



**Lake Stevens City Council Workshop and Regular Meeting Agenda      August 25, 2014**

**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	8/15/2014	\$140,243.35
Payroll Checks	37267-37268	\$5,216.29
Tax Deposit(s)	8/15/2014	\$60,500.21
Electronic Funds Transfers	ACH	\$3,726.65
Claims	37268-37327	\$110,898.54
Void Checks	37270	(\$91.75)
Total Vouchers Approved:		\$320,493.29

**This 25th day of August 2014:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

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

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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Accounts Payable Checks and EFTs for period of **08/12/2014** to **08/25/2014**

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Dept of Revenue</b>			<b>Check 0</b>	<b>8/20/2014</b>	<b>\$169.19</b>
7/14 Tax Return	001-008-521-20-31-01	LE-Operating Costs	July 2014 UseTaxes	\$51.11	
7/14 Tax Return	001-013-518-90-49-06	GG-Excise Tax	July 2014 Excise Taxes	\$118.08	
<b>Nationwide Retirement Solution</b>			<b>Check 0</b>	<b>8/20/2014</b>	<b>\$1,150.00</b>
8/15/2014	001-000-282-00-00-00	Payroll Liability Retirement	Nationwide Deferred Comp 8/15/2014	\$1,150.00	
<b>Washington State Support Registry</b>			<b>Check 0</b>	<b>8/20/2014</b>	<b>\$402.46</b>
8/15/2014	001-000-284-00-00-00	Payroll Liability Other	Child Support 8/15/2014	\$402.46	
<b>EFTPS Electronic Federal Tax Pmt System</b>			<b>Check 0</b>	<b>8/20/2014</b>	<b>\$60,500.21</b>
08/15/2014	001-000-281-00-00-00	Payroll Liability Taxes	EFTPS Federal Payroll Taxes 8/15/14	\$60,500.21	
<b>Dept of Retirement (Deferred Comp)</b>			<b>Check 0</b>	<b>8/20/2014</b>	<b>\$2,005.00</b>
08/15/2014	001-000-282-00-00-00	Payroll Liability Retirement	Dept of Retirement Deferred Comp Employee contributions	\$2,005.00	
<b>Business Card</b>			<b>Check 37269</b>	<b>8/20/2014</b>	<b>\$5,497.58</b>
08/14 1324	001-001-513-10-43-00	Executive - Travel & Mtgs	Meals - Olympia trip	\$18.33	
08/14 1324	001-001-513-10-43-00	Executive - Travel & Mtgs	Meals - Olympia trip	\$12.00	
08/14 7750	001-001-513-10-43-00	Executive - Travel & Mtgs	Hotel - Olympia trip	\$123.97	
08/14 7750	001-001-513-10-43-00	Executive - Travel & Mtgs	Parking - Olympia trip	\$2.00	
08/14 2772	001-001-513-10-49-00	Executive - Miscellaneous	Parade entry fee	\$3.55	
08/14 2772	001-002-513-11-31-00	AD-Office Supply	Writing Pads	\$6.64	
08/14 4268	001-004-514-23-31-00	FI-Office Supplies	Printer Cable	\$21.71	
08/14 4268	001-005-518-10-31-01	HR-Operating Cost	FMLA Manual	\$349.00	
08/14 1324	001-007-558-50-41-03	PL-Advertising	Public Notice PostCard	\$73.89	
08/14 1324	001-007-558-50-41-03	PL-Advertising	Public Notice PostCard	\$54.87	
08/14 1324	001-007-558-50-41-03	PL-Advertising	Public Notice PostCard	\$284.92	
08/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Meals - Olympia trip	\$12.00	

Invoice	AccountCode	Account Description	Item Description	Amount
08/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Parking Sno Co	\$3.00
08/14 7750	001-007-558-50-43-00	PL-Travel & Mtgs	Parking - Olympia trip	\$2.00
08/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Meals - Olympia trip	\$18.33
08/14 7750	001-007-558-50-43-00	PL-Travel & Mtgs	Hotel - Olympia trip	\$123.97
08/14 1324	001-007-558-50-49-01	PL-Staff Development	Planning Directors Conference registration	\$300.00
08/14 8877	001-008-521-20-31-00	LE-Office Supplies	Laptop privacy Filter	\$41.45
08/14 0979	001-008-521-20-31-01	LE-Operating Costs	Water and sunscreen	\$49.05
08/14 0979	001-008-521-30-31-00	LE-Investigations-Operating	LED Worklight/Tool chest	\$195.77
08/14 2772	001-008-521-30-31-00	LE-Investigations-Operating	Honda portable Generator	\$1,147.62
08/14 7750	001-010-576-80-31-00	PK-Operating Costs	Sign-Do Not Feed Waterfowl	\$189.50
08/14 2772	001-010-576-80-31-00	PK-Operating Costs	Gardening hand tools	\$50.00
08/14 2772	001-012-573-90-31-00	CS-Community Activity-Aquafest	Candy for Aquafest	\$54.08
08/14 2772	001-012-573-90-31-00	CS-Community Activity-Aquafest	Water for Aquafest	\$11.52
08/14 1324	001-012-573-90-31-00	CS-Community Activity-Aquafest	Stationary for Aquafest	\$13.03
08/14 8877	001-012-573-90-31-00	CS-Community Activity-Aquafest	Food for Aquafest	\$295.98
08/14 8877	001-012-573-90-31-00	CS-Community Activity-Aquafest	Ice for Aquafest	\$14.32
08/14 0979	001-012-573-90-31-00	CS-Community Activity-Aquafest	Food for Aquafest	\$78.08
08/14 2772	001-012-573-90-31-00	CS-Community Activity-Aquafest	Water for Aquafest	\$13.34
08/14 4268	101-016-542-30-41-01	ST-Advertising	Help wanted-Civil Engineer	\$147.50
08/14 7750	101-016-542-30-49-00	ST-Miscellaneous	Prof Enginneer License	\$116.00
08/14 7750	101-016-542-30-49-00	ST-Miscellaneous	Recording fee	\$150.00
08/14 7750	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign Anchors-school zone signs	\$251.33
08/14 7750	101-016-543-30-43-00	ST-Travel & Meetings	Hotel - Olympia trip	\$123.97
08/14 1324	101-016-543-30-43-00	ST-Travel & Meetings	Meals - Olympia trip	\$18.34
08/14 7750	101-016-543-30-43-00	ST-Travel & Meetings	Parking - Olympia trip	\$2.00
08/14 1324	101-016-543-30-43-00	ST-Travel & Meetings	Meals - Olympia trip	\$12.01
08/14 7750	101-016-544-90-31-02	ST-Operating Cost	Printer cartridge	\$32.56
08/14 7750	101-016-544-90-31-02	ST-Operating Cost	Ink Jet Printer	\$124.88

Invoice	AccountCode	Account Description	Item Description	Amount	
08/14 7750	410-016-531-10-31-02	SW-Operating Costs	Printer cartridge	\$32.57	
08/14 7750	410-016-531-10-31-02	SW-Operating Costs	Ink Jet Printer	\$124.89	
08/14 4268	410-016-531-10-41-05	SW-Advertising	Help wanted-Civil Engineer	\$147.50	
08/14 7750	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Sign Anchors-school zone signs	\$89.65	
08/14 7750	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Camera/mount/memory card	\$398.46	
08/14 8877	520-008-594-21-63-00	Capital Equipment	Camera Case/Memory Card for Sonar	\$162.00	
<b>Dept of Licensing</b>			<b>Check 37270</b>	<b>8/20/2014</b>	<b>\$91.75</b>
02/5228	530-016-594-48-60-00	Purchase Of Capital Equipment	License for Trailer	\$91.75	
<b>Lake Stevens Police Guild</b>			<b>Check 37271</b>	<b>8/20/2014</b>	<b>\$992.50</b>
08/15/14	001-000-284-00-00-00	Payroll Liability Other	LS Guild Union dues 8/15/2014	\$992.50	
<b>Lake Stevens Sewer District</b>			<b>Check 37272</b>	<b>8/20/2014</b>	<b>\$852.12</b>
8/14	001-008-521-50-47-00	LE-Utilities	Utilities - Sewer	\$170.42	
8/14	001-010-576-80-47-00	PK-Utilities	Utilities - Sewer	\$170.43	
8/14	001-012-572-20-47-00	CS-Library-Utilities	Utilities - Sewer	\$85.21	
8/14	001-013-518-20-47-00	GG-Utilities	Utilities - Sewer	\$340.85	
8/14	101-016-543-50-47-00	ST-Utilities	Utilities - Sewer	\$85.21	
<b>Snohomish County Cities</b>			<b>Check 37273</b>	<b>8/20/2014</b>	<b>\$105.00</b>
8/21 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	8/21 Meeting Snohomish County Cities	\$105.00	
<b>Ace Hardware</b>			<b>Check 37274</b>	<b>8/25/2014</b>	<b>\$283.49</b>
43252	001-008-521-20-31-01	LE-Operating Costs	Car wash and wax	\$7.59	
43324	001-008-521-20-31-01	LE-Operating Costs	DEM Bus keys	\$4.32	
42771	001-008-521-20-31-01	LE-Operating Costs	Fasteners	\$1.14	
43358	001-010-576-80-31-00	PK-Operating Costs	Padlock	\$16.28	
43357	001-013-518-20-31-00	GG-Operating	Pipe and bushings	\$16.79	
43106	001-013-518-20-31-00	GG-Operating	Fasteners/Hex key	\$11.67	
43290	101-016-544-90-31-02	ST-Operating Cost	Rod Threader	\$14.11	
43278	101-016-544-90-31-02	ST-Operating Cost	Staples/Marker paint/No Parking Signs	\$30.85	

Invoice	AccountCode	Account Description	Item Description	Page	Amount
43132	101-016-544-90-31-02	ST-Operating Cost	Chain/Lopper anvil		\$79.26
43133	101-016-544-90-31-02	ST-Operating Cost	Return chain		(\$3.26)
43021	410-016-531-10-31-02	SW-Operating Costs	Weedeater line/electricity testers		\$59.15
43210	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Telescoping pole for underwater camera		\$45.59
<b>Alpine Fire and Safety Sys Inc</b>			<b>Check 37275</b>	<b>8/25/2014</b>	<b>\$65.46</b>
17534	001-008-521-20-48-00	LE-Repair & Maintenance	First aid supplies		\$65.46
<b>Aquafest</b>			<b>Check 37276</b>	<b>8/25/2014</b>	<b>\$2,500.00</b>
76	001-012-573-90-31-00	CS-Community Activity-Aquafest	2014 Onsite services & planning shared costs		\$2,500.00
<b>Blumenthal Uniforms</b>			<b>Check 37277</b>	<b>8/25/2014</b>	<b>\$123.80</b>
85099	001-008-521-20-31-01	LE-Operating Costs	Newmarker - orange		\$123.80
<b>Bratwear</b>			<b>Check 37278</b>	<b>8/25/2014</b>	<b>\$13.03</b>
12420	001-008-521-21-26-00	LE-Boating Clothing	Alterations		\$13.03
<b>Carquest Auto Parts Store</b>			<b>Check 37279</b>	<b>8/25/2014</b>	<b>\$97.50</b>
2421-209782	101-016-544-90-31-02	ST-Operating Cost	Truck Belt		\$36.07
2421-209169	101-016-544-90-31-02	ST-Operating Cost	Light bulbs		\$12.68
2421-209782	410-016-531-10-31-02	SW-Operating Costs	Truck Belt		\$36.08
2421-209169	410-016-531-10-31-02	SW-Operating Costs	Light bulbs		\$12.67
<b>CDW Government Inc</b>			<b>Check 37280</b>	<b>8/25/2014</b>	<b>\$338.76</b>
NL91773	510-006-518-80-49-00	License Renewal - Annual Maint	WatchGuard Security Software maint renewal		\$338.76
<b>City of Marysville</b>			<b>Check 37281</b>	<b>8/25/2014</b>	<b>\$12,384.06</b>
POLIN11-0441	001-008-523-60-51-00	LE-Jail	Prisoner Housing July 2014		\$12,384.06
<b>Comdata Corporation</b>			<b>Check 37282</b>	<b>8/25/2014</b>	<b>\$396.92</b>
20213205	001-008-521-20-31-01	LE-Operating Costs	Adapter		\$29.31
20213205	001-008-521-20-32-00	LE-Fuel	Fuel		\$367.61
<b>Corporate Office Supply</b>			<b>Check 37283</b>	<b>8/25/2014</b>	<b>\$267.09</b>
153230	001-008-521-20-31-00	LE-Office Supplies	Paper		\$267.09

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Correctional Industries</b>			<b>Check 37284</b>	<b>8/25/2014</b>	<b>\$406.06</b>
45-107780	001-008-521-20-31-00	LE-Office Supplies	Evidence forms	\$406.06	
<b>Crystal and Sierra Springs</b>			<b>Check 37285</b>	<b>8/25/2014</b>	<b>\$288.15</b>
5249844080114	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$30.69	
5249844080114	001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$30.69	
5249844080114	001-013-518-20-31-00	GG-Operating	Bottled water	\$76.08	
5249844080114	101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$75.34	
5249844080114	410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$75.35	
<b>Dunlap Industrial Hardware</b>			<b>Check 37286</b>	<b>8/25/2014</b>	<b>\$17.19</b>
1325027-01	101-016-544-90-31-02	ST-Operating Cost	Replacement motor brushes	\$17.19	
<b>Electronic Business Machines</b>			<b>Check 37287</b>	<b>8/25/2014</b>	<b>\$72.18</b>
101546	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maintenance	\$36.09	
101546	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance	\$18.04	
101546	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance	\$18.05	
<b>Everett Stamp Works</b>			<b>Check 37288</b>	<b>8/25/2014</b>	<b>\$20.80</b>
13236	001-008-521-20-31-00	LE-Office Supplies	Nameplate - Lorentzen	\$20.80	
<b>Evergreen Security Systems</b>			<b>Check 37289</b>	<b>8/25/2014</b>	<b>\$827.74</b>
50308	001-008-521-20-48-00	LE-Repair & Maintenance	Alarm installation	\$359.74	
49698	001-008-521-80-47-00	LE-Evidence Room-Alarm	Monitoring 9/2014-8/2015	\$468.00	
<b>Feldman and Lee</b>			<b>Check 37290</b>	<b>8/25/2014</b>	<b>\$6,982.50</b>
7/2014	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Serivces July 2014	\$6,982.50	
<b>Grainger</b>			<b>Check 37291</b>	<b>8/25/2014</b>	<b>\$18.24</b>
9508008845	101-016-544-90-31-02	ST-Operating Cost	Cotton gloves	\$9.12	
9508008845	410-016-531-10-31-02	SW-Operating Costs	Cotton gloves	\$9.12	
<b>Griffen Chris L</b>			<b>Check 37292</b>	<b>8/25/2014</b>	<b>\$52.50</b>
2Z0214461	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$52.50	

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>IACP</b>			<b>Check 37293</b>	<b>8/25/2014</b>	<b>\$500.00</b>
23858	001-008-521-20-49-00	LE-Miscellaneous	Annual fee 10/2014-10/2015	\$500.00	
<b>Iron Mountain Quarry LLC</b>			<b>Check 37294</b>	<b>8/25/2014</b>	<b>\$101.54</b>
0231205	001-012-569-00-31-00	CS-Aging Services-Supplies	Gravel for Senior Center Lot	\$101.54	
<b>Jamison Julie</b>			<b>Check 37295</b>	<b>8/25/2014</b>	<b>\$745.95</b>
Rmb Ck 1168	001-008-521-20-20-00	LE-Benefits	Medical per agreement	\$745.95	
<b>Keating Bucklin and McCormack Inc</b>			<b>Check 37296</b>	<b>8/25/2014</b>	<b>\$1,302.28</b>
5000	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal services July 2014	\$1,302.28	
<b>Kim Jamie</b>			<b>Check 37297</b>	<b>8/25/2014</b>	<b>\$247.50</b>
4Z0381350	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services	\$247.50	
<b>Lake Stevens Mini Mart</b>			<b>Check 37298</b>	<b>8/25/2014</b>	<b>\$200.01</b>
7/2014	001-008-521-20-32-00	LE-Fuel	Fuel	\$200.01	
<b>Law Offices of Weed Graafstra</b>			<b>Check 37299</b>	<b>8/25/2014</b>	<b>\$19,162.15</b>
128	001-011-515-30-41-00	LG-Professional Service	Legal Services July 2014	\$19,162.15	
<b>Lexis Nexis</b>			<b>Check 37300</b>	<b>8/25/2014</b>	<b>\$53.85</b>
14207002014073 1	001-008-521-20-41-00	LE-Professional Services	Data searches	\$53.85	
<b>Monroe Correctional Complex</b>			<b>Check 37301</b>	<b>8/25/2014</b>	<b>\$412.72</b>
MCC147.076	001-013-518-20-48-00	GG-Repair & Maintenance	Work Crew July 2014	\$78.51	
MCC147.076	101-016-542-30-48-00	ST-Repair & Maintenance	Work Crew July 2014	\$92.63	
MCC147.076	410-016-531-10-48-00	SW-Repairs & Maintenance	Work Crew July 2014	\$241.58	
<b>Nelson Franklin</b>			<b>Check 37302</b>	<b>8/25/2014</b>	<b>\$265.00</b>
Training	001-008-521-20-43-00	LE-Travel & Meetings	PerDiem for Training Trip	\$265.00	
<b>Northeast Wisconsin Technical College</b>			<b>Check 37303</b>	<b>8/25/2014</b>	<b>\$175.00</b>
SFT0000098502	001-008-521-40-49-01	LE-Staff Development	Taser Class - Aukerman Recertification	\$175.00	
<b>Northwest Cascade Inc</b>			<b>Check 37304</b>	<b>8/25/2014</b>	<b>\$138.00</b>

Invoice	AccountCode	Account Description	Item Description	Amount
1-985390	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental	\$138.00
<b>Office of The State Treasurer</b>			<b>Check 37305</b>	<b>8/25/2014</b>
7/2014	633-007-586-00-00-02	Building - State Bl	July 2014 State Court Fees	\$94.50
7/2014	633-008-586-00-00-03	Public Safety And Ed. 1986	July 2014 State Court Fees	\$4,365.18
7/2014	633-008-586-00-00-04	Public Safety And Education	July 2014 State Court Fees	\$2,775.23
7/2014	633-008-586-00-00-05	Judicial Information System-Ci	July 2014 State Court Fees	\$1,048.73
7/2014	633-008-586-00-00-08	Trauma Care	July 2014 State Court Fees	\$414.09
7/2014	633-008-586-00-00-09	School Zone Safety	July 2014 State Court Fees	\$28.16
7/2014	633-008-586-00-00-10	Public Safety Ed #3	July 2014 State Court Fees	\$117.02
7/2014	633-008-586-00-00-11	Auto Theft Prevention	July 2014 State Court Fees	\$580.59
7/2014	633-008-586-00-00-12	HWY Safety Act	July 2014 State Court Fees	\$35.69
7/2014	633-008-586-00-00-13	Death Inv Acct	July 2014 State Court Fees	\$28.61
7/2014	633-008-586-00-00-14	WSP Highway Acct	July 2014 State Court Fees	\$162.25
<b>Outcomes by Levy LLC</b>			<b>Check 37306</b>	<b>8/25/2014</b>
2014-07-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Lobbying services July 2014	\$4,940.86
<b>Pilchuck Veterinary Hospital</b>			<b>Check 37307</b>	<b>8/25/2014</b>
7/14 16111	001-008-554-30-51-00	LE-Environmental-Animal Contro	Feline emergency treatment	\$215.73
<b>Pitney Bowes</b>			<b>Check 37308</b>	<b>8/25/2014</b>
9619164-AU14	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$112.17
<b>Pitney Bowes Inc</b>			<b>Check 37309</b>	<b>8/25/2014</b>
881453	001-013-518-20-31-00	GG-Operating	Postage meter tape strips	\$99.46
<b>Puget Sound Energy</b>			<b>Check 37310</b>	<b>8/25/2014</b>
08/14 24316495	001-010-576-80-47-00	PK-Utilities	Utilities - Natural Gas	\$11.88
08/14 24316495	101-016-543-50-47-00	ST-Utilities	Utilities - Natural Gas	\$11.88
08/14 24316495	410-016-531-10-47-00	SW-Utilities	Utilities - Natural Gas	\$11.87
<b>Puget Sound Energy</b>			<b>Check 37311</b>	<b>8/25/2014</b>

Invoice	AccountCode	Account Description	Item Description	Page	Amount
08/14 3723810	001-008-521-50-47-00	LE-Utilities	Utilities - Natural Gas		\$75.52
<b>Puget Sound Regional Council</b>			<b>Check 37312</b>	<b>8/25/2014</b>	<b>\$8,252.00</b>
2015038	001-013-518-90-49-00	GG-PSRC	Membership 7/2014-6/2015		\$8,252.00
<b>SCCFOA</b>			<b>Check 37313</b>	<b>8/25/2014</b>	<b>\$18.00</b>
8/28 mtg	001-004-514-23-43-00	FI-Travel & Meetings	8/28 SCCFOA mtg		\$18.00
<b>Shred It Western Washington</b>			<b>Check 37314</b>	<b>8/25/2014</b>	<b>\$176.40</b>
9404047475	001-008-521-20-31-01	LE-Operating Costs	Shredding services		\$176.40
<b>Sirchie Finger Print</b>			<b>Check 37315</b>	<b>8/25/2014</b>	<b>\$240.25</b>
0174033-IN	001-008-521-20-31-01	LE-Operating Costs	Fingerprinting supplies		\$240.25
<b>Snohomish County PUD</b>			<b>Check 37316</b>	<b>8/25/2014</b>	<b>\$3,016.89</b>
124096930	001-010-576-80-47-00	PK-Utilities	200748721		\$133.34
117465137	001-010-576-80-47-00	PK-Utilities	201513934		\$48.90
114145518	001-010-576-80-47-00	PK-Utilities	202513354		\$30.98
107513230	001-012-572-20-47-00	CS-Library-Utilities	200206977		\$489.31
156924696	001-012-575-30-47-00	CS-Historical-Utilities	202289237		\$19.95
127406491	001-012-575-50-47-00	CS-Community Center-Utilities	200860922		\$528.89
156924696	001-012-575-51-47-00	CS-Grimm House Expenses	202289237		\$19.95
107513230	001-013-518-20-47-00	GG-Utilities	200206977		\$141.43
107513232	001-013-518-20-47-00	GG-Utilities	200321172		\$153.46
134009063	001-013-518-20-47-00	GG-Utilities	201956075		\$53.11
107513229	001-013-518-20-47-00	GG-Utilities	200206019		\$382.80
107513231	001-013-518-20-47-00	GG-Utilities	200245215		\$219.84
117465138	001-013-518-20-47-00	GG-Utilities	201783685		\$129.39
104205417	101-016-542-63-47-00	ST-Lighting - Utilities	200178218		\$347.64
110830102	101-016-542-63-47-00	ST-Lighting - Utilities	200363505		\$115.66
163403665	101-016-542-63-47-00	ST-Lighting - Utilities	202648705		\$77.84
117468358	101-016-542-63-47-00	ST-Lighting - Utilities	202342622		\$124.40

Invoice	AccountCode	Account Description	Item Description	Check #	Date	Amount
<b>Snohomish County Treasurer</b>				<b>37317</b>	<b>8/25/2014</b>	<b>\$175.91</b>
July 2014	633-008-586-00-00-01	Crime Victims Compensation	July 2014 Crime Victims Compensation			\$175.91
<b>Snopac</b>				<b>37318</b>	<b>8/25/2014</b>	<b>\$26,039.54</b>
6850	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services			\$26,039.54
<b>Sound Law Center</b>				<b>37319</b>	<b>8/25/2014</b>	<b>\$140.00</b>
1632	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing Examiner services			\$140.00
<b>Sound Publishing Inc</b>				<b>37320</b>	<b>8/25/2014</b>	<b>\$463.60</b>
EDH102803	001-007-558-50-41-03	PL-Advertising	Help Wanted-Assoc Planner			\$199.00
EDH580698	001-007-558-50-41-03	PL-Advertising	Ironman Road Closure			\$39.68
EDH578871	001-013-518-30-41-01	GG-Advertising	Ordinance 913			\$25.92
EDH102803	101-016-542-30-41-01	ST-Advertising	Help Wanted - PW Admin Assistant			\$99.50
EDH102803	410-016-531-10-41-05	SW-Advertising	Help Wanted - PW Admin Assistant			\$99.50
<b>Stericycle Inc</b>				<b>37321</b>	<b>8/25/2014</b>	<b>\$10.36</b>
3002724368	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal			\$10.36
<b>Tacoma Screw Products Inc</b>				<b>37322</b>	<b>8/25/2014</b>	<b>\$259.71</b>
30559813	001-013-518-20-31-00	GG-Operating	Silicone lubricant			\$25.35
30561133	101-016-544-90-31-02	ST-Operating Cost	Snaps/flat washers/cable ties			\$44.32
30558012	101-016-544-90-31-02	ST-Operating Cost	Trimmer line			\$47.52
30559813	101-016-544-90-31-02	ST-Operating Cost	Silicone lubricant			\$25.35
30558012	410-016-531-10-31-02	SW-Operating Costs	Trimmer line			\$47.51
30559813	410-016-531-10-31-02	SW-Operating Costs	Silicone lubricant			\$25.35
30561133	410-016-531-10-31-02	SW-Operating Costs	Snaps/flat washers/cable ties			\$44.31
<b>Thomas Dean</b>				<b>37323</b>	<b>8/25/2014</b>	<b>\$6.51</b>
8/6/14 exp rpt	001-008-521-20-31-01	LE-Operating Costs	Blinker bulbs for PT53			\$6.51
<b>Thomas &amp; Means Law Firm LLP</b>				<b>37324</b>	<b>8/25/2014</b>	<b>\$465.00</b>
16180	001-008-521-40-49-01	LE-Staff Development	Training-Managing Police Disipline			\$465.00

Invoice	AccountCode	Account Description	Item Description	Page	Amount
<b>UPS</b>			<b>Check 37325</b>	<b>8/25/2014</b>	<b>\$11.51</b>
74Y42314	001-008-521-20-42-00	LE-Communication	Evidence shipping		\$11.51
<b>Washington State Dept of Enterprise Svcs</b>			<b>Check 37326</b>	<b>8/25/2014</b>	<b>\$82.52</b>
73122980	001-008-521-20-31-00	LE-Office Supplies	Business cards Adams/Aukerman		\$82.52
<b>Washington State Patrol</b>			<b>Check 37327</b>	<b>8/25/2014</b>	<b>\$412.50</b>
15000742	633-008-586-00-00-06	Gun Permit - FBI Remittance	Weapons permit background checks		\$412.50
<b>Total Disbursements</b>					<b>\$175,125.40</b>

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

Monday, August 11, 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, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Police Chief Dan Lorentzen, Deputy City Clerk Kathy Pugh and City Attorney Grant K. Weed,

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**Guest Business:** None.

**Consent Agenda:**

MOTION: Councilmember Tageant moved, Councilmember Daughtry seconded, to approve the Consent Agenda: (A) Approve 2014 vouchers [Payroll Direct Deposits 8/1/2014 for \$121,340.89, Payroll Checks 37200-37202 for \$5,846.81, Tax Deposit(s) 8/1/2014 for \$48,446.30, Electronic Funds Transfers ACH for \$142,388.30, Claims 37203-37266 for \$279,115.46, Void Checks 36320 and 36324 for \$1,500, Total Vouchers Approved: \$595,637.76], (B) Approve Council regular meeting minutes of July 28, 2014, (C) Approve Amendment to ILA with Department of Revenue for Business License Services. Motion passed unanimously (7-0-0-0).

**Public Hearing:**

**Public Hearing in Consideration of 6-Year Transportation Improvement Plan – Resolution 2014-4.** The public hearing was opened at 7:03 p.m. Public Works Director Mick Monken presented the Staff report and explained that the City is required by state statute to annually hold a public hearing to identify the projects in the 20-year transportation plan that will be funded in the next six years. Public Works Director Monken then responded to Councilmembers' questions. Councilmember Holder noted on Exhibit A to the resolution that the project identified as 7(3) did not show that it qualified for State/Federal Funding. Director Monken advised this was an error and that the exhibit will be corrected.

Mayor Little invited comments from the audience and there were none.

MOTION: Councilmember Welch moved, Councilmember Tageant seconded, to close the public comment portion of the public hearing. Motion passed unanimously (7-0-0-0).

MOTION: Councilmember Spencer moved, Councilmember Tageant seconded, to close the public hearing and to approve the 6-Year Transportation as amended at Exhibit A, Project 7(3), and to adopt Resolution 2014-4. Motion carried unanimously (7-0-0-0).

**Action Items:**

**Resolution 2014-5 adopting Policy P-1-2014 re Roadside Memorial Program.** Public Works Director Monken presented the Staff Report and recommended Council adopt Resolution 2014-5 establishing a Roadside Memorial program policy (P-1-2014). Discussion ensued and Councilmembers directed the following changes to proposed Policy P-1-2014: waive the thirty day removal requirement of a short term memorial if application is made for a long term memorial, provide for relocation of a memorial sign within thirty days of notification; relocate the sign at City discretion for right of way improvement or work, provide for removal of a sign if it is damaged or in disrepair, and clarify that memorial signs will be placed in public right of way. Director Monken will make the policy changes and bring this action item back to Council on the consent agenda.

**Discussion Items:**

**Financial Update.** Finance Director/City Clerk Barb Stevens provided a financial update regarding sales tax and permit revenues.

**2014 Budget Amendment #3 – Ordinance 915.** Finance Director/City Clerk Barb Stevens reviewed the proposed budget amendments and staffing changes, responded to questions of Councilmembers, and requested Council direction. There was consensus to place this matter on the August 25, 2014 consent agenda.

**Council Person's Business:** Councilmembers reported on the following meetings: Daughtry: National Night Out; Low: Attended National Night Out and Health Board; Spencer: attended sewer utility committee meeting, suggested there may be possible cost savings in public safety that could be considered; Welch: Movie in the Park; recognized the completed Eagle Scout planter installation project at the Senior Center; Quigley: none; Holder: National Night Out, attended sewer utility committee meeting; Tageant: none.

**Mayor's Business:** Attended the sewer utility committee meeting; reported the preliminary grant presentation to Department of Fish and Wildlife in Olympia for the boat launch improvement was well received.

**Staff Reports:** Staff reported on the following: Planning Director Ableman: Met with Snohomish County regarding Cavalero Park planning staff completed an internal debriefing of Aquafest and will meet with Aquafest personnel next week, and staff is actively working on a downtown developer agreement with the applicant. Finance Director Stevens advised the 2015 budget process is beginning. Public Works Director Monken: provided an update regarding 91<sup>st</sup> Street safe routes and 20<sup>th</sup> Street SE road improvement projects; will be meeting with Community Transit regarding bus routes and proposed mini roundabouts; Police Chief Lorentzen provided a police department staffing update.

**Adjourn:** Councilmember Spencer moved, Councilmember Welch seconded, to adjourn the meeting at 8:12 p.m. Motion carried unanimously (7-0-0-0).

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Vern Little, Mayor

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Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 25, 2014

**Subject:** 2014 Budget Amendment #3

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

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

Approve 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:

**No changes have been made to the Amendment since presented to Council on August 11, 2014**

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.

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**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.

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**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.

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**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:

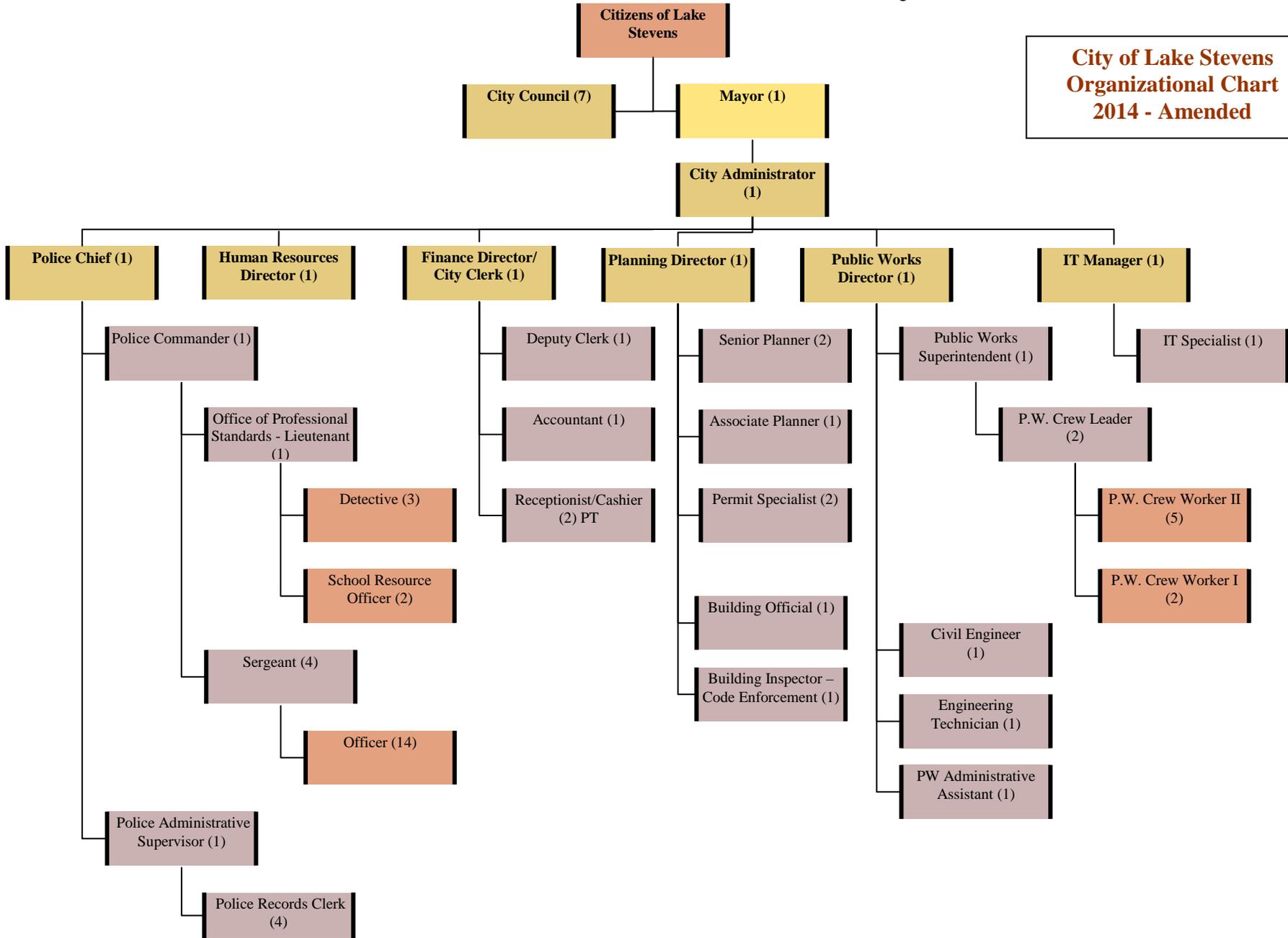
\_\_\_\_\_  
 Barb Stevens, Finance Director/City Clerk

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**

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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**

<b>POSITION TITLE:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	Public Works
<b>CLASSIFICATION:</b>	Non-Union/Non-Exempt
<b>EFFECTIVE DATE:</b>	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.

**SUPERVISION EXERCISED:\***

- None

**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.

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\* 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

8/7/2014		New Administrative Assistant	
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
<b>RECOMMENDED SALARY:</b>		<b>\$ 3,894</b>	<b>\$ 4,876</b>

**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

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

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		
<b>Estimated Total By Fund</b>	<b>\$ 2,539.20</b>	<b>\$ 4,400.98</b>	<b>\$ 2,064.99</b>
<b>Fund Amendments</b>	<b>\$ 2,540.00</b>	<b>\$ 4,400.00</b>	<b>\$ 2,060.00</b>
	28%	49%	23%
<b>2015 Est Increase by Fund</b>	<b>\$ 14,773</b>	<b>\$ 25,590</b>	<b>\$ 11,981</b>



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 25 August 2014

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

**Contact** Mick Monken **Budget Impact:** None at this  
**Person/Department:** Public Works time

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Discussion on Section 6 Short Term Memorial time period and Adopt Resolution 2014-5 establishing a Roadside Memorial program policy (P-1-2014)**

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**SUMMARY/BACKGROUND:** At the 11 August 2014 Council meeting staff presented the draft policy for the Roadside Memorial program. Following a discussion, Council directed some changes to the draft policy that included:

1. Section 6 – language that would allow for an extension of time for the Short Term Memorial to remain until the Long Term Memorial sign could be posted. This would be under the provision that the applicant submits for a Long Term sign within 30 days following attempted notification by the City.
2. Section 7 – provision be included that sign can be relocated by City at any time for such actions as a road improvement or other City action that require movement of the sign.
3. Section 7 - City may remove a sign in need of service and will attempt to contact the original applicant.
4. Section 9 – “public” has been added in front of “right-of-way”

Changes to 2, 3, and 4 have been included in the attached Draft Policy. A definition of Short Term Memorial has been added. Staff requests further discussion on Change 1 because a short term memorial (STM) time period could extend out several months if an application is in question. Staff has concerns with this provision resulting in some unwanted outcomes for the City and Community.

A temporary marking can be a small marker, flowers, cards, signs, candles, stuff animals, photos, and other objects. Over a 30 day period, this may look a little weathered and look more like debris (especially in the rainy season). If the period extends longer than 30 days, the STM could result in an eyesore. For the City, this could become time consuming and problematic for staff trying to get compliance in getting a site cleaned up. Another concern of not having a non-specified time for the STM is how to respond to a complaint, such as creating a hardship for the complainant.

Staff recommends that a specific time frame be set following an event to ensure certainty to all parties of interest. On the Draft Policy, 30 days is shown because this is common at other agencies.

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**APPLICABLE CITY POLICIES:** None

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**BUDGET IMPACT:** None at this time

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**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 8<sup>th</sup> 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 is not allowed.
6. Short Term Memorial: A paper or wood marker no larger than 3 feet high and 3 feet wide mounted at ground level. Flowers, cards and stuffed animals are acceptable but must be contained within the limits of a ground area no more than 4 feet by 4 feet and cannot obstruct or block public movement or create a distraction.

### **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

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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.
- 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~~ will be taken down. The Sign will be kept for 3 months after removal and given to a family member upon their request. The City may relocate a memorial sign during the 5 year period as needed for capital improvement, maintenance of the area, or changed conditions. A sign in need of repair may be removed by the City. City will attempt to contact applicant in this event using the last contact information provided on the original application.

### **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

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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 public 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: \_\_\_\_\_

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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):

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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 25, 2014

**Subject:** Ordinance #914 creating a new Chapter 2.51 entitled "Salary Commission" to the Lake Stevens Municipal Code.

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**Contact Person/Department:** Human Resources Director Steve Edin **Budget Impact:** \$0

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

**Authorize the Mayor to approve Ordinance #914 creating a new Chapter 2.51 entitled "Salary Commission" to the Lake Stevens Municipal Code.**

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**SUMMARY/BACKGROUND:**

At its July 28, 2014 meeting, City Council requested a draft ordinance to establish a new "Salary Commission" for the City of Lake Stevens. Draft Ordinance #914 presented to the Council this evening will create a new Chapter 2.51 in the Lake Stevens Municipal Code.

The new Chapter 2.51 includes sections describing the process for establishing the Commission, duties of the new Commission, which may include reviewing salary data from comparable cities, and the process for bringing any elected official salary change recommendations to the City Clerk to be included in the City's budget.

As mentioned at the July 28, 2014 City Council meeting, the Commission would be established through an application process and appointed by the Mayor with confirmation by the City Council. Human Resources would like to begin soliciting volunteers for the new Commission in August 2014 and have a first meeting sometime in September or October of 2014.

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**BUDGET IMPACT:**

None at this time.

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**ATTACHMENTS:**

- ▶ Exhibit A: Draft Ordinance #914.

CITY OF LAKE STEVENS  
Lake Stevens, Washington  
ORDINANCE NO. 914

AN ORDINANCE OF THE CITY OF LAKE STEVENS,  
WASHINGTON ESTABLISHING A SALARY COMMISSION FOR  
THE CITY; ADDING A NEW CHAPTER 2.51 TO THE  
LAKE STEVENS MUNICIPAL CODE AND PROVIDING FOR SEVRABILITY

WHEREAS, RCW 35.21.015, authorizes the City to establish by ordinance an independent salary commission with authority to set the salary of the Mayor and members of the City Council and provides that the Commission's action fixing such salaries shall supersede any provision in a city ordinance related to fixing salaries;

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

**Section 1.** A new Chapter 2.51 entitled "Salary Commission" is hereby added to the Lake Stevens Municipal Code which shall read as follows:

2.51.010 Purpose.

- A. It is the policy of the City of Lake Stevens to base salaries of elected officials on realistic standards so that officials may be paid according to the duties of their offices, so that citizens of the highest quality may be attracted to public service.

2.51.020 Created - Membership, appointment, compensation, term.

- A. The Lake Stevens Citizens' Commission on Salaries of Elected Officials, also to be known as the Salary Commission, is hereby created and shall consist of five members, to be appointed by the Mayor with the approval of the City Council.
- B. A member of the Commission shall serve for a three year term without compensation, and shall be a US citizen and a resident of the City for at least one year preceding the appointment. The initial members shall be appointed for staggered terms of one, two or three years.
- C. No member of the Commission shall be appointed to more than two terms.
- D. A member of the Commission shall not be an officer, official, or employee of the City or an immediate family member of an officer, official, or employee of the city. For purposes of this section, "immediate family member" means the parents, spouse,

siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.

#### 2.51.030 Vacancies.

In the event of a vacancy in office of commissioner, the Mayor shall appoint, subject to approval of the City Council, a person to serve the unexpired portion of the term of the expired position.

#### 2.51.040 Removal.

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from two (2) consecutive meetings of the Commission shall constitute relinquishment of that person's membership on the Commission.

#### 2.51.050 Duties.

- A. The Commission shall meet every three years between July 1<sup>st</sup> and November 30<sup>th</sup> commencing the year 2014. The members of the Commission shall elect a chair from among the members. The Commission shall set a schedule of salaries by an affirmative vote of the majority of the Commission. Three members present at any meeting shall constitute a quorum.
- B. The Commission shall study the relationship of salaries to the duties of the elected officials and shall set the salaries for the respective position. If after such review the Commission determines that the salary paid to an elected City official should be increased or decreased, the Commission shall hold a public hearing within 30 days before filing the Commission's written salary schedule with the City Clerk.
- C. Any increase or decrease in salary established by the Commission shall become effective and incorporated into the city budget thirty (30) days after the filing thereof, following Commission review without further action of the City Council or the Commission except as provided in section 2.51.060
- D. Salary increases established by the Commission shall be effective as to all city elected officials, regardless of their terms of office.
- E. Salary decreases established by the Commission shall become effective as to incumbent city elected officials at the commencement of their next subsequent term of office.
- F. Staff support shall be provided to the Commission as needed by the Commission.

2.51.060 Referendum.

Any salary increase or decrease established by the Commission pursuant to this chapter shall be subject to referendum petition by the voters of the City, in the same manner as a City ordinance, upon filing of a referendum petition with the City Clerk within thirty days after filing of a salary schedule by the Commission. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by a vote of the people. Referendum measures under this section shall be submitted to the voters of the City at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall otherwise be governed by the provisions of the State Constitution and the laws generally applicable to referendum measures. By adoption of this provision it shall not be the intent to adopt the powers of Referendum generally.

2.51.070 Meetings to be open.

All meetings, actions, hearings and business of the Salary Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act; provided, that notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

**Section 2.** This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

**Section 3.** Severability, if any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of August, 2014.

CITY OF LAKE STEVENS:

By \_\_\_\_\_  
VERN LITTLE, Mayor

ATTEST:

By \_\_\_\_\_  
BARB STEVENS, City Clerk

Approved as to form:

By \_\_\_\_\_  
GRANT K. WEED, City Attorney

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

Effective Date (5 days after publication): \_\_\_\_\_