-80-31-00	PK-Operating Costs	Socket Pin Cap Screws	\$40.21		
101-016-544-90-31-02	ST-Operating Cost			Socket Pin Cap Screws	\$40.22				
410-016-531-10-31-02	SW-Operating Costs			Socket Pin Cap Screws	\$40.22				
Teamsters Local No 763	40600							<b>Check Total</b>	<b>\$1,064.00</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$1,064.00		



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
ULINE	40601							<b>Check Total</b>	<b>\$269.56</b>
		6/9/2016	76917746	001-008-521-20-31-01	LE-Operating Costs	Evidence packaging		\$269.56	
United Way of Snohomish Co	40602							<b>Check Total</b>	<b>\$61.68</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions		\$61.68	
Universal Field Services Inc	40603							<b>Check Total</b>	<b>\$681.29</b>
		6/9/2016	47615	001-013-518-20-41-00	GG-Professional Service	Ridgeline & Grade Properties land exchange		\$681.29	
UPS	40604							<b>Check Total</b>	<b>\$16.31</b>
		6/9/2016	74Y42216	001-008-521-20-42-00	LE-Communication	Evidence shipping		\$14.25	
			74Y42226	001-008-521-20-42-00	LE-Communication	Evidence shipping fee		\$2.06	
Verizon Northwest	40605							<b>Check Total</b>	<b>\$2,450.57</b>
		6/9/2016	9765938974	001-001-513-10-42-00	Executive - Communication	Wireless phone service		\$70.00	
				001-002-513-11-42-00	AD-Communications	Wireless phone service		\$100.05	
				001-003-514-20-42-00	CC-Communications	Wireless phone service		\$55.41	
				001-005-518-10-42-00	HR-Communications	Wireless phone service		\$52.58	
				001-006-518-80-42-00	IT-Communications	Wireless phone service		\$105.16	
				001-007-558-50-42-00	PL-Communication	Wireless phone service		\$140.23	
				001-007-559-30-42-00	PB-Communication	Wireless phone service		\$114.42	
				001-008-521-20-42-00	LE-Communication	Wireless phone service		\$1,485.37	
				001-010-576-80-42-00	PK-Communication	Wireless phone service		\$109.12	
101-016-543-30-42-00	ST-Communications			Wireless phone service		\$109.12			
410-016-531-10-42-00	SW-Communications	Wireless phone service		\$109.11					
Washington Assoc of Sheriffs and Poli	40606							<b>Check Total</b>	<b>\$75.00</b>
		6/9/2016	DUES2016-00545	001-008-521-20-49-00	LE-Dues & Memberships	2016 Dues - Ubert		\$75.00	
Washington Dept of Ecology	40607							<b>Check Total</b>	<b>\$18,368.00</b>
		6/9/2016	2016RSWAR045523	410-016-531-10-51-01	SW-DOE Annual Permit	Annual Regional Stormwater Monitoring Permit 2016		\$18,368.00	
Washington State Criminal Justice	40608							<b>Check Total</b>	<b>\$500.00</b>
		6/9/2016	201126261	001-008-521-40-49-01	LE-Staff Development	Firearms Patrol Rifle instructor training - Irwin		\$500.00	
Washington State Patrol	40609							<b>Check Total</b>	<b>\$619.50</b>
		6/9/2016	I16007809	633-008-586-00-00-06	Gun Permit - FBI Remittance	Weapons permit background checks		\$619.50	
Washington State Support Registry	0							<b>Check Total</b>	<b>\$402.46</b>
		6/9/2016	06/01/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support		\$402.46	



## Checks to be Approved for 5/20/2016 to 6/9/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Washington Teamsters Welfare Trust EFT	0	6/9/2016	05/2016	001-000-283-00-00-00	Payroll Liability Medical	Insurance Premiums	\$1,744.80
Wave Broadband	40610	6/9/2016	934870	001-002-513-11-42-00	AD-Communications	Telephone Service	\$10.17
		001-003-514-20-42-00	CC-Communications	Telephone Service	\$20.33		
		001-004-514-23-42-00	FI-Communications	Telephone Service	\$20.34		
		001-005-518-10-42-00	HR-Communications	Telephone Service	\$10.16		
		001-006-518-80-42-00	IT-Communications	Telephone Service	\$30.49		
		001-007-558-50-42-00	PL-Communication	Telephone Service	\$66.12		
		001-007-559-30-42-00	PB-Communication	Telephone Service	\$10.16		
		001-008-521-20-42-00	LE-Communication	Telephone Service	\$345.79		
		001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$10.17		
		001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$10.16		
		001-013-518-20-42-00	GG-Communication	Telephone Service	\$40.67		
		101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$58.51		
		410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$58.51		
						<b>Check Total</b>	<b>\$691.58</b>
WaveDivision Holdings LLC	40611	6/9/2016	37913	510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New World Connection	\$656.16
Weed Graafstra & Associates Inc	40612	6/9/2016	152	001-011-515-30-41-00	LG-Professional Service	Legal services - General matters	\$12,762.90
Western Conference of Teamsters Pension Trust	40613	6/9/2016	06/01/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,008.75
Zachor and Thomas Inc PS	40614	6/9/2016	664	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services - April 2016	\$10,569.36
<b>Total</b>							<b>\$1,824,980.44</b>



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

Tuesday, May 24, 2016  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 6:00 p.m. by Council President Sam Low

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ABSENT:

STAFF MEMBERS PRESENT: Interim Police Chief Ralph Krusey, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Police Sgt. Craig Valvick and Deputy City Clerk Kathy Pugh

OTHERS: Robert Mitchell, M.D., Director, Community Disaster & Preparedness Response Team; Mark Murphy, Department of Emergency Management

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The meeting was called to order at 5:00 p.m. by Council President Sam Low.

Councilmember Todd Welch arrived at 5:17 p.m. and Councilmember Kathy Holder arrived at 5:27 p.m.

Mayor Spencer remarked that it is important that the City develop a plan for responding to various emergencies and disasters, and also that elected officials know what their roles are in those types of situations.

Chief Krusey introduced Mark Murphy, from the Department of Emergency Management. Mr. Murphy invited Councilmembers to tour the Mobile Emergency Operations Command Center in the parking lot, where he provided an overview of how the mobile EOC works and responded to Councilmembers' questions.

Sgt. Craig Valvick said that he has been working with Mark Murphy and others to development a disaster response plan for Lake Stevens. He then introduced Dr. Robert Mitchell, who is the Director of the Community Disaster & Preparedness Response Team.

Dr. Mitchell reviewed the components of responding to an emergency or disaster, and said that it is important for agencies to establish relationships early, prior to an emergency or disaster, for a successful response to such situations. Agencies need to develop trust in each other, share knowledge and collaborate on responses.

Dr. Mitchell reviewed and commented on the five elements of a disaster management plan: (1) Command Central Communication; (2) Situational Awareness; (3) Common Operating Plan; (4) Incident Action Plan; and (5) Battle Rhythm or Operations Cycle.

Mr. Murphy reviewed the anatomy of an Emergency Operations Center and the roll that elected officials play in an emergency situation. Elected officials provided policy and strategic direction, and leadership.

There was discussion on Council roles, setting priorities and where an EOC might be best located. Sgt. Valvick commented that the team he has been working with prefers the Lake Stevens School District Administration facility due to its central location and the adjacent Police and Fire Stations.

Mayor Spencer commented that it is important City staff and elected officials stay involved in the development of an EOC and related contingency plans.

**Adjourn:**

The workshop was adjourned at 6:37 p.m.

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

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Kathy Pugh, Deputy City Clerk

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

Tuesday, May 24, 2016  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

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

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ABSENT: None

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Mick Monken, Interim Police Chief Ralph Krusey, Lt. Bob Summers, Officer Chad Wells, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS: Dr. Robert Mitchell, Director of Community Disaster Medicine

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**Pledge of Allegiance:** Council President Sam Low introduced Dr. Robert Mitchell, who led the Pledge of Allegiance.

**Roll Call:** All present.

**Approval of Agenda:**

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Tageant, to approve the agenda. On vote the motion carried (7-0-0-0).

**Guest Business:** None.

**Council Business:** Councilmember Daughtry: Snohomish County Cities (SCC); Councilmember Hilt: thanked Sgt. Valvick, Mark Murphy from Department of Emergency Management and Dr. Robert Mitchell for the information shared at the Work Session just ended; Councilmember McDaniel: Sewer Utility, Planning Commission, Community Police meeting; Councilmember Holder: Joint meeting with Park Board, Design Review Board and representatives of the Planning Commission, Family Center; Councilmember Tageant: Sewer Utility, Interviews for Community Development Director.

**Mayor's Business:** SCC Meeting, Special City Council Meeting June 7, 2016. Mayor Spencer commented on the difficulties in eradicating the homeless and drug problems and noted that the persons dealing drugs are business persons and not addicts. Mayor Spencer congratulated Russ Wright on being appointed as Community Development Director.

**City Department Report:** Public Works Director Mick Monken: July 13 is the dedication of the Visitors Information Center and also the Fish Roundabout; update on Hartford Trail Connection; Community Development Director Russ Wright: met with Lake Stevens School District regarding the proposed sidewalk at Hillcrest Elementary, Trestle Station grand opening, affordable housing presentation in June; Interim Police Chief Ralph Krusey: Sargeants assessment completed today, three officers successfully completed the bicycle training program; second neighborhood community meeting was held at Hillcrest Elementary and the next is scheduled for June 16, 2016 at Cavelero Mid High School, introduced Sgt. Bob Summers; Interim City Administrator Mary Swenson: the AWC Convention is scheduled in Everett in June, Chapel Rock property purchase closed.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Low, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$150,736.65, Payroll Checks Nos. 40372-40373 totaling \$3,623.19, Tax Deposits of \$62,334.06, Electronic Funds Transfers (ACH) of \$2,442,708.49, Claims Check Nos. 40371, 40374-40485 totaling \$280,101.65, Void Check Nos. 40050, 40250, 40327, 40473-40477 totaling \$9,807.06, Total Vouchers Approved: \$2,929,696.98]; (B) May 10, 2016 City Council Regular Meeting Minutes; (C) Ordinance 959 Creating a New Chapter 8.06 of LSMC Prohibiting Occupying Properties that Lack Adequate Water or Sewer Service; and (D) Approve Small Works Contract with Precision Concrete Cutting for Sidewalk Repair. On vote the motion carried (7-0-0-0).

**Action Items:**

**Approve Resolution 2016-09 Adopting a Policy for Critical Areas Review:** Community Development Director Russ Wright presented the staff report and said that adoption of this resolution will allow staff to establish an administrative process for reviewing development permits with or adjacent to critical areas that includes establishing a preferred consultant program. This will help to streamline the application and permitting process. Director Wright noted there are two models under consideration, one in King County and one in Marysville. Director Wright then responded to Councilmembers' questions.

Discussion ensued and Councilmember Low commented he likes the idea of having firms on the list as opposed to simply individuals; Councilmember Holder likes the idea of having individuals and knowing each consultant's credentials.

**MOTION:** Councilmember Low moved, Councilmember Tageant seconded, to approve Resolution 2016-09, establishing the intent to institute a preferred consultant program for the purpose of evaluating and delineating critical areas as defined by Chapter 14.88 of the Lake Stevens Municipal Code.

There was further discussion on the merits of having individual consultants on the list vs. firm names on the list.

**AMENDED MOTION:** Councilmember Low moved, Councilmember Tageant seconded, to include both firms and/or individuals on the approved consultants list.

**VOTE:** On vote the motion as amended carried (7-0-0-0).

**Authorize the Purchase of a Wireless Safety Headset Communication System from Owen**

**Equipment:** Public Works Director Mick Monken presented the staff report and said that currently public works crewmembers working in the field are not able to communicate effectively with each other when they are operating large machinery. Authorization of this purchase will enable crewmembers to better communicate without the need to shut down machinery and also will allow for better communication between flaggers and crew workers. Director Monken then responded to Councilmembers' questions.

**MOTION:** Councilmember Tageant moved, Councilmember Daughtry seconded, to authorize the purchase of a wireless safety headset communication system from Owen Equipment for an amount not to exceed \$7,528.26. On vote the motion carried (7-0-0-0).

**Approve Professional Services Agreement with Summit Law Group for Legal Services:**

Interim City Administrator Mary Swenson presented the staff report and said that Summit Law assists city staff with labor negotiations and other personnel matters. The previous contract with Summit Law expired and so a new professional services agreement is being presented for approval. Administrator Swenson then responded to Councilmembers' questions.

**MOTION:** Councilmember Hilt moved, Councilmember Welch seconded, to approve the Professional Services Agreement with Summit Law for Legal Services. On vote the motion carried (7-0-0-0).

**Executive Session:** None.

**Study Session:**

**City Attorney Request for Proposals:** Administrator Swenson reviewed that last year Council directed staff to go out for bid for City Attorney in 2016. The Request for Proposal can be released in June with proposals anticipated back in July if Council still wishes to proceed. Administrator Swenson commented she has reviewed the salary schedules for contract city attorneys and the City is currently receiving a very good rate.

Discussion ensued and Council agreed that it is important to see what the options are and what the market is. There was concurrence to proceed with the Request for Proposal.

**Traffic Mitigation Fee Adjustment:** Mayor Spencer said that the City consulted with Attorney Hugh Spitzer, specializing in municipal finance, regarding the idea of a traffic mitigation fee adjustment, and there are very specific legal requirements that must be met if the City moves forward with this type of incentive for new business. The objective, in this case, attracting new business, must be clearly stated and apparent. He and Director Wright have been working on the proposal and the current proposal is to target top tier (large sales tax) and mid-size (district) businesses.

Director Wright reviewed the history of the proposed incentive including the Growth Management Act, the use of impact fees and the legal requirements under the Revised Code of Washington. If the City moves ahead with this, it may be a tool to stop retail leakage by assisting with the upfront cost of development. Referring to a handout, Director Wright reviewed how the program might work, including possible revenue returns, and that mitigation fees that may be eligible for return under the incentive would be held by the City, but that the remaining

mitigation fees would be applied to the street fund. Director Wright then responded to Councilmembers' questions. There was consensus to move forward and Director Wright will bring a proposal forward for consideration in June.

**Adjourn:**

**MOTION:** Moved by Councilmember Low, seconded by Councilmember Tageant, to adjourn the meeting at 7:55 p.m. On vote the motion carried (7-0-0-0).

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John Spencer, Mayor

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Kathy Pugh, Deputy City Clerk

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

Tuesday, June 7, 2016  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CITY COUNCIL WORKSHOP

CALL TO ORDER: 6:35 p.m. by Council President Sam Low

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Sam Low, Todd Welch, Rauchel McDaniel, Marcus Tageant

ABSENT: Mayor John Spencer (arrived late) and Councilmembers Kurt Hilt and Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Community Development Director Russ Wright, Economic Development Coordinator Jeanie Ashe, Civil Engineer Adam Emerson, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh

OTHERS:

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Interim Police Chief Ralph Krusey arrived at 6:41 p.m.

Mayor Spencer arrived at 6:52 p.m.

**Economic Development and Tourism Bureau.** Economic Development Coordinator Jeanie Ashe distributed two handouts and provided an update on economic development strategies being considered, including: bicycle tourism and related amenities for bicyclist, sports tourism and the 20<sup>th</sup> Street SE Corridor marketing. Ms. Ashe noted that both bicycle tourism and sports tourism are revenue makers and that the City has lots of opportunity to encourage both.

Regarding bicyclists, Ms. Ashe said that bicyclists like to combine their recreation with a destination be it for food and beverages or a cultural component. The City has immediate opportunities to bring in bicyclists that include signage from the Centennial Trail to the city center and public restrooms, and providing safe parking for vehicles and bikes, water and a welcoming business atmosphere. She is working with the League of American Bicyclists to determine requirements to become a Bicycle Friendly Community.

Turning to sports tourism, Ms. Ashe noted that the City has lots of experience with hosting large events such as triathlons. She commented that sports tourism is big business both nationally and especially in the Pacific Northwest, and that sports tourism includes youth sports such as baseball, volleyball, football and basketball, as well as competitive sports such as triathlons, marathons and bicycle races. Ms. Ashe commented that the lake provides a perfect opportunity to also promote fishing events. Sports tourism requires aggressive recruiting to bring national caliber events to Lake Stevens.

Ms. Ashe said to move forward with both bicycle opportunities and sports tourism the City needs to set long term goals including lodging, completion of Cavelero Park and other parks to make them competition-worthy, a marketing strategy and a plan for cross-promotion with neighboring communities such as Everett, Snohomish and Monroe, as well as local businesses such as Carleton Farms. Ms. Ashe said that to bring large-scale events to Lake Stevens it would be beneficial to create incentives that would make the city attractive to these event organizers.

Turning to lodging, Ms. Ashe suggested that in addition to hotels or motels, the City could consider other types of lodging such as bed and breakfasts and Air BnB. In addition to a lodging tax, the City may wish to create a hospitality and/or tourist tax.

Ms. Ashe said that currently there is an immediate opportunity for the City to submit a proposal to host the 2020-2021 Duathlon Championship sponsored by the USA Triathlon Association. The Sports Tourism Board has requested the City submit a proposal to host this event. She commented this event brings in 900 athletes plus friends, families and spectators. To pursue this opportunity the City would need to make a commitment of cash and in-kind services. Also the City would need to partner with other agencies to ensure safety through road control and emergency medical services. The costs of hosting this event could be set off by grant funds.

Turning to the 20<sup>th</sup> Street SE corridor, Ms. Ashe said this area is a prime area to both generate revenue and create jobs. She stated the vision is to attract national retailers and to create the area as a destination with amenities that will draw people in. Ms. Ashe envisions it as a "lifestyle center" that could take on many faces including seating, fire pits, play areas and cultural exhibits and activities.

At 7:00 p.m. Mayor Spencer interrupted the Workshop to convene the Special Meeting of the City Council.

#### CITY COUNCIL SPECIAL MEETING

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

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Todd Welch, Rauchel McDaniel, Marcus Tageant

ABSENT: Councilmembers Kurt Hilt and Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Community Development Director Russ Wright, Civil Engineer Adam Emerson, Interim Police Chief Ralph Krusey, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh

OTHERS: Jonalynn Woolf-Ivory, Executive Director for Sno-Isle Libraries, Sonia Gustafson, Manager, Lake Stevens Library

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**Pledge of Allegiance:** Councilmember Todd Welch led the flag salute.

**Continuation of Workshop Presentation and Discussion:**

Ms. Ashe said that staff recently completed a study and determined that 24<sup>th</sup> Street SE between Highway 9 and 91<sup>st</sup> Avenue SE is buildable, and that establishing this link would assist with traffic flow and drawing people in. Also she noted that if the City built a regional stormwater pond it would be an incentive to bring developers and businesses in. Ms. Ashe suggested the City could also develop a taxing district. She said both the stormwater pond and the taxing district would be developer incentives.

Ms. Ashe encouraged thinking holistically regarding marketing and said that there is real opportunity for the City to tout the benefits for businesses to locate on 20<sup>th</sup> Street SE and to benefit from the redevelopment of the downtown area.

Mayor Spencer clarified that a taxing district in the 20<sup>th</sup> Street SE corridor would be a Utility Local Improvement District (ULID).

Councilmember Daughtry commented that he believes activities are tied together and wondered if there is an opportunity to target businesses for this corridor.

Councilmember Low commented that it will be important to include Everett in the bicycle tourism element and that there is easy access from south Everett to both downtown Lake Stevens and Carleton Farms by bicycle. Also, bicyclists might be able to use the pipeline bridge under Highway 9 to connect from 24<sup>th</sup> Street SE to South Lake Stevens Road. He suggested all of tonight's comments need to be brought to the Economic Development subcommittee.

Councilmember Welch wondered whether surrounding cities are moving in a similar direction and said that Lake Stevens should take charge and be a leader in bringing in tourism and new businesses. Ms. Ashe responded that Snohomish has its Bicycle Friendly Community designation and encouraged that Lake Stevens should become a leader and make sure that the infrastructure is connected from the Stillaguamish Valley all the way to King County.

Councilmember McDaniel commented that road closures because of sporting events such as triathlons also bring a negative financial impact to local businesses. Ms. Ashe responded the City will need to develop a strategy and find a middle ground to address this concern.

Mayor Spencer commented that Darrington is actively working to connect to the Centennial Trail and noted that Monroe, Sultan and Startup are working together to create a Sky Valley Bicycle Road. He believes a bicycle connection to Everett makes tremendous sense, and that the project could be kickstarted if Lake Stevens works with Snohomish and Everett.

**Roll Call:**

**MOTION:** Councilmember Daughtry moved, Councilmember Tageant seconded, to excuse Councilmembers Hilt and Holder from the meeting. On vote the motion carried (5-0-0-2).

**Approval of Agenda:** Council President Low commented that the Council would consider Agenda Item A-2, the Professional Services Agreement with Stowe Development and Strategies, but that following discussion it may not be voted on.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (5-0-0-2).

**Guest Business.** Sonia Gustafson introduced herself and said she is the Manager for the Lake Stevens Library. Jonalynn Woolf-Ivory, Executive Director for Sno-Isle Libraries, distributed a handout and reminded that she appeared before Council last fall and provided an update on the capital facilities planning process. She said that at that time they were seeking input from the Council and community members. The end of the process included an online open house and it was a very successful tool for gathering public input. Currently Sno-Isle is in the second phase of communicating with communities to let them know the status of the draft capital facilities plan. The capital facilities plan will be adopted once the information gathering process is complete.

Ms. Woolf-Ivory said the direct plan includes several categories. The first is "Maintain" and includes neighbors and communities that the library is very sufficient for the community, such as in Monroe or Snohomish. Category 2 is "Renovate", where buildings are older and perhaps not large enough, and they are grouped together. Category 3 is "Building New". This category and the following category are the top priority. Within the Building New category, Lake Stevens is at the top. Ms. Woolf-Ivory said that there was a high response rate from Lake Stevens to the surveys and that 80% of respondents said they wanted a new library.

Currently library staff have been meeting with Mayor Spencer and City staff to discuss how to move forward. Ms. Woolf-Ivory said the library district is very flexible in terms of siting the library; the primary interest to ensure the City and the library district are moving forward in the same way.

The final category in the capital facilities plan is "Areas of Opportunity". These are areas that currently either do not have library service or are very underserved. Underserved areas include the "Mariner area" west of I-5 at 128<sup>th</sup> to Highway 99, and the Lakewood/Smokey Point area.

Mayor Spencer commented to the handout, saying that in the table it demonstrates that 67% of respondents favor building a new library in Lake Stevens. He noted that the City is working with Sno-Isle on the possibility of a joint facility.

Ms. Woolf-Ivory commented that siting and size of a new library is a joint decision between the library district and the City. Sno-Isle wants a facility that reflects the community. Sno-Isle's goal is to move forward with a library bond measure in February 2017. A new library will be funded by the entire service area using the library system, which is roughly the area of the Lake Stevens School District.

Councilmember Welch said it will be important to keep access to public transportation in mind when siting a new library facility.

**Council Business:**

Councilmember Daughtry: Public Works subcommittee; Councilmember Low: Public Works subcommittee; Relay for Life; Councilmember McDaniel: Planning Commission, Lake Stevens Fire Commission; Councilmember Tageant: Relay for Life.

**Mayor's Business:** No report.

**City Department Report:** Interim City Administrator Swenson provided an update on the Police Chief hiring process and said there will be a reception for the top candidates on June 28<sup>th</sup> immediately prior to the City Council meeting and that final interviews will be conducted on June 29<sup>th</sup>.

**Consent Agenda:** None.

**Action Items:**

**Downtown Subarea Consultants:**

**Authorize Mayor to Execute a Professional Services Agreement with Crandall Arambula to Develop a Subarea Plan for Downtown Lake Stevens:** Community Development Director Russ Wright provided an update on the Citizens Advisory Committee. Director Wright said he has developed five categories for the advisory committee: business interests, parks and recreation, land use, special interests and technical advisors. With these subgroups, the groups will be more manageably sized and will help to focus on some of the specific issues Council will be interested in. He will be contacting the candidates shortly and those who are not appointed to the subcommittee will be encouraged to participate in meetings and the City will welcome their input as it moves through the process.

Director Wright requested the Council approve a Professional Services Agreement with Crandall Arambula. The City received five applications and interviewed three of the applicants. Director Wright said that Staff recommends the selection of Crandall Arambula based on a number of factors including their support team consisting of engineers, planners and design professionals, their specialization in revitalizing downtowns both locally and nationally, their success with public participation, the timeline for implementation of plans within five years, and their focus on communities with key public facilities and natural resources.

Director Wright commented another distinguishing feature is that Crandall Arambula will approach this as a five-year plan for implementation, and not a twenty-year plan. They advocate a strong strategy, metrics after the plan is adopted and some strong catalyst projects to ensure the success of the plan.

Director Wright then responded to Councilmembers' questions. He said the top three candidates were Beckwith, Makers and Crandall Arambula. Beckwith had a good team with lots of experience but the reviewers did not feel they were the best fit for the community. Makers brought excellent credentials and a good design strategy, but their implementation strategy was not as strong as Crandall Arambula. Based on the Mayor's and Council's vision, Crandall Arambula seemed to be a very good fit for the City.

Mayor Spencer commented he liked Crandall Arambula's approach with a catalyst project that is to be completed within the first five years. He said this strategic thinking really sets them apart.

Administrator Swenson commented that during the interview process Crandall Arambula said that the City needs to put the "lake back in Lake Stevens", and commented there are other natural enhancements within the downtown area that have been buried.

Councilmember McDaniel noticed that Crandall Arambula spent time in the City preparing for the interviews.

Director Wright added that Crandall Arambula is very selective about what cities they work with.

MOTION: Councilmember Tageant moved, Councilmember McDaniel seconded, to authorize the Mayor to execute a Professional Services Agreement not to exceed \$300,000 with Crandall Arambula to develop a subarea plan for downtown Lake Stevens. On vote the motion carried (5-0-0-2).

**Approve Professional Services Agreement with Stowe Development & Strategies Related to the Downtown Subarea Planning:** Administrator Mary Swenson presented the staff report and said that it will be important for the City to have a consultant on board who has expertise with some major developments and putting together public-private partnerships. Administrator Swenson said that Bob Stowe of Stowe Development and Strategies has that expertise, having been instrumental in implementing such plans for the Cities of Mill Creek and Bothell, Washington. Additionally he has experience with Lake Stevens, having been the City Administrator from 1989-1995. Administrator Swenson commented the City does not have the depth in some of the departments to see these projects through implementation and it will be benefit to have a consultant on contract who has that ability and can also mentor current staff in the process will be extremely important.

Mayor Spencer said one of his goals is to talk with developers as the City moves through the planning process to ensure the final plan is a high quality investment-great plan and that there will be people willing to invest. He commented Mr. Stowe seems to be the person best suited to assist the City with this goal. He commented the fee structure is flexible and that initially it would be hourly, and if the hours increase the City can move to a retainer.

Responding to Councilmember Low's question, Administrator Swenson said initially the City will go with the hourly rate because it is believed that upfront the City will not be using a lot of hours. If later in the process when it is time to negotiate with developers it may be more advantageous for Mr. Stowe to be on a retainer, but the City can make that determination at that time. Also, the City will meet with Mr. Stowe once the contract is approved to ensure that he is not duplicating work that staff is already undertaking. Also, it will be important to have someone who has negotiated contracts from the city side and understands the needs of the City. The goal is to bring added value to the process.

In response to Councilmember McDaniel's request, Administrator Swenson said that staff will bring a monthly or quarterly detail report of activities and fees incurred under this contract.

MOTION: Councilmember Daughtry moved, Councilmember Welch seconded, to authorize the Mayor to execute a Professional Services Agreement WITH Stowe Development and Strategies to assist with the development and execution of a downtown subarea plan.

Councilmember Low commented he has concerns about the hourly rate but will support the professional services agreement.

Mayor Spencer replied that it will be important to the City to have an excellent reporting process for the services that Mr. Stowe will provide.

VOTE: On vote the motion carried (5-0-0-2).

**Approve Resolution 2016-10 Declaring Emergency an Emergency and Authorizing Repairs to the 36<sup>th</sup> Street NE Bridge (No. 563):** Civil Engineer Adam Emerson presented the staff report and advised that during a recent bridge inspection by TranTech, a subcontractor to TetraTech it was noticed that the outside bridge abutments have been washed out by Catherine Creek. The City has taken immediate steps to stabilize this safety hazard until repairs can be made including controlling traffic and load limits. Staff is currently working with TetraTech to develop a scope of services for bridge repair and coordinating with the Departments of Ecology and Fish and Wildlife for the necessary permits.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to approve Resolution 2016-10 Declaring an Emergency and Authorizing Repairs to the 36<sup>th</sup> Street NE Bridge (No. 563). On vote the motion carried (5-0-0-2).

**Executive Session:** None.

**Study Session:** None.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adjourn the meeting at 7:55 p.m. On vote the motion carried (5-0-0-2).

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John Spencer, Mayor

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Kathy Pugh, Deputy City Clerk



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**City of Lake Stevens**

# Memo

**To:** City Council  
**From:** Mayor Spencer   
**Date:** June 14, 2016  
**RE:** Design Review Board Appointments

There are currently two vacancies on the Design Review Board, one of which is for a member at large. The City recently received two applications for the Design Review Board, and the applicants were interviewed by myself, Community Development Director Russ Wright and Design Review Chairperson Diana Hale.

Following the interviews it is my recommendation that Jaime Guzman be appointed to the vacant position and that Michael Lauer be appointed as member at large. Both would be appointed to terms ending December 31, 2019.

With these appointments the Design Review Board membership is complete.



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**City of Lake Stevens**

# Memo

**To:** City Council  
**From:** Mayor Spencer   
**Date:** June 14, 2016  
**RE:** Library Board Appointment

There is currently one vacant position on the Library Board. The City recently received an application for that position from Kevin Stone. Mr. Stone was interviewed on May 19, 2016 by Shaelynn Bates, Chairperson of the Library Board and myself. Mr. Stone has extensive experience that will benefit the Library Board including being employed by the Everett Public Library and holding a Masters degree in Library Science from Drexel University.

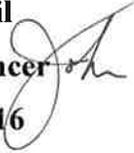
Following the interview it is my recommendation that Kevin Stone be appointed to Position 2 of the Library Board for the term beginning January 1, 2016 and ending December 31, 2019.



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**City of Lake Stevens**

# Memo

**To:** City Council  
**From:** Mayor Spencer   
**Date:** June 14, 2016  
**RE:** Arts Commission Appointment

There are currently two vacant positions on the Arts Commission. The City recently received an application for membership on the Arts Commission from Bridget Scott. Ms. Scott was interviewed on May 19, 2016 by Holly Forbis, Chairperson of the Arts Commission, and myself. Ms. Scott has a perspective and energy that will compliment the Arts Commission.

Following the interview it is my recommendation that Bridget Scott be appointed to Position 3 of the Arts Commission for the term beginning January 1, 2015 and ending December 31, 2018. With this appointment there will be one vacancy on the Arts Commission.



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**EXHIBIT A**

**RESOLUTION NO. 2016-11**

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON  
AUTHORIZING ISSUANCE OF A FAIR OFFER LETTER CONTAINING  
THE THREAT OF EXERCISE OF THE CITY’S POWERS OF EMINENT  
DOMAIN IN CONNECTION WITH ACQUISITION OF PROPERTIES FOR  
THE 20<sup>th</sup> STREET SE PHASE II PROJECT**

WHEREAS, the Lake Stevens City Council deems it to be in the public interest to complete the construction of planned Phase II of the 20<sup>th</sup> Street SE improvement project; and

WHEREAS, the project design requires acquisition of property for Phase II of the 20<sup>th</sup> Street SE improvement project as more specifically described in **EXHIBIT A** attached hereto and incorporated herein by this reference; and

WHEREAS, the City has authority pursuant to RCW Chapter 8.12 to acquire, if necessary, title to real property for public purposes. The improvement of 20<sup>th</sup> Street in accordance with the planned Phase II of the 20<sup>th</sup> Street SE improvement project is a public purpose; and

WHEREAS, the City Council is prepared to authorize commencement of condemnation proceedings in the event agreement cannot be reached for the acquisition of any property or properties required for the project;

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

City staff and the City’s contracted acquisitions consultant are hereby authorized and directed to issue fair offer letters to all property owners of the properties described in **EXHIBIT A** attached hereto and incorporated herein by this reference containing the threat of exercise of the City’s powers of eminent domain in the event agreement with the owner cannot be reached.

PASSED by the City Council of the City of Lake Stevens this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

APPROVED AS TO FORM:

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

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

**EXHIBIT A**  
**Legal Descriptions of Project Acquisitions**  
**(Please Attach)**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** June 14, 2016

**Subject:** Equipment Mechanic Classification

**Contact Person/Department:** Steve Edin/Human Resources      **Budget Impact:** \$106,751

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve the new classification, salary range and job description of Equipment Mechanic.**

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**SUMMARY/BACKGROUND:** During the 2016 budget planning cycle, an Equipment Mechanic position was proposed. Public Works Director Monken reviewed the feasibility of the proposal and recommended that the City develop a job description and recruit for the position in 2016. The attached job description was created, reviewed by the Teamsters Union and Public Works staff with Human Resources conducting the salary survey using comparable cities. The proposed salary range for this position is \$4,530 - \$5,600 per month. Director Stevens will include the budget impact figures in the next budget amendment. Director Monken will determine what uniform and specialized equipment may be needed for the new position and include the information in a future budget amendment. As soon as this position is approved by City Council, recruitment can begin.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** **\$106,571 Annually (Estimated Salary Annual Salary = \$67,200 + \$39,551 Estimated Benefits).**

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**ATTACHMENTS:**

- ▶ Exhibit A: City of Lake Stevens Equipment Mechanic Position Description

## EXHIBIT A

### CITY OF LAKE STEVENS POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Equipment Mechanic
<b>DEPARTMENT:</b>	Public Works
<b>CLASSIFICATION:</b>	Union/Non-Exempt
<b>EFFECTIVE DATE:</b>	June 1, 2016

#### **POSITION PURPOSE:**

This position is responsible for the maintenance and repair of all municipal vehicles and specialized equipment.

#### **DI ST I N G U I S H I N G C H A R A C T E R I S T I C S O F T H E J O B C L A S S:**

This is a journey level position which performs tasks requiring advanced technical skills. Positions in this class complete tasks independently and work under general supervision with existing guidelines such as, technical manuals, standard operating procedures and policies.

#### **SUPERVISION RECEIVED:\***

- Works under the general supervision of the Public Works Superintendent.

#### **SUPERVISION EXERCISED:\***

- None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Fabricates devices, tools, or implements needed using welding, grinding, and metal cutting tools and equipment.
- Performs inspections, repairs, adjustments, and modifications on a wide range of vehicles and specialized equipment used for heavy construction and grounds maintenance, in the field and in a shop environment.
- Performs routine inspections and maintenance on assigned equipment, including gasoline, diesel, and electric powered vehicles and equipment.
- Diagnoses problems and makes repairs to vehicle/equipment systems, including engines, transmissions, suspensions, electrical, ignition, fuel, hydraulic and brakes.

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\* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- o Coordinates with users and management to ensure availability of vehicles and equipment in good working condition.
- o Assists in overseeing repairs or maintenance work done by contractors.
- o Effectively inputs and helps to maintain various records, including inspections, maintenance schedules, time and material costs, and parts inventory, into recordkeeping system(s) related to assigned department/division.
- o Maintains, repairs and rebuilds hydrostatic drive trains and hydraulic pump units.
- o Performs preventive maintenance and tune-ups to equipment and tools; replaces tires, bearings, plugs and filters. Cleans, sharpens, and adjusts mower cutting reels, blades and bed-knives.
- o Works with procurement personnel to ensure appropriate inventory.
- o Performs welding work as needed.
- o **The duties listed above are intended only as illustrations of the various types of work that may be performed by this position. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to this position.**

**PERIPHERAL DUTIES:**

- o Perform the duties of subordinate personnel as needed or assigned by Public Works Superintendent.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

**QUALIFICATIONS:**

**Education, Training and Experience Guidelines**

- High school diploma or GED is required. Completion of a one-year vocational training course in automotive and equipment repair is desirable.
- Three years' experience as an equipment mechanic working with vehicles and specialized equipment used by the city is required.
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples of these skills include:

**Knowledge of:**

- Vehicle and equipment components and systems.
- Current practices, procedures, technology, and techniques used in the vehicle and equipment repair industry.
- Safety regulations, standards, guidelines, and practices regarding assigned vehicles and equipment.
- IBM - compatible computers.

**Ability to:**

- Operate vehicles and equipment assigned for inspection, maintenance, repair, etc.
- Inspect, maintain, repair, adjust, and modify vehicles and specialized equipment.
- Work safely and comply with all safety regulations, standards, guidelines, and practices regarding assigned vehicles and equipment.
- Read and understand written manuals and make basic sketches of proposed modifications or items to be fabricated.
- Provide specific training and instructions to lower level positions.
- Provide excellent customer service.
- Establish and maintain effective working relationships with city staff, city officials, the public and other agencies.
- Operate IBM-compatible computer and software applications related to assigned department/division.
- Effectively update and maintain records related to assigned department/division using related recordkeeping systems.
- Communicate effectively, orally and in writing.
- Work independently with minimal supervision.
- Weld.

**LICENSE OR CERTIFICATE REQUIREMENTS:**

- Must possess a Washington State Driver's license.
- Class "A" Washington State Commercial Driver's License without air brakes restriction is desirable.
- Must possess Automotive Service Excellence Certification A5 (Light Duty Brakes).
- Must possess Automotive Service Excellence Certification T4 (Heavy Duty Brakes).
- Must possess Washington State Emission Certification.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
EMPLOYEE ACKNOWLEDGEMENT

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

➔ PHYSICAL REQUIREMENTS

How much on-the-job time is spent on the following physical activities? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➔ Does this job require that weight be lifted or force be exerted? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Lift, push, pull or carry					
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➔ Does this job have any special vision requirements? Check all that apply:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

➡ Note the specific job duties that require the physical demands selected above:

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➡ **When performing maintenance and repair duties on equipment, using hand and power tools and equipment.**

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below:

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Environmental Conditions	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➡ How much noise is typical for the work environment of this job? Check the appropriate level below:

---

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

➡ Note the specific job duties that are affected by the environmental conditions:

---

➡ **When performing maintenance and repairs on equipment, using hand and power tools and equipment.**

QUESTIONNAIRE PREPARED BY:

Name: Steve Edin                      Date: 2 May, 2016  
Title: Human Resources Director

Key:

N: Never (not at all)	S: Seldom (0-10%)	O: Occasional (11-33% of the time)
	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda** June 14, 2016  
**Date:** \_\_\_\_\_

**Subject:** Approve FCS Group Scope of Service for Task 1 - Strategic Financial Plan

<b>Contact</b>	Barb Stevens, Finance Director/City	<b>Budget</b>	Not to Exceed
<b>Person/Department:</b>	<u>Clerk</u>	<b>Impact:</b>	<u>\$40,000</u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve FCS Group Scope of Service for Task 1 - Strategic Financial Plan**

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**SUMMARY/BACKGROUND:**

Council approved a professional services agreement with FCS Group on May 10, 2016 in an amount not to exceed \$85,000. This PSA will be performed on a per task basis, with each task being approved by the Finance Subcommittee or Council prior to being undertaken and completed.

Task 1: Developing a strategic financial plan including financial strategy, developing a forecasting model, and forecasting revenues and operating and capital expenditures.

The FCS group has provided a scope of services, budget, and timeline for task 1. The task budget is estimated at \$40,000 based on hourly rates. The process will start with gathering data, which is a time consuming process requiring numerous staff hours to complete. As noted in the scope of work, the initial timeline for receiving a work product was late August to early September. Because the forecast model and revenue, expenditure forecasting is needed for budget preparation, the FCS Group will alter the planned progression to complete the items needed for budgeting first, and then complete the remainder later. (Will still plan to receive report by September).

Staff will work diligently to fulfill the data requests in a timely manner with all available resources.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** A budget amendment is in process to increase the amount of the original budget to the amount of the total contract amount. An increase of \$65,000 will be included in the amendment.

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**ATTACHMENTS:**

1. Strategic Financial Plan – Scope of Services

## SCOPE OF SERVICES

**Task 1. Kickoff and Background Review** - We will conduct a kick off meeting with the City's Finance Director and other key City staff to review the project, methodology, timelines, expectations, and desired outcomes. Based on the goals for this project, the first task is to discuss and confirm the final scope, data requirements, key stakeholders, and deliverables. We will issue a data request for information such as 2011-2015 actual revenues and expenditures, the 2016 budget, CIP and capital plans, any previous revenue and expenditure forecasts, City financial policies and capital priorities, a City organizational chart, and any other related documentation related to future revenues or expenditures.

As part of the kick-off meeting we will want to discuss the best way for the City to pay for the projects, infrastructure, and additional staffing needs that the City has in its strategic plan or is contemplating as part of the planning efforts. This will include an evaluation of the City's fiscal strength and developing financial strategies to make the most effective use of capital and cash. The efforts may include a discussion of overall city goals, levels of service (LOS) targets, key issues for each of the projects, department needs, risk assessment and overall risk tolerance, use of debt and current revenues, and providing various forecasting based on different risk strategies (high, moderate, conservative risk).

**Task 2. Develop the Forecasting Model** - Develop a high level financial model that will forecast the City's long term financial capacity to support the current services and programs. The analysis will include a ten year period. Based on a review of the data available, we will work with the City staff to develop a funding and analytical framework for determining the approach and the elements in the analysis and how they will be incorporated in the City's financial management and budget processes. We will also work with the City staff to identify potential scenarios or alternatives (including any planned annexations) based on the City's priorities or needs. We will rely on the City to provide the existing financial data and forecasts, and if the City is not able to provide the information, additional budget might be needed for FCS GROUP to gather, analyze, and develop additional data.

**Task 3. Forecast Revenues and Operating and Capital Expenditures** - Develop the baseline forecast for the General Fund and Capital Plan. The forecast will identify any gaps in funding and any financial management alternatives to assure that the City maintains sufficient reserves and fund balance. We will identify any policy issues that the City might need to address to either increase the revenue sources or reduce operating costs. Once the baseline forecast is completed, we will review and discuss the forecast with the City's Finance Director and City Administrator. If changes to assumptions, revenues, or costs need to be made, we will adjust the model for any changes.

**Task 4. Develop General Fund Operating and Funding Alternatives** - If the baseline forecast shows that the City will be challenged by future deficits in the General Fund, we will identify any revenue or cost reduction strategies that will help the City maintain a sustainable General Fund for the next ten years. Strategies might include using funding sources not currently used by the City or might involve cost reduction alternatives. We will determine how any new or increased funding sources can help the City close any gaps and what impacts such additional funding sources might have on the City's taxpayers and residents.

**Task 5. Prepare Report** - FCS GROUP will prepare a short report or technical memorandum, at the discretion of the City, to document our findings, conclusions, and recommendations (where appropriate). We will meet with the City's Finance Director and any other City staff to review the preliminary results. We will also review the assumptions, alternatives, and methodologies used in

STRATEGIC FINANCIAL PLAN  
 CITY OF LAKE STEVENS, WASHINGTON

any of our forecasts. If modifications are needed to our analyses and alternatives, we will work with the City staff to adjust the forecast assumptions and data. After making any modifications and changes, we will provide the City with our final task report or deliverable.

Budget

Tasks	Consultant Hours				Total Labor Hours	Estimated Budget
	Principal Moy	Principal Bash	Analyst	Admin. Support		
<i>Effective Hourly Billing Rates:</i>	\$235	\$270	\$125	\$80		
Task 1. Kick-off	8	8	8	3	27	\$5,280
Task 2. Develop the Forecasting Model	16	2	56		74	\$11,300
Task 3. Forecast Revenues and Operating and Capital Expenditures	16	2	24	-	42	\$7,300
Task 4. Develop General Fund Operating and Funding Alternatives	21	-	20	-	41	\$7,435
Task 5. Prepare Report	16	4	27	4		\$8,535
Travel and Expense						\$150
<b>Project Budget</b>	<b>77</b>	<b>16</b>	<b>135</b>	<b>7</b>	<b>184</b>	<b>\$40,000</b>

Estimated Timeline

Project Task	June				July				August					September			
	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26
Task 1. Kick-off and Background Review		█	█														
Task 2. Develop the Forecasting Model				█	█	█	█	█	█								
Task 3. Forecast Revenues and Operating and Capital Expenditures								█	█	█							
Task 4. Develop General Fund Operating and Funding Alternatives									█	█							
Task 5. Prepare Report												█	█				█

## Rate Table

The table below summarizes our hourly rates and project expenses used to perform the above tasks.

<b><u>POSITION/TITLE</u></b>	<b><u>BILLING RATE</u></b>
Principals	\$270
Senior Program Manager	\$235
Rate Consultant	\$170
Project Consultant	\$150
Analyst	\$125
<b><u>Administrative and Technical Support</u></b>	
Public Relations	\$150
Technical Writer/Graphic Artist	\$125
Administrative Support	\$ 80

### **DIRECT EXPENSES**

Major direct expenses, such as mileage will be charged at cost. Other expenses will not be directly charged unless by mutual agreement of the City and FCS GROUP and specific terms will be established in advance prior to expenditure and billing.

### **TECHNOLOGY CHARGE**

FCS GROUP charges a \$5 per hour technology charge to cover overhead for IT systems, computers, communication devices and connectivity.

### **SUBCONSULTANTS**

When applicable, subconsultants will be charged at invoiced cost plus 10%.