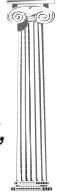


## **City of Lake Stevens Vision Statement**



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

---

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

**Monday, February 24, 2014 - 7:00 p.m.**

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

**CALL TO ORDER:** 7:00 p.m.  
Pledge of Allegiance

**ROLL CALL:**

**GUEST BUSINESS:**

**CONSENT AGENDA:** \*A. Approve February 2014 vouchers. Barb  
\*B. Approve Council regular meeting minutes of Barb  
February 10, 2014.

**ACTION ITEMS:** \*A. Supplemental Agreement with Natalie Quick Becky  
\*B. Approve Year 2 and 3 Phosphorus Management Mick  
Education Services Agreement with Snohomish  
Conservation District

**DISCUSSION ITEMS:** \*A 2014 Budget Amendment Ordinance 909 Barb

**COUNCIL PERSON'S BUSINESS:**

**MAYOR'S BUSINESS:**

**STAFF REPORTS:**

**EXECUTIVE SESSION:** A. Potential Litigation  
B. Acquisition of Real Estate

**ADJOURN:**

**Lake Stevens City Council Regular Meeting Agenda**

**February 24, 2014**

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
------------------	---------------------------------	---------------------------

**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

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

**NOTICE:**

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

**BLANKET VOUCHER APPROVAL  
2014**

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

Payroll Direct Deposits	2/14/2014	\$126,649.91
Payroll Checks	36382	\$2,639.19
Electronic Funds Transfers	ACH	\$3,625.71
Claims	36383-36489	\$238,650.49
Void Checks	36351-36376, 36295, 36406- 36445	(\$12,031.93)
Tax Deposit(s)	2/14/2014	\$51,859.24
<b>Total Vouchers Approved:</b>		<b>\$411,392.61</b>

**This 24th day of February 2014:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

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

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember



This page left blank intentionally

# Accounts Payable

## Checks by Date - Detail by Check Number



Check No	Vendor No	Vendor Name	Check Date	Check Amount
	Invoice No	Description	Reference	
ACH 1273		Dept of Retirement PERS LEOFF PR Batch 00001.02.2014 Deferred Comp State Deduction	02/14/2014 PR Batch 00001.02.2014 Defe	1,850.00
<b>Total for this ACH Check for Vendor 1273:</b>				<b>1,850.00</b>
ACH 1645		Nationwide Retirement Solution PR Batch 00001.02.2014 Deferred Comp Nationwide Ded	02/14/2014 PR Batch 00001.02.2014 Defe	1,373.25
<b>Total for this ACH Check for Vendor 1645:</b>				<b>1,373.25</b>
ACH 2045		Washington State Support Registry PR Batch 00001.02.2014 Child Support	02/14/2014 PR Batch 00001.02.2014 Chilc	402.46
<b>Total for this ACH Check for Vendor 2045:</b>				<b>402.46</b>
ACH 2105		Electronic Federal Tax Pmt System EFTPS PR Batch 00001.02.2014 Federal Income Tax PR Batch 00001.02.2014 FICA Employee Portion PR Batch 00001.02.2014 FICA Employer Portion PR Batch 00001.02.2014 Medicare Employee Portion PR Batch 00001.02.2014 Medicare Employer Portion 02/14/14 PR Tax Rounding Adj	02/14/2014 PR Batch 00001.02.2014 Fede PR Batch 00001.02.2014 FICA PR Batch 00001.02.2014 FICA PR Batch 00001.02.2014 Medi PR Batch 00001.02.2014 Medi	23,425.65 11,522.07 11,522.07 2,694.69 2,694.69 0.07
<b>Total for this ACH Check for Vendor 2105:</b>				<b>51,859.24</b>
36383 1537		Lake Stevens Police Guild 01/15/14 PR Batch 00002.01.2014 Police Guild Deduction 01/15/14 WACOP PR Batch 00002.01.2014 WACOPS Deduction 01/31/14 PR Batch 00001.01.2014 Police Guild Deduction 01/31/14 WACOP PR Batch 00001.01.2014 WACOPS Deduction	02/12/2014 PR Batch 00002.01.2014 Polic PR Batch 00002.01.2014 WAC PR Batch 00001.01.2014 Polic PR Batch 00001.01.2014 WAC	816.50 100.00 816.50 100.00
<b>Total for Check Number 36383:</b>				<b>1,833.00</b>
36384 1938		Teamsters Local No 763 01/15/14 PR Batch 00002.01.2014 Teamster Union Dues 01/31/14 PR Batch 00001.01.2014 Teamster Union Dues	02/12/2014 PR Batch 00002.01.2014 Tear PR Batch 00001.01.2014 Tear	275.00 275.00
<b>Total for Check Number 36384:</b>				<b>550.00</b>
36385 1992		United Way of Snohomish Co 01/15/14 PR Batch 00002.01.2014 United Way 01/31/14 PR Batch 00001.01.2014 United Way	02/12/2014 PR Batch 00002.01.2014 Unite PR Batch 00001.01.2014 Unite	115.84 115.84
<b>Total for Check Number 36385:</b>				<b>231.68</b>
36386 1537		Lake Stevens Police Guild 02/14/14 PR Batch 00001.02.2014 Police Guild Deduction 02/14/14 WACOP PR Batch 00001.02.2014 WACOPS Deduction	02/14/2014 PR Batch 00001.02.2014 Polic PR Batch 00001.02.2014 WAC	816.50 100.00
<b>Total for Check Number 36386:</b>				<b>916.50</b>

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
<b>36387</b>	2104	Snohomish County Cities	02/14/2014	
	022014	Executive-2/20/14 Meeting		35.00
	022014	Legislative-2/20/14 Meeting		175.00
	022014	Admin-2/20/14 Meeting		35.00
<b>Total for Check Number 36387:</b>				<b>245.00</b>
<b>36388</b>	1141	Business Card	02/18/2014	
	02/04 0979	LEER Training mtg		16.02
	02/04 0979	IACP membership 2014		120.00
	02/04 0979	Taser Repair		488.84
	02/04 0979	Transcription		110.00
	02/04 0979	Car lock out kit/Detective Camera Equipment		318.69
	02/04 0979	Car lock out kit/Detective Camera Equipment		209.20
	02/04 1324	Click2Mail		32.97
	02/04 1324	AWC Conference		312.17
	02/04 2772	AWC Conference & Misc Mtgs		311.87
	02/04 2772	AWC Conference		507.42
	02/04 2772	Hazard Communication Safety Kit		38.62
	02/04 2772	Hazard Communication Safety Kit		50.00
	02/04 2772	Hazard Communication Safety Kit		25.00
	02/04 2772	Hazard Communication Safety Kit		25.00
	02/04 2772	AWC Conference		40.31
	02/04 2772	AWC Conference		17.04
	02/04 2772	AWC Conference		30.46
	02/04 2772	AWC Conference		70.07
	02/04 2772	Ad-Building Code Compliance Inspector		150.00
	02/04 2772	Retirement Plaque - N Scott		149.60
	02/04 7750	AWC Conference and misc parking		274.01
	02/04 7750	Library handicap access door		68.22
	02/04 7750	Safety Equipment		106.45
	02/04 7750	Safety Equipment		106.45
	02/04 7750	AWC Conference and misc parking		10.15
	02/04 8877	Earpiece and Boots		196.04
	02/04 8877	Chairs/Power Supply/Transcriptions		865.60
	02/04 8877	Meeting		6.98
	02/04 8877	Postage		200.00
<b>Total for Check Number 36388:</b>				<b>4,857.18</b>
<b>36389</b>	2013	Ace Hardware	02/24/2014	
	41150	Propane bottles		9.73
	41170	Parts for De-icer tank		1.62
	41175	Heat Cord and Extension cord for Evidence room		110.14
	41190	Light bulbs		22.80
	41190	Light bulbs		22.79
	41237	Hose nozzle		13.02
	41243	Car wax and hose nozzle		23.87
	41262	Wire parts for lights at Police Dept		48.13
	41267	Tie down ratchets and tarps		217.15
	41275	Command refill strips		4.33
<b>Total for Check Number 36389:</b>				<b>473.58</b>
<b>36390</b>	1015	ACES	02/24/2014	
	9874	Safety meeting: Desk job exercise/Hand out and discussion		75.67
	9874	Safety meeting: Desk job exercise/Hand out and discussion		126.67
	9874	Safety meeting: Desk job exercise/Hand out and discussion		126.67
<b>Total for Check Number 36390:</b>				<b>329.01</b>

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
<b>36391</b>	1119 49899	Blumenthal Uniforms Pants - Taylor	02/24/2014	124.84
<b>Total for Check Number 36391:</b>				<b>124.84</b>
<b>36392</b>	1153 2421-201186 2421-201333 2421-201333 2421-201397 2421-201432	Carquest Auto Parts Store Filters Electrical connectors/switch/lamp Electrical connectors/switch/lamp Exchange filters Window handle and glue	02/24/2014	95.63 16.87 16.86 -6.11 20.61
<b>Total for Check Number 36392:</b>				<b>143.86</b>
<b>36393</b>	1183 14-001 POLIN11-0382	City of Marysville Court Citations January 2014 Prisoner Medical January 2014	02/24/2014	5,469.79 85.00
<b>Total for Check Number 36393:</b>				<b>5,554.79</b>
<b>36394</b>	1200 01/14 0810218	Comcast Internet services - Lakeshore Dr	02/24/2014	85.71
<b>Total for Check Number 36394:</b>				<b>85.71</b>
<b>36395</b>	1219 147813i	Corporate Office Supply CDs/Flash Drives/memory cards	02/24/2014	428.33
<b>Total for Check Number 36395:</b>				<b>428.33</b>
<b>36396</b>	1313 096591	Electronic Business Machines Copier maintenance	02/24/2014	186.51
<b>Total for Check Number 36396:</b>				<b>186.51</b>
<b>36397</b>	1440 3971503	Home Depot Outside Light fixture at Police Station	02/24/2014	73.53
<b>Total for Check Number 36397:</b>				<b>73.53</b>
<b>36398</b>	1584 54890	Macks Towing Towing charges case 14-0354	02/24/2014	100.10
<b>Total for Check Number 36398:</b>				<b>100.10</b>
<b>36399</b>	1757 PSTI2014-100 PSTI2014-93	Public Safety Testing New Hire Polygraph Exam New Hire Background Investigation & Report	02/24/2014	195.00 1,898.95
<b>Total for Check Number 36399:</b>				<b>2,093.95</b>
<b>36400</b>	1874 I000353733	Snohomish County Planning 2014 Dues for Snohomish County Tomorrow	02/24/2014	5,093.00
<b>Total for Check Number 36400:</b>				<b>5,093.00</b>
<b>36401</b>	1879 I000354216	Snohomish County PW S 800 MHZ 2014 Assessment	02/24/2014	68,367.00
<b>Total for Check Number 36401:</b>				<b>68,367.00</b>
<b>36402</b>	1915 2765856	Steuber Distributing Co PVC pipe for De-icer tank	02/24/2014	30.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
<b>Total for Check Number 36402:</b>				<b>30.68</b>
<b>36403</b>	1930	Tacoma Screw Products Inc	02/24/2014	
	30484667	Screw pin anchor shackles		29.31
	30484667	Screw pin anchor shackles		29.31
	30484667	Screw pin anchor shackles		29.31
<b>Total for Check Number 36403:</b>				<b>87.93</b>
<b>36404</b>	1974	Top Notch Towing	02/24/2014	
	11433	Towing services case 14-00392		325.80
<b>Total for Check Number 36404:</b>				<b>325.80</b>
<b>36405</b>	2036	Washington State Dept of Enterprise Svcs	02/24/2014	
	73116379	Office supplies		41.26
<b>Total for Check Number 36405:</b>				<b>41.26</b>
<b>36446</b>	2013	Ace Hardware	02/24/2014	
	41106	Carwash Kit		15.10
	41238	Batteries		30.39
<b>Total for Check Number 36446:</b>				<b>45.49</b>
<b>36447</b>	1073	ASCAP	02/24/2014	
		Annual License Fee		330.00
<b>Total for Check Number 36447:</b>				<b>330.00</b>
<b>36448</b>	1112	Bio Clean Inc	02/24/2014	
	5416	Decontamination of police vehicle		309.52
<b>Total for Check Number 36448:</b>				<b>309.52</b>
<b>36449</b>	1119	Blumenthal Uniforms	02/24/2014	
	41845	Vest Replacement		830.79
<b>Total for Check Number 36449:</b>				<b>830.79</b>
<b>36450</b>	1166	Cemex	02/24/2014	
	3115614	Sweeping debris disposal		2,555.30
	3115614	Sweeping debris disposal		2,555.30
<b>Total for Check Number 36450:</b>				<b>5,110.60</b>
<b>36451</b>	1183	City of Marysville	02/24/2014	
	POLIN11-0372	Prisoner Housing November - December 2013		2,565.00
<b>Total for Check Number 36451:</b>				<b>2,565.00</b>
<b>36452</b>	1189	Civicplus	02/24/2014	
	144454	Annual Fee and Year 3 Setup Fees		10,689.21
<b>Total for Check Number 36452:</b>				<b>10,689.21</b>
<b>36453</b>	1200	Comcast	02/24/2014	
	01/14 0692756	Internet services - Market PI		75.71
	02/14 0443150	City Internet services		2.59
	02/14 0443150	City Internet services		7.76
	02/14 0443150	City Internet services		2.59
	02/14 0443150	City Internet services		5.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	02/14 0443150	City Internet services		5.17
	02/14 0443150	City Internet services		20.68
	02/14 0443150	City Internet services		74.95
	02/14 0443150	City Internet services		3.45
	02/14 0443150	City Internet services		3.45
	02/14 0443150	City Internet services		3.45
<b>Total for Check Number 36453:</b>				<b>204.97</b>
<b>36454</b>	1209	ConfirmdeliveryCom	02/24/2014	
	05314198	ParcelPaks for Passports		124.34
<b>Total for Check Number 36454:</b>				<b>124.34</b>
<b>36455</b>	1219	Corporate Office Supply	02/24/2014	
	147545i	File folders/Binder		132.79
	147603i	Easel Pad/Marker Caddy		151.99
	147884i	Paper Towels		8.41
	147884i	Paper/Tissue		106.53
	147884i	Power Strip/ Toner		114.46
	147898i	Postit Flags		32.42
	147898i	Desk file and sorters		99.86
	147898i	Folders		75.91
	147926i	Paper		44.52
	41106	Carwash Kit		15.10
	41238	Batteries		15.20
	41238	Batteries		15.19
<b>Total for Check Number 36455:</b>				<b>812.38</b>
<b>36456</b>	1231	Crystal and Sierra Springs	02/24/2014	
	5249844020114	Bottled Water		22.19
	5249844020114	Bottled Water		22.18
	5249844020114	Bottled Water		41.28
	5249844020114	Bottled Water		59.18
	5249844020114	Bottled Water		59.18
<b>Total for Check Number 36456:</b>				<b>204.01</b>
<b>36457</b>	1305	Economic Alliance Sno Co	02/24/2014	
	Feb 2014	EASC Annual Investment		3,000.00
<b>Total for Check Number 36457:</b>				<b>3,000.00</b>
<b>36458</b>	1313	Electronic Business Machines	02/24/2014	
	096601	Copier Maintenance		272.00
<b>Total for Check Number 36458:</b>				<b>272.00</b>
<b>36459</b>	1324	Employment Security Dept	02/24/2014	
	14-005423-RDU-J	Work History Research		8.00
<b>Total for Check Number 36459:</b>				<b>8.00</b>
<b>36460</b>	1343	Evergreen Security Systems	02/24/2014	
	44546	Security System - Evidence room		2,031.25
<b>Total for Check Number 36460:</b>				<b>2,031.25</b>
<b>36461</b>	1352	Feldman and Lee	02/24/2014	
	013114	Public Defender services		6,982.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			<b>Total for Check Number 36461:</b>	<b>6,982.50</b>
<b>36462</b>	1395	Grainger	02/24/2014	
	9355979262	Outside Wall Light Fixture		54.65
	9358244342	Outside Wall Light Fixture		128.02
	9358244342	Outside Wall Light Fixture		128.01
			<b>Total for Check Number 36462:</b>	<b>310.68</b>
<b>36463</b>	1409	Group Health Coop	02/24/2014	
	773329-20141	Employee Medical tests and exams		1,704.00
	773329-20141	Employee Medical tests and exams		83.50
	773329-20141	Employee Medical tests and exams		83.50
			<b>Total for Check Number 36463:</b>	<b>1,871.00</b>
<b>36464</b>	1466	J and J Polygraph Service LLC	02/24/2014	
	1181	New Employee Polygraph Exam		175.00
			<b>Total for Check Number 36464:</b>	<b>175.00</b>
<b>36465</b>	1490	Johns Cleaning Service	02/24/2014	
	1287	Uniform cleaning		167.75
			<b>Total for Check Number 36465:</b>	<b>167.75</b>
<b>36466</b>	1534	Lake Stevens Fire	02/24/2014	
	7615	Annual fire inspection of City Shop		100.00
	7615	Annual fire inspection of City Shop		100.00
	7615	Annual fire inspection of City Shop		100.00
			<b>Total for Check Number 36466:</b>	<b>300.00</b>
<b>36467</b>	1535	Lake Stevens Journal	02/24/2014	
	80668	Public Hearing Marijuana Regulations		53.60
	80701	LUA2014-0003 Catherine Crest		70.35
	80702	Public Hearing Marijuana Regulations		53.60
	80731	Ordinance 907		20.10
			<b>Total for Check Number 36467:</b>	<b>197.65</b>
<b>36468</b>	1541	Lake Stevens Sewer District	02/24/2014	
	020114	Utilities - Sewer		77.00
	020114	Utilities - Sewer		154.00
	020114	Utilities - Sewer		308.00
	020114	Utilities - Sewer		154.00
			<b>Total for Check Number 36468:</b>	<b>693.00</b>
<b>36469</b>	1553	Law Offices of Weed Graafstra	02/24/2014	
	122	Legal services		13,571.00
			<b>Total for Check Number 36469:</b>	<b>13,571.00</b>
<b>36470</b>	1562	Lexis Nexis	02/24/2014	
	55877060	Database searches		102.93
			<b>Total for Check Number 36470:</b>	<b>102.93</b>
<b>36471</b>	1220	Monroe Correctional Complex	02/24/2014	
	MCC1402.004	Work crew services		79.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	MCC1402.004	Work crew services		103.86
	MCC1402.004	Work crew services		30.02
	MCC1402.004	Work crew services		55.19
	MCC1402.004	Work crew services		8.14
	MCC1402.004	Work crew services		8.14
	MCC1402.004	Work crew services		8.14
<b>Total for Check Number 36471:</b>				<b>292.92</b>
<b>36472</b>	2106	Natalie Quick Consulting	02/24/2014	
	Feb 2014	Prof Services		600.00
	Jan 2014	Prof Services		700.00
<b>Total for Check Number 36472:</b>				<b>1,300.00</b>
<b>36473</b>	2108	Natural None Holding, LLC	02/24/2014	
	LUA2014-0003	Refund balance of Traffic Mitigation Fee for Catherine Crest		30,352.25
<b>Total for Check Number 36473:</b>				<b>30,352.25</b>
<b>36474</b>	1670	Northwest Cascade Inc	02/24/2014	
	1-853250	HoneyBucket renta at Boat Launch		138.00
<b>Total for Check Number 36474:</b>				<b>138.00</b>
<b>36475</b>	1687	Office of The State Treasurer	02/24/2014	
	Jan 2014	January 2014 State Court Fees		183.10
	Jan 2014	January 2014 State Court Fees		4,454.74
	Jan 2014	January 2014 State Court Fees		2,610.95
	Jan 2014	January 2014 State Court Fees		172.15
	Jan 2014	January 2014 State Court Fees		399.83
	Jan 2014	January 2014 State Court Fees		65.28
	Jan 2014	January 2014 State Court Fees		43.78
	Jan 2014	January 2014 State Court Fees		248.28
	Jan 2014	January 2014 State Court Fees		284.79
	Jan 2014	January 2014 State Court Fees		112.50
	Jan 2014	January 2014 State Court Fees		891.07
	Jan 2014	January 2014 State Court Fees		38.47
<b>Total for Check Number 36475:</b>				<b>9,504.94</b>
<b>36476</b>	2107	Outcomes by Levy, LLC	02/24/2014	
	2014-01-LS	January 2014 Legislative/Lobbying services		5,067.40
<b>Total for Check Number 36476:</b>				<b>5,067.40</b>
<b>36477</b>	1764	Puget Sound Energy	02/24/2014	
	02/14 24316495	Utilities - Gas		95.47
	02/14 24316495	Utilities - Gas		95.47
	02/14 24316495	Utilities - Gas		95.48
	02/14 3723810	Utilities - Gas		231.37
<b>Total for Check Number 36477:</b>				<b>517.79</b>
<b>36478</b>	1791	Republic Services 197	02/24/2014	
	0197-001673479	Dumpster services		243.97
	0197-001673479	Dumpster services		13.20
	0197-001673667	Dumpster services		170.87
	0197-001673667	Dumpster services		170.87
	0197-001673667	Dumpster services		7.65
	0197-001673667	Dumpster services		7.65
	0197-001674217	Dumpster services		243.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0197-001674217	Dumpster services		14.15
<b>Total for Check Number 36478:</b>				<b>871.38</b>
<b>36479</b>	1841	Shred It Western Washington	02/24/2014	
	9403027221	Shredding services		55.19
	9403174690	Shredding services		55.19
<b>Total for Check Number 36479:</b>				<b>110.38</b>
<b>36480</b>	1876	Snohomish County PUD	02/24/2014	
	104131867	200206019		829.19
	104131868	200245215		709.32
	104131869	200321172		730.87
	104132975	200206977		123.95
	104132975	200206977		1,414.92
	110759125	201783685		414.74
	110759126	201956075		49.96
	117394598	200748721		97.31
	117396990	202648705		121.64
	127338857	204719074		15.25
	130653011	202342622		174.97
	133945225	203115522		393.61
	137166137	202624367		9,202.79
	137166138	202648101		834.02
	137166139	202670725		1,128.33
	140478945	202513354		35.39
	140481719	200178218		552.61
	143792473	201595113		339.08
	143793177	200860922		1,194.85
	143794092	202289237		178.11
	143794092	202289237		178.11
	143794348	201513934		42.55
	156888751	200558690		190.84
	156889996	200363505		188.70
	160138380	201973682		43.12
<b>Total for Check Number 36480:</b>				<b>19,184.23</b>
<b>36481</b>	1879	Snohomish County PW S	02/24/2014	
	I000353636	RR6137 Addl Overlay Costs		691.83
	I000353636	Signal Repair		745.99
	I000354235	800 MHZ Principle Payment		14,738.00
	I000354235	800 MHZ InterestPayment		7,880.00
<b>Total for Check Number 36481:</b>				<b>24,055.82</b>
<b>36482</b>	1888	Snohomish County Treasurer	02/24/2014	
	Jan 2014	January 2014 Crime Victims Compensation		183.10
<b>Total for Check Number 36482:</b>				<b>183.10</b>
<b>36483</b>	2109	Sound Publishing Inc	02/24/2014	
	975974	Help Wanted Police Lieutenant		66.40
	976023	Help Wanted Senior Planner		106.18
	976773	Help Wanted Buiding Code Compliance Inspector		199.00
<b>Total for Check Number 36483:</b>				<b>371.58</b>
<b>36484</b>	2110	William Tackitt	02/24/2014	
	SGN2013-0016	SGN2013-0016 Refund of Balance		50.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			<b>Total for Check Number 36484:</b>	<b>50.00</b>
<b>36485</b>	1930	Tacoma Screw Products Inc	02/24/2014	
	30483202	Vehicle wire connectors		10.63
	30483202	Vehicle wire connectors		10.63
	30483202	Vehicle wire connectors		10.63
			<b>Total for Check Number 36485:</b>	<b>31.89</b>
<b>36486</b>	1994	UPS	02/24/2014	
	74Y42044	Evidence shipping		14.42
	74Y42054	Evidence shipping		12.73
			<b>Total for Check Number 36486:</b>	<b>27.15</b>
<b>36487</b>	2008	Verizon Northwest	02/24/2014	
	9718927173	Wireless Phone charges		149.28
	9718927173	Wireless Phone charges		85.04
	9718927173	Wireless Phone charges		29.61
	9718927173	Wireless Phone charges		52.22
	9718927173	Wireless Phone charges		104.44
	9718927173	Wireless Phone charges		141.87
	9718927173	Wireless Phone charges		1,493.22
	9718927173	Wireless Phone charges		168.46
	9718927173	Wireless Phone charges		168.46
	9718927173	Wireless Phone charges		168.47
			<b>Total for Check Number 36487:</b>	<b>2,561.07</b>
<b>36488</b>	2043	Washington State Patrol	02/24/2014	
	I14005670	Background checks-weapons permits		693.00
			<b>Total for Check Number 36488:</b>	<b>693.00</b>
<b>36489</b>	2052	Watch Systems	02/24/2014	
	21754	Community Notification Delivery charges		255.28
			<b>Total for Check Number 36489:</b>	<b>255.28</b>
			<b>Report Total (71 checks):</b>	<b>294,135.44</b>



This page left blank intentionally

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

Monday, February 10, 2014  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

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

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

COUNCILMEMBERS ABSENT: John Spencer

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Senior Planner Russ Wright, Interim Police Chief Dan Lorentzen, and Office Assistant Carin Hinman

OTHERS: Jim Wilson, Mike Warhank and Jeff Greenhaw

---

**Excused absence.** Councilmember Welch moved to excuse councilmember Spencer, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Guest Business.** None

**Consent Agenda.** Councilmember Low moved to approve Consent Agenda Items A and B (A. Approve January 2014 blanket vouchers [Payroll Direct Deposits 1/31/14 for \$118,390.33; Payroll Checks 36310 for \$2,534.62; Electronic Funds Transfers ACH for \$164,016.78; Claims 36309, 36311 – 36381 for \$135,096.35; Void Checks 36309 and 36323 for \$(750.00); Tax Deposit(s) 1/31/14 for \$46,756.56; for Total Vouchers Approved of \$466,044.64]; B. Approve Council regular meeting minutes of January 27, 2014, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Public Hearing for second and final reading of Ordinance No. 908, I-502 Marijuana Regulations.** Mayor Little read the Public Hearing procedure. Senior Planner Russ Wright presented a recap on Ordinance No. 908 stating the City is proposing to create regulations for licensing, processing, production and retail sales of marijuana to individuals ages 21 and older to go along with the recently adopted Washington State regulations. Ordinance No. 908 would establish licensing requirements, set up zoning regulations, definitions into our Municipal Code.

**Public Comment:** Jeff Greenhaw, 8142 N.E. 145<sup>th</sup> Place, Kenmore, WA 98028. Mr. Greenhaw voiced his concerns regarding the 1,000 foot separation between businesses and the 10,000 square foot limitation on producer/processors. He noted the limitations would reduce the number of usable buildings and the amount of space in them.

Mike Warhank, 2605 131<sup>st</sup> Drive N.E., Lake Stevens. Mr. Warhank voiced his concern regarding odor control how to enforce it and suggested restrictions to the Centennial Trail area.

Jim Wilson, 13008 27<sup>th</sup> Place N.E., Lake Stevens. Mr. Wilson noted that he is a local business owner and has been in Lake Stevens for twenty seven years. He has four industrial buildings approximately 10,000 square feet each and is seeking a license for marijuana production and processing. He requested the City follow the States recommendations and requirements for producer /processor businesses.

**MOTION:** Councilmember Daughtry moved to close the public comment portion of the Public Hearing, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

Councilmember Quigley disclosed that she owns property in the subject area.

Councilmember Quigley asked Senior Planner Wright how the odor issue is regulated. Planning Director Ableman noted that the City has interlocal agreement with the Puget Sound Clean Air agency and they would be the enforcement mechanism if there was to be odor issues. Councilmembers Holder and Quigley requested stronger language in the City Code be created requiring specific standards.

Councilmember Holder questioned the cost of policing these areas as they come into the City. Interim Police Chief Lorentzen responded that is an unknown and the Police would meet with the applicants. Senior Planner Wright commented that the WAC addresses these issues with regulations and the Liquor Control Board will also review these security mechanisms before occupancy.

Councilmember Holder questioned the vegetation buffer requirements between the Centennial Trail and businesses. Planning Director Ableman responded requirements are Type A, the highest density vegetation, 10 feet wide at a height of approximately 4 – 6 feet when installed.

Mayor Little summed up the discussion to stay at tier two with a 10,000 square foot canopy and go to the WAC for separation requirements.

Senior Planner Wright reviewed changes to section 14.44.097 page 29 of Council packet, Section d1 would read 'no more than one distinct marijuana business shall be located within a single structure', d2 subsection 2 would be stricken and there would be no separation between facilities and Section e1 would read 'State-licensed producers will be limited to a tier 2 size, e2 will read 'State-licensed retail locations will be limited to 100,000 square feet' and add a subsection 3 that would that would retain the limitations on re-sales. Page 30 h will now read 'the applicant will demonstrate prior to occupancy that they can meet the requirements for odor control'.

**MOTION:** Councilmember Welch moved to close the Public Hearing on Ordinance 908, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

**MOTION:** Councilmember Welch moved to approve the second and final reading of Ordinance No. 908, I-502 Marijuana Regulations as amended, seconded by Councilmember Daughtry; motion carried unanimously.  
(6-0-0-1)

**Public meeting in consideration of Catherine Crest Final Plat Approval**

The plat of Catherine Crest is under review for final plat approval. It's a 31 lot cluster subdivision on 13 acres. All fees and conditions required for approval have been met.

MOTION: Councilmember Tageant moved to approve the final plat of Catherine Crest, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

**Adopt Resolution No. 2014-1, Authorizing Use of Local Government Investment Pool**

Finance Director Stevens requested adoption of Resolution 2014-1 to allow the City to continue to invest in the Local Government Investment Pool that is run by State Treasury stating that it is a safe and liquid investment.

MOTION: Councilmember Low moved to adopt Resolution No. 2014-1 Local Government Investment Pool, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

**Supplemental Agreement No. 1 for Aluminum Sulfate Treatment Program to Aquatechnex**

Public Works Director Monken requested the Mayor to authorize the Aluminum Sulfate Treatment Program to Aquatechnex for the amount of \$96,056.70 with a management reserve of \$3,000.

MOTION: Councilmember Tageant moved to allow Mayor Little to approve the Supplemental Agreement No. 1 for Aluminum Sulfate Treatment Program to Aquatechnex for an amount of \$96,056.70 and authorize a management reserve of \$3,000, seconded by Councilmember Daughtry ; motion carried unanimously. (6-0-0-1)

**Supplemental Agreement No.1 to Public Safety Testing Professional Services Agreement Approved January 13, 2014**

Human Resource Director Edin handed out and recommended approval of a Professional Services Supplemental Agreement between the City and Public Safety Testing for Consultant Services amending the original language to clarify dual indemnity and confidentiality requirements.

MOTION: Councilmember Daughtry moved to approve supplemental agreement No. 1 to Public Safety Testing Professional Services, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

**Discussion Items:** Public Works Director Monken reviewed the Street Sweeping Plan noting route priorities, general sweeping and seasonal sweeping schedules. No revisions have been made on this plan. He also noted the new anti-icer worked very well during last week's snow.

Planning Director Ableman introduced the proposed work plan for the State mandated 2015 Comprehensive Plan update. This gives the City the opportunity to update the Land Use policy, countywide planning polices and growth plan targets for 2035. A short video was presented on GMA to encourage and welcome future growth. Senior Planner Wright reviewed the 2015 work plan update noting mandatory elements from the State. Individual chapters will be tackled over the next 18 months. A public participation program will include open houses, public hearings and electronic surveys. Public Hearing processes will begin after agency and environmental reviews. Planning Director Ableman noted that all work will be done in house.

**Council Person's Business:** Councilmembers reported on the following: Daughtry – attended the Community Transit Board meeting, met with City Administrator Berg, Mayor Little and Councilmember Quigley to plan Council retreat - Low attended the AWC Conference in Olympia, did a ride-along with Public works director Monken also did ride along with the Police Department– Quigley attended the Council retreat planning meeting and will attend the Park Board meeting discussing Cavalero Park.

**Mayor's Business:** Mayor Little reported on the following: he met with City Administrator Berg, Councilmembers Daughtry and Quigley to discuss the Council retreat – he and City Administrator Berg met with Susan Delbene's office to discuss Federal Government issues, the transportation package and drug problems in the Cities – he noted an invitation to Snohomish County Cities Summit, February 20<sup>th</sup> 5:30 p.m. at new Everett Community Resource Center. – he met with Public Works Director Monken, City Administrator Berg and County Councilman Terry Ryan updating him on parks and activity in the City.

**Staff Reports:** Staff reported on the following: Planning Director Ableman met with the County Parks Department discussing the potential Cavalero Hill skate park. – Public Works Director Monken noted a four- way stop will be put in at 79<sup>th</sup> S.E. and 15<sup>th</sup> S.E to improve site distance. Monken and Interim Police Chief Lorentzen have been working with citizen Gagnon who has placed numerous complaints since 2010 with the issue of speeding in her neighborhood. Interim Police Chief Lorentzen handed out a Police Department organizational chart reviewing current employees, officers in background and 2014 budgeted employees

**Adjourn.** Councilmember Low moved to adjourn at 9:06 p.m., seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

---

Vern Little, Mayor

---

Office Assistant, Carin Hinman



This page left blank intentionally



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 24, 2014

**Subject:** Economic Development  
Amendment No. 1 - Contact Completion Date Extension Only - Professional Services  
Agreement –Business Recruitment Services – Natalie Quick Consulting

---

<b>Contact</b>	Rebecca Ableman	<b>Budget</b>	No additional
<b>Person/Department:</b>	Planning and Community Development Director	<b>Impact:</b>	budget impact.
			Contract amount
			\$

---

---

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

Authorize the Mayor to sign Amendment No. 1 (Attachment A) to Professional Services Agreement with Natalie Quick Consulting for the Business Recruitment Project (Attachment B) to extend the contract completion date to April 30, 2014.

---

**SUMMARY:**

Council approved a Professional Services Agreement with Natalie Quick for Business Recruitment Services on May 1, 2013. Many of the tasks identified in Exhibit A, Scope of Work to the original agreement have been completed. However, as a result of the Economic Development Roundtable event held September in Seattle it was clear that additional marketing and development analysis was needed in order to effectively proceed with the recruitment efforts. Council approved a contract with Berk on December 5, 2014 to begin that analysis. That work is expected to be completed within in the next few weeks.

---

**BACKGROUND:**

There are still task left to complete under Natalie Quick's contract. Completion of those tasks will occur following the analysis work by Berk consulting. The tasks include further outreach to Brokerage firms and driving tours/follow up for potential parties of interest as well as a check in of the effectiveness of these efforts.

---

**DISCUSSION:**

The initial Scope of Work for this effort included developing a specific public relations plan that will identify goals and objectives as well as strategies and performances metrics for the overall recruitment project. Messaging and materials have been part of the work accomplished by the consultant.

The main early effort was a targeted event with specifically selected attendees to introduce the Lake Stevens community and its marketable elements to generate retail and employer/industry interest. This was a successful event as it provided information and suggestions about how to proceed forward with recruitment efforts. There will now be follow up with interested people including a driving tour of the City upon completion of analysis that the professional will want to know about the City.

This contract effort will be completed by April 30, 2014.

---

**APPLICABLE CITY POLICIES:**

The proposal is consistent with and will further the Economic Development Strategy Goals.

---

**BUDGET IMPACT:**

The initial budgeted amount for Natalie Quick Consulting PSA is \$25,725. The budget does not change however the length of time to complete the scope of services only is adjusted to April 30, 2014.

---

**ATTACHMENTS:**

- A. Amendment No. 1 to Professional Services Agreement with Natalie Quick Consulting –Business Recruitment
- B. Professional Services Agreement with Natalie Quick Consulting - Business Recruitment dated May 1, 2013

**SUPPLEMENTAL AGREEMENT NO. 1  
TO  
PROFESSIONAL SERVICES AGREEMENT  
FOR  
CITY OF LAKE STEVENS  
AND  
NATALIE QUICK CONSULTING INC.**

This Supplemental Agreement No. 1 is made and entered into on the 24th of February, 2014, between the City of Lake Stevens, hereinafter called the "City" and Natalie Quick Consulting Inc., hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for Business Recruitment Program - Public Relations and Outreach consulting services, hereinafter called the "Project," said Agreement being dated May 1, 2013; and

WHEREAS, the Agreement anticipates that supplements will be executed on specific call services are defined and required;

WHEREAS, both parties desire to supplement said Agreement, by defining the Scope of Services to provide for in Exhibit A of the initial agreement;

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein or attached and incorporated, and made a part of hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement for the Professional Services dated May 1, 2013, shall remain in full force and effect, except as modified in the follow sections:

- 1. Article III, Section 3.3 of the Original Agreement, "TIME OF PERFORMANCE", is amended to provide that all work identified in Exhibit A "Scope of Services" shall be completed by April 30, 2014.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF LAKE STEVENS

NATALIE QUICK CONSUTLING INC.

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Its \_\_\_\_\_

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Lake Stevens City Attorney

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF LAKE STEVENS  
AND NATALIE QUICK CONSULTING FOR CONSULTANT SERVICES**

**THIS AGREEMENT** (“Agreement”) is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation (“City”), and Natalie Quick Consulting, a Washington Limited Liability Company (“Consultant”).

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

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide the City with consultant services regarding Business Recruitment Program-Public Relations and Outreach as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

**ARTICLE II. SCOPE OF SERVICES**

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

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

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

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

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

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

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

**III.3 TERM.** The term of this Agreement shall commence on the date of agreement execution and shall terminate at midnight, December 31, 2013. The parties may extend the term of this Agreement by written mutual agreement.

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

**III.5 EMPLOYMENT.** Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

**III.6 INDEMNITY.** Indemnification/Hold Harmless Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the

purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

### III.7 INSURANCE.

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

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. \$300,000 combined single limit per accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

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

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

d. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

e. **Insurance shall be Primary.** The Consultant's insurance coverage shall

be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

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

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

**III.11 INDEPENDENT CONTRACTOR.**

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

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

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

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

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

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

**III.14 SUBCONTRACTORS/SUBCONSULTANTS.**

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

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

Joy Johnston

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

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

**ARTICLE IV. OBLIGATIONS OF THE CITY**

**IV.1 PAYMENTS.**

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$25,725 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

**IV.2 CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

**IV.3 MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses

allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

**ARTICLE V. GENERAL**

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

City of Lake Stevens  
Attn: Rebecca Ableman, Planning and Community Development Director  
P.O. Box 257  
Lake Stevens, WA 982258

Notices to the Consultant shall be sent to the following address:

**Natalie Quick Consulting**  
**Natalie Quick**  
**3042 NW 60TH ST**  
**SEATTLE, WA, 98107-2557**

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

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

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

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties

and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

#### V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

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

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

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

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

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

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

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

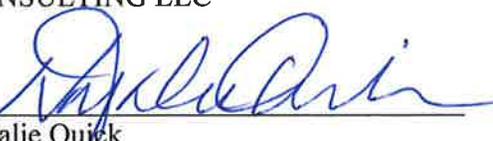
DATED this 1 day of May, 2013.

CITY OF LAKE STEVENS

NATALIE QUICK

CONSULTING LLC

By   
Vern Little, Mayor  
John Spencer, Mayor Pro Tem

By   
Natalie Quick

Approved as to form:

  
Grant K. Weed, City Attorney

**EXHIBIT A  
SCOPE OF WORK**



## EXHIBIT A

**City of Lake Stevens Marketing & Business Recruitment Program  
Public Relations & Outreach Scope of Work & Budget**

The following Scope of Work & Budget reflects strategies and tactics included in the Proposal submitted to the City of Lake Stevens in October 2012 related to its efforts to increase communication and outreach around its Marketing & Business Recruitment Program.

Scope of Work*Public Relations Plan*

- Prepare for and hold kick-off meeting with City of Lake Stevens (COLS) team.
- Research and draft a detailed Public Relations plan that includes an overall goal, objectives, strategies, tactics, timeline and performance metrics. The plan will clearly define what 'success' means for this outreach effort and how we will go about implementing a road map toward these goals.

*Hours: 10 – 12*

*Budget: \$1,750 - \$2,100*

*Messaging & Materials Refinement*

- Hold meeting / discussion to discuss messaging direction. Test message direction with, if needed, trusted real estate professionals; discuss feedback gained with COLS team. Present final direction to COLS team and finalize Draft messaging and review with team; incorporate up to two rounds of edits and finalize.
- Review existing materials and provide recommendations on new / updated materials for this outreach effort. Test some materials if needed with trusted real estate professionals; discuss feedback gained with COLS team. Present final direction to COLS team and finalize. Draft / update materials as agreed-upon with team. Present drafts for COLS review; incorporate up to two rounds of edits and finalize.

*Hours: 15 – 20*

*Budget: \$2,625 - \$3,500\**

*\*Note: Does not include graphic design or printing expenses*

*Invitation-only Presentations to Seattle / Bellevue Real Estate Community*

- Work with COLS team to develop 'wish list' list of target market sector (retail and employment/industry)/ event attendees (developers, brokers, architects, retailers, etc). Refine list and present final list of target attendees.
- Create branded email invitation for attendees that showcase the marketable elements of Lake Stevens. Develop design explorations and present 1-2

**EXHIBIT A**

options to COLS team; Review and finalize. Draft text to accompany email; Review text and finalize.

- Once email is distributed to invitees, follow up individually to encourage attendance. Update COLS team as needed. Develop a “What to Expect” document for participants once they are confirmed; Review with team and finalize. Distribute to attendees once they are confirmed.
- Work closely with City team to develop a ‘road show’ presentation for the event that builds on the messaging and materials (specifically the PowerPoint, visuals and a marketing leave-behind piece). Advise on materials and help create as needed; review all with COLS team and finalize.
- Prepare for and hold prep session with City participants to organize flow of discussion / presentation.
- Provide research and recommendations related to location for briefings, food / beverage, etc. Organize all on-site details as needed.
- Hold / help lead two presentations with 10-12 minimum attendees in each session. Provide a scribe for each meeting and a thorough written recap for City leaders. Debrief with team and discuss next steps.

*Hours: 75 – 85*

*Budget: \$13,125 - \$14,875\**

*\*Note: does not include expenses*

*City of Lake Stevens Driving Tours*

- Creation (with the City) of a tour route and talking points for key points of interest. Hold preparation meeting with all possible City spokespeople / attendees.
- Based on feedback from invite-only presentations, target and refine 8-12 possible attendees for the tour (about 30% of attendees from earlier briefings); Outreach individually to each target to attend; once confirmed, follow up with tour details as needed.
- Prepare in advance of each tour (with the City) to help customize tour route and messaging depending on attendees and their focus / desired outcome.
- Attend up to three tours (as needed).

*Hours: 25-30*

*Budget: \$4,375 - \$5,250*

**FEEES: \$21,875 - \$25,725**



This page left blank intentionally



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 24 February 2014

**Subject:** Lake Stevens Phosphorus Management Plan - Education

**Contact** Mick Monken **Budget Impact:** See Exhibit  
**Person/Department:** Public Works

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Year 2 and 3 Phosphorus Management Education Services provided by the Snohomish Conservation District in the amount of \$20,405.**

---

**SUMMARY/BACKGROUND:** In February 2013, the City Council adopted the Phosphorus Management Plan (Plan). The Plan serves as a guide document on how the City intends to manage excessive phosphorus loading. This consist primarily of two elements: 1) physical methods (aluminum sulfate applications – “Alum”); and 2) education. The estimated annual City budget for education in the Plan is \$15,000.

The Plan was implemented in 2013 with the Lake receiving an initial treatment of Alum and kick off of a public outreach education program. The education program was performed in a large part through the Snohomish Conservation District (SCD). That year the program was funded 100% by Department of Ecology (DOE) grant funding and contributions through SCD. The education program included classes, media outreach, education material, and public involvement. The program appeared to be well received.

This action is for year 2 (2014) through year 3 (2015) education program. It was developed in coordination with the City, County, and SCD. In Exhibit A is a brief description of the proposed 2014/2015 education program. The budget for the entire program is \$20,405. Of this amount, a DOE grant to the City will cover 100% of the City’s match of \$15,641 with the balance of \$4,764 being covered by SCD. No direct costs from the City funds are expected for the education program.

---

**APPLICABLE CITY POLICIES:**

---

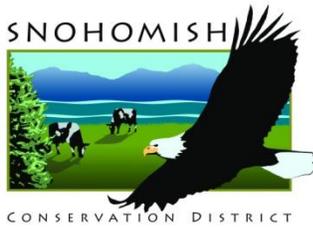
**BUDGET IMPACT: Education Total budget of \$20,405 will be funded 100% through a DOE grant (\$15,641) and Snohomish Conservation District contribution (\$4,764)**

---

**ATTACHMENTS:**

- ▶ Exhibit A: Snohomish Conservation District Scope of Work

**EXHIBIT A**



SCD 528 91<sup>st</sup> Ave NE, Ste A, Lake Stevens, WA 98258-2538  
 Phone 425-335-5634, ext 4 FAX 425-335-5024 Website: [www.snohomishcd.org](http://www.snohomishcd.org)

**City of Lake Stevens  
 Estimate of Probable Costs for SCD Scope of Work, Jan 2014-Jan2016**

<u>Task</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>SCD Contributions</u>	<u>City Costs</u>
Administration	Project administration: Assist with grant reporting, billing and general project management.	\$4,035	\$1,009	\$3,026
Education & Outreach	3 Events: Could include a Watershed Walk, Sustainable Gardens from Top Designers, (Aquafest 2014/2015), and Septic Care (Fall 2014)	\$9,808	\$2,942	\$6,866
	Develop criteria for merit-based sign recognition program, and pilot it in a target neighborhood. Objective: 7 residential or business landscapes retrofitted and recognized by 2016.			
	Develop business support and promotion of 'I Love the Lake' messaging through youth outreach. Integrate youths and business support in Watershed Walk at Aquafest.			
	Teach AP high school Phosphorous curriculum annually, and present student solutions and messaging to the community.			
	Provide evaluations and behavior change analyses.			
	Development of promotional materials, including a doorhanger, PSAs, brochure, and merit sign.			
Demonstration Project	Develop technical design for runoff of 15th St. NE. Facilitate awareness and participation of homeowners for demonstration project and workday. Assist in procuring funding and managing the project.	\$2,710	\$813	\$1,897
Overhead	15% charged to all staff time.	\$2,483		
Materials	Refreshments for workshops, merit signs, youth education supplies, printed material.	\$1,200		\$3,852
Travel		\$170		
<b>TOTAL ESTIMATED COSTS</b>		<b>\$20,405</b>	<b>\$4,764</b>	<b>\$15,641</b>



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 24, 2014

**Subject:** 2014 Budget Amendment #1

**Contact Person/Department:** Barb Stevens/ Finance      **Budget Impact:** Yes

---

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

Review Ordinance No. 909 Amending Budget Ordinance No. 904 Including the Creation and Elimination of Staffing Positions

---

**SUMMARY/BACKGROUND:**

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase or contract award.

Detailed explanations of the changes requested are described below:

General Fund - 001

The change in beginning fund balance reflects the actual 2013 ending fund balance. Overall revenues were approximately 2% higher than estimated; the majority was in property tax. Overall expenditures were approximately 5% below estimates; the most significant decreases affecting this change include Economic Development (\$274K) part of which will be rolled forward to 2014, decreased interfund transfers (\$10K), postponement of the financial software implementation which will be rolled into the 2014 budget (\$20K), Library window replacement (\$5K) also to be rolled into 2014, and multiple Law Enforcement line items to be rolled into 2014.

The 2014 amended revenues include City Assistance revenue (\$63,000) which is based on a sales tax equalization formula; federal grant reimbursement revenues for Live Scan (\$12,270); and an anonymous donation to the PD for specific staff development and operational items (\$8,688).

The 2014 amended expenditures are partly due to items not purchased/paid for in 2013 as noted above; these items include economic development related costs (\$160,000) [See Attachment C for Detailed 2014 ED Expenditure Plan], financial software implementation costs (\$20,000), Library window replacement (\$5,000), PD laptop computer and investigations photo/video equipment (\$5,375), and Arts Commission remaining funds (\$181). Additional changes include the following: PD Live Scan purchase in which 90% will be reimbursed (\$12,270); City grant match funds as well as related supply costs for Live Scan (\$1,750); Donation specified purchases of tactical & casualty training and commemorative badges (\$8,688); Lieutenant testing services (\$6,000); Legal professional services to assist in labor negotiations (\$20,000). Finally, a typographical error occurred in the LE SnoPac line item leaving the 2014 budget short \$10,000. The ending fund balance reflects these changes.

Street Fund - 101

The change in beginning fund balance reflects the actual 2013 ending fund balance. Overall revenues were approximately 11% below estimates, yet the majority of this is due to grant reimbursements that will be rolled into the 2014 budget. Overall expenditures were approximately 20% below estimates due in part to expenditures related to grant funding not yet being invoiced/paid, as well as the Grade Road Stabilization project not being completed. These items will roll into 2014.

The 2014 amended revenues include the carry forward of the TIB – Arterial Preservation Grant (\$203,901) and a Traffic Safety Grant (\$23,850). The 2014 amended expenditures include the carry forward of budgeted funds for the 2013 Overlay project completed yet not fully invoiced (\$212,000) and the Grade Road Stabilization project (\$10,500). The change also includes an increase to the legal professional services line item for assistance in current labor negotiations (\$2,500). The ending fund balance reflects these changes.

Drug Seizure & Forfeiture Fund - 111

The change in beginning fund balance reflects the actual 2013 ending fund balance which includes unspent funds budgeted in 2013. The 2014 amended revenues include additional anticipated seizure funds (\$20,000). With this increase an increased expenditure is needed to accommodate the required remittance to the State of 10% of all seized funds (\$2,000). The additional increase in expenditures reflects the budget carry-forward of the evidence bar coding equipment (\$3,400), and additional upgrades to the security system (\$2,200). The ending fund balance reflects these changes.

REET II - 304

The change in beginning fund balance reflects the actual 2013 ending fund balance which includes lower than anticipated revenues at year end. The decrease in 2014 expenditures is due to additional funding for the City's portion of the SW Interceptor project becoming available in another fund (-\$33,080). The ending fund balance reflects these changes.

Sidewalk Capital Project Fund – 309

The decrease in beginning fund balance reflects the change in 2013 ending fund balance. The receipt of TIB Sidewalk Grant reimbursement had been expected in 2013 but was received in 2014 and will increase the 2014 revenues (\$204,750). The ending fund balance reflects these changes.

Sewer Reserve Fund – 406

The minor change in beginning fund balance reflects the actual 2013 ending fund balance. The increase in revenues is due to the receipt of Grade Road Basin Charges (\$33,080) reimbursing a sewer project completed by the City many years ago. The increase in expenditures reflects the increase of available funds for the City's portion of the SW Interceptor Project bringing the ending fund balance back to \$0 (\$33,075).

Storm & Surface Water Fund – 410

The change in beginning fund balance reflects the actual 2013 ending fund balance, which includes various decreases in expenditures. The 2014 change in expenditures includes an increase to the legal professional services line item for assistance in current labor negotiations (\$2,500). The ending fund balance reflects these changes.

Unemployment Fund – 501

The change in beginning fund balance reflects the actual 2013 ending fund balance, which includes less outgoing payments than estimated. The decreased revenues are due to the correction of a calculation error in which the contributions into this fund do not equal the contributions being made to the fund (-\$14,489). The ending fund balance reflects these changes.

Equipment Fund – Public Works - 530

The change in beginning fund balance reflects the actual 2013 ending fund balance, which includes unspent funds budgeted in 2013. The increased expenditure is due to the carry forward of budget for a walk behind grinder (\$8,000). This item had been authorized to be purchased in 2013, yet the department was unable to complete the process prior to year end. The ending fund balance reflects these changes.

Refundable Deposits - 621

The change in beginning fund balance reflects the actual 2013 ending fund balance, which includes unspent funds budgeted in 2013. The increased revenue (\$1,316) is for the retainage on the final payment for the Sidewalk project completed in 2013. The increased expenditure is due to the carry forward of the funds for release of the retainage held (\$13,076). The project completion approval needed from the State has not yet been given.

Treasurer's Trust - 633

This fund is a trust fund used to receipt funds to be remitted to outside agencies. The change in beginning fund balance reflects the actual 2013 ending fund balance. The increased expenditures are related to the funds receipted and not yet remitted (6,957). The change in ending fund balance reflects these changes.

The following funds are being amended due to changes in beginning and ending fund balances only, which reflect the actual 2013 ending fund balances:

- General Reserve - 002
- Capital Project Developer Contribution - 301
- Real Estate Excise Tax I – 303
- Sewer – 401
- Equipment Fund – Computer – 510
- Equipment Fund – Police – 520
- Aerator Replacement Fund – 540

In addition to the above listed amendments, changes to three budgeted staff positions are recommended.

Planning & Community Development

- Eliminate: 1 Principle Planner
- Add: 1 Senior Planner

The first is in the Planning/Community Development Department. Recently, the Principle Planner position became vacant. Through review of departmental needs, the Planning Director recommended an elimination of this position in exchange for a second Senior Planner position.

Finance and City Clerk

- Eliminate: 1 City Clerk
- Eliminate: 1 Finance Director
- Add: 1 Finance Director/City Clerk
- Add: 1 Deputy Clerk

The next two positions are within the Administrative Departments – Finance and City Clerk. With the recent retirement of our City Clerk, the City has the opportunity to improve business practices and create efficiencies within Administration. Our recommendation is to combine the Finance Director and City Clerk positions and to add a Deputy Clerk position. The Deputy Clerk will perform the majority of the

department functions including records retention, archiving and destruction, contract review, and public records requests. Supervision and review of other staff will no longer be an essential job function allowing more time to complete the necessary tasks. Many small cities have utilized this structure for years and more recently larger entities have taken advantage of this model as well. Marysville, Stanwood, and Mount Vernon all employ a Finance Director/City Clerk and have Accountants and Deputy Clerks under their supervision.

---

**APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

---

**BUDGET IMPACT:**

The budget ordinance will amend the beginning and ending balances, and revenues and expenditures in the funds set forth in the ordinance.

---

**ATTACHMENTS:**

- ▶ Exhibit A: Ordinance No. 909
- ▶ Exhibit B: Amended Organizational Chart
- ▶ Attachment C: 2014 Economic Development Expenditure Plan

**CITY OF LAKE STEVENS  
 LAKE STEVENS, WASHINGTON  
 ORDINANCE NO. 909**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2014 BUDGET AS SET FORTH IN ORDINANCE NO. 904 CONCERNING FUND BALANCES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2014.

WHEREAS, the City of Lake Stevens adopted the 2014 budget pursuant to Ordinance No. 904; and

WHEREAS, the City of Lake Stevens will incur expenditures in categories and amounts other than anticipated in the adopted 2014 budget;

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

SECTION 1. The 2014 budget, as adopted in Ordinance No. 904, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Beginning Fund Balance	\$5,308,720	\$5,837,901	\$529,181	BegBal.
001 - General	Revenue	\$8,191,627	\$8,275,585	\$83,958	Rev.
001 - General	Expenditures	\$8,300,517	\$8,549,781	\$249,264	Exp.
001 - General	Ending Fund Balance	\$5,199,830	\$5,563,705	\$363,875	EndBal.
002 - General Reserve	Beginning Fund Balance	\$2,100,125	\$2,099,970	(\$155)	BegBal.
002 - General Reserve	Ending Fund Balance	\$2,595,175	\$2,595,020	(\$155)	EndBal.
101 - Street	Beginning Fund Balance	\$2,619,102	\$2,770,385	\$151,283	BegBal.
101 - Street	Revenue	\$1,998,291	\$2,226,042	\$227,751	Rev.
101 - Street	Expenditures	\$1,669,919	\$1,894,919	\$225,000	Exp.
101 - Street	Ending Fund Balance	\$2,947,474	\$3,101,508	\$154,034	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$25,038	\$27,592	\$2,554	BegBal.
111 - Drug Seizure & Forfeiture	Revenue	\$2,205	\$22,205	\$20,000	Rev.
111 - Drug Seizure & Forfeiture	Expenditures	\$200	\$7,800	\$7,600	Exp.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$27,043	\$41,997	\$14,954	EndBal.
301 - Cap. Proj - Dev. Contrib.	Beginning Fund Balance	\$2,777,203	\$2,884,286	\$107,083	BegBal.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$3,009,103	\$3,116,186	\$107,083	EndBal.
303 - Cap. Imp. - REET I	Beginning Fund Balance	\$848,161	\$830,538	(\$17,623)	BegBal.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$774,493	\$756,870	(\$17,623)	EndBal.
304 - Cap. Imp. - REET II	Beginning Fund Balance	\$1,577,919	\$1,560,217	(\$17,702)	BegBal.
304 - Cap. Imp. - REET II	Expenditures	\$156,776	\$123,696	(\$33,080)	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$1,722,143	\$1,737,521	\$15,378	EndBal.
309 - Sidewalk Capital Projects	Beginning Fund Balance	\$493,117	\$302,317	(\$190,800)	BegBal.
309 - Sidewalk Capital Projects	Revenue	\$800	\$205,550	\$204,750	Rev.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$493,917	\$507,867	\$13,950	EndBal.
401 - Sewer	Beginning Fund Balance	\$292,421	\$294,394	\$1,973	BegBal.
401 - Sewer	Ending Fund Balance	\$290,551	\$292,524	\$1,973	EndBal.
406 - Sewer Reserve	Beginning Fund Balance	\$167,589	\$167,584	(\$5)	BegBal.
406 - Sewer Reserve	Revenue	\$150	\$33,230	\$33,080	Rev.

406 - Sewer Reserve	Expenditures	\$167,739	\$200,814	\$33,075	Exp.
410 - Storm & Surface Water	Beginning Fund Balance	\$1,164,829	\$1,274,891	\$110,062	BegBal.
410 - Storm & Surface Water	Expenditures	\$1,302,384	\$1,304,884	\$2,500	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,297,239	\$1,404,801	\$107,562	EndBal.
501 - Unemployment Fund	Beginning Fund Balance	\$101,621	\$101,648	\$27	BegBal.
501 - Unemployment Fund	Revenue	\$22,635	\$8,146	(\$14,489)	Rev.
501 - Unemployment Fund	Ending Fund Balance	\$100,256	\$85,794	(\$14,462)	EndBal.
510 - Equip Fund - Computer	Beginning Fund Balance	\$108,194	\$95,956	(\$12,238)	BegBal.
510 - Equip Fund - Computer	Ending Fund Balance	\$115,113	\$102,875	(\$12,238)	EndBal.
520 - Equip Fund - Police	Beginning Fund Balance	\$209,686	\$221,171	\$11,485	BegBal.
520 - Equip Fund - Police	Ending Fund Balance	\$255,386	\$266,871	\$11,485	EndBal.
530 - Equip Fund - PW	Beginning Fund Balance	\$244,725	\$272,458	\$27,733	BegBal.
530 - Equip Fund - PW	Expenditures	\$106,800	\$114,800	\$8,000	Exp.
530 - Equip Fund - PW	Ending Fund Balance	\$190,214	\$209,947	\$19,733	EndBal.
540 - Aerator Replacement	Beginning Fund Balance	\$101,124	\$101,047	(\$77)	BegBal.
540 - Aerator Replacement	Ending Fund Balance	\$109,299	\$109,222	(\$77)	EndBal.
621 - Refundable Deposits	Beginning Fund Balance	\$1,973	\$13,733	\$11,760	BegBal.
621 - Refundable Deposits	Revenue	\$1,000	\$2,316	\$1,316	Rev.
621 - Refundable Deposits	Expenditures	\$2,973	\$16,049	\$13,076	Exp.
633 - Treasurer's Trust	Beginning Fund Balance	\$11,779	\$6,957	(\$4,822)	BegBal.
633 - Treasurer's Trust	Expenditures	\$300,000	\$306,957	\$6,957	Exp.
633 - Treasurer's Trust	Ending Fund Balance	\$11,779	\$0	(\$11,779)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 904 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 10th day of March, 2014.

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

ATTEST/AUTHENTICATION:

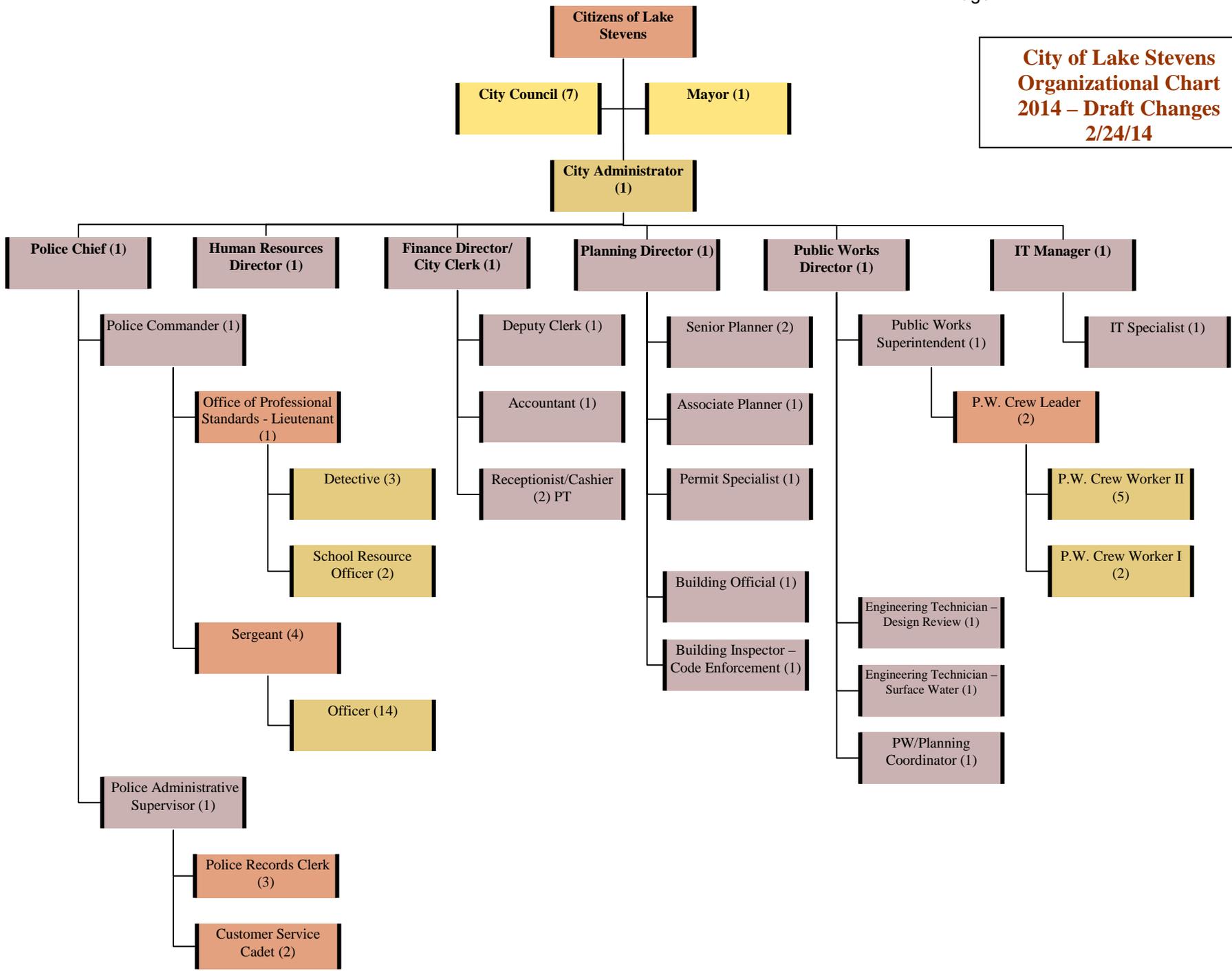
\_\_\_\_\_  
 Norma J. Scott, City Clerk/Admin Asst

APPROVED AS TO FORM:

First and Final Reading: March 10, 2014  
 Published:  
 Effective:

\_\_\_\_\_  
 Grant Weed, City Attorney

**City of Lake Stevens  
 Organizational Chart  
 2014 – Draft Changes  
 2/24/14**



Economic Development Budget	2010	2011	2012	2013	2013	2014 Amended Budget	2015
	Actual	Actual	Actual	Budget	Actual		Estimates
<b>City Wide</b>							
Recruitment							
Leland	\$ 3,056	\$ 8,364	\$ 645				
William Trimm			\$ 17,019		\$ 831		
Today in America		\$ 19,800					
Consultants				\$ 50,000	\$ -	\$ 50,000	\$ 50,000
Wayfinding				\$ 30,000	\$ -	\$ 25,000	\$ 25,000
Branding				\$ 50,000	\$ -	\$ 25,000	
Communications Strategy				\$ 20,000	\$ 25,472		
Subarea Planning- both	\$ 100,001	\$ 103,896					
Planned Action EIS-Weinman							
20th St. SE		\$ 79,261	\$ 40,380				
Lake Stevens Center		\$ 75,167	\$ 26,057				
Capital Investment							
Private/Public				\$ 150,000	\$ -	\$ 150,000	\$ 150,000
<b>Downtown</b>							
Detailed Framework		\$ 15,000					
Subarea Planning						\$ 70,000	
Planned Action EIS						\$ 90,000	
Capital Investment							
Private/Public						\$ 50,000	\$ 50,000
<b>Total</b>	<b>\$ 103,057</b>	<b>\$ 301,488</b>	<b>\$ 84,101</b>	<b>\$ 300,000</b>	<b>\$ 26,304</b>	<b>\$ 460,000</b>	<b>\$ 275,000</b>
<b>Budget Remaining</b>			<b>\$ 215,899</b>		<b>\$ 273,696</b>		