



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 22nd Street NE, Lake Stevens

Monday, August 11, 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 2014 vouchers.	Barb
*B	Approve Council regular meeting minutes of July 28, 2014	Barb
*C	Amendment to ILA With Department of Revenue for Business License Services	Barb

PUBLIC HEARING:

A PUBLIC HEARING FORMAT

1. Open Public Hearing
2. Staff Presentation
3. Council's questions of staff
4. Proponent's comments
5. Comments from the audience
6. Close public comments portion of hearing
7. Discussion by Council
8. Reopen the public comments portion of the Hearing for additional comments (option)
9. Close Hearing
10. COUNCIL ACTION:
 - a. Approve
 - b. Deny
 - c. Continue

*A	6-Year Transportation Improvement Plan – Resolution 2014-4	Mick
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ACTION ITEMS:

*A	Resolution 2014-5 adopting Policy P-1-2014 re Roadside Memorial Program	Mick
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Lake Stevens City Council Regular Meeting Agenda

August 11, 2014

DISCUSSION ITEMS #A Financial Update Barb
 *B 2014 Budget Amendment #3 – Ordinance 915 Barb

**COUNCIL PERSON'S
BUSINESS**

MAYOR'S BUSINESS

STAFF REPORTS

EXECUTIVE SESSION

ADJOURN

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

Special Needs

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

NOTICE:

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

BLANKET VOUCHER APPROVAL
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	8/1/2014	\$121,340.89
Payroll Checks	37200-37202	\$5,846.81
Tax Deposit(s)	8/1/2014	\$48,446.30
Electronic Funds Transfers	ACH	\$142,388.30
Claims	37203-37266	\$279,115.46
Void Checks	36320, 36324	(\$1,500.00)
Total Vouchers Approved:		\$595,637.76

This 11th day of August 2014:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 5

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
1 Total	AFLAC				\$1,495.80		
		8/10/2014	001-000-284-00-00-C	8/1/2014	\$1,495.80	AFLAC Insurance premiums 8/1/2014	1029
2 Total	Assoc of Washington Cities EFT				\$80,318.24		
		8/10/2014	401-070-535-10-20-C	Aug 2014	\$1,003.16	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-013-518-30-20-C	Aug 2014	\$233.71	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-004-514-23-20-C	Aug 2014	\$938.27	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-007-558-50-20-C	Aug 2014	\$3,388.80	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-005-518-10-20-C	Aug 2014	\$574.41	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	101-016-542-30-20-C	Aug 2014	\$9,028.50	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-002-513-11-20-C	Aug 2014	\$1,169.24	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-003-514-20-20-C	Aug 2014	\$1,483.95	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-000-283-00-00-C	Aug 2014	\$4,386.76	Asso WA Cities Employee paid medical premiums	1079
		8/10/2014	410-016-531-10-20-C	Aug 2014	\$8,011.25	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-006-518-80-20-C	Aug 2014	\$2,757.74	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-007-559-30-20-C	Aug 2014	\$3,165.47	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-008-521-20-20-C	Aug 2014	\$44,003.13	Asso WA Cities Employer paid medical premiums	1079
		8/10/2014	001-010-576-80-20-C	Aug 2014	\$173.85	Asso WA Cities Employer paid medical premiums	1079
3 Total	Dept of Retirement (Deferred Comp)				\$2,005.00		
		8/10/2014	001-000-282-00-00-C	8/1/2014	\$2,005.00	Dept of Retirement Deferred Comp 8/1/2014	2142
4 Total	Dept of Retirement PERS LEOFF				\$52,330.10		
		8/10/2014	001-000-282-00-00-C	8/1/2014	\$52,330.10	Dept of Retirement PERS LEOFF 8/1/2014	1273
5 Total	EFTPS Electronic Federal Tax Pmt System				\$48,446.30		
		8/10/2014	001-000-281-00-00-C	8/1/2014	\$48,446.30	Federal Tax Withholdings Paydate 8/1/2014	2105
6 Total	Nationwide Retirement Solution				\$1,150.00		
		8/10/2014	001-000-282-00-00-C	8/1/2014	\$1,150.00	Nationwide Deferred Comp Paydate 8/1/2014	1645
7 Total	Standard Insurance Company				\$4,686.70		
		8/10/2014	001-003-514-20-20-C	8/1/2014	\$97.61	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-010-576-80-20-C	8/1/2014	\$10.59	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	101-016-542-30-20-C	8/1/2014	\$587.90	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-004-514-23-20-C	8/1/2014	\$122.52	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	410-016-531-10-20-C	8/1/2014	\$523.81	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-005-518-10-20-C	8/1/2014	\$78.54	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-002-513-11-20-C	8/1/2014	\$67.74	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-000-284-00-00-C	8/1/2014	\$104.50	Standard Insurance Employee Portion 8/1/2014	1911
		8/10/2014	001-007-558-50-20-C	8/1/2014	\$243.98	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	401-070-535-10-20-C	8/1/2014	\$74.63	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-006-518-80-20-C	8/1/2014	\$158.44	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-007-559-30-20-C	8/1/2014	\$223.33	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-013-518-30-20-C	8/1/2014	\$15.65	Standard Insurance Employer Portion 8/1/2014	1911
		8/10/2014	001-008-521-20-20-C	8/1/2014	\$2,377.46	Standard Insurance Employer Portion 8/1/2014	1911
8 Total	Washington State Support Registry				\$402.46		
		8/10/2014	001-000-284-00-00-C	8/1/2014	\$402.46	Child Support Paydate 8/1/2014	2045
37203 Total	Jamison Julie				\$115,000.00		

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 6

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
		7/29/2014	001-013-519-20-49-C	2014 pmt	\$115,000.00	2014 portion of settlement agreement	2177
37204 Total	Dept of Retirement				\$13,512.15		
		8/6/2014	001-007-517-20-20-C	1033590	\$13,512.15	DRS Payment	1272
37205 Total	Iblings Steve				\$600.00		
		8/6/2014	001-012-573-20-31-C	8/7 Concert	\$600.00	8/7/14 Music on the Lake	2179
37206 Total	Lake Stevens Police Guild				\$1,033.00		
		8/6/2014	001-000-284-00-00-C	8/1/2014	\$1,033.00	LS Police Guild Union Dues 8/1/2014	1537
37207 Total	Teamsters Local No 763				\$554.50		
		8/6/2014	001-000-284-00-00-C	8/1/2014	\$554.50	Teamsters Union Dues July 2014	1938
37208 Total	United Way of Snohomish Co				\$181.68		
		8/6/2014	001-000-284-00-00-C	8/1/2014	\$181.68	United Way Employee Contributions July 2014	1992
37209 Total	Washington Teamsters Welfare Trust				\$1,308.60		
		8/6/2014	410-016-531-10-20-C	8/1/2014	\$630.31	Teamsters Welfare Dental Premium:	2050
		8/6/2014	401-070-535-10-20-C	8/1/2014	\$26.17	Teamsters Welfare Dental Premium:	2050
		8/6/2014	001-013-518-30-20-C	8/1/2014	\$13.09	Teamsters Welfare Dental Premium:	2050
		8/6/2014	001-010-576-80-20-C	8/1/2014	\$8.72	Teamsters Welfare Dental Premium:	2050
		8/6/2014	101-016-542-30-20-C	8/1/2014	\$630.31	Teamsters Welfare Dental Premium:	2050
37210 Total	Ace Hardware				\$584.92		
		8/10/2014	001-012-572-20-31-C	42963	\$46.67	Replace hot water tack at Library	2013
		8/10/2014	001-010-576-80-31-C	43020	\$32.55	Padlocks	2013
		8/10/2014	410-016-531-10-31-C	42990	\$39.63	Spray bottles/Line levels/fasteners	2013
		8/10/2014	101-016-544-90-31-C	43020	\$32.56	Padlocks	2013
		8/10/2014	410-016-531-10-31-C	43020	\$32.56	Padlocks	2013
		8/10/2014	001-012-573-90-31-C	42934	\$25.38	Clips to mount Aquafest sign	2013
		8/10/2014	001-012-572-20-31-C	42961	\$348.91	Replace hot water tank at Library	2013
		8/10/2014	001-010-576-80-31-C	42935	\$15.18	Waste basket for Lundeen park womens restroom	2013
		8/10/2014	001-012-572-20-31-C	42940	\$10.84	Wasp/hornet spray at Library	2013
		8/10/2014	001-012-575-50-31-C	42901	\$0.64	Washer for library hose bib	2013
37211 Total	Advantage Building Services				\$651.71		
		8/10/2014	001-007-558-50-41-C	14-0393	\$27.31	Janitorial Services	1025
		8/10/2014	101-016-542-30-41-C	14-0393	\$18.21	Janitorial Services	1025
		8/10/2014	001-010-576-80-41-C	14-0393	\$18.20	Janitorial Services	1025
		8/10/2014	001-012-575-50-41-C	14-0393	\$109.25	Janitorial Services	1025
		8/10/2014	001-013-518-20-41-C	14-0393	\$148.20	Janitorial Services	1025
		8/10/2014	410-016-531-10-41-C	14-0393	\$18.23	Janitorial Services	1025
		8/10/2014	001-007-559-30-41-C	14-0393	\$27.31	Janitorial Services	1025
		8/10/2014	001-008-521-20-41-C	14-0393	\$285.00	Janitorial Services	1025
37212 Total	Anderson Jennifer				\$416.66		
		8/10/2014	001-000-284-00-00-C	Aug 2014	\$416.66	Section 125 Dep Care Reimb	1058
37213 Total	Carquest Auto Parts Store				\$69.42		
		8/10/2014	101-016-544-90-31-C	2421-208710	\$30.05	Grease/window wash fluid	1153
		8/10/2014	410-016-531-10-31-C	2421-208709	\$9.32	Air filters/linch pins	1153

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 7

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
		8/10/2014	410-016-531-10-31-C	2421-208710	\$30.05	Grease/window wash fluid	1153
37214 Total	City of Everett				\$1,450.00		
		8/10/2014	001-008-554-30-51-C	114001823	\$1,240.00	Animal shelter services June 2014	1180
		8/10/2014	410-016-531-10-41-C	114001805	\$210.00	Lab analysis	1180
37215 Total	City of Lake Stevens				\$34.30		
		8/10/2014	001-010-576-80-41-C	14-0393	\$0.96	Retainage - Advantage	1182
		8/10/2014	101-016-542-30-41-C	14-0393	\$0.96	Retainage - Advantage	1182
		8/10/2014	001-012-575-50-41-C	14-0393	\$5.75	Retainage - Advantage	1182
		8/10/2014	410-016-531-10-41-C	14-0393	\$0.95	Retainage - Advantage	1182
		8/10/2014	001-013-518-20-41-C	14-0393	\$7.80	Retainage - Advantage	1182
		8/10/2014	001-008-521-20-41-C	14-0393	\$15.00	Retainage - Advantage	1182
		8/10/2014	001-007-558-50-41-C	14-0393	\$1.44	Retainage - Advantage	1182
		8/10/2014	001-007-559-30-41-C	14-0393	\$1.44	Retainage - Advantage	1182
37216 Total	City of Marysville				\$19,389.98		
		8/10/2014	001-008-523-60-51-C	POLIN11-0439	\$9,227.50	Prisoner SCORE Housing June 2014	1183
		8/10/2014	001-008-523-60-51-C	POLIN11-0439	\$85.00	Prisoner Medical June 2014	1183
		8/10/2014	001-008-523-60-51-C	POLIN11-0433	\$10,077.48	Prisoner Housing June 2014	1183
37217 Total	Comcast				\$85.71		
		8/10/2014	001-008-521-20-42-C	7/14 0810218	\$85.71	Internet services - Lakeshore Drive	1200
37218 Total	Comcast				\$292.22		
		8/10/2014	101-016-542-64-47-C	7/14 0827887	\$130.80	Traffic Signal control	1202
		8/10/2014	001-008-521-20-42-C	7/14 0692756	\$75.71	Internet services - Market Place	1202
		8/10/2014	410-016-531-10-42-C	7/14 0808840	\$42.85	Internet services - City Shop	1202
		8/10/2014	101-016-543-30-42-C	7/14 0808840	\$42.86	Internet services - City Shop	1202
37219 Total	Corporate Office Supply				\$726.18		
		8/10/2014	410-016-531-10-31-C	152509i	\$23.00	Folders/paper/batteries	1219
		8/10/2014	001-007-559-30-31-C	152509i	\$44.00	Folders/paper/batteries	1219
		8/10/2014	001-007-558-50-31-C	152564i	\$14.65	Monthly planner	1219
		8/10/2014	001-013-518-20-31-C	152719i	\$31.99	Air Freshener	1219
		8/10/2014	001-008-521-20-31-C	152716i	\$181.54	Blank CDs/paper clips/postits/flex clips	1219
		8/10/2014	001-007-558-50-31-C	152509i	\$95.19	Folders/paper/batteries	1219
		8/10/2014	001-007-558-50-31-C	152601i	\$59.71	Printer ink cartridges	1219
		8/10/2014	001-007-558-50-31-C	152589i	\$106.38	Printer ink cartridges	1219
		8/10/2014	001-008-521-20-31-C	152607i	\$115.52	Misc paper products	1219
		8/10/2014	001-007-558-50-31-C	152523i	\$27.10	Chair mat	1219
		8/10/2014	001-003-514-20-31-C	152719i	\$27.10	Chair Mat	1219
37220 Total	D R Horton				\$5,646.87		
		8/10/2014	001-000-389-00-00-C	BLD2014-0217	\$5,646.87	Refund of Mitigation fee credit	2168
37221 Total	Dept of Revenue				\$180.63		
		8/10/2014	001-003-514-20-49-C	3109-2014-Qtr2	\$180.63	Q2 Credit Card Fees	1274
37222 Total	Dooley Enterprises				\$594.35		
		8/10/2014	001-008-521-20-31-C	50238	\$594.35	Ammunition	1291

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 8

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
37223 Total	Edin Steven				\$11.54		
		8/10/2014	001-005-518-10-42-C	7/31 exp rpt	\$11.54	Postage	1308
37224 Total	Electronic Business Machines				\$129.57		
		8/10/2014	101-016-542-30-48-C	102692	\$17.19	Copier repair and maintenance	1313
		8/10/2014	001-007-558-50-48-C	53166A	\$30.41	Copier maintenance	1313
		8/10/2014	001-007-558-50-48-C	102692	\$34.37	Copier repair and maintenance	1313
		8/10/2014	410-016-531-10-48-C	53166A	\$15.20	Copier maintenance	1313
		8/10/2014	410-016-531-10-48-C	102692	\$17.19	Copier repair and maintenance	1313
		8/10/2014	101-016-542-30-48-C	53166A	\$15.21	Copier maintenance	1313
37225 Total	Fastenal Company				\$61.46		
		8/10/2014	101-016-544-90-31-C	WAEV125369	\$30.73	Carb cleaner	1349
		8/10/2014	410-016-531-10-31-C	WAEV125369	\$30.73	Carb cleaner	1349
37226 Total	Frontier				\$115.76		
		8/10/2014	410-016-531-10-42-C	7/14 4253340835	\$38.59	Telephone services	1370
		8/10/2014	101-016-543-30-42-C	7/14 4253340835	\$38.58	Telephone services	1370
		8/10/2014	001-013-518-20-42-C	7/14 4253340835	\$38.59	Telephone services	1370
37227 Total	Glens Rental Sales and Service				\$243.26		
		8/10/2014	001-010-576-80-31-C	S6938	\$243.26	Hedger	1389
37228 Total	Grainger				\$301.11		
		8/10/2014	101-016-544-90-31-C	9497534678	\$35.19	Air Hose	1395
		8/10/2014	001-013-518-20-31-C	9496334914	\$40.88	All Purpose Cleaner	1395
		8/10/2014	101-016-544-90-31-C	9490219301	\$13.00	Electrical junction box	1395
		8/10/2014	101-016-542-64-31-C	9490219301	\$48.63	Sign mounting brackets	1395
		8/10/2014	410-016-531-10-31-C	9499777424	\$17.01	Mini Halogen bulbs	1395
		8/10/2014	101-016-544-90-31-C	9499777424	\$17.01	Mini Halogen bulbs	1395
		8/10/2014	410-016-531-10-31-C	9499387216	\$47.10	Engine oil	1395
		8/10/2014	410-016-531-10-31-C	9497534678	\$35.18	Air Hose	1395
		8/10/2014	101-016-544-90-31-C	9499387216	\$47.11	Engine oil	1395
37229 Total	Granite Construction Supply				\$1,860.23		
		8/10/2014	101-016-542-64-31-C	53838	\$1,263.02	Traffic signs	1396
		8/10/2014	101-016-542-64-31-C	53868	\$597.21	Traffic signs	1396
37230 Total	Guardian ID Systems Inc				\$504.40		
		8/10/2014	001-008-521-20-31-C	20140729-ID-05	\$504.40	Child ID Kits	1410
37231 Total	Integra Telecom Inc				\$915.89		
		8/10/2014	001-002-513-11-42-C	12172142	\$13.46	Telephone service	1457
		8/10/2014	001-005-518-10-42-C	12172142	\$13.46	Telephone service	1457
		8/10/2014	001-012-575-50-42-C	12172142	\$13.46	Telephone service	1457
		8/10/2014	001-007-559-30-42-C	12172142	\$13.46	Telephone service	1457
		8/10/2014	001-003-514-20-42-C	12172142	\$26.93	Telephone service	1457
		8/10/2014	001-012-575-30-42-C	12172142	\$13.46	Telephone service	1457
		8/10/2014	001-008-521-20-42-C	12172142	\$457.95	Telephone service	1457
		8/10/2014	001-004-514-23-42-C	12172142	\$26.93	Telephone service	1457
		8/10/2014	001-006-518-80-42-C	12172142	\$40.39	Telephone service	1457

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
		8/10/2014	001-013-518-20-42-C	12172142	\$53.85	Telephone service	1457
		8/10/2014	001-007-558-50-42-C	12172142	\$87.56	Telephone service	1457
		8/10/2014	101-016-543-30-42-C	12172142	\$77.49	Telephone service	1457
		8/10/2014	410-016-531-10-42-C	12172142	\$77.49	Telephone service	1457
37232 Total	Iron Mountain Quarry LLC				\$124.62		
		8/10/2014	001-012-569-00-31-C	0230156	\$124.62	Gravel for senior center	1462
37233 Total	Jamison Julie				\$750.00		
		8/10/2014	001-008-521-20-26-C	36320	\$750.00	Refund Payroll deduction	1477
37234 Total	Johns Cleaning Service				\$82.51		
		8/10/2014	001-008-521-20-26-C	1400	\$82.51	Uniform cleaning	1490
37235 Total	Keese Cherie				\$25.00		
		8/10/2014	001-000-321-99-00-C	Refund	\$25.00	Refund Farmers Market fee cancelled even	2178
37236 Total	Knock Out Specialties				\$521.30		
		8/10/2014	001-008-521-20-31-C	42187	\$521.30	Pencils	1515
37237 Total	Lake Stevens School District				\$19,696.23		
		8/10/2014	001-010-576-80-32-C	925	\$68.68	Fuel costs for May and June 2014	1539
		8/10/2014	001-007-559-30-32-C	925	\$327.39	Fuel costs for May and June 2014	1539
		8/10/2014	410-016-531-10-32-C	925	\$2,802.72	Fuel costs for May and June 2014	1539
		8/10/2014	001-008-521-20-32-C	925A	\$13,955.04	Fuel costs for May and June 2014	1539
		8/10/2014	101-016-542-30-32-C	925	\$2,470.12	Fuel costs for May and June 2014	1539
		8/10/2014	001-013-518-20-32-C	925	\$72.28	Fuel costs for May and June 2014	1539
37238 Total	Lake Stevens Sewer District				\$86.21		
		8/10/2014	101-016-543-50-47-C	7/14 10016.02	\$86.21	Sewer - 1925 99th Ave SE ROW aquisition	1541
37239 Total	LEIRA				\$190.00		
		8/10/2014	001-008-521-20-49-C	ck36686	\$190.00	Replace check # 36686	1557
37240 Total	Lowes Companies				\$70.76		
		8/10/2014	001-012-573-90-31-C	920030	\$70.76	Rope to hang Aquafest banner	1577
37241 Total	MOSA Technology Solutions LLC				\$14,006.50		
		8/10/2014	001-008-594-21-63-C	1166	\$14,006.50	LiveScan fingerprint scanner	2180
37242 Total	Northwest Cascade Inc				\$160.00		
		8/10/2014	001-010-576-80-45-C	1-966843	\$80.00	Honey Bucket rental - boat launch	1670
		8/10/2014	001-010-576-80-45-C	1-967259	\$80.00	Honey Bucket rental - swin beach	1670
37243 Total	OMWBE				\$100.00		
		8/10/2014	001-002-513-11-49-C	3031258	\$100.00	2014-2014 OMWBE membership fee	1692
37244 Total	Partsmaster				\$57.22		
		8/10/2014	410-016-531-10-31-C	20805047	\$28.61	Aluminum tape	1715
		8/10/2014	101-016-544-90-31-C	20805047	\$28.61	Aluminum tape	1715
37245 Total	Purchase Power				\$350.00		
		8/10/2014	410-016-531-10-42-C	7/2014	\$6.91	Postage	1767
		8/10/2014	101-016-543-30-42-C	7/2014	\$6.92	Postage	1767
		8/10/2014	001-013-518-20-42-C	7/2014	\$258.86	Postage	1767
		8/10/2014	001-007-558-50-42-C	7/2014	\$77.31	Postage	1767

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 10

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
37246 Total	Republic Services	197			\$737.02		
		8/10/2014	410-016-531-10-31-C	0197001733712	\$170.87	Dumpster services	1791
		8/10/2014	001-010-576-80-31-C	0197001733525	\$243.97	Dumpster services	1791
		8/10/2014	101-016-544-90-31-C	0197001733712	\$170.87	Dumpster services	1791
		8/10/2014	001-010-576-80-45-C	0197001733525	\$13.20	Dumpster services	1791
		8/10/2014	001-013-518-20-45-C	0197001734332	\$14.15	Dumpster services	1791
		8/10/2014	410-016-531-10-45-C	0197001733712	\$7.65	Dumpster services	1791
		8/10/2014	101-016-542-30-45-C	0197001733712	\$7.65	Dumpster services	1791
		8/10/2014	001-013-518-20-31-C	0197001734332	\$108.66	Dumpster services	1791
37247 Total	Rescue Towing				\$282.36		
		8/10/2014	001-008-521-20-31-C	14899	\$282.36	Towing case 14-01820	1792
37248 Total	Safeguard Pest Control Inc				\$209.92		
		8/10/2014	001-013-518-20-48-C	42069	\$209.92	Pest control at Family ctr and Permit ctr	2176
37249 Total	Sherwin-Williams Co				\$57.45		
		8/10/2014	001-010-576-80-31-C	3639-3	\$57.45	Paint	2122
37250 Total	Shred It Western Washington				\$152.88		
		8/10/2014	001-008-521-20-31-C	9403920764	\$152.88	Shredding services	1841
37251 Total	Six Robblees Inc				\$441.86		
		8/10/2014	101-016-544-90-31-C	14-289996	\$220.93	Hose couplings and mounts	1850
		8/10/2014	410-016-531-10-31-C	14-289996	\$220.93	Hose couplings and mounts	1850
37252 Total	Snohomish County PUD				\$15,495.98		
		8/10/2014	101-016-542-63-47-C	147156981	\$108.96	203730189	1876
		8/10/2014	001-010-576-80-47-C	166696343	\$31.25	205395999	1876
		8/10/2014	410-016-531-20-47-C	120775524	\$159.62	202150405	1876
		8/10/2014	101-016-542-63-47-C	130715735	\$43.12	201973682	1876
		8/10/2014	101-016-542-63-47-C	140536612	\$117.38	203582010	1876
		8/10/2014	001-010-576-80-47-C	100140825	\$32.55	200493443	1876
		8/10/2014	101-016-542-63-47-C	110828606	\$209.23	203115522	1876
		8/10/2014	101-016-542-63-47-C	147156982	\$130.44	203731153	1876
		8/10/2014	101-016-542-63-47-C	156922695	\$16.57	204719074	1876
		8/10/2014	410-016-531-10-47-C	114141828	\$15.56	202340527	1876
		8/10/2014	410-016-531-20-47-C	130714327	\$88.68	202427720	1876
		8/10/2014	101-016-542-63-47-C	107512013	\$331.19	201595113	1876
		8/10/2014	101-016-542-63-47-C	120777379	\$134.56	202013249	1876
		8/10/2014	101-016-542-63-47-C	150442474	\$90.26	203728159	1876
		8/10/2014	101-016-542-63-47-C	114141828	\$15.57	202340527	1876
		8/10/2014	001-010-576-80-47-C	107506252	\$89.05	203599006	1876
		8/10/2014	101-016-542-63-47-C	114144564	\$1,011.47	202648101	1876
		8/10/2014	101-016-543-50-47-C	107506252	\$89.05	203599006	1876
		8/10/2014	001-010-576-80-47-C	114141828	\$15.56	202340527	1876
		8/10/2014	001-008-521-50-47-C	147153473	\$1,382.60	202766820	1876
		8/10/2014	101-016-542-63-47-C	100142502	\$9,365.86	202624367	1876
		8/10/2014	001-008-521-50-47-C	150442015	\$192.11	203033030	1876

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Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
		8/10/2014	101-016-542-63-47-C	137225684	\$1,128.33	202670725	1876
		8/10/2014	001-010-576-80-47-C	130713756	\$497.15	203203245	1876
		8/10/2014	001-008-521-50-47-C	150445702	\$110.81	200558690	1876
		8/10/2014	410-016-531-10-47-C	107506252	\$89.05	203599006	1876
37253 Total	Snohomish County PW S				\$5,876.93		
		8/10/2014	410-016-531-20-41-C	I000365353	\$4,631.36	Q2 2014 Aerator monitoring and gaging	1879
		8/10/2014	101-016-542-64-48-C	I000365503	\$1,245.57	Traffic signal repairs	1879
37254 Total	Snohomish County PW V				\$7,504.65		
		8/10/2014	410-016-531-10-48-C	I00365242	-\$1,036.27	Vehicle repairs - sweeper water pump return	1880
		8/10/2014	001-008-521-20-48-C	I00365242	\$9,577.18	Vehicle repairs	1880
		8/10/2014	101-016-542-30-48-C	I00365242	-\$1,036.26	Vehicle repairs - sweeper water pump return	1880
37255 Total	Sound Publishing Inc				\$359.44		
		8/10/2014	101-016-542-30-41-C	EDH576517	\$15.60	Road Closure N Lake Shore Dr	2109
		8/10/2014	410-016-531-10-41-C	EDH102803	\$99.50	Help Wanted - Civil Engineer	2109
		8/10/2014	001-004-514-23-41-C	EDH576089	\$27.64	Ordinance 912 budget ammendment	2109
		8/10/2014	001-007-558-50-41-C	EDH577106	\$67.20	SPE2014-0015 Ironman Triathlon	2109
		8/10/2014	001-012-573-90-31-C	EDH576036	\$29.24	Aquafest road and boat launch closures	2109
		8/10/2014	101-016-542-30-41-C	EDH102803	\$99.50	Help Wanted - Civil Engineer	2109
		8/10/2014	001-007-558-50-41-C	EDH578476	\$20.76	National Night Out	2109
37256 Total	Summers Robert				\$750.00		
		8/10/2014	001-008-521-20-26-C	36324	\$750.00	Replacement check for 36324	1925
37257 Total	Sunbelt Rentals				\$1,552.98		
		8/10/2014	530-016-594-48-60-C	46868232-001	\$1,552.98	Ditch cleaning bucket	1927
37258 Total	Tacoma Screw Products Inc				\$92.74		
		8/10/2014	410-016-531-10-31-C	30553660	\$46.37	Gloves and snaps	1930
		8/10/2014	101-016-544-90-31-C	30553660	\$46.37	Gloves and snaps	1930
37259 Total	The Seattle Times				\$200.00		
		8/10/2014	410-016-531-10-41-C	453454	\$100.00	Help Wanted - Civil Engineer	1964
		8/10/2014	101-016-542-30-41-C	453454	\$100.00	Help Wanted - Civil Engineer	1964
37260 Total	UPS				\$28.15		
		8/10/2014	001-008-521-20-42-C	74Y42294	\$14.56	Evidence shipping	1994
		8/10/2014	001-008-521-20-42-C	74Y42304	\$13.59	Evidence shipping	1994
37261 Total	Verizon Northwest				\$2,239.36		
		8/10/2014	101-016-543-30-42-C	9729196359	\$120.68	Wireless Phone Service	2008
		8/10/2014	001-006-518-80-42-C	9729196359	\$124.53	Wireless Phone Service	2008
		8/10/2014	001-007-558-50-42-C	9729196359	\$82.26	Wireless Phone Service	2008
		8/10/2014	001-003-514-20-42-C	9729196359	\$17.01	Wireless Phone Service	2008
		8/10/2014	001-002-513-11-42-C	9729196359	\$83.66	Wireless Phone Service	2008
		8/10/2014	001-005-518-10-42-C	9729196359	\$52.24	Wireless Phone Service	2008
		8/10/2014	001-008-521-20-42-C	9729196359	\$1,305.97	Wireless Phone Service	2008
		8/10/2014	001-007-559-30-42-C	9729196359	\$129.38	Wireless Phone Service	2008
		8/10/2014	001-010-576-80-42-C	9729196359	\$120.68	Wireless Phone Service	2008
		8/10/2014	410-016-531-10-42-C	9729196359	\$120.69	Wireless Phone Service	2008

Accounts Payable Checks and EFTs for period of 7/29/2014 to 8/11/2014 Page 12

Check No	Vendor Name	Date	Account	Invoice No	Amount	Description	VendorNo
		8/10/2014	001-001-513-10-42-C	9729196359	\$82.26	Wireless Phone Service	2008
37262 Total	Wakeen & Associates Mediation Services				\$3,660.00		
		8/10/2014	001-011-515-30-41-C	F5-15-14-1	\$3,660.00	Mediation services	2181
37263 Total	Washington Dept of Ecology				\$26,630.00		
		8/10/2014	410-016-531-10-51-C	2015-WAG994197	\$496.00	Permit WAG994197 Aquatic Pest Control	2031
		8/10/2014	410-016-531-10-51-C	2015-WAR045523	\$7,766.00	Permit WAR045523 General Stormwater	2031
		8/10/2014	410-016-531-10-51-C	2014RSWAR04552	\$18,368.00	Permit RS-WAR045523 Regional Monitoring	2031
37264 Total	Westside Fire and Safety Supply				\$1,498.29		
		8/10/2014	001-008-521-20-31-C	835546	\$467.68	Annual fire extinguisher maint	2066
		8/10/2014	001-008-521-20-48-C	835541	\$271.50	Refill fire extinguishers	2066
		8/10/2014	001-013-518-20-48-C	535532	\$759.11	Refill fire extinguishers	2066
37265 Total	Wright Russel				\$89.00		
		8/10/2014	001-007-558-50-31-C	7/26 exp	\$89.00	Recording fees	2086
37266 Total	Zachor and Thomas Inc PS				\$8,580.00		
		8/10/2014	001-011-515-30-41-C	632	\$8,580.00	Prosecutor Fees	2096
Grand Total					\$469,950.06		

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

Monday, July 28, 2014
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

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

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kim Daughtry, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: Councilmembers Tageant and Holder

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Public Works Director Mick Monken, Human Resource Director Steve Edin, Interim Police Chief Dan Lorentzen, and Deputy City Clerk Kathy Pugh

OTHERS: Dr. Gary Goldbaum, Director, Snohomish County Health District

Excused Absence. Councilmember Daughtry moved to excuse Councilmembers Tageant and Holder, seconded by Councilmember Low. Motion passed unanimously (5-0-0-2).

Guest Business. Dr. Goldbaum, Director of the Snohomish County Health District, spoke about an opportunity for the City of Lake Stevens to participate in a project with graduate students in the Community Oriented Public Health Practice Program at the University of Washington involving the students interviewing community members regarding concerns and expectations as they relate to the new marijuana laws. The city would receive a report at the conclusion of the interview process. Dr. Goldbaum anticipated the interviews would begin the first week of December and that the City would receive the final report before Christmas. There is no cost to the City. There was consensus among councilmembers to participate in this project.

Consent Agenda:

MOTION: Councilmember Daughtry moved, Councilmember Spencer seconded, to approve the Consent Agenda: (A) Approve 2014 vouchers [Payroll Direct Deposits 7/15/2014 for \$135,746.49, Payroll Checks 37128-37130 for \$5,404.49, Tax Deposits 7/15/2014 for \$56,537.76, Electronic Funds Transfers ACH for \$28,329.32, Claims Checks 37131-37199 for \$121,947.09, Void check 37133 for \$35.00; (B) Approve Council regular meeting minutes of July 14, 2014. Motion passed unanimously (5-0-0-2).

Action Items:

20th Street Right of Way Deed of Acceptance – East Everett Investments – Ordinance No. 913: Public Works Director Monken recommended Council approve Ordinance 913, accepting right-of-way property from East Everett Investments. The property fronts on 10th

Street SE and is identified in the voluntary Mitigation Agreement previously approved by Council on December 9, 2013.

MOTION: Councilmember Welch moved, Councilmember Spencer seconded, to approve Ordinance 913, accepting right-of-way property fronting 20th Street SE from East Everett Investments, as identified in the Voluntary Mitigation Agreement approved by Council on December 9, 2013. Motion passed unanimously (5-0-0-2).

Grade Road Stabilization – Supplemental Contract: Public Works Director Monken reported on the status of Grade Road just north of 30th Street NE and requested Council authorize the Mayor to execute a Supplemental Agreement No. 1 to Professional Services Agreement regarding the 3000 block embankment stabilization of Grade Road. Once Robinson & Noble completes the design work Adopt-A-Stream will implement the plan.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to authorize the Mayor to execute a Supplemental Agreement No. 1 to Professional Services Agreement for the City of Lake Stevens re Grade Road 3000 block embankment stability. Motion passed unanimously (5-0-0-2).

North Davies Road – TIB Grant: Public Works Director Monken advised of an opportunity to apply to the Transportation Improvement Board (TIB) for a grant for sidewalk improvements on North Davies Road and requested Council authorize the commitment of \$103,446 in matching funds for a grant for this improvement project. This is a 25% match and funds come from the sidewalk reserve fund.

MOTION: Councilmember Low moved, Councilmember Spencer seconded, to authorize the commitment of \$103,446 for the City's match share for a Transportation Improvement Board (TIB) grant for a sidewalk placement on North Davies Road. Motion passed unanimously (5-0-0-2)

Music on the Lake Contract. City Administrator Berg advised that the U.S. Army Band is not able to appear on August 7, 2014 and the Arts Commission has arranged for The Rocket Band to perform that evening. The Arts Commission requests the Council allocate an additional \$600 to pay for this performance and also authorize the Mayor to sign a contract with The Rocket Band.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded to allocate an additional \$600 to the Arts Commission to pay The Rocket Band and to authorize the Mayor to enter into a contract with The Rocket Band. Motion passed unanimously (5-0-0-2).

Discussion Items:

Roadside Memorials: Public Works Director Monken reviewed his research on roadside memorials and requested Council Direction. The only variance in the proposal from other municipalities and Snohomish County is to include victims of violent crime. Memorials would require a formal application process.

There was consensus by Council to move forward with a Roadside Memorial Program.

2014 Mid-Year Financial Report: City Administrator Berg reviewed the mid-year financial summary and responded to Councilmembers' questions.

Salary Commission: Human Resources Director Edin reviewed the legal requirements for changing salaries of elected officials. He requested Council direction on amending the city code to provide for a salary commission. City Attorney Beyer said that a salary commission functions independently of the city council.

There was consensus to move forward with an ordinance establishing a salary commission.

Council Person's Business: Welch: Fire Commission; Spencer: regarding the salary commission it will be important to understand the additional costs when the sewer utility is in place; Low: Commended the city staff and departments on Aquafest; Daughtry: commended staff, the police department and especially Scott Wicken on Aquafest.

Mayor's Business: Commended the Aquafest event; attended North County Mayors meeting.

Staff Reports: City Administrator Berg: commended staff on Aquafest; there will be a debriefing that will be brought to Council. Planning Director Ableman: Snohomish County Tomorrow Steering Committee and Housing Alliance Committee meetings; will be in Olympia with the Department of Fish & Wildlife to do the first grant presentation on the boat launch; Snohomish County is ready to begin the public process for a skateboard park. Public Works Director Monken: the 4th NE notices to businesses regarding the elimination of street parking have been sent out. Interim Police Chief Lorentzen: Aquafest went well, there was a car-pedestrian accident off 91st near Lake Stevens Middle School.

Executive Session: Council recessed at 8:04 p.m. until 8:30 p.m. to discuss the Teamsters Collective Bargaining Agreement and to review qualifications of an application for public employment, with action to follow.

Council reconvened the public meeting at 8:30 p.m.

MOTION by Councilmember Welch, second by Councilmember Spencer, to authorize the Mayor to sign the Teamsters Collective Bargaining agreement for 2014-2015. Motion passed unanimously (5-0-0-2).

MOTION by Councilmember Spencer, second by Councilmember Welch to authorize the Mayor to enter into an employment agreement with Daniel Lorentzen, for Lake Stevens Police Chief and setting the salary at Level D. Motion passed unanimously (5-0-0-2).

Adjourn.

MOTION: Councilmember Daughtry moved, Councilmember Welch seconded, to adjourn the meeting at 8:31 p.m. Motion passed unanimously (5-0-0-2).

Vern Little, Mayor

Kathy Pugh, Deputy City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: August 11, 2014

Subject: Amendment to Interlocal Contract with Department of Revenue for Business Licensing Services

Contact Person/Department: Barb Stevens - Finance Dir/City Clerk **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to sign Amendment No. K702-1 to the Interlocal Agreement with the Washington State Department of Revenue for Business Licensing Services.

SUMMARY/BACKGROUND:

The City has an Interlocal Contract with Washington State Department of Revenue for business license services (BLS). The contract allows business owners to apply online for their City business license in conjunction with their State business license. Applicants are able to pay by debit/credit card or e-check.

Currently the City is required to reimburse BLS for fees related to debit/credit card usage. This fall BLS will be implementing a new payment system and will be passing the debit/credit card fees on to customers that choose this payment method. Once the new process starts, BLS will no longer bill the City for credit card bank fees.

This amendment updates the compensation section of the contract to reflect this change and also updates some standard contract language.

APPLICABLE CITY POLICIES:

RCW 39.34 Interlocal Cooperation Act

BUDGET IMPACT:

Approximately \$800 reduction per year

ATTACHMENTS:

- ▶ Exhibit A: Interlocal Contract Amendment No. K702-1



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

INTERAGENCY/INTERLOCAL CONTRACT BETWEEN

DEPARTMENT OF REVENUE
AND
CITY OF LAKE STEVENS

CONTRACT AMENDMENT NO. K702-1
TO
INTERAGENCY/INTERLOCAL CONTRACT NO. K702

Interagency/Interlocal Contract No. K702, by and between the Department of Revenue (REVENUE) and City of Lake Stevens (PARTNER) is amended as follows:

BUSINESS LICENSING SERVICES AGREEMENT

I. Parties and Contact Information

Partner Contact Person revised to:

Barb Stevens, City Clerk

Phone: (425) 212-3311

FAX: (425) 334-0835

E-Mail: bstevens@lakestevenswa.gov

II. Purpose

The purpose of this Agreement is to establish the terms under which the Business Licensing Services (BLS) program of the Department of Revenue will act as Partner's agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Partner's licensing or other regulatory activities, hereafter referred to as Confidential Licensing Information. Partner retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

VI. Compensation

The first bullet point under this section is deleted and replaced with the following:

- The Partner shall reimburse Revenue for all fees charged by credit card processors and/or financial institutions upon any funds charged, collected, or refunded by Revenue in processing applications and/or collecting fees related to Partner's licensing or other regulatory activities. If a suitable alternative to the credit card processing can be established, eliminating the requirement of Partner reimbursement for credit card bank fees, this provision can be disregarded upon implementation of the suitable alternative without amending this Agreement. The Partner is still accountable for remaining credit card bank fees owed prior to implementation of the suitable alternative.

EXHIBIT A

1. Purpose and Scope

The following provisions establish the terms under which Revenue and Partner will share all data, including Confidential Licensing Information, pursuant to the BLS Agency Partnership Agreement (the "Agreement").



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

2. Definitions

“Confidential Licensing Information” has the same meaning as “Licensing Information” under RCW 19.02.115(1)(b) and includes, but is not limited to, any information included in the business license applications, renewal applications, and business licenses under the Business Licensing Service program. Confidential Licensing Information is classified as at least Category 3 data under Washington’s Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.

3. Confidentiality

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure, all Confidential Licensing Information received under the Agreement.

- A. Ensuring Security: Partner and Revenue shall each establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all Confidential Licensing Information received by it under this Agreement is secure from unauthorized use, access, or disclosure.
- B. Proof of Security. Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for Confidential Licensing Information. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

4. Statutory Prohibition Against Disclosure; Secrecy Affidavit.

- A. Criminal Sanctions. RCW 19.02.115 prohibits the disclosure of Confidential Licensing Information, except as expressly authorized by RCW 19.02.115. It is a misdemeanor for any person acquiring Confidential Licensing Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115. Additionally, if the person is a state officer or employee, the person must forfeit such office or employment and is incapable of holding any public office or employment in Washington for a period of two years thereafter.
- B. Partner will require employees with access to Confidential Licensing Information to sign a copy of the secrecy affidavit attached at Exhibit B.

5. Authorized Use, Access, and Disclosure

- A. Permitted Uses: Confidential Licensing Information may be used for official purposes only.
- B. Permitted Access: Confidential Licensing Information may be accessed only by Partner's employees and agents that have a bona fide need to access such information in carrying out their official duties.
- C. Permitted Disclosure: Confidential Licensing Information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
 - permitted under an express disclosure exception in RCW 19.02.115;
 - ordered under any judicial or administrative proceeding; or
 - otherwise expressly authorized by Revenue in writing.
- D. Public Records Requests: In the event that Partner reasonably believes that it must disclose information pursuant a Public Records Request, and Partner is prohibited from disclosing such information under the terms of this Agreement, Partner must give notice to Revenue of its intention to disclose. The notice shall be provided at least 14 business days in advance of disclosure, the notice shall contain a copy of the public records



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

request, and the notice shall reasonably identify the information that Partner believes is prohibited from disclosure under this Agreement.

6. Breach of Confidentiality

In the event of any use, access, or disclosure of Confidential Licensing Information by Partner or its employees or agents in material violation of the confidentiality terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing Confidential Licensing Information; however, Revenue shall provide Partner with an electronic record containing all information collected for Partner's licensing or other regulatory activities in an electronic medium.

7. Ownership and Retention of Records

Except as otherwise expressly provided in this Agreement, Partner may retain possession of all such records in accordance with Chapter 40.14 RCW and applicable local government retention schedules as approved by the Office of the Secretary of State.

8. Data Security

All data provided by Revenue shall be stored on a secure environment with access limited to the least number of staff needed to complete the purpose of this Agreement.

a. Protection of Data

Partner agrees to store data on one or more of the following media and protect the data as described:

- 1) Workstation Hard disk drives. Data stored on local workstation hard disks. Access to the data will be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. If the workstation is located in an unsecured physical location the hard drive must be encrypted to protect Revenue data in the event the device is stolen.
- 2) Network server disks. Data stored on hard disks mounted on network servers and made available through shared folders. Access to the data will be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism. Backup copies for disaster recovery purposes must be encrypted if recorded to removable media.
- 3) Optical discs (e.g. CDs, DVDs, Blu-Rays) in local workstation optical disc drives. Data provided by Revenue on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a secure area. When not in use for the Agreement purpose, such discs must be locked in a drawer, cabinet or other container to



STATE OF WASHINGTON
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which only authorized users have the key, combination or mechanism required to access the contents of the container. Workstations which access Revenue data on optical discs must be located in an area which is accessible only to authorized individuals, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

- 4) Data storage on portable devices or media.
 - a) Confidential Licensing Information may be stored by Partner on portable devices or media provided the data shall be given the following protections:
 - i. Encrypt the data with a key length of at least 128 bits
 - ii. Control access to devices with a unique user ID and password or stronger authentication method such as a physical token or biometrics.
 - iii. Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.
 - iv. Physically protect the portable device(s) and/or media by:
 - Keeping them in locked storage when not in use;
 - Using check-in/check-out procedures when they are shared; and
 - Taking frequent inventories.
 - b) When being transported outside of a secure area, portable devices and media with Confidential Licensing Information must be under the physical control of Partner staff with authorization to access the data.
 - c) Portable devices include, but are not limited to; handhelds/PDAs, Ultramobile PCs, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook computers.
 - d) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs, Blu-Rays), magnetic media (e.g. floppy disks, tape, Zip or Jaz disks), or flash media (e.g. CompactFlash, SD, MMC).
- 5) Confidential Licensing Information received from Revenue will be encrypted using National Institute of Standards and Technology (NIST) approved cryptographic algorithms or modules when transmitted over the Internet, including information attached to or within email.

b. Safeguards Against Unauthorized Access and Re-disclosure

Partner shall exercise due care to protect all Confidential Licensing Information from unauthorized physical and electronic access. Partner shall establish and implement the following minimum physical, electronic and managerial safeguards for maintaining the confidentiality of information provided by either party pursuant to this Agreement:

- 1) Partner will store the information in an area that is safe from access by unauthorized persons when not in use.



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- 2) Partner shall take precautions to ensure that only authorized personnel and agents are given access to on-line files containing confidential or sensitive data.
- 3) Partner shall instruct all individuals with access to the Confidential Licensing Information regarding the confidential nature of the information, the requirements of Use of Data and Safeguards Against Unauthorized Access and Re-Disclosure clauses of this Agreement, and the sanctions specified in federal and state laws against unauthorized disclosure of information covered by this Agreement.

ALL OTHER PROVISIONS OF THE ORIGINAL AGREEMENT WILL REMAIN IN EFFECT FOR THE CONTRACT PERIOD.

Dan Contris
Chief Financial Officer
Department of Revenue

Date

City of Lake Stevens

Date

Approved as to form:

On File

Kelly Owings
Assistant Attorney General

July 22, 2014

Date



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 11 August 2014

Subject: Adoption of 2015- 2020 Six Year Transportation Improvement Plan

Contact Mick Monken
Person/Department: Public Works

Budget Impact: NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Hold the Public Hearing and comment on the projects proposed to be included in the 2015-2020 Six Year Transportation Improvement Plan (TIP). If no changes, adopt Resolution number 2014-4.

SUMMARY/BACKGROUND: Each year the City is required under State statute RCW 35.77 to prepare a six year Transportation Improvement Plan (TIP). The intent of the TIP is to provide information to the State for regional and statewide planning that includes project type and location identification, potential impacted utilities, funding needs, and inter-agency coordination. The TIP is a subset of the City's current 20 year transportation list (2012-2032) in the Comprehensive Plan's Capital Element (Chapter 8).

The projects identified in the TIP have been selected based on the priority established in the adopted 20 year transportation list. The list was recently updated to reflect the transportation needs identified in the Lake Stevens Center and 20th Street SE Corridor subarea plans and the Downtown Framework plan.

The TIP is important to the City when seeking grant funding for future transportation projects. This gives advance notice to the funding agencies of potential grant dollar demands. However, not listing a project does not prohibit seeking funding for a non-listed project. In this case, the TIP would require an amendment be adopted by Resolution. One of the key points of an agency's TIP is that it is supposed to be realistic. This means that the projects listed are supposed to be able to be constructed within the 6 year period if funding can be secured.

There are 28 projects on the 2015-2020 TIP. The total project cost estimate is \$85.5 million with \$34.5 million projected to be expended in the 6 year period. These dollars are comprised of local, grants, mitigation, and developer improvements. The local fund consists largely of mitigation dollars with a small potential covered by administration under salaries and possible street funds (typically planning and environmental preliminary work). Mitigation funds are dollars collected through the City's adopted Traffic Impact Fee plan for new development trips. Grant funding includes both State and Federal dollars and typically require match dollars. Developer improvements are road related improvements, including right-of-way dedication, with a new development construction associated with the adjacent site, such as frontage improvements.

A large portion of the project funding is expected to come from development mitigation and improvements with the approximately 40% balance coming from grants. Therefore, the viability of the TIP plan is based on a developing economy. Each year, the TIP is reviewed and updated to reflect what has occurred and adjustments are made. If a mid-year change in priorities occurs or a new project is added, the TIP can be updated.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: NA (Funding on the TIP comes from a variety of sources and are only preliminary estimates.)

ATTACHMENTS:

- ▶ Exhibit A: Resolution 2014-4
 - Attachment A: Proposed 2015-2020 Six Year TIP with costs distributions
 - Attachment B: Proposed 2015-2020 Six Year TIP with expenditure year projections

EXHIBIT A

**CITY OF LAKE STEVENS
Lake Steven Washington**

RESOLUTION NO. 2014-4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, ADOPTING A SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN FOR THE YEARS 2015-2020 AND DIRECTING THE SAME TO BE FILED WITH THE STATE SECRETARY OF TRANSPORTATION AND THE PUGET SOUND REGIONAL COUNCIL.

WHEREAS, pursuant to the requirements of Chapters 35.77 and 47.26 RCW, the City Council of the City of Lake Stevens has previously adopted a comprehensive street plan, including an arterial street construction plan, and has thereafter periodically modified said as part of the City's Comprehensive Plan resolution, and

WHEREAS, the City Council has reviewed the work accomplished under the Plan, determined current and future City street and arterial needs, and based upon these findings has prepared a Six-Year Transportation Improvement Plan (TIP) for the ensuing six (6) calendar years; and

WHEREAS, a public hearing has been held on the TIP as required by RCW 35.77.0 10; and

WHEREAS, the TIP has been updated for 2015-2020 in accordance with the State Requirements,

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS DOES RESOLVE AS FOLLOWS:

Section 1. Plan Adopted. The Six-Year Transportation Improvement Plan for the City of Lake Stevens, as revised and extended for the ensuing six (6) calendar years (2015-2020), a copy of which is attached hereto as Attachment A and incorporated herein by this reference as if fully set forth, which Plan sets forth the project location, type of improvement and the estimated cost thereof, is hereby adopted and approved.

Section 2. Filing of Plan. Pursuant to Chapter 35.77 RCW, within 30 days of the adoption of this resolution the City Clerk is hereby authorized and directed to file a copy of this resolution, together with the Attachment A (Project Descriptions) and Attachment B (Expenditure year projections) attached hereto, with the Secretary of Transportation for the State of Washington.

ADOPTED this _____ day of August 2014.

Vern Little, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Attachment A
 TIP with project description and costs

City of Lake Stevens Start year: 2015
Transportation Improvement Program (2015 - 2020)

Revision: 07/23/2014

Proj ID #	ROAD	FROM	TO	COST	Description	Local	State/Fed	Mitigation	Dev Imp	TOTAL Project			LOCAL	GRANT
										Design	ROW	Constr		
2(1)	SR 9/4th NE - Intersection	4th St NE	-	3,000,000	Improve egress WB alignment right turn onto SR 9 and add a new right turn ingress for EB onto 4th St NE. Additional improvement is the construction of a new alignment N-S Village Way Road (93rd).	X	X	X	X	623,183	642,500	1,734,317	300,000	2,700,000
3	90th Ave NE Connector	SR 204	Vernon	1,140,000	Construction of a new roadway segment that would allow for right in-right out movement for SR 204. Roadway would be developer driven			X	X	114,000	200,000	826,000	1,140,000	-
7(4)	91st Ave NE	SR 204	Vernon	351,000	Upgrade roadway to create a pedestrian friendly downtown style streetscape	X		X	X	35,100	20,000	295,900	351,000	-
W 2	SR 92 and Lake Dr Re-channelization	Intersection		200,000	State driven safety project to reduce vehicle conflicts		X			30,000	-	170,000	-	200,000
7(1)	20th St SE - Segment 1	83rd Ave SE	91st Ave SE	4,843,380	Widening of existing two lane to four lane, providing non-motorized travel area with pedestrian sidewalks and improved drainage and lighting.	X	X	X	X	520,902	850,311	3,472,167	1,695,183	3,148,197
7(3)	20th St SE - Segment 2	79th Ave SE	83rd Ave SE	3,970,366	Widening of existing two lane to four lane, providing non-motorized travel area with pedestrian sidewalks and improved drainage and lighting.	X		X	X	397,838	921,922	2,650,606	1,389,628	2,580,738
7(5)	20th St SE - Segment 3	73rd Ave SE	79th Ave SE	2,770,169	Widening of existing two lane to four lane, providing non-motorized travel area with pedestrian sidewalks and improved drainage and lighting.	X	X	X	X	345,853	118,821	2,305,495	969,559	1,800,610
7(6)	20th St SE - Segment 4	US 2	73rd Ave SE	2,599,205	Widening of existing two lane to four lane, providing non-motorized travel area with pedestrian sidewalks and improved drainage and lighting.	X	X	X	X	294,930	341,610	1,962,665	909,722	1,689,483
6(1)	24th St SE/73rd SE - Intersection	73rd Ave SE	-	800,000	Construction of a new intersection to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	80,000	50,000	670,000	800,000	-
6(2)	24th St SE	73rd Ave SE	79th Ave SE	3,653,000	Construction of a new roadway segment to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	365,300	200,000	3,087,700	3,653,000	-
6(3)	24th St SE/79th SE - Intersection	79th Ave SE	-	800,000	Construction of a new intersection to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	80,000	50,000	670,000	800,000	-
6(4)	24th St SE	83rd Ave SE	87th Ave SE	5,278,000	Construction of a new roadway segment to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	527,800	200,000	4,550,200	5,278,000	-
6(5)	24th St SE/83rd SE - Intersection	83rd Ave SE	-	800,000	Construction of a new intersection to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	80,000	50,000	670,000	800,000	-
6(6)	24th St SE	SR 9	91st Ave SE	2,970,000	Construction of a new roadway segment to provide internal vehicle and non-motorized circulation adjacent to 20th Street SE. Construction is developer driven.			X	X	297,000	200,000	2,473,000	2,970,000	-

Revision: 07/23/2014

Proj ID #	ROAD	FROM	TO	COST	Description	Local	State/Fed	Mitigation	Dev Imp	TOTAL Project			LOCAL	GRANT
										Design	ROW	Constr		
1(1)	91st Ave NE/SR 204 - RTP	SR 204	200' north	337,000	Widen southbound outside lane to provide for a dedicated right turn lane	X	X	X	X	33,700	10,000	293,300	134,800	202,200
1(2)	91st Ave NE/SR 204 - RTP	SR 204	300' south	454,100	Widen north bound outside lane to provide for a dedicated right turn lane	X	X	X	X	45,410	20,000	388,690	181,640	272,460
2(2)	91st Ave SE	20th St SE	4th St SE	4,770,000	Widen to a three lane section with non-motorized improvements and pedestrian improvements that include sidewalk segments and curb separated walking paved shoulder areas along the east side of the roadway	X	X	X	X	477,000	300,000	3,993,000	715,500	4,054,500
2(3)	91st Ave SE	20th St SE	24th St SE	1,950,000	New connector roadway to 24th St SE				X	195,000	100,000	1,655,000	1,950,000	-
8(4)	99th Ave NE	Market	4th St NE	1,170,000	Enhance Streetscape with improvement with non-motorized enhancements and circulation improvements with a possible roundabout intersection at 4th NE	X	X	X	X	117,000	40,000	1,013,000	292,500	877,500
14(A)	4th St NE	91st Ave NE	SR 204	7,578,460	New internal connector and circulation roadway. Will require a new break in access on to SR 204. Intersection would be a right turn only.				X	757,846	500,000	6,320,614	7,578,460	-
14(7)	99th Ave SE	20th St SE	4th St SE	4,763,800	Widen to a three lane section with non-motorized improvements and pedestrian improvements that include sidewalk segments and curb separated walking paved shoulder areas along the east side of the roadway	X	X	X	X	476,380	200,000	4,087,420	1,905,520	2,858,280
14(8)	99th Ave SE	20th St SE	Lake Stevens Rd	5,507,800	Widen to a three lane section with non-motorized improvements and pedestrian improvements that include sidewalk segments and curb separated walking paved shoulder areas along the east side of the roadway				X	550,780		4,957,020	5,507,800	-
D(1A)	20th St NE & Main Intersection	Intersection		1,112,004	Widening to provide turn pockets or possible roundabout improvements	X	X	X	X	111,200		1,000,804	556,002	556,002
D(1B)	Grade Road	20th St NE	SR 92	15,607,836	Widen to a three lane section with non-motorized improvements and pedestrian improvements that include sidewalk segments and curb separated walking paved shoulder areas along the west side of the roadway	X	X	X	X	1,560,784	1,000,000	13,047,052	7,803,918	7,803,918
12(5)	91st Ave NE - Intersection	Vernon Rd	-	200,000	Minor widening and possible mini-roundabout to improvement safety and circulation	X		X	X	20,000		180,000	200,000	-
15(2)	Lundeen/Vernon - Intersection	Vernon Rd	-	400,000	Channelization enhancement to improvement safety and circulation. May restrict through movement for east-east crossing (Vernon)	X		X	X	40,000		360,000	400,000	-
15(1)	Vernon Road	91st Ave NE	SR 9	935,000	Minor widening to provide for turn movement and improved pedestrian movement	X		X	X	93,500		841,500	935,000	-
D(1C)	SR 92 & Grade Rd RAB	Intersection		4,105,221	Roundabout intersection improvement with gateway treatment	X	X	X	X	410,522		3,694,699	1,026,305	3,078,916
										8,681,028	6,015,164	67,370,149	50,243,537	31,822,804

Proj ID #	ROAD	COST	2015			2016			2016			2017			2018			2019			Beyond
			Design	ROW	Constr	Design	ROW	Constr	Design	ROW	Constr	Design	ROW	Constr	Design	ROW	Constr	Design	ROW	Constr	
1(2)	91st Ave NE/SR 204 - RTP	454,100				45,410	20,000			388,690										-	
2(2)	91st Ave SE	4,770,000								95,480					998,250					3,676,270	
2(3)	91st Ave SE	1,950,000								195,000	100,000				1,655,000					-	
8(4)	99th Ave NE	1,170,000								117,000	40,000				1,013,000					-	
14(A)	4th St NE	7,578,460												189,462			568,385	250,000		6,570,613	
14(7)	99th Ave SE	4,763,800															476,380			4,287,420	
14(8)	99th Ave SE	5,507,800															550,780			4,957,020	
D(1A)	20th St NE & Main Intersection	1,112,004												111,200					333,601	667,203	
D(1B)	Grade Road	15,607,836															780,392			14,827,444	
12(5)	91st Ave NE - Intersection	200,000						20,000		180,000										-	
15(2)	Lundeen/Vernon - Intersection	400,000															40,000		360,000	-	
15(1)	Vernon Road	935,000												93,500		233,750				607,750	
D(1C)	SR 92 & Grade Rd RAB	4,105,221												410,522		1,026,305			2,668,394	-	
			347,000	200,000	494,600	850,012	430,000	1,978,400	522,283	1,312,811	1,031,990	407,480	140,000	5,286,734	1,598,407	-	5,967,955	3,469,005	1,118,821	5,972,095	50,938,748



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 11 August 2014

Subject: Roadside Memorial Program - Resolution No. 2014-5

Contact	Mick Monken	Budget Impact:	None at this
Person/Department:	<u>Public Works</u>		<u>time</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Adopt Resolution 2014-5 establishing a Roadside Memorial program policy (P-1-2014)**

SUMMARY/BACKGROUND: At the 28 July 2014 Council meeting staff presented an outline of a Roadside Memorial program for discussion with the Council. In concept the Council supported this for further consideration. Staff responded a Roadside Memorial program (the outline and directions given by Council) would be incorporated into a Resolution for consideration at a future meeting. Exhibit A is the draft Resolution and Policy.

A roadside memorial is a means to express grief, condolences, and to maintain the memory of a loss when an unfortunate tragedy occurs. Currently, the City has a policy, adopted in 2013 (Resolution 2013-07), that allows for the honorary name designation of a roadway for first responders (Police and Firefighters), but does not apply to the general public.

The attached draft policy (P-1-2014) would provide for a site specific posting of a roadside memorial sign at or near the scene of an event. Within this policy, it addresses both short term and long term posting. The short term is intended to address when a non-City approved memorial is erected at a site, the duration that the City will allow, and how the City will deal with it after the designated duration period. The long term is the placement of a City approved memorial sign.

Key points to this Policy are: 1) what situations are eligible for a Memorial sign; 2) who may request a sign; 3) cost, maintenance, and duration for a City approved sign placement; and 4) selecting the location.

APPLICABLE CITY POLICIES: None

BUDGET IMPACT: None at this time

ATTACHMENTS:

- ▶ Exhibit A: Resolution 2014-5 - Roadside Memorial program policy

DRAFT

EXHIBIT A

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

RESOLUTION No. 2014-5

A RESOLUTION OF THE CITY OF LAKE STEVENS, ADOPTING POLICY FOR CITY COUNCIL APPROVAL OF ROADSIDE MEMORIAL PROGRAM

WHEREAS, the Roadside Memorial Program is intended to allow for the temporary placement of a memorial sign within the City's right-of-way at or near the scene where a life was lost from an accident or a criminal action by another; and

WHEREAS, the City of Lake Stevens, Washington is a city in Snohomish County, Washington, and is the controlling jurisdiction for the placement of signs and other features within the City's right-of-way; and

WHEREAS, the Roadside Memorial Program Policy establishes how such a program is to be implemented; and

WHEREAS, in July 2014, the City Council discussed allowing roadside memorial sign designations; and

WHEREAS, this action is exempt from the requirements of the State Environmental Policy Act as a procedural action pursuant to WAC 197-11-800(19); and

WHEREAS, the City Council took public comments on the proposed Roadside Memorial Program Policy in Exhibit A on 8th September 2014 and considered all public comments,

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

Section 1. The policy for Roadside Memorial Program (P-1-2014), attached hereto as Exhibit A, is hereby approved.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 3. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

DRAFT

PASSED by the City Council of the City of Lake Stevens this ____ day of September 2014.

Vern Little, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

DRAFT

ROADSIDE MEMORIAL PROGRAM POLICY AND PROCESS City Policy No. P-1-2014

Section 1. Purpose of the Program

The Roadside Memorial Program allows for the placement of a City approved memorial sign within the public right-of-way in the close proximity of a tragic event where a life was lost.

Section 2. Definitions

1. Deceased: Any person who was fatally injured in an accident, act of criminal violence, or natural disaster.
2. Immediate family member: A spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, grandparent, step grandparent or lineal descendent of the deceased.
3. Public right-of-way: a piece of land designated legally for the purpose of the placement of a public roadway, trail, and pathway.
4. Representative: A person authorized by and acting in the interest of an immediate family member.
5. Close proximity: As determined by the City Engineer where the placement of a memorial sign can be placed so as to not create a safety concern and can be placed on a wood pole in earth material. Bridge placement or placement on a structure are not allowed.

Section 3. Qualification

Loss of life event through an accident, act of criminal violence, or natural disaster within a City controlled public right-of-way. Law enforcement actions which result in the loss of a life shall not be considered as qualification if involved in a criminal action against the deceased.

Section 4. Request for Consideration

Request is made through an application by an immediate family member for the loss of life that occurred within the City's jurisdiction public right-of-way within the past two years.

Section 5. Selection Process

The program is administered by the Public Works Department. Approval shall be granted if all of the following selection criteria are met:

- A complete application has been accepted by the City.
- Event occurred within 2 years from the date of a completed application.
- Application was submitted by an immediate family member.

DRAFT

- Death occurred by an accident, act of criminal violence, or natural disaster.
- The deceased's loss of life was not part of a law enforcement action against the deceased.
- Placement of the sign does not create a safety condition.
- Fee has been paid.

A completed application must be submitted prior to review and approval consideration.

Section 6. Short Term Memorial

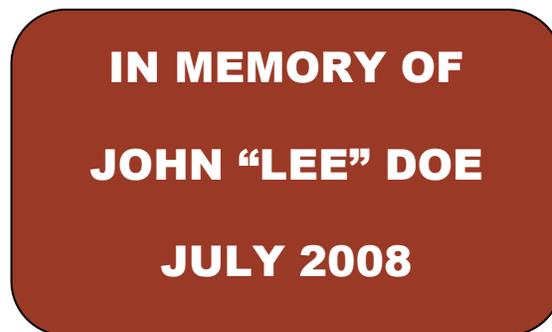
City will allow a short term one time memorial for up to 30 days following the date of the event when the life was lost provided that it does not create a safety or maintenance hazard to the public (this could include a distraction to motorist). The City can remove the memorial after 30 days without notification.

Section 7. Long Term Memorial

Memorial sign will be placed within the public right-of-way as close as safely possible to the area of the event. Posting would be for a period of 5 years following the City approval notification. Upon the end of the posting period, the Sign would be taken down. Sign will be kept for 3 months after removal and given to a family member upon request.

Section 8. Memorial Sign

The memorial sign shall be a single-faced 12 inch high by 18 inch wide sign posted on a sign post or light standard. Wording shall say: "In memory of" {Name} and a date



Section 9. Sign Location.

Only one sign will be permitted per occurrence site. The City Engineer, or designee, shall determine the placement of the sign as close to the accident scene as possible without creating a limited sight distance, safety issues, or placement within a structured facility (within sidewalk, pavement, concrete, on or along a bridge, or other structure) within a right-of-way.

Section 10. Costs

The cost for a roadside memorial sign, including installation is borne by the applicant. The cost is \$250 for a single sign fabrication, post, hardware, and installation.

DRAFT

Roadside Memorial Sign Application

Public Works Department
1820 Main Street, POB 257
Lake Stevens, WA 98258-0257

Date: _____ Application No: _____
(for City use only)

Applicant _____

Address: _____

Phone: _____ Email: _____

Name of Deceased: _____

Relationship to Deceased: _____

Location of death: _____

Required Information

Documentation establishing death as a result of a vehicle crash or act of violence in Lake Stevens' jurisdiction. (The City, in its sole discretion, shall determine whether other information or documents provided in lieu of an accident report are sufficiently reliable.)

Applicant requests to be present at time of sign installation. (Staff will make an effort to make arrangements with family, but City crew work scheduling may determine schedule if family availability is limited.)

Applicant requests to pick up sign upon its removal from the roadway at the end of 5 years. (It will be the applicant's responsibility to promptly pick up sign once notified. If unable to contact, City will dispose of sign.)

Note: Once your application has been reviewed, a staff member from Public Works will contact you regarding your request (within 45 days of submittal). A \$250 fee is due upon approval. Requested Sign Location (attach map if available):



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: August 11, 2014

Subject: 2014 Budget Amendment #3

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Review Ordinance No. 915 Amending Budget Ordinance No. 904

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, contract award, or staffing change. Detailed explanations of the changes requested are described below:

General Fund - 001

The increase in revenues includes the donation to the Arts Commission for the Movie in the park in the amount of \$2,172, as well as partial reimbursements from WCIA for Law Enforcement trainings. The increased expenditures include the corresponding payments for the training and the Movie as well as an increase to the Arts Commission budget for a donation received in the prior year and not included in the budget (\$250). In addition, an increase in the amount of \$2,540 is included for proposed staffing changes. The change in ending fund balance reflects these changes.

Street Fund - 101

The increase in expenditures in the amount of \$4,400 is included for proposed staffing changes. The ending fund balance reflects the changes.

Storm & Surface Water Fund – 410

The increase in expenditures includes a payment to Department of Ecology for a Regional Stormwater Monitoring program required by the NPDES. This program eliminates the need for the City to do the Stormwater monitoring in house, an enormous undertaking that would require additional technical staff. In addition, an increase in the amount of \$2,060 is included for proposed staffing changes. The change in ending fund balance reflects these changes.

Refundable Deposits - 621

The increased revenue (\$20,000) is for the retainage held from the final payment for the 2014 Payment Overlay project. The increased expenditure is for release of these funds once the final acceptance has been approved by the State.

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

Public Works & Planning & Community Development

- Eliminate: 1 Public Works/Planning Coordinator (Full Time 50%/50%)

Planning & Community Development

- Add: 1 Permit Specialist (Full Time)

Public Works

- Add: 1 Administrative Assistant (Full Time)

Recently, the Public Works/Planning Coordinator position became vacant. This position was created to serve the administrative needs of both departments. During the economic downturn the shared services were sufficient. However sustained increases in activity in both departments have created a shift in administrative workload to the Department Directors resulting in higher level skill tasks being delayed and in some cases opportunities lost.

The Planning and Public Works Directors recommend an elimination of the shared position in exchange for an additional Permit Specialist position and the creation of a new Public Works Administrative Assistant position.

The salary and benefits related to these positions are split between the General, Street and Surface Water Funds. The 2014 net change resulting from this staffing amendment is an increase in expenditures of approximately \$9,000.

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 and the staffing positions as outlined in the Organizational Chart.

ATTACHMENTS:

- ▶ Ordinance 915
- ▶ Exhibit B: Amended Organizational Chart
- ▶ Attachment A: Staffing Change Request
- ▶ Attachment B: Job Description – Administrative Assistant
- ▶ Attachment C: 2014 Salary Survey & Cost Difference

**CITY OF LAKE STEVENS
 LAKE STEVENS, WASHINGTON
 ORDINANCE NO. 915**

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	Revenue	\$8,290,309	\$8,293,331	\$3,022	Rev.
001 - General	Expenditures	\$8,604,955	\$8,610,767	\$5,812	Exp.
001 - General	Ending Fund Balance	\$5,523,255	\$5,520,465	(\$2,790)	EndBal.
101 - Street	Expenditures	\$1,895,569	\$1,899,969	\$4,400	Exp.
101 - Street	Ending Fund Balance	\$3,100,858	\$3,096,458	(\$4,400)	EndBal.
410 - Storm & Surface Water	Expenditures	\$1,305,534	\$1,327,594	\$22,060	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,404,151	\$1,382,091	(\$22,060)	EndBal.
621 - Refundable Deposits	Revenue	\$2,316	\$22,316	\$20,000	Rev.
621 - Refundable Deposits	Expenditures	\$16,049	\$36,049	\$20,000	Exp.

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 25th day of August, 2014.

 Vern Little, Mayor

ATTEST/AUTHENTICATION:

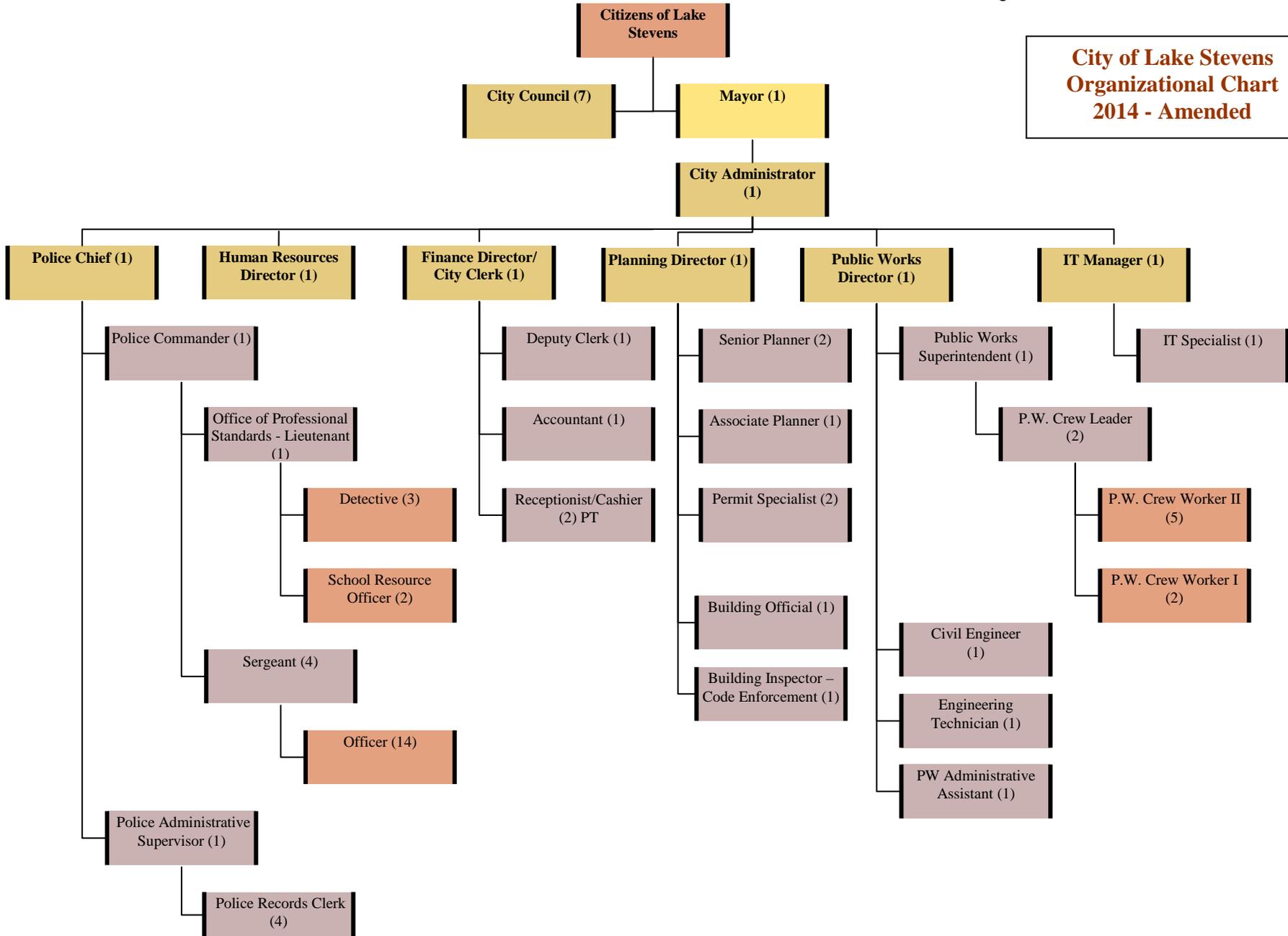
 Barb Stevens, Finance Director/City Clerk

APPROVED AS TO FORM:

 Grant Weed, City Attorney

First and Final Reading: August 25, 2014
 Published:
 Effective:

**City of Lake Stevens
Organizational Chart
2014 - Amended**





MEMORANDUM

To: Jan Berg, City Administrator
From: Becky Ableman & Mick Monken
Date: 1 August 2014
Subject: **Staffing Change Request**

With the shared position between Planning and Public Works recently being opened, Becky and I have talked about how this shared position has been working and possible changes that could improve on service delivery to our customers.

During the economic downturn, the shared position work satisfactorily. However, over the past year, exacerbated by the increased permit/application activity over the past two years, having the shared position has become challenging to keep up with the demands on this position. This has resulted in a shift in workload for both of us where our staffs, including ourselves, are performing more administrative level services to keep up with the demands from the public and internal needs. This has included dealing with customers on administrative level topics, records management, research, contracts administration, permitting processing, and purchasing. As a result, higher level skill tasks are delayed or in some cases opportunities are getting lost. Some of these area include personnel management, economic development, community outreach, interagency coordination, seeking grants, and proactive planning and implementation.

To address the administrative needs, we are proposing staffing changes for Planning and Public Works in administration support. What we propose for staffing changes are:

1. The current shared full time Public Works/Planning Coordinator would become the second Permit Specialist. This position would report directly to the Planning Director. Primary duties would include: Planning records/documents management; counter coverage; permit processing; customer service contact point; packet and minutes preparation for Planning Commission, Park Board, Design Review Board and Hearing Examiner hearings/meetings; and code enforcement administrative support.
2. Creation of a new full time Public Works Administrative Assistance position. This position would report directly to the Public Works Director and provide administrative services for the department. Primary duties would include: PW records management, data processing, contract support, customer service (complaints, service requests, follow up), department purchasing, contract management support, ROW permit processing, and general clerical services.

We request that these positions be filled as soon as possible to meet the current need and to reduce the demand on existing Planning and Public Works staff from performing administrative level services.

**CITY OF LAKE STEVENS
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant

DEPARTMENT: Public Works

CLASSIFICATION: Non-Union/Non-Exempt

EFFECTIVE DATE: August 11, 2014

POSITION PURPOSE:

This position provides general administrative support and program coordination for Public Works staff. Duties will include administration of the Small Works Roster, administer project management support, purchasing process, scheduling, data research, work order processing, records keeping, project specifications/bidding support, customer service response, and general department clerical and administration support.

SUPERVISION RECEIVED:*

- Works under the supervision of the Public Works Director.
- None

SUPERVISION EXERCISED:*

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

- Provides customer service by assisting the public.
- Perform technical and clerical functions including but not limited to using internet web browser, database programs, spreadsheets, and word processing.
- Provides administrative support for special meetings including scheduling meetings and preparing minutes.
- Purchase and maintains an inventory of supplies and materials for the Public Works Department.
- Works with the City Clerk's Office in the maintenance of Public Works department records.
- May represent the department on various community projects
- Seeks and prepares grant applications; administers grants.

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

- o Administer the Small Works Roster including advertising for participants, registering, reviewing, renewing applicants, assists in managing the bid process, and assist with recommending award of contracts.
- o Assists in the development of department schedules.
- o Assist in the planning and developing specifications and schedules, including advertising and recording bidding procedures associated with department projects.
- o Provide confidential assistance to the Public Works Director.
- o Review, administer, and issue Right-of-Way Permits.
- o Administers and maintains a work order program for the Public Works department.
- o Maintains a project and material cost recording system.
- o Administers and organizes the city Adopt-a-Street/Park and Juvenile Community Service Program.
- o Serves as a departmental contact to the public, receiving, processing and following citizen inquiries, providing complaint resolution and information.
- o Assist in warrant analysis and technical studies.
- o Performs related duties as required.
- o The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES:

- o This position may serve as the Permit Center's Receptionist and will provide lunch and break coverage for the Permit Specialist.
- o Assist the Director in preparing the department's annual operating budget.

PHYSICAL DEMANDS AND 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 G.E.D.; supplemented by college level course work in secretarial science, administration, or related program is required.
- At least two years' experience dealing with public contact or records management position is required. Construction or Public Works experience is preferred.
- 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:

- General office practices and procedures and skill in the use of a variety of office equipment including but not limited to copier, fax machine, and typewriter.
- The principles and practices of local government land development regulations and permitting.
- The operations and procedures of the City, especially Public Works.

Ability to:

- Establish and maintain effective working relationships with the general public, elected and appointed officials and City employees.
- Maintain a high level customer service orientation, be courteous and diplomatic in the exchange of information and present a positive image of the City in a variety of circumstances.
- Organize, prioritize, and multi-task.
- Operate and understand personal computers: including but not limited to word processing, databases, spreadsheets, internet, and project management software.
- Accurately prepare reports and statistical information.
- Create and implement systems and procedures to track projects and inventory.
- Communicate effectively verbally and in writing.
- Organize, file, retrieves and purge various department records.
- Read and understand a wide variety of plans and maps related to development, including site plans, blueprints, plat maps, and topographic maps.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Valid Washington State driver's license

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.

City of Lake Stevens
Salary Survey Results
2014

City	Position Title	Low	High
Bonney Lake	Admin Specialist IV	\$ 3,962	\$ 5,213
Camas	Admin Assistant	\$ 4,070	\$ 4,857
Des Moines	Admin Assistant II	\$ 4,257	\$ 5,175
Kenmore	N/A	\$ -	\$ -
Maple Valley	N/A	\$ -	\$ -
Mill Creek	Admin Assistant	\$ 3,728	\$ 4,906
Mountlake Terrace	Admin Assistant	\$ 3,656	\$ 4,567
Oak Harbor	Admin Assistant	\$ 3,690	\$ 4,538
Average		\$ 3,894	\$ 4,876
RECOMMENDED SALARY:		\$ 3,894	\$ 4,876

Assumptions

<u>PW/Planning Coordinator</u>	<u>Permit Specialist</u>	<u>Administrative Assistant</u>
Step G	Step C **	Step A
5 months savings	4 months (Sept - Dec)	4 months (Sept - Dec)
Benefits 42% of salary (Avg)	Benefits 42% of salary	Benefits 42% of salary

****Cost will decrease if hired at lower step**

Position	A	B	C	D	E	F	G
PW/Planning Coordinator	4,043	4,225	4,408	4,590	4,772	4,955	5,137
Permit Specialist	3,766	3,939	4,113	4,286	4,459	4,633	4,806
Administrative Assistant	3,894	4,058	4,221	4,385	4,549	4,713	4,876

PW/Planning Coordinator	G	2014	2015
Approved	5,137	\$ (25,685.00)	\$ (63,493.32)
		\$ (10,787.70)	\$ (26,667.19)
		\$ (36,472.70)	\$ (90,160.51)

Permit Specialist	A	B	C	D	E	F	G	2014	2015
Approved	3,766	3,939	4,113	4,286	4,459	4,633	4,806	\$ 16,452.00	\$ 51,549.44
								\$ 6,909.84	\$ 21,650.76
								\$ 23,361.84	\$ 73,200.20

Administrative Assistant	A	B	C	D	E	F	G	2014	2015
Recommended	3,894	4,058	4,221	4,385	4,549	4,713	4,876	\$ 15,576.00	\$ 48,805.52
								\$ 6,541.92	\$ 20,498.32
								\$ 22,117.92	\$ 69,303.84

Estimated Annual Salary Increase	\$ 6,343.00	\$ 36,861.64
Estimated Annual Benefit Increase	\$ 2,664.06	\$ 15,481.89
Total Estimated Increases including Benefits	\$ 9,007.06	\$ 52,343.53

Budget Amendment by Fund/Department			
General Fund	Street Fund	Storm Fund	
Planning \$ (11,228.37)			
Building \$ 7,007.98			
Parks \$ 4,547.79			
General Government \$ 2,211.79			
Estimated Total By Fund \$ 2,539.20	\$ 4,400.98	\$ 2,064.99	
Fund Amendments \$ 2,540.00	\$ 4,400.00	\$ 2,060.00	
	28%	49%	23%
2015 Est Increase by Fund \$ 14,773	\$ 25,590	\$ 11,981	



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