



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 April 13, 2015 – 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 2015 Vouchers	Barb
*B	Approve March 23, 2015 Council Regular Meeting Minutes	Barb
*C	Approve Intergovernmental Purchasing Agreement with Snohomish County	Barb
*D	Approve Extension to Contract with Advantage Building Services for Janitorial Services	Mick
*E	Approve Interlocal Agreement with Snohomish County re Distribution of Vessel Registration Fees	Dan

Mick

ACTION ITEMS:

*A	Library Board: Appointment of LeeAnn Balbirona	Mayor
*B	Authorize Supplement No. 7 to Contract with AquaTechnex, LLC – Year 5 Implementation of Application Strategy Plan and Post Survey	Mick
*C	Planning Commission 2015 Work Program	Becky
*D	Approve Resolution 2015-08 re Change of Use Fees	Becky

DISCUSSION ITEMS:

COUNCIL PERSON'S BUSINESS

MAYOR'S BUSINESS

Lake Stevens City Council Regular Meeting Agenda

April 13, 2015

STAFF REPORTS

ADJOURN

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

Special Needs

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

NOTICE:

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

**BLANKET VOUCHER APPROVAL
 2015**

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

Payroll Direct Deposits	4/1/2015	\$129,459.08
Payroll Checks	38307-38309	\$6,132.10
Tax Deposit(s)	4/1/2015	\$51,949.30
Electronic Funds Transfers	ACH	\$149,836.86
Claims	38310-38409	\$204,481.41
Void Checks		
Total Vouchers Approved:		\$541,858.75

This 13th day of April 2015:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Accounts Payable Checks and EFTs for period of 03/24/2015 to 04/13/2015

Invoice	AccountCode	Account Description	Item Description	Amount	
Ableman Rebecca			Check 38311	4/13/2015	\$215.87
2014 exps	001-000-284-00-00-00	Payroll Liability Other	Section 125 Med exp reimbursement	\$215.87	
Ace Hardware			Check 38312	4/13/2015	\$342.93
45764	001-008-521-20-31-01	LE-Operating Costs	Fasteners for Sharps container	\$14.24	
45917	001-008-521-20-31-01	LE-Operating Costs	Elec box and wallplate	\$10.08	
45962	001-008-521-20-31-01	LE-Operating Costs	Dish soap	\$9.75	
45908	001-008-521-20-31-01	LE-Operating Costs	Drill bit	\$3.79	
45886	001-010-576-80-31-03	PK-Lundeen-Op Costs	Sink repairs - Lundeen park	\$40.14	
45862	001-012-569-00-31-00	CS-Aging Services-Supplies	Supplies for Soper hill garage repair	\$10.84	
45855	001-012-569-00-31-00	CS-Aging Services-Supplies	Supplies for Soper hill garage repair	\$45.33	
45924	001-013-518-20-31-00	GG-Operating	Scraper/saw blades-Lundeen House repairs	\$156.36	
45804	101-016-542-64-31-00	ST-Traffic Control - Supply	Anchoring epoxy for sign repair	\$38.00	
45830	101-016-544-90-31-02	ST-Operating Cost	Wallplate recepticles shop remodel	\$2.71	
45807	101-016-544-90-31-02	ST-Operating Cost	Bolts for crosswalk markers	\$2.48	
45886	101-016-544-90-31-02	ST-Operating Cost	Cable Key ring	\$3.79	
45862	101-016-544-90-31-02	ST-Operating Cost	Paint for PW9	\$2.72	
45830	410-016-531-10-31-02	SW-Operating Costs	Wallplate recepticles shop remodel	\$2.70	
ACES			Check 38313	4/13/2015	\$529.00
10639GR	001-005-517-60-31-00	HR-Safety Program	Satey mtg:PPE training video discussion test	\$121.34	
10639GR	101-016-517-60-31-00	ST-Safety Program	Satey mtg:PPE training video discussion test	\$203.83	
10639GR	410-016-517-60-31-00	SW-Safety Program	Satey mtg:PPE training video discussion test	\$203.83	

Invoice	AccountCode	Account Description	Item Description	Amount	
Adams Nathan			Check 38314	4/13/2015	\$18.00
5/14 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for training on 5/14/2015	\$18.00	
Advantage Building Services			Check 38315	4/13/2015	\$651.70
1469	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$28.75	
1469	001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$28.75	
1469	001-008-521-20-41-00	LE-Professional Services	Janitorial Services	\$300.00	
1469	001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$19.16	
1469	001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$115.00	
1469	001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$156.00	
1469	101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$19.17	
1469	410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$19.17	
1469	621-000-386-00-00-00	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$34.30)	
AFLAC			Check 0	3/31/2015	\$1,495.80
04/01/2015	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,495.80	
Anderson Jennifer			Check 38316	4/13/2015	\$428.89
April	001-000-284-00-00-00	Payroll Liability Other	Section 125 Dep Care Reimb	\$416.16	
4/8 exp rpt	001-008-521-20-31-01	LE-Operating Costs	Passport and fingerprint supplies	\$12.73	
APWA			Check 38317	4/13/2015	\$199.00
2015 14350	101-016-542-30-49-00	ST-Miscellaneous	APWA membership June 2015-May 2016	\$199.00	
Aquatechnex			Check 38318	4/13/2015	\$7,563.70
5475	410-016-531-16-48-00	SW-Water/Soil-Contract R&M O	Sales tax for invoice 5475 not previously billed	\$7,563.70	
Assoc of Washington Cities EFT			Check 0	4/13/2015	\$90,877.79
04/01/2015	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$90,877.98	

Invoice	AccountCode	Account Description	Item Description	Amount
04/01/2015	001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	(\$0.19)
Barnes James			Check 38319	4/13/2015
				\$39.00
CJTC class	001-008-521-20-43-00	LE-Travel & Meetings	Perdiem for CJTC class	\$21.00
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for training on 4/29/2015	\$18.00
Bernhard Kerry			Check 38320	4/13/2015
				\$123.00
7/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for training on 4/29/2015	\$18.00
May training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for training in May 2015	\$105.00
Blumenthal Uniforms			Check 38321	4/13/2015
				\$1,203.23
125798	001-008-521-20-26-00	LE-Clothing	Uniform items - Lorentzen	\$4.34
127546	001-008-521-20-26-00	LE-Clothing	Uniform items - Lorentzen	\$10.86
125259	001-008-521-20-26-00	LE-Clothing	Uniform items - Parnell	\$232.89
127543	001-008-521-20-26-00	LE-Clothing	Uniform items - Ubert	\$111.64
115644	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$198.74
115644-01	001-008-521-20-26-00	LE-Clothing	Uniform items-Lyons	\$411.87
124187	001-008-521-20-26-00	LE-Clothing	Uniform items - Lyons	\$232.89
Bud Clary Chevrolet			Check 38322	4/13/2015
				\$35,052.73
3805	520-008-594-21-63-00	Capital Equipment	2015 Tahoe 1GNSK3EC0FR603663	\$35,052.73
Carquest Auto Parts Store			Check 38323	4/13/2015
				\$6.18
2421-219496	101-016-544-90-31-02	ST-Operating Cost	Turn signal light bulb for PW4	\$6.18
Carter David			Check 38324	4/13/2015
				\$39.00
MCDR training	001-008-521-20-43-00	LE-Travel & Meetings	Perdiem for MCDR training	\$18.00
CJTC class	001-008-521-20-43-00	LE-Travel & Meetings	Perdiem for CJTC class	\$21.00
CDW Government Inc			Check 38325	4/13/2015
				\$6,071.21

Invoice	AccountCode	Account Description	Item Description	Amount
TH37857	001-001-511-60-31-00	Legislative - Operating Costs	Apple Ipads Air (7)	\$3,016.47
TC86981	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Apple Ipads Mini (4)	\$1,909.84
TD88207	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Apple Ipads Air (2)	\$1,144.90
Cemex			Check 38326	4/13/2015
\$6,628.27				
9430455940	101-016-542-67-41-00	ST-Street Cleaning	Sweepings disposal	\$3,314.13
9430455940	410-016-531-10-41-03	SW-Street Cleaning	Sweepings disposal	\$3,314.14
Christensen Chad			Check 38327	4/13/2015
\$18.00				
5/14 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Deim for 5/14/2015 training	\$18.00
City of Everett			Check 38328	4/13/2015
\$930.00				
I15000587	001-008-554-30-51-00	LE-Environmental-Animal Contr	Animal shelter services February 2015	\$930.00
Comcast			Check 38329	4/13/2015
\$93.96				
3/15 0810218	001-008-521-20-42-00	LE-Communication	Internet services-Lakeshore Dr	\$93.96
Comcast			Check 38330	4/13/2015
\$103.96				
3/15 0692756	001-008-521-20-42-00	LE-Communication	Internet services-Market Place	\$103.96
Comdata Corporation			Check 38331	4/13/2015
\$74.45				
20230559	001-008-521-20-32-00	LE-Fuel	Fuel	\$74.45
Concrete Norwest			Check 38332	4/13/2015
\$612.69				
117678	001-010-576-80-31-03	PK-Lundeen-Op Costs	Sand for Swim beach at Lundeen Park	\$351.83
117679	001-010-576-80-31-03	PK-Lundeen-Op Costs	Sand for Swim beach at Lundeen Park	\$260.86
Corporate Office Supply			Check 38333	4/13/2015
\$481.16				
160228i	001-003-514-20-31-00	CC-Office Supply	Toner-reception printer	\$86.87
160098i	001-007-558-50-31-00	PL-Office Supplies	Files/postits/command hooks	\$103.58
160098i	001-007-559-30-31-00	PB-Office Supplies	Files/postits/command hooks	\$31.93

Invoice	AccountCode	Account Description	Item Description	Amount	
160430i	001-008-521-20-31-00	LE-Office Supplies	Cleaner/legal pads/Dishwasher soap	\$102.45	
160496i	001-008-521-20-31-00	LE-Office Supplies	Sealing Tape	\$85.88	
160228i	001-013-518-20-31-00	GG-Operating	Clasp envelopes	\$7.59	
160485i	101-016-544-90-31-02	ST-Operating Cost	Cork board/pens/tape	\$31.43	
160485i	410-016-531-10-31-02	SW-Operating Costs	Cork board/pens/tape	\$31.43	
Dataquest LLC			Check 38334	4/13/2015	\$95.50
20150331	001-005-518-10-41-00	HR-Professional Services	New Hire background check	\$95.50	
Day Wireless Systems 16			Check 38335	4/13/2015	\$466.98
382445	001-008-521-20-48-00	LE-Repair & Maintenance	Speedgun repairs	\$466.98	
Dept of Retirement			Check 38336	4/13/2015	\$30.73
1097334	001-004-514-23-49-00	FI-Miscellaneous	OASI admin fee	\$30.73	
Dept of Retirement (Deferred Comp)			Check 0	3/31/2015	\$2,445.00
04/01/2015	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,445.00	
Dept of Retirement PERS LEOFF			Check 0	4/13/2015	\$47,878.82
March2015	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$55,660.03	
012015	001-000-282-00-00-00	Payroll Liability Retirement	LEOFF adj	(\$7,662.57)	
012015	001-000-282-00-00-00	Payroll Liability Retirement	PERS adj	(\$118.64)	
EFTPS Electronic Federal Tax Pmt System			Check 0	3/31/2015	\$51,949.30
04/01/2015	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$51,949.30	
Electronic Business Machines			Check 38337	4/13/2015	\$88.04
112007	001-008-521-20-48-00	LE-Repair & Maintenance	Copier repair and maint	\$88.04	
Everett Stamp Works			Check 38338	4/13/2015	\$11.89
15174	001-012-573-20-31-00	CS-Arts Commission	Nameplate - Holtz	\$11.89	

Invoice	AccountCode	Account Description	Item Description	Amount	
Evergreen State Heat			Check 38339	4/13/2015	\$13,527.50
27488	001-007-558-50-48-00	PL-Repairs & Maint.	Quarterly HVAC maint	\$50.40	
27489	001-007-558-50-48-00	PL-Repairs & Maint.	Quarterly HVAC repair-Permit Center	\$71.13	
27489	001-007-559-30-48-00	PB-Repair & Maintenance	Quarterly HVAC repair-Permit Center	\$71.14	
27488	001-008-521-20-48-00	LE-Repair & Maintenance	Quarterly HVAC maint	\$100.80	
27576	001-012-569-00-31-00	CS-Aging Services-Supplies	Replacement HVAC system	\$12,628.01	
27490	001-012-569-00-48-00	CS-Aging Services R&M	Quarterly HVAC maint	\$211.78	
27488	001-012-575-50-48-00	CS-Community Center - R & M	Quarterly HVAC maint	\$100.80	
27488	001-013-518-20-48-00	GG-Repair & Maintenance	Quarterly HVAC maint	\$100.80	
27488	101-016-542-30-48-00	ST-Repair & Maintenance	Quarterly HVAC maint	\$25.19	
27489	101-016-542-30-48-00	ST-Repair & Maintenance	Quarterly HVAC repair-Permit Center	\$71.13	
27488	410-016-531-10-48-00	SW-Repairs & Maintenance	Quarterly HVAC maint	\$25.19	
27489	410-016-531-10-48-00	SW-Repairs & Maintenance	Quarterly HVAC repair-Permit Center	\$71.13	
Feldman and Lee			Check 38340	4/13/2015	\$9,000.00
March 2015	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services-March 2015	\$9,000.00	
Forensic Video Solutions Inc			Check 38341	4/13/2015	\$3,881.10
2431	001-008-521-20-49-01	LE - Misc Investigations	Trial prep/travel and presentation case 13-133	\$3,881.10	
Foster Press			Check 38342	4/13/2015	\$92.91
34611	001-008-521-20-31-00	LE-Office Supplies	Public Safety Statement Cards	\$92.91	
Glens Rental Sales and Service			Check 38343	4/13/2015	\$644.98
S7526	001-010-576-80-31-00	PK-Operating Costs	Weedeater	\$107.50	
S7495	001-010-576-80-45-00	PK-Equipment Rental	Rental of post hole digger	\$130.32	
S7495	101-016-542-30-45-00	ST-Rentals-Leases	Rental of post hole digger	\$130.32	
S7526	101-016-544-90-31-02	ST-Operating Cost	Weedeater	\$107.50	

Invoice	AccountCode	Account Description	Item Description	Amount
S7525	101-016-544-90-31-02	ST-Operating Cost	Pole saw bar & chain	\$30.93
S7525	410-016-531-10-31-02	SW-Operating Costs	Pole saw bar & chain	\$30.92
S7526	410-016-531-10-31-02	SW-Operating Costs	Weedeater	\$107.49
Grainger			Check 38344	4/13/2015
				\$641.84
9684947063	001-010-576-80-31-00	PK-Operating Costs	LED light strip	\$294.90
9705836634	001-010-576-80-31-00	PK-Operating Costs	Hearing Band	\$9.31
9696079764	001-010-576-80-31-00	PK-Operating Costs	Leather gloves	\$30.39
9687314923	101-016-544-90-31-02	ST-Operating Cost	EZ Gate Trailer Tailgate returned	(\$125.23)
9707008018	101-016-544-90-31-02	ST-Operating Cost	Corded Oscillating Tool Kit	\$55.48
9692861173	101-016-544-90-31-02	ST-Operating Cost	Angle grinder	\$58.45
9684947055	101-016-544-90-31-02	ST-Operating Cost	EZ Gate Trailer Tailgate	\$125.23
9696079764	101-016-544-90-31-02	ST-Operating Cost	Leather gloves	\$30.38
9705836634	101-016-544-90-31-02	ST-Operating Cost	Hearing Band	\$9.31
9696079764	410-016-531-10-31-02	SW-Operating Costs	Leather gloves	\$30.39
9692861173	410-016-531-10-31-02	SW-Operating Costs	Angle grinder	\$58.45
9707008018	410-016-531-10-31-02	SW-Operating Costs	Corded Oscillating Tool Kit	\$55.47
9687314923	410-016-531-10-31-02	SW-Operating Costs	EZ Gate Trailer Tailgate returned	(\$125.23)
9705836634	410-016-531-10-31-02	SW-Operating Costs	Hearing Band	\$9.31
9684947055	410-016-531-10-31-02	SW-Operating Costs	EZ Gate Trailer Tailgate	\$125.23
Granite Construction Supply			Check 38345	4/13/2015
				\$76.02
57342	101-016-542-90-31-01	ST-Clothing	Letters and numbers for uniforms	\$38.01
57342	410-016-531-10-31-00	SW-Clothing	Letters and numbers for uniforms	\$38.01
Griffen Chris L			Check 38346	4/13/2015
				\$600.00
5Z0355926	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services 5Z0355926	\$225.00

Invoice	AccountCode	Account Description	Item Description	Amount
5Z0158262	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services 5Z0158262	\$150.00
4Z0425452	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$225.00
Heinemann Gavin			Check 38347	4/13/2015
5/2015 meeting	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for training on 5/14/2015	\$18.00
Helmets R Us			Check 38348	4/13/2015
43250	001-008-521-20-31-03	LE-Donation Exp Helmets	Childrens helmets	\$578.84
Howell Casey			Check 38349	4/13/2015
3/20 exp rpt	001-007-559-30-49-01	PB-Staff Development	Reg for Permit Tech Spring Conf	\$175.00
Industrial Supply Inc			Check 38350	4/13/2015
553123	101-016-544-90-31-02	ST-Operating Cost	Stop/Slow paddle sign	\$48.51
553123	410-016-531-10-31-02	SW-Operating Costs	Stop/Slow paddle sign	\$48.50
International Council of Shopping Centers			Check 38351	4/13/2015
2015 1504144	001-007-558-50-49-00	PL-Miscellaneous	ICSC 2015 membership dues	\$50.00
Irwin Dennis			Check 38352	4/13/2015
May training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for May 2015 training	\$105.00
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00
J Gardner and Associates			Check 38353	4/13/2015
8514	001-008-521-20-31-01	LE-Operating Costs	Tattoo-childrens giveaways	\$198.00
8499	001-008-521-20-31-01	LE-Operating Costs	Jr Police badges	\$280.00
JJ Polygraph Service LLC			Check 38354	4/13/2015
1214	001-008-521-20-41-00	LE-Professional Services	New Hire Polygraph Examination	\$175.00
Johns Cleaning Service			Check 38355	4/13/2015
1546	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$206.46

Invoice	AccountCode	Account Description	Item Description	Amount
1529	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$177.80
KCDA Purchasing Coop			Check 38356	4/13/2015
				\$26.35
3893520	001-010-576-80-31-00	PK-Operating Costs	Trash can liners returned	(\$500.51)
3887495	001-010-576-80-31-00	PK-Operating Costs	Trash can liners	\$526.86
Keating Bucklin and McCormack Inc			Check 38357	4/13/2015
				\$792.84
1153-001	001-008-521-20-41-02	LE-Professional Srv-Legal	Employment Litigation	\$792.84
Lake Stevens Police Guild			Check 38358	4/13/2015
				\$1,073.50
04/01/2015	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,073.50
Lake Stevens School District			Check 38359	4/13/2015
				\$75.00
3171522	001-001-511-60-45-01	Legislative - Rentals	Council chamber rental February 2015	\$75.00
Lake Stevens Sewer District			Check 38360	4/13/2015
				\$800.00
04/01/15	001-008-521-50-47-00	LE-Utilities	Sewer - Police Station	\$80.00
04/01/15	001-008-521-50-47-00	LE-Utilities	Sewer - N Lakeshore Dr	\$80.00
04/01/15	001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park	\$160.00
04/01/15	001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library	\$80.00
04/01/15	001-013-518-20-47-00	GG-Utilities	Sewer - City Hall	\$160.00
04/01/15	001-013-518-20-47-00	GG-Utilities	Sewer - Permit Center	\$80.00
04/01/15	001-013-518-20-47-00	GG-Utilities	Sewer - Family Center	\$80.00
04/01/15	101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property	\$80.00
Law Offices of Weed Graafstra			Check 38361	4/13/2015
				\$11,462.50
136	001-011-515-30-41-00	LG-Professional Service	Legal services for March 2015	\$11,462.50
LEIRA			Check 38362	4/13/2015
				\$190.00
2015	001-008-521-20-49-00	LE-Miscellaneous	LEIRA 2015 membership dues	\$190.00

Invoice	AccountCode	Account Description	Item Description	Amount	
Les Schwab Tire Center			Check 38363	4/13/2015	\$18.19
40200205269	101-016-542-30-48-00	ST-Repair & Maintenance	Flat repair	\$9.10	
40200205269	410-016-531-10-48-00	SW-Repairs & Maintenance	Flat repair	\$9.09	
Lexipol LLC			Check 38364	4/13/2015	\$1,333.33
13343	001-008-521-20-41-01	LE-Prof Serv-Lexipol	DTB subscription service 5/2015-12/2015	\$1,333.33	
Lowes Companies			Check 38365	4/13/2015	\$193.56
920678	101-016-544-90-31-02	ST-Operating Cost	Lumber for shop remodel	\$55.49	
920908	101-016-544-90-31-02	ST-Operating Cost	Supplies for shop remodel	\$37.93	
909305	101-016-544-90-31-02	ST-Operating Cost	Supplies for shop remodel	\$3.37	
920678	410-016-531-10-31-02	SW-Operating Costs	Lumber for shop remodel	\$55.48	
909305	410-016-531-10-31-02	SW-Operating Costs	Supplies for shop remodel	\$3.36	
920908	410-016-531-10-31-02	SW-Operating Costs	Supplies for shop remodel	\$37.93	
Michael & Alexander PLLC			Check 38366	4/13/2015	\$1,402.10
13812	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal services - employment	\$1,402.10	
NASRO			Check 38367	4/13/2015	\$890.00
16493WA	001-008-521-40-49-01	LE-Staff Development	SRO courses - Carter/Barnes	\$890.00	
Nationwide Retirement Solution			Check 0	3/31/2015	\$1,150.00
04/01/2015	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,150.00	
Nelson Franklin			Check 38368	4/13/2015	\$39.00
CJTC training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for CJTC training	\$21.00	
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00	
Northend Truck Equipment Inc			Check 38369	4/13/2015	\$18,817.11
1031031	530-016-594-48-60-00	Purchase Of Capital Equipment	Dump Body added to New F450 truck	\$18,817.11	

Invoice	AccountCode	Account Description	Item Description	Amount	
Office of The State Treasurer			Check 38370	4/13/2015	\$13,905.69
March 2015	633-007-586-00-00-02	Building - State Bl	March 2015 State Court Fees	\$130.50	
March 2015	633-008-586-00-00-03	Public Safety And Ed. 1986	March 2015 State Court Fees	\$7,021.10	
March 2015	633-008-586-00-00-04	Public Safety And Education	March 2015 State Court Fees	\$4,360.01	
March 2015	633-008-586-00-00-05	Judicial Information System-Ci	March 2015 State Court Fees	\$1,023.77	
March 2015	633-008-586-00-00-08	Trauma Care	March 2015 State Court Fees	\$406.79	
March 2015	633-008-586-00-00-09	School Zone Safety	March 2015 State Court Fees	\$51.66	
March 2015	633-008-586-00-00-10	Public Safety Ed #3	March 2015 State Court Fees	\$174.27	
March 2015	633-008-586-00-00-11	Auto Theft Prevention	March 2015 State Court Fees	\$577.26	
March 2015	633-008-586-00-00-12	HWY Safety Act	March 2015 State Court Fees	\$29.48	
March 2015	633-008-586-00-00-13	Death Inv Acct	March 2015 State Court Fees	\$19.61	
March 2015	633-008-586-00-00-14	WSP Highway Acct	March 2015 State Court Fees	\$111.24	
Outcomes by Levy LLC			Check 38371	4/13/2015	\$5,082.83
2015-03-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Lobbying services March 2015	\$5,082.83	
Partsmaster			Check 38372	4/13/2015	\$99.28
20880250	001-010-576-80-31-00	PK-Operating Costs	Ratchet/Pistol grip pliers/Ring nose pliers	\$33.10	
20880250	101-016-544-90-31-02	ST-Operating Cost	Ratchet/Pistol grip pliers/Ring nose pliers	\$33.09	
20880250	410-016-531-10-31-02	SW-Operating Costs	Ratchet/Pistol grip pliers/Ring nose pliers	\$33.09	
Petty Cash Account			Check 38373	4/13/2015	\$47.25
6986	530-016-594-48-60-00	Purchase Of Capital Equipment	Vehicle license-Ford F450 42475D	\$47.25	
Physicians & Dentists Credit Bureau			Check 38374	4/13/2015	\$315.89
C072002	001-000-284-00-00-00	Payroll Liability Other	Order to Pay # C072002	\$315.89	
Pitney Bowes Inc			Check 38375	4/13/2015	\$61.87
746874	001-013-518-20-31-00	GG-Operating	Ink pad replacements for postage machine	\$61.87	

Invoice	AccountCode	Account Description	Item Description	Amount	
Planalp Daniel			Check 38376	4/13/2015	\$18.00
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00	
Powerplan			Check 38377	4/13/2015	\$368.28
9386917	101-016-544-90-31-02	ST-Operating Cost	Pin Fasteners/washers/cotter pins	\$184.14	
9386917	410-016-531-10-31-02	SW-Operating Costs	Pin Fasteners/washers/cotter pins	\$184.14	
Puget Sound Clean Air Agency			Check 38378	4/13/2015	\$4,110.25
Q2.2015	001-013-553-70-51-00	GG-Air Pollution	Q2 2015 Clean air assessment	\$4,110.25	
Robinson Noble			Check 38379	4/13/2015	\$614.99
15-227	101-016-595-61-64-41	ST - Cap - Grade Road	Geotechnical engineering svcs-Grade Road em	\$614.99	
SCCIT			Check 38380	4/13/2015	\$400.00
12635	101-016-542-30-49-00	ST-Miscellaneous	SCCIT 5/2015-5/2016 dues	\$400.00	
Seams Sew Fitting			Check 38381	4/13/2015	\$276.36
Patches	001-008-521-20-26-00	LE-Clothing	Uniform alterations	\$132.74	
Lorentzen	001-008-521-20-26-00	LE-Clothing	Uniform alterations	\$34.82	
Anderson	001-008-521-20-26-00	LE-Clothing	Uniform alterations	\$108.80	
Sherwin-Williams Co			Check 38382	4/13/2015	\$97.63
5189-1	101-016-544-90-31-02	ST-Operating Cost	Paint for shop remodel	\$48.82	
5189-1	410-016-531-10-31-02	SW-Operating Costs	Paint for shop remodel	\$48.81	
Smith Deborah			Check 38383	4/13/2015	\$16.99
4/8 exp rpt	001-005-517-90-41-00	HR-Wellness Program	Wellness event prizes	\$16.99	
Snohomish County Cities			Check 38384	4/13/2015	\$140.00
4/16 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC mtg April 16 2015	\$105.00	
4/16 mtg	001-001-513-10-43-00	Executive - Travel & Mtgs	SCC mtg April 16 2015	\$35.00	

Invoice	AccountCode	Account Description	Item Description	Amount	
Snohomish County PUD			Check 38385	4/13/2015	\$3,348.24
160193771	001-008-521-50-47-00	LE-Utilities	200558690	\$120.70	
153770798	001-008-521-50-47-00	LE-Utilities	203033030	\$160.81	
143927915	001-008-521-50-47-00	LE-Utilities	202766820	\$1,350.01	
107601396	001-010-576-80-47-00	PK-Utilities	202340527	\$16.14	
120864361	001-010-576-80-47-00	PK-Utilities	203599006	\$139.28	
130802654	001-010-576-80-47-00	PK-Utilities	205395999	\$192.63	
127489577	001-010-576-80-47-00	PK-Utilities	200493443	\$32.55	
147233105	001-010-576-80-47-00	PK-Utilities	203203245	\$536.18	
147233106	101-016-542-63-47-00	ST-Lighting - Utilities	203582010	\$201.74	
127490424	101-016-542-63-47-00	ST-Lighting - Utilities	203728159	\$109.75	
107601396	101-016-542-63-47-00	ST-Lighting - Utilities	202340527	\$16.14	
110915668	101-016-542-63-47-00	ST-Lighting - Utilities	202013249	\$177.63	
120864361	101-016-543-50-47-00	ST-Utilities	203599006	\$139.28	
107601396	410-016-531-10-47-00	SW-Utilities	202340527	\$16.13	
120864361	410-016-531-10-47-00	SW-Utilities	203599006	\$139.27	
Snohomish County PW S			Check 38386	4/13/2015	\$353.02
1000381510	101-016-542-64-48-00	ST-Traffic Control - R&M	Signal repair	\$353.02	
Snohomish County Sherrifs Office			Check 38387	4/13/2015	\$4,111.72
2015-2397	001-008-523-60-51-00	LE-Jail	Prisoner Housing Sno Co-January 2015	\$4,111.72	
Snohomish County Treasurer			Check 38388	4/13/2015	\$272.07
March 2015	633-008-586-00-00-01	Crime Victims Compensation	March 2015 Criime Victims Compensation	\$272.07	
Snopac			Check 38389	4/13/2015	\$27,479.43
7365	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$26,965.37	

Invoice	AccountCode	Account Description	Item Description	Amount
7386	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment	\$514.06
Sound Publishing Inc			Check 38390	4/13/2015
EDH622966	001-013-518-30-41-01	GG-Advertising	Ordinance 930 Sale & Disposition City owned p	\$19.04
Sound Publishing Inc			Check 38391	4/13/2015
EDH102803	001-008-521-20-41-03	LE-Advertising	Help wanted-Records clerk	\$458.16
Standard Insurance Company			Check 0	3/31/2015
04/01/2015	001-000-284-00-00-00	Payroll Liability Other	Life/Disability Ins Premiums	\$99.00
04/01/2015	001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums	\$72.65
04/01/2015	001-003-514-20-20-00	CC-Benefits	Life/Disability Ins Premiums	\$111.54
04/01/2015	001-004-514-23-20-00	FI-Benefits	Life/Disability Ins Premiums	\$128.02
04/01/2015	001-005-518-10-20-00	HR-Benefits	Life/Disability Ins Premiums	\$78.54
04/01/2015	001-006-518-80-20-00	IT-Benefits	Life/Disability Ins Premiums	\$150.90
04/01/2015	001-007-558-50-20-00	PL-Benefits	Life/Disability Ins Premiums	\$254.69
04/01/2015	001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$255.71
04/01/2015	001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$2,779.71
04/01/2015	001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$15.28
04/01/2015	001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$22.62
04/01/2015	101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$683.91
04/01/2015	401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$42.16
04/01/2015	410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$637.26
Staples			Check 38392	4/13/2015
3260421792	001-008-521-20-31-00	LE-Office Supplies	Epson color ink	\$64.45
3260421788	001-008-521-20-31-00	LE-Office Supplies	Epson color ink	(\$91.19)
3261003732	001-008-521-20-31-00	LE-Office Supplies	3 tab folders w/fasteners	\$33.73

Invoice	AccountCode	Account Description	Item Description	Amount	
Sunrise Hitek Group Inc			Check 38393	4/13/2015	\$1,156.59
111923	001-001-511-60-31-00	Legislative - Operating Costs	Keyboard cases for Ipad Air (7)	\$1,156.59	
Symbol Arts			Check 38394	4/13/2015	\$3,165.00
0230342-IN	001-008-521-20-26-00	LE-Clothing	Badges	\$515.00	
0230342-IN	001-008-521-20-31-04	LE - Donation Exp - Other	Badges	\$2,650.00	
Tacoma Screw Products Inc			Check 38395	4/13/2015	\$304.63
30654828	001-010-576-80-31-00	PK-Operating Costs	Figure set to tag machinery	\$30.54	
30652889	001-010-576-80-31-00	PK-Operating Costs	Figure set to number key tags	\$10.18	
30646753	001-010-576-80-31-00	PK-Operating Costs	Nitrile gloves/screws/washers	\$33.57	
30654828	101-016-544-90-31-02	ST-Operating Cost	Figure set to tag machinery	\$30.54	
30647405	101-016-544-90-31-02	ST-Operating Cost	Bits/screws/connectors/cable ties	\$40.88	
30646753	101-016-544-90-31-02	ST-Operating Cost	Nitrile gloves/screws/washers	\$33.56	
30652889	101-016-544-90-31-02	ST-Operating Cost	Figure set to number key tags	\$10.19	
30647405	410-016-531-10-31-02	SW-Operating Costs	Bits/screws/connectors/cable ties	\$40.87	
30654828	410-016-531-10-31-02	SW-Operating Costs	Figure set to tag machinery	\$30.55	
30652889	410-016-531-10-31-02	SW-Operating Costs	Figure set to number key tags	\$10.19	
30646753	410-016-531-10-31-02	SW-Operating Costs	Nitrile gloves/screws/washers	\$33.56	
Teamsters Local No 763			Check 38396	4/13/2015	\$592.00
04/01/15	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$592.00	
The Everett Herald			Check 38397	4/13/2015	\$186.00
4/15 20878953	001-013-518-20-49-00	GG-Miscellaneous	Subscription 4/2015-4/2016	\$186.00	
The Seattle Times			Check 38398	4/13/2015	\$500.00
531204	001-007-558-50-41-03	PL-Advertising	Help wanted-Senior Planner	\$500.00	

Invoice	AccountCode	Account Description	Item Description	Amount	
Thomas Dean			Check 38399	4/13/2015	\$144.00
CJTC 5/15	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for CJTC training	\$21.00	
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00	
May training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for May 2015 training	\$105.00	
United Way of Snohomish Co			Check 38400	4/13/2015	\$161.68
04/01/15	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$161.68	
UPS			Check 38401	4/13/2015	\$22.83
74Y42125	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$22.83	
Verizon Northwest			Check 38402	4/13/2015	\$2,239.31
9742811965	001-001-513-10-42-00	Executive - Communication	Wireless phone service	\$82.32	
9742811965	001-002-513-11-42-00	AD-Communications	Wireless phone service	\$82.32	
9742811965	001-005-518-10-42-00	HR-Communications	Wireless phone service	\$52.30	
9742811965	001-006-518-80-42-00	IT-Communications	Wireless phone service	\$124.60	
9742811965	001-007-558-50-42-00	PL-Communication	Wireless phone service	\$82.32	
9742811965	001-007-559-30-42-00	PB-Communication	Wireless phone service	\$104.85	
9742811965	001-008-521-20-42-00	LE-Communication	Wireless phone service	\$1,365.24	
9742811965	001-010-576-80-42-00	PK-Communication	Wireless phone service	\$115.12	
9742811965	101-016-543-30-42-00	ST-Communications	Wireless phone service	\$115.12	
9742811965	410-016-531-10-42-00	SW-Communications	Wireless phone service	\$115.12	
Wachtveitl Jerad			Check 38403	4/13/2015	\$57.00
5/14 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 5/14 training	\$18.00	
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00	
CJTC training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for CJTC training	\$21.00	
Warbis Steve			Check 38404	4/13/2015	\$123.00

Invoice	AccountCode	Account Description	Item Description	Amount
4/29 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 4/29/15 training	\$18.00
May 2015	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for May 2015 training	\$105.00
Washington State Patrol			Check 38405	4/13/2015
				\$615.25
I15006548	001-003-514-20-41-00	CC-Professional Services	Background checks solicitors licenses	\$40.00
I15007169	633-008-586-00-00-06	Gun Permit - FBI Remittance	Background checks for weapons permits	\$575.25
Washington State Support Registry			Check 0	3/31/2015
				\$657.46
04/01/2015	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$657.46
Washington Teamsters Welfare Trust			Check 38310	3/31/2015
				\$1,308.60
04/01/2015	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$1,308.60
Watts Nikki			Check 38406	4/13/2015
				\$40.00
Refund	001-000-321-99-00-00	Bus. Lic - Other	Bus License refund	\$40.00
Wells Neil Chad			Check 38407	4/13/2015
				\$18.00
5/14 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem for 5/14/15 training	\$18.00
Western Graphics Inc			Check 38408	4/13/2015
				\$2,317.53
9881	001-008-521-20-48-00	LE-Repair & Maintenance	Graphics removed and installed on Colorado P	\$937.22
9883	001-008-521-20-48-00	LE-Repair & Maintenance	Graphics removed and installed on Caprice	\$839.48
9883	520-008-594-21-63-00	Capital Equipment	Graphics installed on Tahoe	\$540.83
WMCA			Check 38409	4/13/2015
				\$150.00
Stevens	001-003-514-20-49-00	CC-Miscellaneous	WMCA membership 2015-2016 B Stevens	\$75.00
Pugh	001-003-514-20-49-00	CC-Miscellaneous	WMCA membership 2015-2016 K Pugh	\$75.00
Total Disbursements				\$406,267.57



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

Monday, March 23, 2015
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, Kathy Holder, Kim Daughtry, Marcus Tageant, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Planner Rebecca Ableman, Public Works Director Mick Monken, Human Resource Director Steve Edin, Police Chief Dan Lorentzen, Senior Planner Russ Wright, City Engineer Adam Emerson, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS:

Executive Session: Mayor Little announced the Council would hold an executive session to discuss potential litigation beginning at 7:00 p.m. and lasting for 15 minutes with no action to follow. At 7:16 p.m. Mayor Little announced the executive session would extend an additional five minutes. The regular meeting of the City Council reconvened at 7:21 p.m. with all members present.

Guest Business. None.

Consent Agenda.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve (A) 2015 vouchers [Payroll Direct Deposits of \$133,8989.12; Payroll Checks 38232-38234 totaling \$6,239.76; Tax Deposit(s) of \$57,359.08; Electronic Funds Transfers (ACH) of \$63,270.00; Claims Check Nos. 38235-38306 totaling \$189,882.00; Total Vouches Approved \$450,648.96]; (B) March 9, 2015 City Council regular meeting minutes; (C) Professional Services Agreement with Data Transfer Solutions for Public Works asset management system. On vote the motion carried unanimously (7-0-0-0).

Action Items:

Resolution 2015-05 re Development Agreement Extension – Clock Tower: Mayor Little asked Councilmembers if additional public comments would be accepted and there was consensus to accept no further public comments.

Planning Director Becky Ableman presented the staff report and invited questions from Council. There were no questions posed.

Mayor Little read a statement into the record saying that, "The City does not believe that the Appearance of Fairness Doctrine RCW 42.36 applies pertaining to the Council decision on Action Item A Resolution 2015-05 to authorize the extension of the Developer Agreement in this matter. However, given that the public hearing process for the Special Property Use Permit was held by the Council on March 9, 2015, the City wishes to insure transparency. Therefore pursuant to RCW 42.36.060 the City wishes to disclose communications with the City Council since the closing the public hearing on March 9, 2015."

Mayor Little disclosed that there have been communications with constituents and email communications by the applicant since the closing of the March 9, 2015 public hearing. He asked if Councilmembers can fairly and impartially decide Action Item A – Resolution 2015-05.

Councilmember Low recused himself, saying that he received two telephone calls from a homeowner and he also received and responded to an email from the developer.

Councilmember Quigley disclosed that she received an email from the developer. She did not respond and believes she can make a reasonable judgment.

Councilmember Welch disclosed that he also received an email but did not respond and that he can make a good judgment.

Councilmembers Daughtry, Holder and Tageant said they did not receive any emails.

Mayor Little asked if audience members had any objection to the remaining six Councilmembers voting on this Action Item, and there were none.

MOTION: Councilmember Daughtry moved, Councilmember Spencer seconded, to extend the Clock Tower Development Agreement and associated Special Use Permit (SU2008-5) as a combined action and to approve the extension by adopting Resolution 2015-05. On vote the motion carried unanimously (6-0-1-0).

Grimm House Roof Replacement: Civil Engineer Adam Emerson presented the Staff Report; Staff then responded to Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to authorize the Mayor to enter into a contract with Snohomish Valley Roofing, Inc. in the amount of \$14,017.00, plus an authorized emergency contingency of \$5,983.00, for replacement of the Grim House roof. On vote the motion carried unanimously (7-0-0-0).

Resolution 2015-06 Supporting Transportation Package: City Administrator Jan Berg presented the Staff Report and responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Daughtry seconded, to authorize the Mayor to sign Resolution 2015-06 Supporting the Transportation Revenue and Reform Package. On vote the motion carried unanimously (7-0-0-0).

Ordinance 930 Adopting LSMC § 2.98 Regarding the Disposition of Real Property: City Administrator Berg presented the Staff Report; she then responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Tageant seconded, to hold a first and final reading of Ordinance 930 Adopting LSMC S 2.98 regarding the Disposition of Real Property. On vote the motion carried unanimously (7-0-0-0).

2015 Park Board Work Program: Senior Planner Russ Wright reviewed the proposed 2015 Park Board Work Program and responded to Councilmembers' questions. Discussion ensued regarding possible acquisition of the baseball field on the Bonneville Power Authority property located at 16th NE and North Machias Road.

MOTION: Councilmember Holder moved, Councilmember Low seconded, to approve the 2015 Park Board Work Program as recommended by the Park Board. On vote the motion carried unanimously (7-0-0-0).

Discussion Items:

Estate of Whispering Meadows ROW Vacation: Senior Planner Wright reviewed the Staff Report and said that Staff is bringing this matter forward at this time so that Council is advised of the anticipated upcoming request for right-of-way vacation; he then responded to Councilmembers' questions.

Council Person's Business: Councilmembers reported on the following meetings: Holder: Lake Stevens Educational Foundation Fundraiser; Welch: Fire Commission and new fire chief; Spencer: Lake Stevens Education Foundation; Low: Health District; Lake Stevens School District; Snohomish County Cities (SCC); Daughtry: Community Transit, SCC, Snohomish County Committee for Improved Transportation (SCCIT).

Mayor's Business: North County Mayors' Meeting.

In response to a question from Mayor Little, Councilmember Tageant said that the Council Retreat is scheduled for April 11, 2015 and that he and Councilmember Holder are meeting to develop the agenda.

Staff Reports: Staff reported on the following: Planning Director Becky Ableman: Eagle Scout Project at Eagle Ridge Park; Carchasers update; Public Works Director Monken: 20th Street SE traffic signal installation; Lundeen Parkway weed control; Police Chief Lorentzen: distributed Strategic Plan and Neighborhood Watch flyer.

Adjourn.

Moved by Councilmember Daughtry, seconded by Councilmember Spencer, to adjourn the meeting at 8:05 p.m. Motion carried unanimously (7-0-0-0).

Vern Little, Mayor

Kathy Pugh, Deputy City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda April 13, 2015
Date: _____

Subject: Intergovernmental Cooperative Purchasing with Snohomish County

Contact Barb Stevens, Finance Director **Budget Impact:** N/A
Person/Department: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Authorize the Mayor to enter into an Intergovernmental Cooperative Purchasing Agreement with Snohomish County.**

SUMMARY/BACKGROUND:

The Interlocal Cooperation Act encourages participation in purchasing cooperatives to eliminate the duplication of efforts, thereby saving tax payer dollars.

This Intergovernmental Agreement will allow the City to pay a pre-negotiated price on products and services that have already been put out to bid by Snohomish County. This eliminates the extra cost and effort that would be necessary to comply with State and Federal bid requirements. One service anticipated for purchase utilizing this agreement includes vehicle towing and related services utilized by the Police Department.

The City currently has Cooperative Purchasing Agreements with the State of Washington, the Cities of Seattle and Everett and the National Intergovernmental Purchasing Alliance (National IPA).

APPLICABLE CITY POLICIES:

RCW 39.34.030 Joint Powers – Interlocal Cooperation Act

BUDGET IMPACT:

N/A

ATTACHMENTS:

- ▶ Exhibit A: Intergovernmental Cooperative Purchasing Agreement

EXHIBIT A

INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Agreement is made by and between CITY OF LAKE STEVENS, and SNOHOMISH COUNTY, both public agencies of the State of Washington within the meaning of RCW 39.34.020(1) (collectively the "Parties" and, individually, a "Party").

WHEREAS, Chapter 39.34 RCW, the Interlocal Cooperation Act, provides for interlocal cooperation between governmental agencies; and

WHEREAS, each of the Parties desires to utilize the other Party's competitively awarded contracts when it is consistent with those awards and applicable law and when it is in their individual interest;

NOW, THEREFORE, the Parties agree as follows:

1. Each of the Parties from time to time goes out to public bid or undertakes other competitive solicitation and then contracts with vendors and service providers to purchase supplies, materials, equipment, and services.
2. Each of the Parties hereby agrees to extend to the other Party the right to purchase pursuant to such bids and contracts to the extent (a) permitted by applicable law and (b) agreed upon between the awarding Party and its bidders, contractors, vendors, suppliers or service providers.
3. Each Party shall comply with all applicable laws and regulations governing its own purchases.
4. A Party purchasing from one of the other Party's contracts shall pay the bidder, contractor, vendor, supplier, or service provider directly in accordance with its own payment procedures for its own purchases.
5. This Agreement shall create no obligation on either Party to purchase any particular good or service from the other Party's contracts, nor shall it create any assurance, warranty, or other obligation on either Party to supply to the other Party any good or service through contracts awarded by it.
6. Each Party will indemnify and hold the other Party harmless as to any claim arising out of its negligence in the use of this Agreement.
7. Any purchase made pursuant to this Agreement is not a purchase from either of the Parties. The Party awarding a contract shall not be responsible or liable for the performance of the bidder, contractor, vendor, supplier, or service provider. No obligation, except as stated herein, shall be created between the Parties or between the Parties and any applicable bidder or contractor.
8. No separate legal or administrative entity is intended to be created pursuant to this Agreement. Nothing in this Agreement shall be construed to render the Parties partners or joint venturers.

9. Both Parties agree that they shall not discriminate against any person or vendor on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington State Law Against Discrimination (Chapter 49.60 RCW) or the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.) or another applicable state, federal or local law, rule or regulation.
10. The Purchasing Manager of Snohomish County and the Finance Director of the City of Lake Stevens shall be the representatives of the Parties for purposes of carrying out the terms of this Agreement.
11. This Agreement will become effective upon execution by the parties and either: (a) filing of the Agreement with the appropriate County Auditor, or (b) listing of the Agreement by subject on the public agency's web site as provided in RCW 39.34.040.
12. This Agreement shall continue in force until terminated by either Party, which termination may be effected upon receipt by one of the Parties of the written notice of termination of the other Party.
13. In the event of termination of this Agreement, any goods or services acquired by either Party pursuant to the terms of this Agreement shall remain the property of the purchasing Party.
14. This Agreement constitutes the entire Agreement between the Parties as to its subject matter.

SNOHOMISH COUNTY

AGENCY: CITY OF LAKE STEVENS

By: _____
County Executive

By: _____
Vern Little, Mayor

DATED: _____, 2015

DATED: _____, 2015

Approved as to form:

Approved as to form:

By: _____
Snohomish County
Deputy Prosecuting Attorney

By: _____
Grant K. Weed, City Attorney

ATTEST:

Barb Stevens, Finance Director/City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 13 April 2015

Date: _____

Subject: Advantage Building Services Janitorial Contract Amendment

Contact	Mick Monken, Public Works Director	Budget	\$8,232.00
Person/Department:	_____	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Amendment No. 2 to Janitorial Services Contract for Services Between City of Lake Stevens and Advantage Building Services.

SUMMARY/BACKGROUND: The City entered into a contract with Advantage Building Services (“ABS”) for janitorial services on February 1, 2013. On December 6, 2013 the City and ABS agreed to extend the contract for one year from December 31, 2013 to December 31, 2014. Since the contract expired on December 31, 2014 the City and ABS have continued under the terms of the contract on a month-to-month basis. It is appropriate for the City and ABS to formally extend the contract to December 31, 2015 by entering into Amendment No. 2 to the original contract for janitorial services. All other terms of the original contract remain the same.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: \$8,232 per year, plus optional additional services as identified in the original contract.

ATTACHMENTS:

- ▶ Exhibit A: Original Janitorial Services Contract
- ▶ Exhibit B: Amendment No. 2

Janitorial Services
City of Lake Stevens
CONTRACT FOR SERVICES

EXHIBIT A

This Agreement is entered into by and between the City of Lake Stevens, Washington, hereinafter referred to as "City", and **Advantage Building Services**, herein referred to as "Contractor", whose principal office is located at **632 107th Place SE, Everett, Washington 98208**.

WHEREAS, the City has determined the need to have janitorial maintenance services performed for its City Hall, Police Station, Permit Center, and Community Center, and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions and the Contractor has represented that it has the requisite skill and experience necessary to provide the necessary janitorial maintenance services, and

NOW THEREFORE, IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. Scope and Schedule of Services to be Performed by Contractor. The Contractor shall perform those services described on **Exhibit A** attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City prior to the initiation of any specific task not included in the scope of services. If the scope or schedule is to be modified in any way, prior written approval is also required.

The Contractor shall additionally provide to the City a copy of a Washington State Patrol criminal background check form, completed on each person employed by the Contractor or any subcontractor. Such forms shall be provided to the City prior to any such person working at or on any City-owned property or facility and, based on such forms at the City's sole option, persons with unsatisfactory criminal background checks shall not work at or on any such City-owned property or facility.

2. Compensation and Method of Payment. Payments shall be made by the City to the Contractor based on month-end billings. The City shall pay the Contractor for services rendered within thirty days after receipt of a billing invoice from the Contractor. The total amount to be paid shall not exceed **\$13,112** (including sales tax). The month rate of payment and optional services rate shall be as shown on **Exhibit B**. Optional services shall only be authorized by the City in writing for each service to be rendered. The Contractor shall complete and provide the Department of the Treasury Internal Revenue Service form **W-9**, Request for Taxpayer Identification Number and Certification, to the City on or before the execution of this Agreement. All payments to Contractor include Washington State Sales Tax.
3. Prevailing Wages. Prevailing wages, in accordance with RCW 39.12, applies to this contract. The Contractor and all subcontractors shall pay no less than the prevailing wage rate to all employees. The Contractor and all subcontractors shall submit a "Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid" in compliance with RCW 39.12.040.

4. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing and ending 31 December 2013 unless extended up to 3 additional years or sooner terminated under the provisions hereinafter specified.

5. Indemnity.
 - a. Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
 - b. Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damaging arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Engineer and the City, its members, officers, employees and agents, the Contractor's liability to the City, by way of indemnification, shall be only to the extent of the Contractor's negligence.
 - c. For the purpose of this Indemnity only, Contractor waives the immunity of the Industrial Insurance Act (Title 51 RCW) of the State of Washington.
 - d. The provisions of this section shall survive the expiration or termination of this agreement.

6. Insurance.
 - c. **Minimum Limits of Insurance.** The Contractor shall, before commencing work under this agreement, file with the City certificates of insurance coverage to be kept in force continuously during this agreement, and during all work performed pursuant to all short form agreements, in a form acceptable to the City. Said certificates shall name the City as an additional named insured with respect to all coverages. The minimum insurance requirements shall be as follows:
 - (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate;
 - (2) Automobile Liability. \$300,000 combined single limit per accident for bodily injury and property damage;
 - (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington;
 - d. **Endorsement.** Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.
 - e. **Acceptability of Insurers.** Insurance to be provided by Contractor shall be with a Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

f. **Verification of Coverage.** In signing this agreement, the Contractor is acknowledging and representing that required insurance is active and current.

- 1 Discrimination Prohibited And Compliance With Equal Opportunity Legislation. The Contractor agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Contractor further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands and agrees that if it violates this nondiscrimination provision, this agreement may be terminated by the City, and further that the Contractor will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.
- 2 Unfair Employment Practices. During the performance of this agreement, the Contractor agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.
- 3 Affirmative Action. Affirmative action shall be implemented by the Contractor to ensure that applicants for employment and all employees are treated without regard to race, creed, color, sex, age, marital status, national origin or the presence of any sensory, mental or physical handicap, unless based on a bona fide occupational qualification. The Contractor agrees to take affirmative action to ensure that all of its employees and agent adhere to this provision.
- 4 Legal Relations. The Contractor shall comply with all federal, state and local laws and ordinances applicable to work to be done under this agreement. This contract shall be interpreted and construed in accordance with the laws of Washington. Venue for any action commenced relating to the interpretation, breach or enforcement of this agreement shall be in Snohomish County Superior Court.
- 5 Independent Contractor. The Contractor's relation to the City shall at all times be as an independent contractor.
13. City Confidences. The Contractor agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City. The Contractor will insure that each of its employees are aware of this covenant, and each employee agrees to keep city information confidential

14. Notices. Notices to the City shall be sent to the following address:

CITY OF LAKE STEVENS
C/O Scott Wicken – swicken@lakestevenswa.gov (425-212-3243)
PO Box 257
LAKE STEVENS, WA 98258-0257

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

Dan Pankevich - dan@abservices.us (Cell 425-346-1660)
Advantage Building Services
632 107th Place SE
Everett, WA 98208

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

15. Termination. The right is reserved by the City to terminate this agreement in whole or in part at any time upon ten (10) days' written notice to the Contractor.

If this agreement is terminated in its entirety by the City for its convenience, a final payment shall be made to the Contractor which, when added to any payments previously made, shall pay the total the actual costs of the work completed at the time of termination.

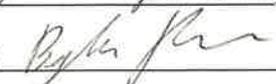
16. Disputes. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this contract may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation. , but in the event the City does not agree to an alternative dispute resolution, then disputes shall be resolved in the Snohomish County Superior Court.
17. Nonwaiver. Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.

DATED this 1st day of February, 2013.

CITY OF LAKE STEVENS

By 
VERN LITTLE, MAYOR

Advantage Building Services, CONTRACTOR

By 

Approved to as form, City Attorney

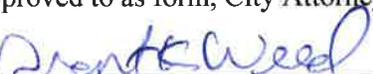
By 

EXHIBIT A

SCOPE OF SERVICES

Work performed under this scope of services shall follow industry acceptable standards (OSHA, CIMS). In services the contractor is to provide transportation, labor, equipment, and cleaning chemicals. The City provides the paper products (towels, toilet paper, and seat protection), hand soap, air fresheners, and trash can liners.

BASE SERVICE

City Hall (includes annex out building) & Permit Center & Community Center

Services to be performed 1 time per week (weekend)

- Clean restrooms
- Clean and sanitize toilets
- Wash hard surface floor
- Clean sink and counter
- Restock paper products
- Refill soap dispensers
- Clean mirrors
- Empty waste receptacles in City's dumpster and reline all receptacles
- Empty recycle receptacles in City's recycle container
- Vacuum carpet areas
- Clean entrance door glass area inside and out

Services to be performed 1 time per month (weekend)

- Vacuum and mop hard floors
- Dust blinds
- Vacuum and dust heater vents
- Dust and clean window sills and frames, shelve tops, and cabinet tops

Police Station

Services to be performed 2 times per week (Thursday and Sunday evenings)

- Clean restrooms
- Clean and sanitize toilets and urinal
- Clean sink, counter, garbage cans
- Restock paper products
- Refill soap dispensers
- Clean mirrors
- Empty waste receptacles in City's dumpster and reline all receptacles
- Empty recycle receptacles in City's recycle container
- Vacuum carpet areas

- Vacuum, sweep, and mop hard floor areas as necessary.
- Clean entrance door glass area inside and out
- Clean glass window at both lobby service counters.

Services to be performed 1 time per month (Sunday evening)

- Vacuum and mop hard all floors
- Dust blinds
- Vacuum and dust heater vents
- Dust window frames, shelve tops, and cabinet tops
- Vacuum upholstered furniture in reception area

End of Base Proposal

OPTIONAL SERVICES

The following are optional services to be provided upon request by the City.

City Hall (including Annex outbuilding) & Permit Center

Carpet shampoo cleaning
Clean windows
Hard floor waxing
Deep clean furniture

Police Station

Carpet cleaning entire facility
Carpet cleaning in common areas
Clean windows
Hard floor stripping and waxing
Deep clean furniture

Community Center

Carpet shampoo cleaning
Clean windows
Hard floor waxing
Restroom cleaning

End of Optional Services

EXHIBIT B

BID PROPOSAL - 2013 Janitorial Services

BASE SERVICES

The services to be provided under this Base Proposal are those as described in the document under Scope of Services - Base Proposal.

	<u>Monthly Rate</u> Including Sales Tax
City Hall (including annex out building)	\$ <u>156.00</u>
Community Center	\$ <u>115.00</u>
Permit Center	\$ <u>115.00</u>
Police Station	\$ <u>300.00</u>
TOTAL MONTHLY RATE FOR BASE SERVICES including WSST	\$ <u>686.00</u> ←

OPTIONAL SERVICES

The following are optional services to be provided upon request by the City. The cost shown is PER each request for service.

	<u>Per Request Rate</u> Including Sales Tax for each Item
City Hall & Permit Center (Includes both facilities in Rate)	
Carpet shampoo cleaning	\$ <u>350.00</u>
Clean windows	\$ <u>200.00</u>
Hard floor waxing	\$ <u>200.00</u>
Deep clean furniture	\$ <u>300.00</u>
Police Station	
Carpet cleaning entire facility	\$ <u>300.00</u>
Carpet cleaning in offices	\$ <u>175.00</u>
Clean windows	\$ <u>100.00</u>
Hard floor stripping and waxing	\$ <u>200.00</u>
Deep clean furniture	\$ <u>150.00</u>
Community Center	
Carpet shampoo cleaning	\$ <u>200.00</u>
Clean windows	\$ <u>100.00</u>
Hard floor waxing	\$ <u>100.00</u>
Restroom cleaning	\$ <u>40.00</u>

Continuation – Exhibit B

Estimate of Contract Amount for 2013

Monthly Base Services	\$686/mo	x	12	\$8,232
Optional Services *				
City Hall (include annex)	\$1,050/ea	x	2	\$2,100
Police Station	\$925/ea	x	2	\$1,850
Community Center	\$440/ea	x	2	\$880
ESTIMATE BUDGET LIMIT				\$13,112

*Note: Optional Services are only to be rendered upon the written authorization from the City and only performed for Optional Services specifically identified in the City authorization. This can consist of an individual task (ie: Clean windows) or the full set of defined tasks under a particular facility.

AMENDMENT NO. 2

EXHIBIT B

**TO
JANITORIAL SERVICES CONTRACT FOR SERVICES
BETWEEN
THE CITY OF LAKE STEVENS
AND ADVANTAGE BUILDING SERVICES**

WHEREAS, the City of Lake Stevens and Advantage Building Services entered into a Janitorial Services Agreement on February 1, 2013; and

WHEREAS, the original Agreement expired on December 31, 2013; and

WHEREAS, the City and Advantage Building Services agreed to extend the Agreement for one year to December 31, 2014 by Amendment No. 1 to the Janitorial Services Contract for Services dated December 6, 2013; and

WHEREAS, the parties wish to continue, and have continued the Agreement on a month-to-month basis beginning in January 2015; and

WHEREAS, the City and Advantage are willing to extend the Agreement for an additional year,

NOW THEREFORE, the parties agree to amend the Duration of Agreement of the aforesaid Agreement to extend the duration of the Agreement from December 31, 2014 to December 31, 2015. This amendment to the Agreement shall have retroactive effect to the date of December 31, 2014 when Amendment No. 1 expired.

Except as expressly provided by this Amendment No. 2, all other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the _____ day of April, 2015.

CITY OF LAKE STEVENS

ADVANTAGE BUILDING SERVICES

By: _____
Vern Little, Mayor

By: _____

Printed Name/Title

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: April 13, 2015

Subject: Distribution of Vessel Registration Fees Agreement with Snohomish County 2015-2108

Contact Person/Department: Chief Dan Lorentzen **Budget Impact:** Favorable

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign the agreement with Snohomish County for distribution of Vessel Registration Fees.

SUMMARY/BACKGROUND: Attached is the agreement between Snohomish County and the City of Lake Stevens for distribution of Vessel Registration Fees for 2015-2018. These fees are collected by the state, allocated to the county and distributed to agencies that have an approved boating program. Approval of this agreement is required in order for the City to receive its portion of the funds.

The State of Washington collects all vessel registration fees and sends them to the counties where they were collected from. The county has the authority to distribute these funds in an equitable way to agencies that operate and maintain an approved boating program. Lake Stevens Police has operated an approved boating safety program since 1996.

In accordance with WAC 352-64-030, the funds may be used for programs which include planning, development, and operation of programs for recreational boating safety, safety education, and enforcement of boating laws, rules, and regulations. Program elements may include: dissemination of information related to safe boat operation, training of boating safety professionals, purchase of boats and related equipment for boating safety programs, program administration, and the maintenance of a safe boating environment. These funds cannot be used to supplant existing boat safety funding.

This is a three year agreement which allocates the City of Lake Stevens seven (7) percent of the vessel registration fee distribution each year.

APPLICABLE CITY POLICIES: Lake Stevens Municipal Code, Title 10, Parks & Recreation

BUDGET IMPACT: Anticipated distribution to Lake Stevens in 2015 is approximately \$11,400.00

ATTACHMENTS:

- ▶ Exhibit A: Distribution of Vessel Registration Fees Agreement

EXHIBIT A

DISTRIBUTION OF VESSEL REGISTRATION FEE AGREEMENT BETWEEN SNOHOMISH COUNTY AND THE CITY OF LAKE STEVENS

THIS DISTRIBUTION OF VESSEL REGISTRATION FEE AGREEMENT (the Agreement), is entered into by and between Snohomish County, a political subdivision of the State of Washington (County), and the City of Lake Stevens, a municipal corporation of the State of Washington (Lake Stevens). WITNESSETH THAT:

WHEREAS, pursuant to RCW 88.02.040, the Washington State Department of Licensing (DOL) collects vessel registration fees on an annual basis, retains the first 1.1 million dollars of what is collected and then distributes the remainder to Washington counties that have approved boating safety programs; and

WHEREAS, pursuant to WAC 352-65-050(2), the legislative authority of each county with an approved boating safety program is responsible for equitably distributing funds allocated by the state treasurer between local jurisdictions in compliance with the requirements of chapter 352-65 WAC; and

WHEREAS, local jurisdictions offering boating safety services and desiring to receive distribution of funds must enter into a cooperative agreement with the county and receive and maintain state park's approval for their boating safety program; and

WHEREAS, pursuant to WAC 352-65-050, the County must make the equitable distribution to all eligible jurisdictions within seventy-five days of the allocation from the state treasurer and notify state parks of the amount distributed to each eligible local jurisdiction; and

WHEREAS, the County has an approved boating safety program; and

WHEREAS, the County receives an annual allocation of vessel registration fees; and

WHEREAS, Lake Stevens has received and will maintain state parks' approval for its boating safety program and is eligible to receive an equitable share of the vessel registration fees upon execution of a cooperative agreement with the County; and

WHEREAS, the County and Lake Stevens desire to enter into a cooperative agreement,

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties agree as follows:

1. Term. The term of this Agreement shall govern distributions made between March 1, 2015, and February 28, 2018.
2. County Obligations. The County agrees that within seventy-five (75) days of the allocation from the state treasurer of vessel registration fee distributions the County shall deliver to Lake Stevens a treasurer's check equal to seven percent (7%) of the vessel registration fee distribution received by the County. The parties agree that seven percent (7%) represents full payment of Lake Stevens' equitable share.
3. Lake Stevens Obligations.
 - a. Lake Stevens agrees to use the funds made available under this Agreement only for boating safety purposes as identified in WAC 352-65-040. Lake Stevens further agrees to use the funds to increase boating safety education and enforcement efforts and to stimulate greater local participation in boating safety, but not to supplant existing boating safety funding.
 - b. Lake Stevens certifies it will operate its boating safety programs throughout the term of this Agreement in compliance with the state's program requirements and will comply with all applicable federal, state and local laws in performing any activities resulting from the use of the funds distributed under this Agreement.
 - c. Lake Stevens agrees to submit an annual report of activities performed and participate in statewide boating surveys as required by state parks.
4. Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Washington. The parties stipulate that the venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.
5. Severability. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

6. Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express prior written consent of the other party, which may be granted or withheld in such party's sole discretion.

7. Entire Agreement. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supercedes all prior oral or written agreements between the parties regarding the subject matter contained herein. No changes or additions shall be made to this Agreement except as agreed to by both parties and reduced to writing and executed with the same formalities as are required for the execution of this agreement.

IN WITNESS WHEREOF the parties execute this Agreement this _____ day of _____, 2015.

SNOHOMISH COUNTY

CITY OF LAKE STEVENS

John Lovick, County Executive

Mayor

RECOMMENDED FOR APPROVAL:

ATTEST:

Sheriff

City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Jessica M. Donny 3/26/15

Deputy Prosecuting Attorney

City Attorney

County Risk Manager

City of Lake Stevens

Memo

To: City Council
From: Mayor Little 
Date: April 13, 2015
RE: Library Board Appointment

The City advertised for and received one applicant for the Library Board position recently vacated. Additionally, the City had two previously submitted applications, both of whom were contacted and expressed interest in interviewing for the vacant Library Board position. One of those applicants subsequently withdrew from the process. On March 25, 2015 Library Board Chair Shaelynn Bates and I interviewed the two remaining candidates.

At this time I recommend that LeeAnn Balbirona be appointed to the vacated position which is an unexpired position. This appointment will expire on December 31, 2016.

With this appointment the Library Board will continue with full membership.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT



Council Agenda Date: 13 April 2015

Subject: Authorize Supplement No. 7 to the Eurasian Watermilfoil Control Program (2011) – Year-5 Implementation of Application Strategy Plan and Post Survey

Contact Person:	Mick Monken	Budget Impact:	\$41,448.50
Department:	<u>Public Works</u>		<u>w/reserve</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Supplement No. 7 to the current contract with AquaTechnex, LLC to perform the year 5 pre and post survey and recommend control measures as part of the 2011 implementation of Application Strategy Plan for an amount of \$21,448.50 and approved a \$20,000 management reserve.

SUMMARY/BACKGROUND: In 2010, the City, in partnership with the County, performed a study of the lake's Eurasian Milfoil problem and had prepared an Integrated Aquatic Plant Control Plan (Plan) to provide a long term solution to dealing with this weed problem. The Plan was adopted in early 2011 and implementation of the Plan started that year. The Plan recommended the treatment method, implementation schedule, and an estimated budget. In brief, the Plan recommended an initial full lake treatment (Year-1), a follow up spot treatment and monitoring thereafter with spot treatments as needed. The action proposed in this report is the pre and post survey and spot treatment part of the Year-5 follow up treatment.

This will be the fifth year treatment for watermilfoil and can be considered to be at a maintenance level. The program has been very successful with a past eradication level near 99%. This year service will perform a pre and post survey of the lake for possible milfoil blooms and the treatment, if need, of up to 20 acres. A management reserve of \$20,000 is being recommended in the event that additional milfoil blooms are found. This is a precaution measure due to the potential of rapid milfoil growth due to the past warm winter season.

The Year-5 treatment is expected to be the same chemical treatment method (Triclopyr) used in past years and will be applied in spots rather than area broadcasting. The approved budget for Year-5 is \$45,000. The proposed scope of service for the two surveys and treatment is \$21,448.50 including sales tax. The management reserve of \$20,000 is for treatment determined to be necessary beyond the Scope of Work.

APPLICABLE CITY POLICIES: None

BUDGET IMPACT: \$21,448.50 for Supplement No. 7. 2015 budget is \$45,000.

ATTACHMENTS:

- ▶ Attachment A: Professional Service Agreement Supplemental No. 7
- ▶ Attachment B: Plan Estimated Budget from Aquatic Plant Control Plan (2011)

ATTACHMENT A

**SUPPLEMENTAL AGREEMENT NO. 7
TO
PROFESSIONAL SERVICES AGREEMENT
FOR
CITY OF LAKE STEVENS
LAKE STEVENS EURASIAN MILFOIL CONTROL PROJECT**

This Supplemental Agreement No. 7 is made and entered into on the ____ day of _____, 2015, between the City of Lake Stevens, hereinafter called the "City" and AquaTechnex, LLC, hereinafter called the "Consultant."

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for Implementation of an Integrated Aquatic Vegetative Management Plan [insert description of project], hereinafter called the "Project," said Agreement being dated 29th April 2011 and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide for implementation of the application of the Integrated Aquatic Weed Elimination Strategy Plan and to amend the total amount payable for this Agreement,

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

Each and every provision of the Original Agreement for Professional Services dated 29th April 2011, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in Exhibit A1, attached hereto and by this reference made part of this Supplemental Agreement No. 7.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph VI.1 Payments, Section (a), the second sentence is amended to include the additional Consultant fee of \$21,448.50 and shall read in part as follows: "...shall total payment under this agreement exceed \$303,854.37."

The Total Amount payable to the Consultant is summarized as follows:

Original Agreement	\$11,500.00
Supplemental Agreement No.1	\$167,824.83
Supplemental Agreement No.2	\$19,750.00
Supplemental Agreement No.3	\$8,000.00
Supplemental Agreement No. 4	\$688.00
Supplemental Agreement No. 5	\$47,393.04
Supplemental Agreement No. 6	\$27,250.00
Supplemental Agreement No. 7	\$21,448.50
Grand Total	\$303,854.37

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight December 15, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 7 as of the day and year first above written.

CITY OF LAKE STEVENS

AQUATECHNEX

By: _____
Vern Little, Mayor

By: _____
Terrence M. McNabb, Manager

ATTEST/AUTHENTICATED:

City Clerk

APPROVED AS TO FORM:

City Attorney

PROFESSIONAL SERVICES AGREEMENT – Supplemental - Page 3 of 5

EXHIBIT A1

Scope of Work for Summer, 2015 Milfoil Treatment

The summer of 2015 will be the fourth year of implementation of the Integrated Aquatic Vegetation Management Plan to target noxious aquatic weed growth in Lake Stevens. This plan was developed by the City and focused on large scale herbicide treatments followed up by survey and diver removal/treatment as necessary.

This coming summer, based on the budget available, we would propose the following tasks.

Task One, Early Survey. In mid to late May, our mapping crew will visit the lake, perform a survey to map aquatic vegetation present and Eurasian Milfoil presence. We will report our findings to the City and if warranted will propose a treatment mission for early Summer. If treatment is suggested at this point, we will provide a map with recommendations and number of acres. We would use the per acre pricing below to propose a total cost. If the survey does not find infestations that need to be targeted, we will repeat the survey as task four below later in the summer and again report results to the City. The cost for this survey and report will be \$3,000.00.

Task Two, Public Notification. If a treatment is necessary, prior to treatment, Ecology permits required a 10 day notification be delivered to the residents along treatment shorelines and for some distance in each direction from the treatment plots. These notices will be hand delivered and documented. The cost for printing, travel and deliver will be \$500.00

Task Three, Treatment of known sites. Aquatechnex will mobilize treatment equipment and crews to target Eurasian Milfoil infestation at mapped locations with the approval of the City. There are two potential selective herbicides that could be utilized for this mission. Renovate OTF was used during the 2011 treatment with great success. The cost per acre for treatment based on water depths would be \$1,088.00. Renovate MAX G is an alternative that combines two selective systemic herbicides into one granular material. It also has excellent activity on Eurasian Milfoil and can be used at a reduced cost per acre of \$750.00 because the cost of herbicide is lower.

Task Four, Later Summer survey. At mid to late summer a second survey will be performed to document additional E. Milfoil sites if present and evaluate control achieved if an early treatment is warranted. The cost of this survey would be \$1,250.00

Task Five, Recommend additional scope of work as necessary. Based on results and survey work, our team will suggest additional tasks if warranted for the summer of 2014 with associated costs. No charge for this task.

Task	With Renovate OTF	With Renovate MAX G
Task One	\$3,000.00	\$3,000.00
Task Two	\$500.00	\$500.00
Task Three (assumes 20 acres)	\$1,088.00 per acre	\$750.00 per acre
Task Four	\$1,250.00	\$1,250.00
Task Five	\$0.00	\$0.00
Totals	\$26,510.00	\$19,750.00
TOTAL With Sales Tax (8.6%)	\$28,789.86	\$21,448.50

ATTACHMENT B

Excerpt from the 2011 IAVMP – Selected treatment scenario - Estimated budget projections

Treatment Scenario 3 (Triclopyr and Manual Methods)								
	2011	2012	2013	2014	2015	2016	2017-2020	10 Year Total
Initial Treatment (200 acres)	\$140,000							\$140,000
Diver Survey (\$4,000/day)	\$20,000	\$32,000	\$16,000	\$16,000	\$16,000	\$16,000	\$64,000	\$180,000
Notifications and Signage	\$2,000	\$2,000	\$2,000					\$6,000
Triclopyr Spot Treatments ¹	\$24,000							\$24,000
Contingency Budget ²		\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$25,000	\$170,000
Estimated Annual Cost	\$186,000	\$69,000	\$53,000	\$41,000	\$41,000	\$41,000	\$89,000	\$520,000

1. Follow up treatment with triclopyr will be needed in fall of the first season. The cost estimate proposed here assumes a “very bad case scenario” where remaining patches would be scattered throughout the lake and almost 20% of the original treatment area would be treated again
2. The main purpose of the contingency budget is to allow for adaptability of the treatment plan. The specific treatment needs will be dictated by the results of each year’s diver survey(s). In years 2 and 3, at least some the contingency budget is likely to be needed for herbicide spot treatments. In later years it may be used for hand pulling, bottom barrier installation, or addressing other invasive plant concerns.

Note: Scenario 3 is the selected scenario. Some of the cost estimates have been adjusted since this cost table was created. Please see Table 2 in the main text for the current cost estimate of the preferred scenario.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda** April 13, 2015
Date: _____

Subject: Proposed 2015 Planning Commission Work Program

Contact	Rebecca Ableman McCrary	Budget	Specific projects
Person/Department:	Planning and Community Development Director	Impact:	as approved by Council

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

The recommended action is for the City Council to approve the 2015 Planning Commission Work Program as presented.

BACKGROUND:

Council approves the Planning Commission's work plan annually. The 2014 approved work program primarily included the 2015 mandated Comprehensive Plan Update.

DISCUSSION:

Planning Commission reviewed the proposed 2015 work plan on January 21, 2015 and recommended approval on February 4, 2015. The primary work over the next 6 months will be to complete the State mandated 2015 Comprehensive Plan Update. Additional meetings and public open houses will be required. The proposed 2015 Work Program contains additional actions for the year including:

1. Completing the Downtown Subarea Plan (Pending funding by Council);
2. Other Economic Development Implementation Items as assigned; and
3. Follow up code amendments.

APPLICABLE CITY POLICIES:

Council gives the Planning Commission direction on its work activities as the Council's planning advisory body.

BUDGET IMPACT:

Direct budget impacts will require project specific funding to be approved by the Council.

ATTACHMENTS:

A - 2015 Planning Commission Work Program



2015 Proposed PLANNING COMMISSION WORK PROGRAM

PROJECT	PROCESS	SCHEDULE	START	PROJECT MANAGER
2015 Comprehensive Plan Update – Coordinate with work groups and proposed update process. Review and/or make recommendations on proposed element & map amendments, and facilitate the public process.	1. Stakeholder/Public involvement and consensus building opportunities 2. Project Team 3. Plan development 4. Formal adoption process 5. PC will hold workshops, a public hearing and make recommendation to CC. 6. Implementation work as identified in the final plan	Approximate 18 month process – PC Completion April 2015	On-going	RW/SP
Downtown Subarea Plan	Potential Project as assigned by City Council	12 month process	3 rd or 4 th Quarter	TBD
Economic Development Strategy Implementation Items	Potential Projects as assigned by City Council	TBD	TBD	TBD
Zoning Code Amendments				
1. Floodplain Code Amendments – REQUIRED BY DEPT. OF ECOLOGY	PC will hold workshops, a public hearing and make recommendation to CC.	12 Week Process	3 rd Quarter	RW
2. Grading and Clearing Code – Update clearing and grading code – NPDES REQUIRED UPDATES	PC will hold workshops, a public hearing and make recommendation to CC.	Approximate 3-4 month process	3 rd Quarter	RW
2. Park Impact Fee Code – Update park impact fee code to reflect updated capital facilities list	PC will hold workshops, a public hearing and make recommendation to CC.	Approximate 3-4 month process	4 th Quarter	RW
3. Code amendments - Associated with 2015 Comprehensive Plan update	PC will review full list of 2015 Comprehensive Plan Update implementation code amendments and hold workshops, a public hearing and make recommendation to CC as appropriate.	Approximate 18 month process	2015	TBD



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: April 13, 2015

Subject: Change of Use Fees - Resolution 2015-08

Contact Person/Department: Rebecca Ableman McCrary
Planning Community
Development Director

Budget Impact: Estimated
Average
\$3,000
annually

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution 2015-08 updating fees for Change of Use applications.

SUMMARY

The Proposal for Council's consideration is to remove the separate fee of \$750 for a Change of Use Permit. If approved, the Change of Use provisions in LSMC 14.16C.030 will be reviewed with the business license application without an additional fee. Applicants for a business license may be asked to fill out supplemental questions for the City. The change in process supports a streamlined approach for the business community.

BACKGROUND:

The City Council updated the Change of Use regulations in 2010 under Lake Stevens Municipal Code 14.16C.030. The regulations were modeled after the City of Marysville's requirements and replaced older code language that was more restrictive. Research shows these requirements are generally similar to other jurisdictions in Snohomish County. The sections reads as follows:

14.16C.030 Changes of Use.

- (a) This section governs requests for substantial change of the use of a structure or property.
- (b) Procedure. Change of use applications are reviewed under a Type I review pursuant to Chapter 14.16B.
- (c) A change in the status of property from unoccupied to occupied or vice versa does not constitute a substantial change in use. Whether a change in use occurs shall be determined by comparing the two active uses of the property without regard to any intervening period during which the property may have been unoccupied, unless the property has remained unoccupied for more than 180 consecutive days or has been abandoned.
- (d) A substantial change in ownership of a business or enterprise or a change in the name shall not be regarded as a change in use.
- (e) A substantial change in use of property occurs whenever a new use or activity conducted on a lot creates a more intensive impact to the site in question or to the infrastructure of the City than the previous use, as determined by the Planning Director. This occurs whenever:
 - (1) If the original use is a combination use or planned neighborhood development, the relative proportion of space devoted to the individual principal uses that comprise the combination use or planned neighborhood development use changes to such an extent that the parking requirements for the overall use are altered.

(2) If the original use is a combination use or planned neighborhood development use and the mixture of types of individual principal uses that comprise the combination use or planned neighborhood development use changes.

(3) If the original use is a planned residential development and the relative proportions of different types of dwelling units change.

(4) If there is only one business or enterprise conducted on the lot (regardless of whether that business or enterprise consists of one individual principal use or a combination use) and that business or enterprise moves out and a different type of enterprise moves in (even though the new business or enterprise may be classified under the same principal use or combination use category as the previous type of business) causing site impacts that are more intensive.

(f) Decision Criteria. A determination of whether to approve a substantial change of use shall include review of, but not be limited to, the following:

- (1) Hours of operation;
- (2) Materials processed or sold;
- (3) Required parking;
- (4) Traffic generation;
- (5) Impact on public utilities;
- (6) Clientele; and
- (7) General appearance and location.

The non-conforming section of the City's code sometimes applies to locations that may have been vacated for long periods of time.

The primary difference that was found in the research is the City's fee for a Change of Use. This fee has been in place for several years and there are projects that take multiple hours to review which can justify the larger fee. An example of this is the new I-502 businesses where there are a number of issues that need addressed. The new approach to reviewing a Change of Use under the business license application and fee will make it more efficient and less expensive for the smaller business looking to locate in Lake Stevens. There have been 13 Change of Use applications processed since 2010.

Please note that depending on the amount of improvements being done on/in a building may require an applicant to obtain a tenant improvement permit in accordance with the adopted International Building Codes (IBC). Building permit fees would then apply for this process. A change in "Occupancy Type" under the IBC will at a minimum require a new Certificate of Occupancy to be issued by the Building Official. That fee is \$100.

APPLICABLE CITY POLICIES:

The fee change aligns with the City's Economic Development goals and policies.

BUDGET IMPACT:

There have been 13 Change of Use applications since 2010. Averaged of that time period, the fee loss would be \$3,000 annually.

ATTACHMENTS:

Resolution 2015-08

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2015-08

A RESOLUTION REPEALING RESOLUTION NO. 2015-03 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS: Resolution No. 2013-12 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Fees are non-refundable. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the City Council may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm.
- E. **Concurrent Applications.** Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Administrative Modifications	450
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	750-Included in Business License Fee
Code Interpretations	150
Floodplain Development Permit when no Shoreline Exemption is required_(may also require SEPA and critical area review fees)	150
Grading Permits (less than or equal to 100 cubic yards)	375
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040) Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
ADMINISTRATIVE CONDITIONAL USE PERMITS (formerly Special Use Permits) (Grading > 100 cubic yards)	
Basic Review & administrative decision	1,000
If hearing called for in addition to previous costs)	Hearing Examiner cost
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
BINDING SITE PLANS	
Revision	1,000
BUOY OR MARKER PERMIT (PRIVATE) (Per LSMC 10.16.070)	
Initial Application Review	105
Private buoy or marker permit (annual) (LSMC 10.16.070)	75
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350

Action/Permit/Determination	Fee (\$)
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
Design Review - without other permit – Design Review Board	750
Design Review – with other permit – Design Review Board	300
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	150 for first two hours + 75 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)	

Action/Permit/Determination	Fee (\$)
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level 1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
FIREWORKS PERMITS	
Fireworks Display	250
Fire Works Stand	100
IMPACT FEES	
Park Mitigation	
Single Family Residence and Apartments with 3+ bedrooms	2,363/dwelling
Duplex and Apartments with 2 bedrooms	1,733/dwelling
Apartments with 0-1 bedrooms	1,103/dwelling
School Mitigation	
Detached Single Family Residence	4,680/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	2,532/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,039/PM Peak Hour Trip
Traffic Impact Zones 2 & 3	2,917/PM Peak Hour Trip
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	Equal to cost of purchasing & planting trees as per applicant submitted report prepared by certified arborist or landscape designer/contractor
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0

CITY OF LAKE STEVENS

RESOLUTION NO. 2015-08

Action/Permit/Determination	Fee (\$)
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Area-wide Rezones	See Comprehensive Plan Amendments fee
Action/Permit/Determination	Fee (\$)
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
Shoreline Exemption with Floodplain Development Permit	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
SIGN PERMITS	

Action/Permit/Determination	Fee (\$)
Sign Permit	150+50/sign
Master Sign Program Permit	450
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	150

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2009 edition of the International Building Code (IBC)
 2. 2009 edition of the International Residential Code (IRC)
 3. 2009 edition of the International Mechanical Code including the 2009 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2009 National Fire Protection Association 54 (National Fuel Gas Code)
 4. 2009 edition of the Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. 2009 edition of the International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Groups R-3 and U

Construction Valuation		Fee
From:	To:	
\$0	\$1,000	\$30
\$1,001	\$5,000	\$115
\$5,001	\$10,000	\$175
\$10,001	\$20,000	\$200
\$20,001	\$45,000	\$260
\$45,001	\$100,000	\$315
\$100,001	\$250,000	\$430
\$250,001	\$500,000	\$545
\$500,001	\$1,000,000	\$690
\$1,000,001	\$1,500,000	\$775
\$1,500,001	\$2,000,000	\$835

>\$2 million \$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.
 Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.
 Reinspection fees assessed at \$75 per hour (1 hour minimum).
 Penalty for commencing work prior to permit issuance: Double permit fee.
 Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).
 Additional plan review required by changes, additions or revisions to plans: \$75/hour.
 For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
State Building Code fee (each permit)	\$4.50		\$4.50
Each additional residential unit (per RCW 19.27.085)	\$2.00		\$2.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1/2 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, August 2012, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	35.00	Plumbing Permit	35.00
AC unit < 100,000k	20.00	Back Flow Preventer	10.00
AC unit 100,000k – 499,999 k	30.00	Bathtub	10.00
AC unit 500,000k and up	40.00	Commercial Dishwasher	15.00
Air Handlers <10,000 CFM	13.00	Drinking Fountain	10.00
Air Handlers 10,000 CFM and up	23.00	Floor Sink or Drain	10.00
Boilers	15.00	Grease Interceptor	50.00
Commercial Incinerator	30.00	Grease Traps	10.00
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00

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Mechanical Fees		Plumbing Fees	
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

Section 4. Sewer Fees. Fees for various services, actions, and permits regarding sewerage, as per LSMC Titles 6 and 14, shall be as listed in Table C (below).

Table C: Schedule of Sewer Service Rates, Fees, and Fines

Service/Action	Fee/Fine (\$)
Sewer Disconnection Inspection – Capping	125
Sewer Re-Connection - Uncapping	125
Side Sewer Permit Fee	
- Single-family dwelling units	250
- Duplex	375
- Tri-plex	500
- Multiple Units 4+ (apartments & condos)	250 for the first unit served, next 3 units 125 each. Sequence restarts with 5 th unit.
- Commercial or industrial buildings	250 for the first unit served, next 3 units 125 for each additional separate leasable area. Sequence restarts with 5 th unit.
- Modifications or additions to an existing side sewer servicing a building where such modification or addition is done entirely on private property	125 each
Local Facilities Charge	
- Sewer stub permit (except in case below)	3,530 each
- No stub provided by District	
- Exception per Developer Extension Agreement or through ULID Agreement. Stub extension is subject to reimbursable.	Check with Lake Stevens Sewer District
Illegal connections to District sewer system	1000 fine and 100 per day
Sewer Connection Charges	6,850 per residential unit or equivalent
- Grade Road Basin Charge	1,080 per residential unit or equivalent within Grade Road Basin per LSMC 6.16.100
- Grade Road Frontage Charge*	6,280 per residential unit or equivalent fronting Grade Road Sewer Main Extension per LSMC 6.16.100
	*Units subject to Grade Road Frontage charge are also subject to Grade Road Basin Charge
	The Grade Road Basin and Frontage Charges shall be updated with interest annually in January of each year with the current State Investment Pool rate until January 1, 2015
- General Facilities (except some properties in ULID 70-1)	6,850 per residential unit or equivalent

Service/Action	Fee/Fine (\$)
<ul style="list-style-type: none"> - General Facility Reimbursable Fee per Developer Extension Agreement - Administrative Fee for processing sewer assessment agreements 	<p>May be applicable on a basin to basin case. Check with Lake Stevens Sewer District.</p> <p style="text-align: right;">1,100</p>
<p>Monthly Sewer Service Rate (LSMC 6.20.020)</p> <ul style="list-style-type: none"> - Except grandfathered qualified Low Income Senior Citizens and Low Income Disabled Persons. 	<p>65/unit for the first 900 ft³ of water consumption/unit 7.22/100 ft³ (or part thereof) of water consumption/unit over 900 ft³</p>
<p>Late Payment Charge (effective 1/1/97)</p> <ul style="list-style-type: none"> - If the monthly sewer service charge is not received by the District on or by the last calendar day of the month there will be assessed a 10% late charge on the current month's outstanding charges and 8% annum interest charge on the total outstanding balance. 	
<p>Lien Fee</p> <ul style="list-style-type: none"> - The fee for filing/releasing liens shall include the cost set by the Snohomish County Auditor's Office plus District administrative fee. 	<p style="text-align: right;">County Fee + 35</p>
<p>Collection of delinquent accounts</p> <ul style="list-style-type: none"> - The fee shall be set by the collection agency <p>Foreclosure (attorney and administrative fees)</p>	<p style="text-align: right;">2,500</p>

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License:	
– Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime	Free
– Each dog or cat neutered or non-neutered, lifetime	20
– Senior Citizen (defined as being 62 years of age or older) owners, lifetime	Free
– Service and guide dogs, lifetime	Free
– Duplicate license for lost or destroyed dog/cat tag	4
– Other Code Violations:	
■ First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
■ Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.	
Impound Fees for Cost Recovery:	
– Dogs and cats (at police kennel)	25
– Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.	
– Animals	30
– Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.	Varies
Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees	

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.



Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Boat Launch Parking Fees and Fine:	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	40
2. Fine if paid within 24 hours	20
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Police records research, 1 hour minimum, billed in ½ hr increments, paid in advance	Rate effective beginning: 1/1/10 61.00/hr
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works :	Refer to current billable rate schedule
Hourly Rate for Service for Non-profits	
Hourly Rate for Service for others (includes a 15% administrative fee)	
Business Licenses:	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1 st three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing’s Master License Service	Currently New Application \$15 Renewal \$9
- Business license handling fee (fees shall be automatically amended by the State)	
Duplication of Public Records: (postage/delivery costs extra)	
- In-house Copying of City documents for the public	15¢/page/side first \$2 charge is free
- In-house Copying of City documents to pdf when original document is not in electronic format	10¢/page/side first \$2 charge is free \$1 extra for copy to CD
- In-House duplication of City documents to CD, such as Comprehensive Plan, Lake Stevens Municipal Code Title 14, Urban Design Standards, Engineering Design and Development Standards, etc.	10/CD
- Documents or CDs printed by outside party	Actual cost to reproduce
- Maps - Duplication of maps less than 11”X17”	2
- Maps - Duplication of maps greater than 11”x17”	6
- Special requests for plotted maps, aerials, plans, etc. (each)	12
- Audio cassette recordings of meetings: Duplicated by staff	1/tape
Duplicated by outside party	Actual cost to reproduce

Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> - Color photos (cost to reproduce) - Duplication of all other types of City media (i.e., photographs, audio/video tapes, blueprints) shall include the cost of duplication, postage/delivery costs, and actual staff time - Certified copy of a public record 	<p style="text-align: right;">40¢</p> <p style="text-align: right;">\$5 for 1st Page and \$1 each after the 1st Page</p>
Dishonored Check Fine (in payment of City services)	35
Passports (fees shall be automatically amended by U.S. Dept. of State)	Consistent with effective federal changes
Age 16 and Over	Passport Fee 110 Execution Fee 25
Under Age 16	Passport Fee 80 Execution Fee 25
Passport Photos	\$16.00/set including sales tax

Section 8. Community Center Rental Fees. Fees for renting the City's Community Center shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
*Local users – see definition below	\$10/ hour or \$60/day
Non-local users	\$15/hour or \$90/day
**Non-Profit Community Interest Groups - see definition below	\$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If applicant requests additional time (less than 10 days prior to the event) to provide proof of insurance, a City expedite fee of \$25 will be charged. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. **Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.

Section 9. Lundeen Park Shelter Fees. Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

	Group Size	Number of shelters	Rate
Lundeen Park Single Shelter Pricing	1-25	1	\$ 40 <i>reservation fee</i> + \$ 7 <u>\$ 47</u>
	26-50	1	\$ 60 <i>reservation fee</i> + \$ 7 <u>\$ 67</u>
Lundeen Park Double Shelter Pricing	1-50 <i>(patron requests both shelters)</i>	2	\$ 80 <i>reservation fee</i> + \$ 7 <u>\$ 87</u>
	51-75	2	\$ 100 <i>reservation fee</i> + \$ 7 <u>\$ 107</u>
	76-100	2	\$ 120 <i>reservation fee</i> + \$ 7 <u>\$ 127</u>

Maximum of 50 people per shelter.

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

Table I: Stormwater Management Utility

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67/parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per 1/4 acre	\$28.61per 1/4 acre
Light	20% to 39%	\$8.00 per 1/4 acre	\$96.00 per 1/4 acre
Moderate	40% to 59%	\$13.28 per 1/4 acre	\$159.36 per 1/4 acre
Heavy	60% to 79%	\$18.06 per 1/4 acre	\$216.77 per 1/4 acre
Very Heavy	80% to 100%	\$23.90 per 1/4 acre	\$286.85 per 1/4 acre
City Roads	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
State Highways	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525

Mobile Home parks shall be charged under the appropriate rate category by their percentage of impervious surface.

Duplex, Triplex, Four-plex will be charged the base single family rate multiplied by the number of units.

Parcels with multiple single family structures will be charged the base single family rate multiplied by the number of structures.

Miscellaneous structures over 120sf, parking lots, play areas, and sport courts will be charged under the appropriate rate category by their percentage of impervious surface.

Segregated plat roads and driveways in private easements will be charged a single family base rate.

Unsegregated plat roads will be charged under the appropriate rate category by their percentage of impervious surface.

Undeveloped lots are not altered from the natural state by construction and include lakefront and split lots.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class	Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot	NA	\$16.00per parcel	\$192.00 per parcel
Split Lot	NA	\$11.33 per parcel	\$136.00per parcel

The lake front lot assessment applies to each land parcel abutting the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and a portion of the lot separated from the lake shore by the city road. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.

Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.

Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.

Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.

Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

Section 11. Annual Fire Inspection Fees and Fire Department Related Service fees. Fees for fire inspection and Fire Department related Services fees shall be as listed in Table J below.

Table J: ANNUAL FIRE INSPECTION

AND FIRE DEPARTMENT RELATED SERVICE FEES

TABLE A -- ANNUAL FIRE INSPECTION FEE			
Building size In square feet	FEE		
	B, M, R	A, E, LC, R	F, H, I, S Occupancies
0-1000	\$45	\$75	\$95
1,001-2,500	\$65	\$105	\$165
2,501-5,000	\$95	\$155	\$245
5,001-7,500	\$115	\$185	\$285
7,501-10,000	\$125	\$195	\$300
10,001-12,500	\$145	\$230	\$315
12,501-15,000	\$165	\$275	\$330
15,001-17,500	\$175	\$295	\$345
17,501-20,000	\$190	\$310	\$365
20,001-30,000	\$215	\$350	\$375
30,001-40,000	\$230	\$375	\$385
40,001-50,000	\$245	\$400	\$400
50,001-60,000	\$260	\$425	\$425
60,001-70,000	\$275	\$450	\$450
70,001-100,000	\$300	\$475	\$475
100,001-150,000	\$350	\$500	\$500
150,001-200,000	\$400	\$525	\$525
OVER 200,000	\$450	\$550	\$550
REINSPECTION FEES			
For uncorrected violations at time of first re-inspection			\$25
For uncorrected violations at time of second re-inspection			\$50
SPECIAL INSPECTION FEES			
Riser system Re testing			\$58 each
Fuel storage tank abandonment			\$58.00 each
Alarm System re-testing			\$58.00 each
SPECIAL EVENT PERMIT FIRE INSPECTIONS			

During regular business hours	\$115
After regular business hours/weekends	\$69/hour of actual
PYROTECHNIC FIREWORKS	
Retail fireworks	\$115
Wholesale fireworks	\$115

FIRE DEPARTMENT RELATED SERVICE

Table B -- SPECIAL ASSEMBLY PERMITS(IFC 105.6.43)	
Temporary Membrane Structures, Tents & Canopies	
(See IFC 105.6.43& IFC 24)	
Duration / Commercial Use	Fee:
< 3 days	No Fee
4 to 180 days	\$58
Temporary Assembly	
For <99 people	\$58
For >100 people	\$115
Table C -- EXPLOSIVES (105.6.15)	
Retail Fireworks Stand	
Retail Sales - Wood Stand	included in Fireworks Permit fee
Retail Sales – Tent	included in Fireworks Permit fee
Must meet requirements of Table B, but no additional fees required.	
Public Display	
Licensed Pyrotechnic Operators Only	\$115
Temporary Storage	\$173

Table D -- NFPA 72 FIRE ALARM SYSTEMS 105.7.4		
Comprehensive Fees for Permit, Review & Inspection		
Tenant Improvement or System Modification		
Number of Devices*		Fee:
From:	To:	
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 431
101	200	\$ 546
>200		\$575 plus \$58 per 100 additional devices (prorated)
New System		
Number of Devices*		Fee:
From:	To:	
1	100	\$403
101	200	\$546
>200		\$575 plus \$58 per 100 additional devices (prorated)
In addition to device* fees shown, the following fees also apply:		
FACP and/or Transmitter		
Replaced		\$144
New		\$230
Note: All Central Station Monitoring must be UL or FM listed.		
*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device), and other such devices.		

Table E -- FIRE SPRINKLER SYSTEMS (105.7.1, 105.7.11, 105.7.4)		
Tenant Improvement or System Modification (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 460
101	200	\$ 546
201	300	\$ 661
>300		\$690 plus \$58 per 100 additional devices (prorated)
New System (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	100	\$431
101	200	\$546
201	300	\$690
>300		\$719 plus \$58 per 100 additional devices (prorated)
NFPA 13-D (RESIDENTIAL)		
Number of Sprinklers:		Fee*:
1 to 10		\$ 201
11 to 25		\$ 259
26+		\$ 316
*Non-required NFPA 13-D Systems Fee 50% of listed fees for voluntary installations		
Hood Suppression Systems		

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Type of System:	Fee:
Pre-Engineered	\$144
Custom Engineered	\$316
Standpipe Systems	
Class I, II or III new or existing	\$173
Fire Pump (each)	
\$345 each, maximum \$575	
**Devices include separate individual portions of a Fire Sprinkler System such as: Sprinklers, Risers, Valves, Pull Stations, Beam Detectors (each piece is one device) and other such devices.	
Table F -- HAZARDOUS MATERIALS FACILITY CONSTRUCTION (105.7.7)	
Hazardous Materials Installation, Repair, Abandonment, Removal, Closure or Substantial Improvement	
Permits in addition to Annual Operational Permit	
Permits required when quantity exceeds permit amounts in Table 105.6.20.	
QUANTITY	FEE
1-2 Materials in Excess of Permit Amount	\$115.00
3-5 Materials in Excess of Permit Amount	\$230.00
>5 Materials in Excess of Permit Amount	\$460.00
Table G -- COMPRESSED GASES (105.7.3) AND FLAMMABLE & COMBUSTIBLE LIQUIDS (105.7.6) AND LP-GAS (105.7.9)	
Compressed Gas Installation, Repair, Abandonment, Closure or Substantial Modification to a Compressed Gas System when the Compressed Gases used or Stored exceed the amounts listed in Table 105.6.8.	
Modification or repair of a flammable or combustible liquids pipeline. Installation or construction or Alteration of those items listed in 105.7.6	
For installation of or modification to an LP-gas system.	
Compressed Gas System	\$201
Flammable & Combustible Liquids	
< 500 Gallons	\$115
>/= 500 Gallons	\$230
>/= 1000 Gallons	\$575
LP-Gas System	\$86

Table H -- SPRAY BOOTHS (105.7.11) AND INDUSTRIAL OVENS (105.7.8) Note: Separate Sprinkler Permit Required under Table E

NOT SUBJECT TO TABLE A FEES	
SPRAY BOOTHS Type:	Fee:
Pre-Engineered w/ documents	\$ 173
Site-Built or used w/o documents	\$ 288
INDUSTRIAL OVENS	\$ 288
Table I -- ANNUAL BUSINESS INSPECTION FEES	
1 st Inspection	In accordance with LSMC 2.52
Table J -- MISCELLANEOUS FEES	
Work Begun or Completed before Permit Issuance	Permit Fees Triple / No inspections until paid
After Hours Inspection (Regular Inspection Hours: 7:30am to 3:30pm)	\$86 per hour / 1 hour minimum
Firefighter Fire Watch or Standby	\$75 per hour / per firefighter 2-hour minimum per firefighter
Fire Flow Determination	\$115
Re-Inspection Fee for each inspection after the 3rd site visit, or as required by the fire code official.	\$86
Fees may be reduced by the fire code official for small or short duration projects. Note: \$25 of each fire permit issued is retained by the permit department as an administrative fee. The remainder of the fees listed is remitted to the Fire Department. "Additional plan review required by changes, additions or revisions to plans \$58.00 per hour." Outside Consultant Review: Actual Costs plus 10% (Fire Marshal Review Fee)	
TABLE K -- OPERATIONAL PERMITS	
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes which may produce conditions hazardous to life or property.	
An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.	
Unless otherwise indicated, Operational Permit Fees are \$100 each. If more than one permit is required for a single occupancy, all permits shall be issued under a single permit fee in the amount of \$150.	
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event or will not be considered.	
Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs

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Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC 105.6.8 (compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids	See WAC 51-54-0100, 105.6.16
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.

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Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table105.6.20.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m2)
Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft3) (236 m3)
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 425.334.3034
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly

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Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m3) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3)

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS THIS _____ DAY
 OF _____, 2015.

ATTEST:

 Vern Little, Mayor

 Barbara Stevens, City Clerk

APPROVED AS TO FORM:

 Grant K. Weed, City Attorney