

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 AND PLANNING COMMISSION JOINT MEETING AGENDA Lake Stevens School District Educational Service Center (Admin. Bldg.) 12309 22nd Street NE, Lake Stevens

Tuesday, February 23, 2016 – 6:00 p.m.

CALL TO ORDER: 6:00 P.M. Mayor

ROLL CALL:

DISCUSSION ITEMS:

*A	2016 Long Range Work Program / 2016 Comprehensive Plan Docket	Russ
*B	Code Amendments Under Review	Russ
*C	Annexation Strategy	Russ
*D	Downtown Subarea Plan	Russ

ADJOURN

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

Tuesday, February 23, 2016 – 7:00 p.m.

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

CALL TO ORDER: 7:00 P.M. Mayor

PLEDGE OF ALLEGIANCE: Peter Condyles, ASB President Lake Stevens High School Council President

ROLL CALL:

APPROVAL OF AGENDA: Council President

BOARDS AND COMMISSIONS: Library Board Appointment Mayor

GUEST BUSINESS:

COUNCIL BUSINESS: A Employee Recognition

Lake Stevens City Council Regular Meeting Agenda

February 23, 2016

B Council Reports

MAYOR'S BUSINESS: *A Association 2016 Board of Directors Recruitment Mayor

CITY DEPARTMENT REPORT

CONSENT AGENDA:

- *A Approve 2016 Vouchers Barb
- *B Approve January 29-30 City Council Special Meeting/Retreat Minutes Barb
- *C Approve February 9, 2016 City Council Regular Meeting Minutes Barb
- *D Approve Ordinance 951 Amending LSMC 2.54 Finance Department Barb
- *E Approve Long Range Planning Work Program Russ
- *F Approve Supplement No. 3 to Contract with AquaTechnex for Alum Treatment Mick
- *G Approve City Annual HVAC Services-Contract Correction Mick
- *H Authorize Mayor to Enter into Contract with Prothman for Interim Police Chief Mary
- *I Authorize Mayor to Enter into Contract with Prothman for Police Chief Recruitment Mary

ACTION ITEMS:

- *A Approve Contract with AquaTechnex for Milfoil Treatment Mick
- *B Approve Ordinance 949 Amending City Council Meeting Schedule (LSMC 2.08.020) Barb
- *C Approve Ordinance 952 Amending LSMC 2.12 - Mayor Mary

EXECUTIVE SESSION:

STUDY SESSION:

- *A Administrative Authority Russ
- B Sign Fees (Will be considered at 3/15/2016 Special Meeting)

ADJOURN

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

**THE PUBLIC IS INVITED TO ATTEND
 Special Needs**

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

NOTICE:

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



LAKE STEVENS CITY COUNCIL
PLANNING COMMISSION
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Joint City Council / Planning Commission Workshop

Contact Russ Wright **Budget** None
Person/Department: Interim Planning Director **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Joint discussion of planning topics with the City Council and Planning Commission.

DISCUSSION ITEMS:

A. 2016 Long Range Planning Work Program / Comprehensive Plan Docket

The Planning Commission and City Council have reviewed the 2016 Work Program, which includes amendments related to Environmental Regulations, Miscellaneous Updates, Economic Development, Process and Housekeeping. There are several mandatory updates necessary for the city to stay compliant with current state and federal regulations, updates needed to implement the comprehensive plan and carry-over items from 2015. Subsequent to review by both boards, Mayor Spencer asked staff to consolidate the work program to reflect priority topics due to the number of proposed amendments and high volume of development activity.

The revised work program (**Attachment A**) includes mandatory updates, updates in process, a few significant miscellaneous updates and Comprehensive Plan updates. A revised schedule is also included (**Attachment B**).

The proposed 2016 Comprehensive Plan Docket includes two citizen-initiated requests for changes to land use designations and city-initiated requests to update capital project lists (**Attachment C**). Other changes to the Comprehensive Plan would include preparation of a subarea plan for Downtown Lake Stevens and amendments to the Shoreline Master Program to implement related plan and code changes for consistency.

B. Code Amendments Under Review

Staff is currently working on five code amendments that are included in the Work Program described above.

- **LUA2016-0017 Marijuana** – an amendment to marijuana regulations to keep the city compliant with recent changes to state law. At the July 13, 2015 Council meeting, staff provided Council with information on the current status of marijuana facilities in the city and potential changes from new state regulations. Staff also informed Council that it had received

comments from the public to reconsider the “co-location prohibition” included in the city’s current marijuana ordinance. At the September 8, 2015 Council meeting, Council directed staff to consider the following changes to the city’s marijuana regulations based on public comment and state changes:

1. Repeal prohibition on Collective Gardens due to changes in state law and replace with language authorizing Medical Marijuana Cooperatives and authorizing the sale of medical marijuana at licensed retail locations with endorsements.
2. Modify definitions as needed.
3. Remove local co-location prohibition
4. Review the square footage cap for producers
5. Establish local allotment for retail locations

Staff has briefed the Planning Commission twice on this proposal and provided them with draft regulations (**Attachment D**). Some Planning Commissioners desired to have a more in depth discussion related to the status of marijuana in general and caps on production facilities and retail locations before staff completes its amendments.

- **LUA2016-0024 Critical Areas** – an amendment to the Chapter 14.88 of the LSMC that includes:
 1. General housekeeping; clarifications on intent of bonding, fencing/signage, use of tracts and easements;
 2. Revised onsite density transfer allowances;
 3. Inclusion of innovative design criteria; and
 4. Adoption of new wetland scoring standards.

Staff has briefed both City Council and the Planning Commission on this update.

Since the presentations to both bodies, staff has received comments from the Department of Ecology (DOE). DOE requests that the city update wetland definitions in LSMC 14.88.800; include additional criteria for allowing activities in wetland buffers LSMC 14.88.220; recommends that the city adopt revised wetland buffers according to the latest *Small Cities Guidance buffer table* in Table 14.88-II; and add clarifying language to buffer conditions, permitted actions in buffers and buffer reductions in LSMC 14.88.830 .

- **LUA2016-0025 Clearing and Grading** – an amendment to Chapter 14.64 LSMC – Part II that includes:
 1. Evaluate current thresholds for requiring clearing and grading permits and review process
 2. Integrate the forest practices regulations as outlined in RCW 76.09.010; and
 3. Evaluate current tree preservation standards.

Staff has briefed both City Council and the Planning Commission on this update.

- **LUA2016-0026 Administrative Authority** – an addition to Chapter 14.16C that would provide administrators greater discretion in decision making for minor alterations to zoning code standards especially to sites and/or situations with unique characteristics or challenges or when the change provides an equivalent or superior standard. Staff has proposed the following alternatives:
 1. Administrative Variance could allow between a 20 to 25 percent modification to standards

2. Administrative Deviations could allow between a 10 to 15 percent modification to standards
3. The *de minimis* alteration could be part of the administrative review of the underlying application. No additional time or fees would be included.

Staff reviewed these alternatives with the Planning Commission on February 3, 2016 and recommended considering a tiered approach that allowed a combination of the alternatives discussed. The Planning Commission wanted to make sure new authorities were defined and that timelines for additional processing were clear. These issues are discussed in greater detail as part of the regular City Council Packet

- **LUA2016-0027 Content Based Signs** – an amendment to the Chapter 14.68 LSMC to review the city’s sign regulations as they relate to U.S. Supreme Court Decision in *Reed v. Town of Gilbert*. As discussed with the City Council, staff proposes:
 1. Ceasing enforcement existing content-based sign regulations;
 2. Reviewing sign code to identify any content-based standards;
 3. Develop a purpose statement for the sign code regulations;
 4. Revise any sign definitions that are based on content;
 5. Avoid exemptions in the sign code, such as “special events” or “grand openings” (these are almost always not content neutral); and
 6. Add a substitution clause to avoid any favoritism, i.e. commercial versus non-commercial messages.

C. Annexation Strategy

Small pockets of unincorporated areas comprise the remainder of the Lake Stevens Urban Growth Area (UGA) with an area of 2,192 acres (3.4 square miles) including the lake. Most of the remaining unincorporated area is zoned for residential use (approximately 1175 acres) with a smaller amount (nearly 86 acres) zoned for industrial and commercial uses. Some of the issues to be considered as part of annexation study include evaluation of statistical data, preparation of maps, analysis of existing public services, urban service needs, special purpose districts, cost of service and a revenue estimate.

The City Council has expressed a renewed interest in evaluating the annexation of remaining unincorporated areas. City Council discussed this topic at their recent retreat. Staff provided City Council with a summary of different annexation mechanisms.

The attached map(s) show remaining unincorporated areas in the Lake Stevens UGA and areas in the northeastern part of the city that may be considered for annexation (**Attachment E**).

D. Downtown Subarea Plan

Planning and Community Development has issued a Request for Proposals (**Attachment F**) from qualified multi-disciplinary firms or teams to develop a comprehensive, holistic subarea plan for Downtown Lake Stevens and a Planned Action Environmental Impact Statement along with supplemental documents. The plan will analyze current economic and land use patterns in the area; define specific subarea boundaries; provide development typologies; offer recommendations to redevelop the city’s Civic Center along with recreational and community spaces; and finally

provide recommendations for future land uses, zoning and transportation improvements. Next steps will be holding a bidder's conference to discuss the project with interested firms, review applications and select a firm. Staff anticipates the project will commence around May and take 9 – 12 months to complete

APPLICABLE CITY POLICIES:

Review of municipal code and comprehensive plan by City Council and Planning Commission

BUDGET IMPACT:

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

ATTACHMENTS:

- A – 2016 Long Range Planning Work Program**
- B – 2016 Long Range Planning Master Schedule**
- C – 2016 Comprehensive Plan Docket Summary**
- D – Draft Revisions to Marijuana Code**
- E – Annexation Maps**
- F – News Release for Downtown RFP**

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

Implementation tasks from Comprehensive Plan Update, compliance with current State and Federal requirements and improve internal code function and implementation.

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	Staff
<i>Code Component / Affected Code Sections</i>						
Environment						
1. Critical Areas – Review entire Chapter 14.88 LSMC for internal consistency (e.g., application of standards across critical area type). <ul style="list-style-type: none"> Clarify status of maintenance and monitoring bonds in LSMC 14.88.278. Clarify when to use easement and when to use tracts to establish Native Growth Protection Areas in LSMC 14.88.290. Review density transfer section, specifically acreage requirement and wetland restriction in LSMC 14.88.297. Adopt updated wetland rating system and buffers per revised Department of Ecology manual in Chapter 14.88 LSMC Part VII Wetlands. 	X	X	X	X	X	AL ⁱ / REW ⁱⁱ
2. <i>Shoreline Master Program</i> – Update Appendix B of the <i>Shoreline Master Program</i> to reflect changes to the critical areas code as a Comprehensive Plan Amendment.	X	X	X	X	X	REW
3. DOE Floodplain Audit – Update affected sections of Chapters 14.64 LSMC Part I Special Flood Hazard Areas and 14.88 LSMC Part V Frequently Flooded Areas.	X		X	X	X	REW
4. Clearing & Grading / Forest Practices – Review and update to incorporate revised clearing & grading standards and adopt local administration of forest practices in Chapter 14.64 LSMC Part II Drainage, Erosion Control, Storm Water Management.	X	X	X	X	X	SJP ⁱⁱⁱ

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	Staff
Environment – Continued						
5. <i>2012 Stormwater Management Manual for Western Washington</i> – Adopt current stormwater manual, Low Impact Development Standards and update NPDES. <ul style="list-style-type: none"> Review and update to incorporate adoption of new stormwater manual and low impact development standards in Chapters 11.06 LSMC Stormwater Management and Chapter 14.64 LSMC Part II Drainage, Erosion Control, Storm Water Management. Review and update to incorporate adoption of low impact development standards in Chapter 14.56 LSMC Streets and Sidewalks. Review and update to incorporate adoption of new stormwater manual and low impact development standards in <i>Engineering Design and Development Standards</i>. 	X	X	X	X	X	REW / MG ^{iv}
2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	
Process						
1. Administrative Authority – Consider administrative variance or deviation process to be incorporated into Chapter 14.16C LSMC as a new section	X	X	X	X		REW
2. Park Fees – Update Chapter 14.120 LSMC to incorporate revised methodology for calculating park impact mitigation fees.	X		X	X		Parks Coordinator

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
Code Component / Affected Code Sections	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Miscellaneous Zoning Code Updates</i>						
1. Temporary Encampments – Propose code standards for temporary encampments to comply with RCWs 35.21.915, 35A.21.360 and 36.01.290 in LSMC 14.16C.125. ^v			X		X	REW
2. Wireless Facilities – Review and update code requirements for wireless facilities to comply with Communication Act 47 USCA 332 and WAC 197-11-800(25), in Chapters 14.08, 14.40 and 12.12 LSMC and LSMC 14.44.360. ^{vi}		X	X	X	X	SJP
3. State-Licensed Marijuana Facilities – Update code requirements for marijuana sales & production / processing, including number of retail locations, facility co-location, processing requirements & definitions in LSMC 14.44.097 and Chapter 14.40.		X	X	X		REW
4. Manufactured Homes/ Recreational vehicles – Update code to allow recreational vehicles in manufactured/mobile home communities.	X				X	REW
5. Content Based Signs – Update sign code to be consistent with <i>Reed versus Town of Gilbert Supreme Court Decision</i>			X		X	SJP

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Housekeeping / Scriveners' Errors</i>						
1. Private Roads – clarify setback requirements from private roads / access tracts in Table 14.48-I: Density and Dimensional Standards.		X		X		TBD
2. Title 6 Sewer and Chapter 14.60 LSMC Part II Sewer – Review and update to implement unification agreement.		X	X	X		TBD
3. School Impact Mitigation – Review Chapter 14.100 for consistency with School District rules – remove sections 14.100.130 and .230.	X	X	X	X		TBD
2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Economic Development</i>						
1. Impact Fees – Update timing requirements for collection of impacts fees for schools, parks and traffic in Chapters 14.100, 14.112 and 14.120 LSMC per enactment of SEB 5923.	X	X		X	X	TBD
2. Manufacturing Tax Exemption	X					JA ^{vii} / REW
3. Multifamily Housing Tax Exemption	X					JA / REW

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
Component	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	
<i>Comprehensive Plan</i>						
1. Downtown Subarea Plan – develop and adopt a subarea plan, planned action EIS and development regulations for Downtown Lake Stevens.	X			X		REW
2. Shoreline Master Program – Consider updates to the Shoreline Master Program affected by the adoption of a subarea plan for Downtown Lake Stevens and critical areas regulations.	X	X	X	X		REW
3. Annual 2016 Comprehensive Plan Docket – The docket may include city and citizen initiated amendments to be determined. <ul style="list-style-type: none"> • Citizen-initiated map amendments and Capital Facilities 	X		X		X	REW

-
- ⁱ AL – Amy Lucas
 - ⁱⁱ REW – Russ Wright
 - ⁱⁱⁱ SJP – Stacie Pratschner
 - ^{iv} MG – Mathew Goad
 - ^v WCIA Audit
 - ^{vi} WCIA Audit
 - ^{vii} JA- Jeanie Ashe

*Items shown in red are mandated amendments to stay compliant with state and federal laws.

An individual schedule and scope of work will be developed for each item.

Lake Stevens 2015 – 2016 Long Range Work Program					
Project Group	4th Quarter 2015	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016
<i>Code Amendments</i>					
Environment (Part 1) <ul style="list-style-type: none"> • Critical Areas Update • Clearing/Grading/Forest Practices 	Planning Commission			City Council	
Environment (Part 2) <ul style="list-style-type: none"> • Stormwater Manual • DOE Floodplain Audit 			Planning Commission		City Council
Miscellaneous Zoning Code Updates (Part 1) <ul style="list-style-type: none"> • Marijuana Update • Content Based Sign Code 		Planning Commission	City Council		
Miscellaneous (Part 2) <ul style="list-style-type: none"> • Manufactured Homes/ Recreational vehicles • Temporary Encampments • Wireless Facilities 				Planning Commission	City Council
Economic Development (Part 1) <ul style="list-style-type: none"> • Impact Fees 			Planning Commission	City Council	
Economic Development (Part 2) <ul style="list-style-type: none"> • Manufacturing Tax Exemption • Multifamily Housing Tax Exemption 				Planning Commission	City Council

Lake Stevens 2015 – 2016 Long Range Work Program					
Project Group	4th Quarter 2015	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016
<i>Code Amendments</i>					
Process (Part 1) • Administrative Authority		Planning Commission		City Council	
Process (Part 2) • Park Fees •				Planning Commission	City Council
Housekeeping • Private Roads • Sewers • School Impact Mitigation					Planning Commission
<i>Comprehensive Plan</i>					
Downtown Subarea Plan		City Council	Planning Commission		
Shoreline Master Program (CA / DT)				Planning Commission	City Council
Annual Comprehensive Plan Docket • Citizen and city initiated amendments		Planning Commission		City Council	

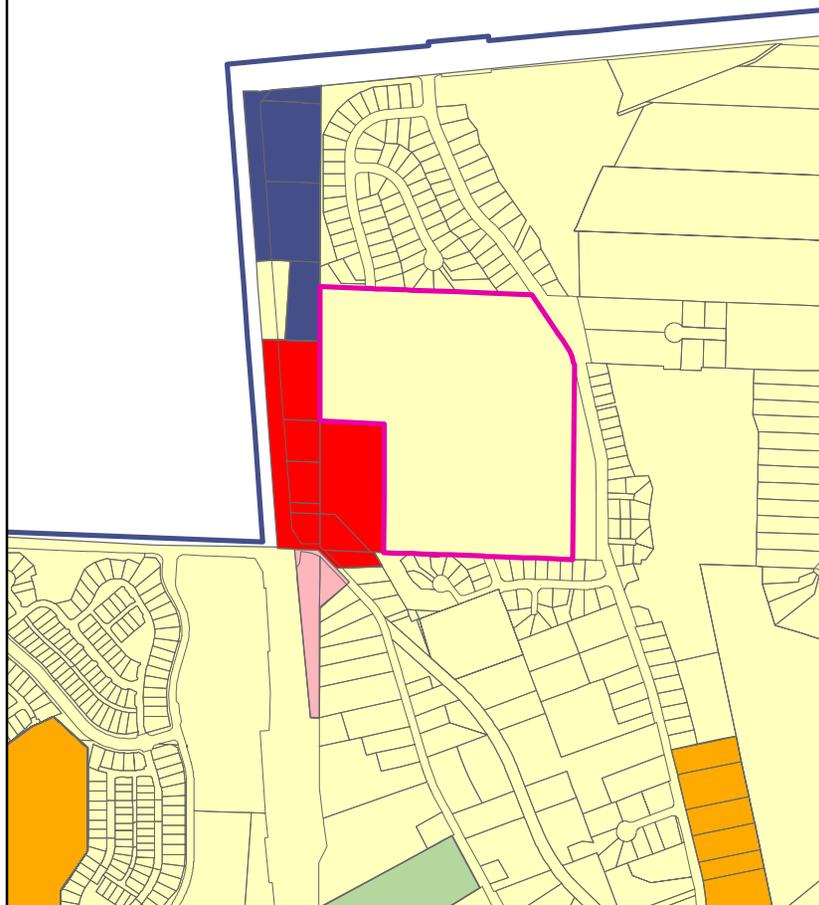
*Items shown in red are mandated amendments to stay compliant with state and federal laws.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December

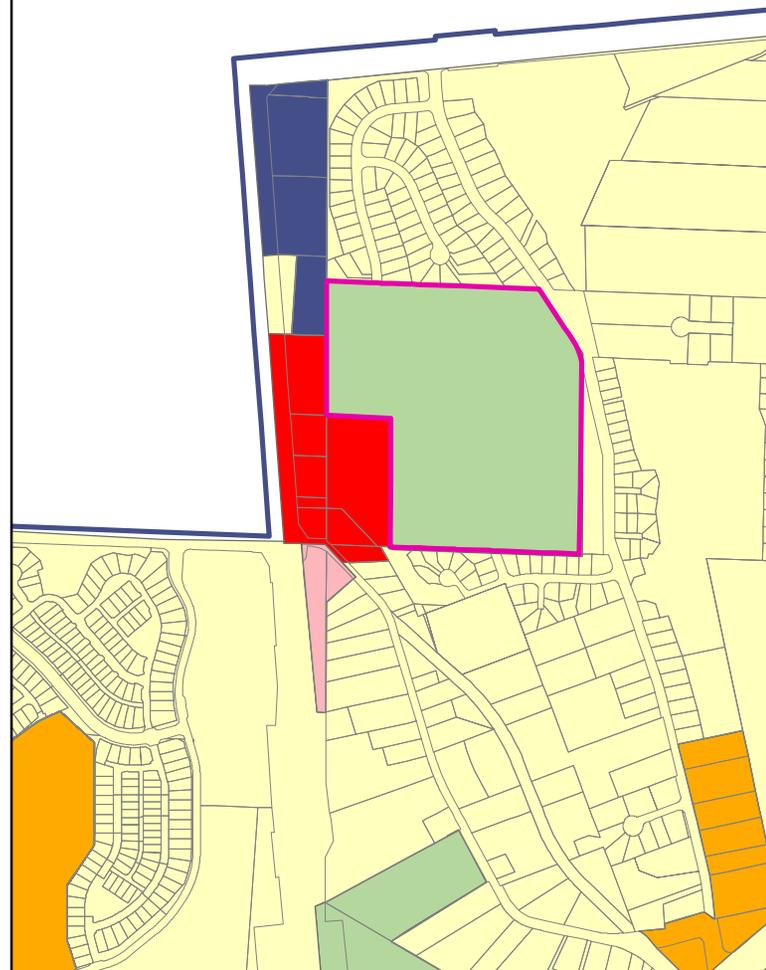
SUMMARY OF 2016 DOCKET PROPOSALS

RATIFICATION MAPS			
#	<u>NAME</u>	<u>PARCELS/ ACREAGE</u>	<u>REQUEST</u>
M-1	Minor Map Amendment (LUA2015-0119)	38 acres	Citizen request to change the land use designation, for two undeveloped parcels off Lake Drive, from Medium Density Residential to Public / Semi-Public and associated text amendments to the Land Use Element.
M-2	Minor Map Amendment (LUA2016-0007)	15 acres	Citizen request to change the land use designation, for three undeveloped parcels off SR-92, from Planned Business District to Medium Density Residential and associated text amendments to the Land Use Element.
M-3	City-Expanded Map Amendment (LUA2016-0007)	App. 0.7 – 5 acres	<p>City expansion of LUA2016-0007 to change the land use designation, for two partially developed parcels off SR-92, from Planned Business District to Medium Density Residential for consistency with adjacent parcels and associated text amendments to the Land Use Element.</p> <p>City may also consider adding the 3-acre parcel to the west and isolated 0.44-acre parcel east of 127th Ave SE.</p>
RATIFICATION TEXT			
#	<u>NAME</u>	<u>REQUEST</u>	
T-1	Chapter 5 – Parks, Recreation & Open Space	City-initiated text amendment to add a park project(s) to the Capital Project List for improvements to Lundeen Park and acquisition of park property in northwestern portion of city.	
T-2	Chapter – 8 Capital Facilities	City-initiated text amendments to add park and road projects to the Capital Project List and 6-year Capital Improvement Plan, including: <ul style="list-style-type: none"> • Lundeen Park, • Park Acquisition, • Cedar Road from 20th St NE to 30th St NE, • South Lake Stevens Road from South Davies to E. Lakeshore, and • 20th St SE Transit Alignment 	
T-3	Placeholder	Placeholder to address any inconsistencies identified during docket review process.	
T-4	Appendices	Update Appendix A – Final Environmental Impact Statement to be prepared as environmental review for 2016 Docket	
T-5	Update Dates & Table of Contents	Update dates, cover, footers, Executive Summary and Table of Contents as needed	
POTENTIAL DOCKET ITEMS			
Council may add items to the Docket based on recommendation from Planning Commission, discussion of proposed amendments or public testimony			

Current Land Use



Proposed Land Use



School District Land Use Map Amendment

- School District Parcel
- Lake Stevens Boundary
- Parcels
- Commercial
- Local Commercial
- GI Development Agreement
- Public / Semi-Public
- Med Density Residential (MDR)
- High Density Residential (HDR)

All data, information and maps are provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The city of Lake Stevens makes no warranties, expressed or implied as to the use of the information obtained here. There are no implied warranties of merchantability or fitness for a particular purpose. The requestor acknowledges and accepts all limitations, including the fact that the data, information and maps are dynamic and in a constant state of maintenance, correction and update.

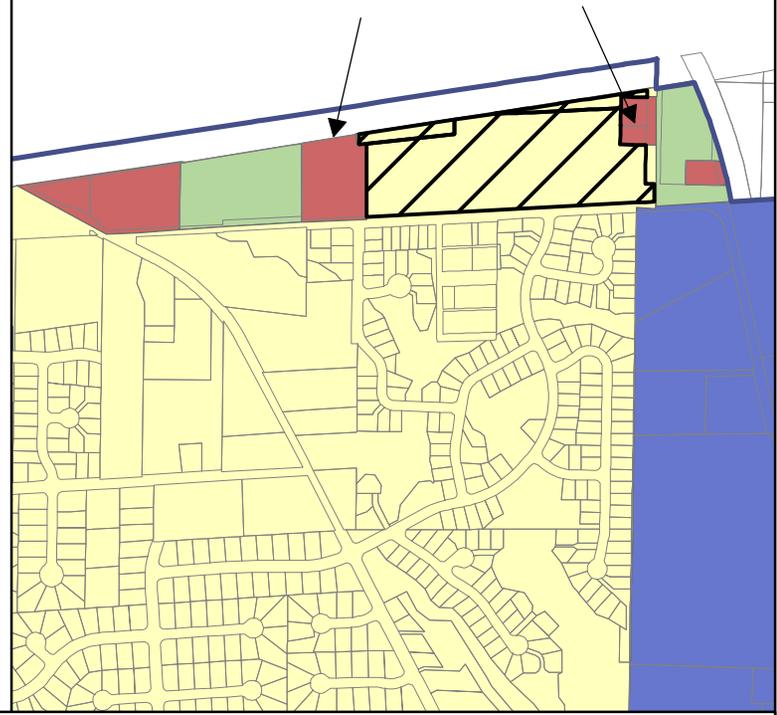
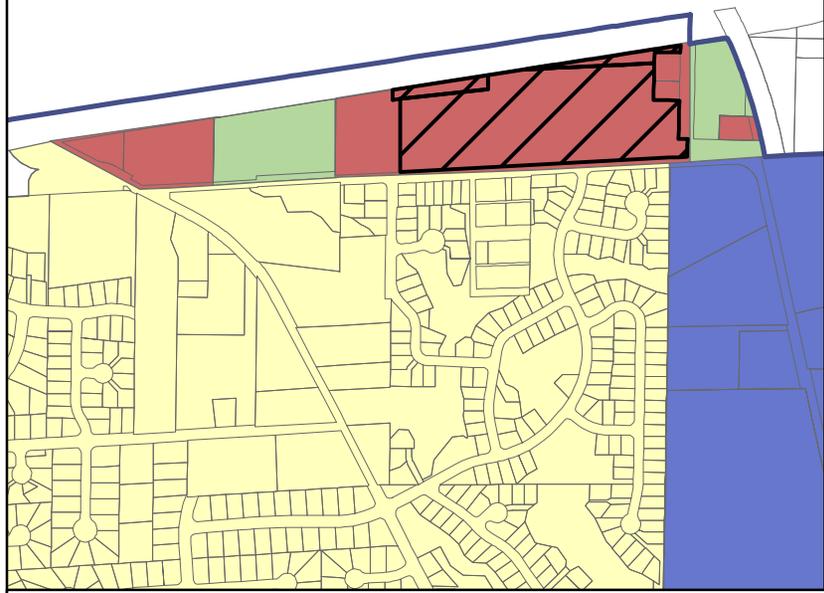
Data Sources: Snohomish County (2016), City of Lake Stevens (2016)

Date: February 2016



Current Land Use

Proposed Land Use



Seattle Pacific Land Use Map Amendment

- | | |
|-------------------------|--------------------------------|
| Lake Stevens Boundary | Land Use Designations |
| Parcels | General Industrial |
| Seattle Pacific Parcels | Planned Business District |
| | Public / Semi-Public |
| | Med Density Residential (MDR) |
| | High Density Residential (HDR) |



All data, information and maps are provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The city of Lake Stevens makes no warranties, expressed or implied as to the use of the information obtained here. There are no implied warranties of merchantability or fitness for a particular purpose. The requestor acknowledges and accepts all limitations, including the fact that the data, information and maps are dynamic and in a constant state of maintenance, correction and update.

14.08.010 Definitions

Cooperative. A cooperative established under RCW 69.51A.250 to produce and process marijuana only for the medical use of members of the cooperative (definition related to medical marijuana regulations only).

Marijuana. All parts of the plant Cannabis, whether growing or not, with a THC concentration greater than 0.3 percent on a dry weight basis; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.

Marijuana Concentrates. Any product consisting wholly or in part of the resin extracted from any part of the plant Cannabis and having a THC concentration greater than ten percent

Marijuana Processing Facility (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor ~~Control~~ and Cannabis Board to process marijuana into marijuana concentrates, useable marijuana and marijuana-infused products, package and label marijuana concentrates, useable marijuana and marijuana-infused products for sale in retail outlets, and sell marijuana concentrates, useable marijuana and marijuana-infused products at wholesale to marijuana retailers.

Marijuana Products. Useable marijuana, marijuana concentrates, and marijuana-infused products as defined in this section.

Marijuana Production Facility (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor ~~Control~~ and Cannabis Board to produce marijuana at wholesale to marijuana processor licensees and to other marijuana producers.

Marijuana-Infused Products. Products that contain marijuana or marijuana extracts, are intended for human use, are derived from marijuana as defined in this section, and have a THC concentration no greater than ten percent. The term "marijuana-infused products" does not include either useable marijuana or marijuana concentrates.

Marijuana Retail Facility (definition related to recreational marijuana facilities regulations only). A person or entity licensed by the Washington State Liquor ~~Control~~ and Cannabis Board to sell marijuana only usable concentrates, useable marijuana, marijuana-infused products ~~and marijuana paraphernalia to persons 21 years of age and older~~ in a retail outlet.

14.40.040 Permissible and Prohibited Uses

(b) Without limiting the generality of the foregoing provisions, the following uses are specifically prohibited in all districts:

(5) Medical cannabis (marijuana) collective gardens and medical cannabis (marijuana) dispensaries, as those terms are defined or described in this code and/or under state law, are prohibited in all zoning districts of the City of Lake Stevens.

14.44.097 State-Licensed Marijuana Facilities.

All State-licensed marijuana facilities shall meet the following development standards:

(a) All facilities must be State-licensed and comply with all requirements of State law and the Washington State Liquor Control Board's regulations for State-licensed marijuana facilities.

(b) No marijuana facility shall be allowed as a home occupation.

(c) The definitions set forth in RCW [69.50.101](#) to [69.50.102](#), WAC [314-55-010](#) and Section [14.08.010](#) shall control.

(d) Location.

(1) ~~No more than one distinct marijuana business shall be located within a single structure.~~

(21) Marijuana retail and processing facilities shall be located fully within a permanent structure designed to comply with the City building code and constructed under a building/tenant improvement permit from the City regardless of the size or configuration of the structure.

(32) Marijuana production shall be located within a fully enclosed secure indoor facility or greenhouse with rigid walls, a roof, and doors designed to comply with the City building code and constructed under a building/tenant improvement permit from the City regardless of the size or configuration of the structure.

(43) Marijuana facilities shall not be located in mobile or temporary structures.

(54) No State-licensed marijuana facility shall be located within 1,000 feet of the perimeter of a parcel, which has at least one of the land uses listed below:

(i) Elementary or secondary school (public or private);

(ii) Playground;

(iii) Recreation center or facility;

(iv) Child care center;

- (v) Public park;
- (vi) Public transit center;
- (vii) Library;
- (viii) Any game arcade, which allows admission to persons less than 21 years of age.

(6) Total number of retail locations will be per allocation of the Liquor and Cannabis Board.

- (e) Size.
 - (1) State-licensed marijuana producers will be limited in size to Tier 2 production facilities, pursuant to WAC [314-55-075](#).
 - (2) The maximum amount of space for State-licensed marijuana production and processing will be limited to ~~10060~~,000 square feet citywide.
 - (3) State-licensed retail locations will be limited in size to 1,000 total square feet or less including sales, storage, office and other incidental spaces.
 - (f) No production, processing or delivery of marijuana may be visible to the public nor may it be visible through windows.
 - (g) All fertilizers, chemicals, gases and hazardous materials shall be handled in compliance with all applicable local, State and Federal regulations. No fertilizers, chemicals, gases or hazardous materials shall be allowed to enter a sanitary sewer or stormwater sewer system nor be released into the atmosphere outside of the structure where the facility is located.
 - (h) No odors shall be allowed to migrate beyond the interior portion of the structure where a marijuana facility is located. Applicants must demonstrate that adequate odor control exists on site prior to certificate of occupancy.
 - (i) A City of Lake Stevens business license pursuant to Chapter [4.04](#) and a State license pursuant to Chapter [314-55](#) WAC shall be obtained prior to the start of facility operations.
 - (j) All facilities shall comply with Chapter [19.27](#) RCW, State Building Code Act and Chapter [14.80](#), Building and Construction. Appropriate permits shall be obtained for all changes of use, tenant improvements, mechanical system improvements, electrical upgrades and similar work.
 - (k) Each State-licensed retail facility may have one sign, limited to 1,600 square inches (11.11 square feet), identifying the retail outlet by the licensee's business name or trade name, affixed or hanging in the windows or on the outside of the premises visible to the general public from the public right-of-way, subject to issuance of a sign permit pursuant to Chapter [14.68](#). (Ord. 908, Sec. 8, 2014)

TABLE 14.40-I: TABLE OF PERMISSIBLE USES BY ZONES

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.

P - Permitted Use; A - Administrative Conditional Use; C - Conditional Use (See Section [14.40.020](#) for explanation of combinations)

USE DESCRIPTIONS	SR	WR	UR	HUR	MFR	NC4	LB	CBD	MU1	PBD5	SRC	LI	GI	P/SP
27.000	STATE-LICENSED MARIJUANA FACILITIES ²³													
27.100	Marijuana Processing Facility - Indoor Only												<u>PA</u>	<u>PA</u>
27.200	Marijuana Production Facility - Indoor Only												<u>PA</u>	<u>PA</u>
27.300	Marijuana Retail Facility ²⁴												P	P

24. Medical marijuana / cannabis can be sold at licensed retail facilities with endorsements from the Liquor and Cannabis Board pursuant to RCW 69.50.375.



January
 2016



Potential Annexation Areas



City of Lake Stevens

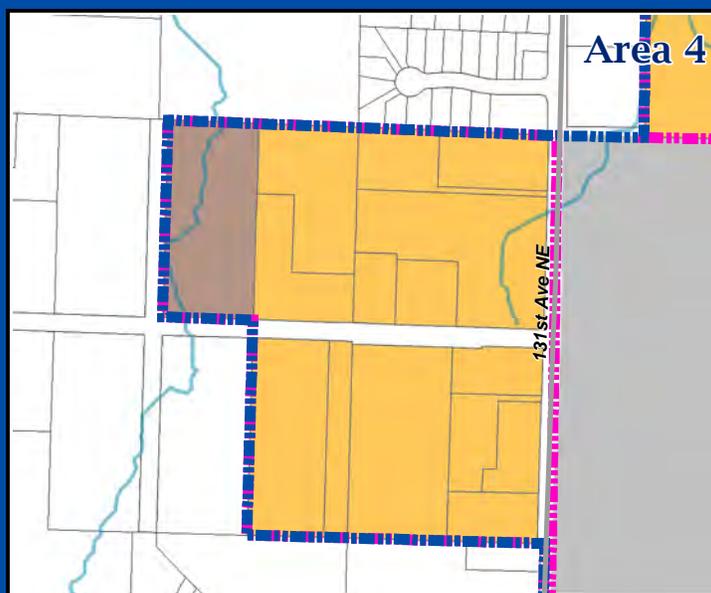
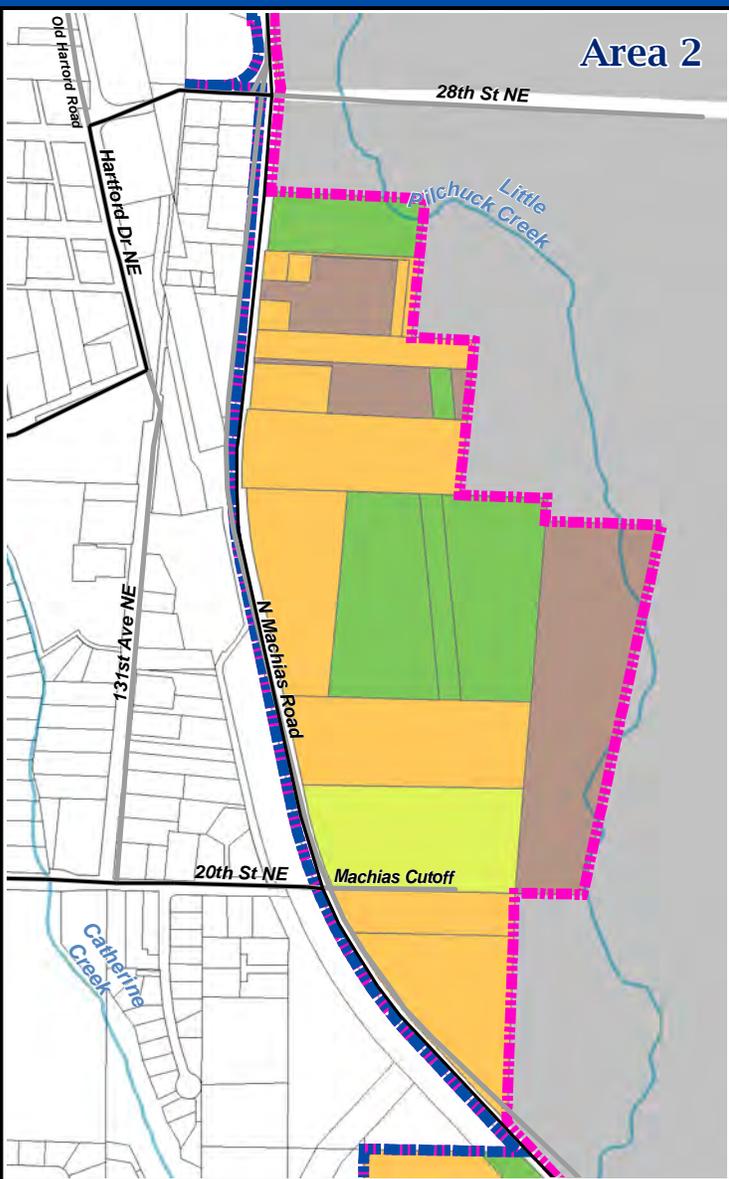
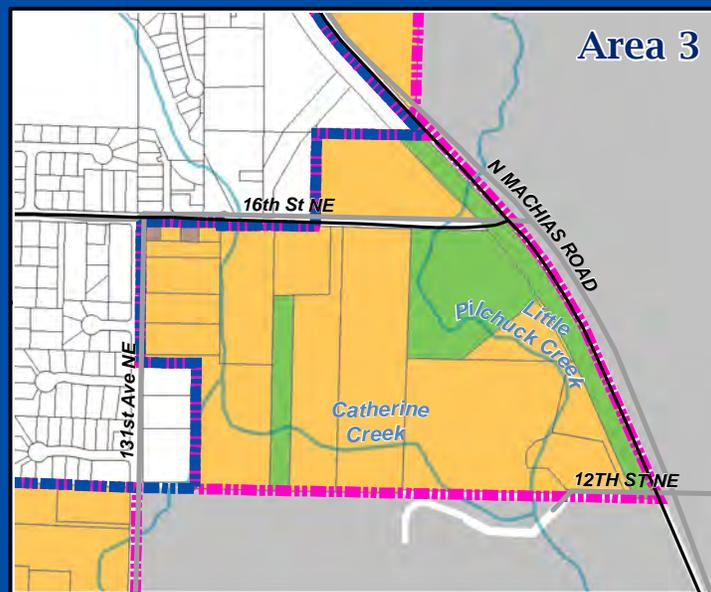
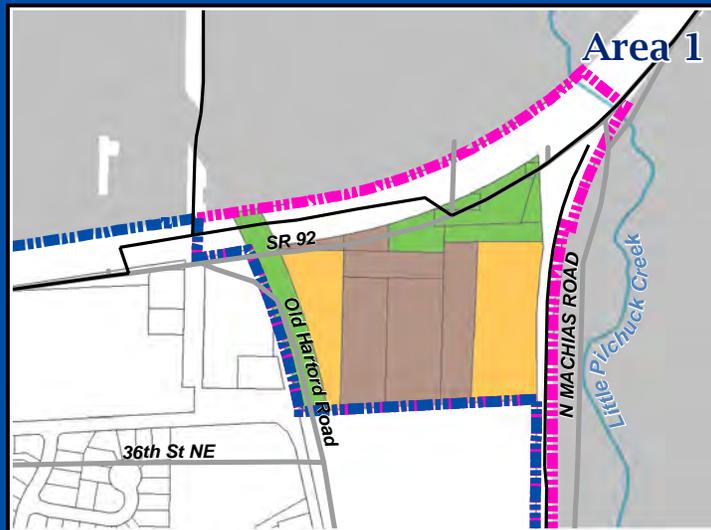
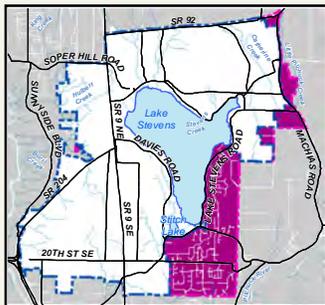


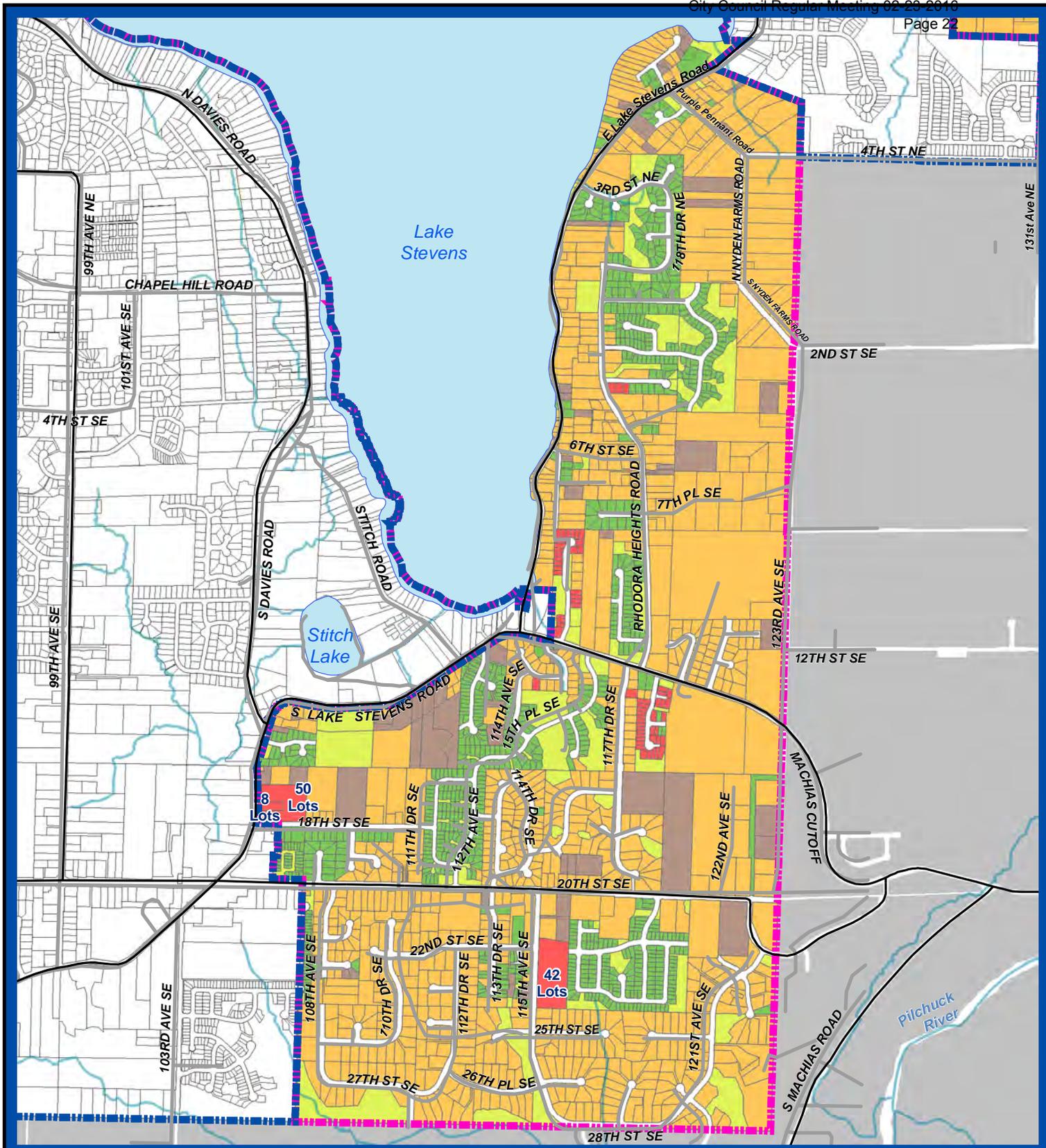
Unincorporated UGA

Land Status

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

Not to Scale





Potential Annexation Areas

January 2016



City of Lake Stevens



Unincorporated UGA

Land Status

No Change or Replacement

Open Space

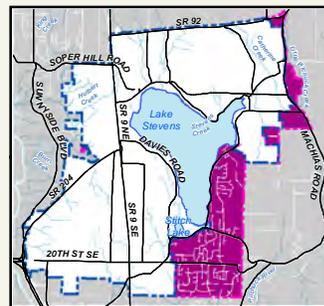
Partially-Used or Redevelopable

Pending

Vacant



Not to Scale





NEWS RELEASE

Date: February 16, 2016

City Contact: Russ Wright, Interim Planning and Community Development Director

DOWNTOWN LAKE STEVENS SUBAREA PLAN

The city of Lake Stevens is pleased to announce that it is accepting proposals from a qualified firm or team to develop a subarea plan for downtown Lake Stevens. This plan will be the third subarea plan developed to implement the city's long term growth strategy. Upon completion, the plan will empower the successful redevelopment of the city's historic lakeside downtown. The plan should address several main themes.

- **Historical, cultural & environmental context**
- **Community vision for Downtown Lake Stevens**
- **Economic development opportunities**
- **Land use and zoning**
- **Development standards & urban design**
- **Marketing, promotion & partnerships**
- **Recreational opportunities & community spaces**

The subarea planning effort will promote an inclusive public participation process to engage elected/appointed officials, area residents, city residents, businesses, property owners, special purpose districts, community organizations and other stakeholders.

The city will hold a bidder's conference in early March to discuss the project scope with interested firms.

Proposals must be received by 4:00 pm on April 04, 2016.

The city would like the project to be completed within 9 to 12 months after the qualified firm or team is selected.

The Request for Proposal is available at the following link:

<http://wa-lakestevens.civicplus.com/index.aspx?NID=363&ART=1540&ADMIN=1>

If you have questions or if you would like to be on our mailing list please email to Russ Wright at rwright@lakestevenswa.gov.



This page left blank intentionally

City of Lake Stevens

Memo

To: City Council
From: Mayor Spencer
Date: February 23, 2016
RE: Library Board Appointment

There are currently two vacant positions on the Library Board. The City advertised for and received two applications. Both applicants were interviewed, one January 20 and the other on February 3, 2016 by Shaelynn Bates, Chairperson of the Library Board. I participated in the interview on January 20, and Councilmember Daughtry participated in the interview on February 3. Following the interviews it was determined that one of the applicants would be a fit for the Board and that the City would do additional advertising for the second vacancy.

At this time I recommend that Paul Ryan be appointed to Position 1 for the term beginning January 1, 2016 and ending December 31, 2019.



This page left blank intentionally



1076 Franklin Street SE • Olympia, WA 98501-1346

Date: February 11, 2016
To: Mayor John Spencer, City of Lake Stevens
From: Craig George, AWC Board Nominating Committee Chair
Subject: 2016 AWC Board of Directors Recruitment

RECEIVED

FEB 16 2016

CITY OF LAKE STEVENS

As the presiding Chair of the AWC's Nominating Committee, I have the distinct pleasure of calling for nominations to the 2016 Board of Directors.

Members of the AWC Board of Directors play a critical leadership role in the success of the Association. As a board member, you would provide guidance regarding legislative proposals as outlined in the Statement of Policy adopted by AWC member delegates. The board also reviews and adopts AWC's annual operating budget, establishes membership fees, and provides policy direction regarding other issues of concern.

The 2016 Nominating Committee is currently calling for applications for ten AWC Board of Director positions that include District #8 and At-Large #2 (Western).

The Nominating Committee strongly encourages you to share this information with your city council.

If you or someone on your city council is interested in serving in this capacity, please complete and return the **Board of Directors application found here:** <http://www.awcnet.org/portals/0/documents/awc/BoardApp.pdf> **by 5 pm on Friday, March 25, 2016.** You may mail, fax or email this form to the attention of Michelle Catlin, Association of Washington Cities, 1076 Franklin Street SE, Olympia, WA 98501; Fax: (360) 753-0149; or email to michellec@awcnet.org.

Cities represented in the open AWC Board District #8 position are:

Arlington	Everett	Lake Stevens	Monroe	Stanwood
Brier	Gold Bar	Lynnwood	Mountlake Terrace	Sultan
Darrington	Granite Falls	Marysville	Mukilteo	Woodway
Edmonds	Index	Mill Creek	Snohomish	

At-Large #2 represents cities west of the crest of the Cascade Mountain Range (pop. less than 5,000)

At-Large #4 represents cities east of the crest of the Cascade Mountain range (pop. less than 5,000)

Additional information at the AWC Board of Directors and a district map can be found on the AWC's website: www.awcnet.org.



This page left blank intentionally

CITY DEPARTMENT REPORT
FEBRUARY 23, 2016 CITY COUNCIL REGULAR MEETING

Planning Department

- Long Range Planning – staff is working on five code amendments, four comprehensive plan amendments and four rezones. The RFP for the Downtown Subarea Plan has been published.
- Current Planning / Building – we have issued 79 building permits and taken in 75 building permit applications in the last 30 days as well as a variety of land use applications. Inspection are averaging over 20 per day. Staff has completed interviews for the Building Inspector/Code Enforcement Officer and has scheduled interviews for the vacant Associate Planner position.
- Economic Development –
 - There are ongoing meetings and site tours with brokers and developers;
 - Working with Lake Stevens Chamber of Commerce to incorporate the Chamber Ambassadors into the City’s business retention and expansion program;
 - Collaborating on the upcoming Small Craft Brewery, Winery, Distillery Build Your Business Forum; and
 - Provided fresh content and pictures to the Snohomish County Tourism Bureau for their magazine and web site.
- Code Enforcement – the entire staff has been pitching in to stay on top of code complaints as they are reported

Police Department

- The Police Department is working with the juvenile drug court in Snohomish County to help as a liaison for juvenile offenders. We have assigned a School Resource Officer to assist in this role. Our office participated in a similar role with Snohomish County in the adult drug court a few years ago.
- Our department has worked with the sheriff’s office to facilitate the closure of the encampment at Vernon and Lundeen Parkway. The County Public Works Department will be dealing with the clean up of the property this coming week. Sgt. Valvick has drawn up the action plan to deal with the homeless encampments in the City and we are actively dealing with them.
- Detective Dean Thomas is celebrating his 10 year mark with LSPD on March 1st, 2016. He has worked in the investigations unit for the last four-plus years and is an exceptional investigator. In 2016 he has taken on the role of squad leader for our detective’s unit, along with his duties on the County-wide SMART Team.

Public Works Department

- Public Works Committee – the first meeting was held on the 17th February and Councilmember Daughtry was appointed the Chair. The committee’s first action is a recommendation to hire the Public Works Mechanic in 2016. This will be brought before the Council as a discussion item.

Background: During the 2016 Budget Committee meetings, it was recommended by the committee that Public Works hire the Public Works Mechanic in 2016 (This was a position shown to be considered in 2017 in the staffing plan presented to the Council in 2014.) This action was put on hold while information on estimated costs and affects could be developed with

the intent that it be brought back before the Council in early 2016.

- Visitors Center (Lundeen House) – The permit has been issued and work has begun on the interior and decking of the building. The improvements are to improve security and to bring the building up to ADA compliance. Coordination is taking place between the Chamber and the City on a tenant agreement and shared staff. The initial concept is to have the Center opened Tuesday through Sunday.
- Fish Roundabout – Diana Hale is developing the landscaping plan, which is anticipated to be implemented this spring.
- Parks Crew Worker – Michael Holly has accepted the position and will be starting 1st of March. The main focus will be Lundeen and North Cove Parks. Michael holds a State Pesticide license so he will be able to apply weed control throughout the City. He has several specialties with an emphasis on lawn care.
- Grade Road Embankment –
 - The City has made the offer for the acquisition of land and is working with the property owner's attorney to come to an agreement.
 - A concept design has been submitted to the Department of Fish and Wildlife and a meeting is being setup. It is hoped that this will help prevent delays in the State permitting process.
 - During a field visit early this month, it was discovered that the embankment has shown more movement. The Sewer District was alerted and they informed the City that a recent review of the sewer line has also shown movement. This will continued to be monitored.
- 20th Street SE Right of Way Transfer – The County has issued deeds to the City, which are under review by the City Attorney's office.

Human Resources

- Police Officer candidate Schedler has successfully completed the background check process. A final offer of employment will be made shortly.
- Two additional Police Officer candidates are starting the background check process.
- The additional Records Clerk candidate declined the position. H.R. is currently recruiting to create a new eligibility list.
- Prothman is in the process of creating recruitment documents for the Community Development Director process.
- Building/Code Compliance Inspector interviews took place last week with excellent results. A final candidate will be chosen next week to proceed through the background check process.
- The City Attorney is currently reviewing a subscription agreement for our new applicant tracking software. H.R. hopes to implement the program in April.
- Permit Specialist Jill Meis has agreed to be the new Wellness Committee Chairperson. Jill and Steve will be attending the Healthy Workplace Academy in March for training.

**BLANKET VOUCHER APPROVAL
 2016**

Payroll Direct Deposits	2/12/2016	\$148,290.73
Payroll Checks	39845-39846	\$4,261.83
Tax Deposit(s)	12/12/2016	\$63,658.21
Electronic Funds Transfers	ACH	\$5,087.80
Claims	39847-39938	\$277,749.15
Void Checks	38327, 39818, 39912	(\$3,160.52)
Total Vouchers Approved:		\$495,887.20

This 23rd day of February 2016:

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

 Finance Director/Auditing Officer

 Mayor

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

 Councilmember



This page left blank intentionally



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$	
Ace Hardware	39847							Check Total	\$305.51
		2/23/2016		49157	101-016-544-90-31-02	ST-Operating Cost	Hammer/marker	\$15.51	
				49336	101-016-542-64-31-00	ST-Traffic Control - Supply	Bolts for signs	\$19.55	
				49401	101-016-544-90-31-02	ST-Operating Cost	Clawbar/metal snips	\$31.47	
				49409	001-010-576-80-31-00	PK-Operating Costs	Electric boxes/cover plates/springs	\$13.23	
					101-016-544-90-31-02	ST-Operating Cost	Electric boxes/cover plates/springs	\$13.22	
					410-016-531-10-31-02	SW-Operating Costs	Electric boxes/cover plates/springs	\$13.22	
				49438	001-008-521-20-31-01	LE-Operating Costs	Circuit breaker tester-Police Station repairs	\$45.59	
				49460	001-010-576-80-31-03	PK-Lundeen-Op Costs	Hammer/Pry bar repairs Lundeen House	\$45.05	
				49496	101-016-544-90-31-02	ST-Operating Cost	Storage container/fasteners	\$4.99	
410-016-531-10-31-02	SW-Operating Costs				Storage container/fasteners	\$4.98			
49510	001-008-521-20-31-01	LE-Operating Costs	Turtle wax/light bulbs	\$98.70					
ACES	39848							Check Total	\$449.00
		2/23/2016		11386VM	001-005-517-60-31-00	HR-Safety Program	Safety mtg:Chainsaw training	\$102.98	
					101-016-517-60-31-00	ST-Safety Program	Safety mtg:Chainsaw training	\$173.01	
					410-016-517-60-31-00	SW-Safety Program	Safety mtg:Chainsaw training	\$173.01	
Advantage Building Services	39849							Check Total	\$951.70
		2/23/2016		2036	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$28.75	
					001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$28.75	
					001-008-521-20-41-00	LE-Professional Services	Janitorial Services	\$300.00	
					001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$19.16	
					001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$115.00	
					001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$156.00	
					101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$19.17	
					410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$19.17	
					621-000-386-00-00-00	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$34.30)	
2064	001-008-521-50-48-00			LE -Repair & Maint Facilities	Carpet cleaning-Police Station	\$300.00			
Alexander Printing	39850							Check Total	\$95.55
		2/23/2016		45557	001-007-558-50-31-01	PL-Operating Costs	Business cards - Pratschner	\$47.78	
					001-007-559-30-31-01	PB-Operating Cost	Business cards -Sniffen	\$47.77	
American Forest Management Inc	39851							Check Total	\$650.00
		2/23/2016	86682	001-010-576-80-41-01	PK -Professional Tree Srv	January 2016 Arborist services	\$650.00		



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Awards of Praise	39852						Check Total	\$91.73
		2/23/2016	10001	001-008-521-20-31-04	LE - Donation Exp - Other	Award plaque	\$91.73	
Janet Berg	39853						Check Total	\$2,034.82
		2/23/2016	2/2016	001-002-513-11-20-00	AD-Benefits	Medical Benefits - Berg	\$2,034.82	
Blumenthal Uniforms	39854						Check Total	\$82.92
		2/23/2016	4772277	001-008-521-20-31-01	LE-Operating Costs	Nik Test - Opiates	\$82.92	
Cindy Brooks	39855						Check Total	\$11.05
		2/23/2016	2/5/16	001-008-521-20-43-00	LE-Travel & Meetings	Meals at Sector Training	\$11.05	
Ron Brooks	39856						Check Total	\$18.00
		2/23/2016	2/8/16	001-008-521-20-43-00	LE-Travel & Meetings	Meals - Training	\$18.00	
Business Card	39857						Check Total	\$13,882.35
		2/23/2016	0568 2/16	001-007-558-50-31-01	PL-Operating Costs	Apple USB cable & adapter	\$52.07	
				001-007-558-50-41-03	PL-Advertising	LUA2016-0004 McKay Rezone	\$40.72	
					PL-Advertising	LUA2016-0001 School District Lake Dr	\$112.94	
					PL-Advertising	LUA2016-0002 Brookside 2	\$6.47	
					PL-Advertising	LUA2015-0123 New Dunroven	\$23.16	
				001-007-559-30-31-01	PB-Operating Cost	2012 Internatl Residential Code publication	\$97.74	
					PB-Operating Cost	WA State Amendments to the 2012 IRC Publication	\$31.03	
				001-007-559-30-49-01	PB-Staff Development	Certification renewal - Sniffen	\$110.00	
				0979 2/16	001-008-521-20-31-01	LE-Operating Costs	Blackhawk Spec Ops Entry Ram	\$290.99
						LE-Operating Costs	Stainless Steel Wall shelf	\$200.13
		001-008-521-20-43-00	LE-Travel & Meetings		Hotel - Thomas - San Diego	\$862.95		
			LE-Travel & Meetings		Supplies - mtg with SCSSO	\$10.98		
			LE-Travel & Meetings		Coffie for meeting w/SCSSO	\$16.24		
			LE-Travel & Meetings		Airfare - Thomas to San Diego	\$320.20		
		3880 2/16	001-001-511-60-43-00	Legislative - Travel & Mtgs	Hotel - Olympia - AWC Action Days	\$1,583.61		
				Legislative - Travel & Mtgs	Meals - Olympia - AWC Action Days	\$30.60		
			001-001-511-60-49-01	Legislative - Prof. Developmen	Registration for Natl League of Cities Conference	\$1,833.33		
			001-001-511-60-49-02	Legislative-C.C.Retreat	Meals - Council Retreat	\$895.33		
				Legislative-C.C.Retreat	Council Retreat - Conference Room	\$478.17		
Legislative-C.C.Retreat	Hotel - Council Retreat			\$991.90				
001-001-513-10-43-00	Executive - Travel & Mtgs	Mtg with Marysville officials	\$65.20					



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	39857	2/23/2016	3880 2/16	001-001-513-10-43-00	Executive - Travel & Mtgs	Hotel - Olympia - AWC Action Days	\$287.27
					Executive - Travel & Mtgs	Meals - Olympia - AWC Action Days	\$39.24
				001-001-513-10-49-01	Executive - Prof. Development	Registration for Natl League of Cities Conference	\$366.67
				001-002-513-11-43-00	AD-Travel & Meetings	Meals - Olympia - AWC Action Days	\$49.44
					AD-Travel & Meetings	Hotel - Olympia - AWC Action Days	\$267.96
					AD-Travel & Meetings	Parking - Olympia - AWC Action Days	\$3.00
			001-013-518-20-49-00	GG-Miscellaneous	Membership-Natl League of Cities	\$1,861.00	
			4396 2/16	001-001-511-60-31-00	Legislative - Operating Costs	Council sign in floor sign	\$86.87
				001-001-511-60-49-02	Legislative-C.C.Retreat	Council Retreat supplies	\$26.66
				001-003-514-20-31-00	CC-Office Supply	Phillips Boundary Layer Conference Microphone	\$145.00
				001-004-514-23-49-01	FI-Staff Development	GASB 68 Implementation - B Stevens	\$60.00
				001-005-518-10-49-00	HR-Miscellaneous	JSABuilder Subscription	\$67.00
				001-007-558-50-41-03	PL-Advertising	Help wanted - Associate Planner	\$250.00
				001-008-521-20-41-03	LE-Advertising	Help wanted-Lateral Police Officers	\$195.00
				510-006-518-80-49-00	License Renewal - Annual Maint	Domain 3 year renewal	\$674.97
			8060 2/16	001-007-558-50-31-00	PL-Office Supplies	Brother Laminated Black on White Tape	\$12.78
				001-007-558-70-41-00	PL-Economic Devel	Mailing tubes	\$124.45
				001-007-559-30-31-00	PB-Office Supplies	Brother Laminated Black on White Tape	\$12.78
				001-010-576-80-43-00	PK-Travel & Meetings	Lundeen House meeting	\$23.16
				001-012-572-20-31-00	CS-Library-Office & Operating	Norton adaptor kits library door repair	\$41.93
				101-016-542-90-31-01	ST-Clothing	Boots	\$178.45
				101-016-544-90-31-01	ST-Office Supplies	Mailing tubes	\$46.36
					ST-Office Supplies	Brother Laminated Black on White Tape	\$12.78
					ST-Office Supplies	Rite in the Rain All Weather Notebooks	\$16.13
				101-016-544-90-31-02	ST-Operating Cost	Membership refunded prorated amount	(\$83.16)
				410-016-531-10-31-00	SW-Clothing	Boots	\$178.44
				410-016-531-10-31-01	SW-Office Supplies	Mailing tubes	\$46.37
					SW-Office Supplies	Brother Laminated Black on White Tape	\$12.77
					SW-Office Supplies	Rite in the Rain All Weather Notebooks	\$16.13
			8338 2/16	001-008-521-20-32-00	LE-Fuel	Fuel - PT63 - no fuel key assigned	\$31.87
				001-008-521-20-43-00	LE-Travel & Meetings	Meals - Oral Boards	\$37.91
			8877 2/16	001-008-521-20-31-00	LE-Office Supplies	Evolut Ergonomic Vertical Mouse	\$85.95



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Business Card	39857	2/23/2016	8877 2/16	001-008-521-20-31-01	LE-Operating Costs	Transcriptions	\$162.85	
				001-008-521-20-31-04	LE - Donation Exp - Other	Awards banquet supplies	\$107.45	
				001-008-521-20-41-00	LE-Professional Services	Database searches	\$108.60	
				001-008-521-20-43-00	LE-Travel & Meetings	Meals - Ubert/Vanderwalker training	\$69.90	
				001-008-521-20-43-00	LE-Travel & Meetings	Meals - Oral Boards	\$47.62	
				001-008-521-20-43-00	LE-Travel & Meetings	Meals - Vanderwalker training	\$10.74	
				520-008-594-21-63-00	Capital Equipment	Licenses PT62/PT63/PT64	\$146.25	
Carquest Auto Parts Store	39858	Check Total						\$478.54
		2/23/2016	2421-234011	101-016-544-90-31-02	ST-Operating Cost	Truck belts	(\$8.57)	
		2421-234021	101-016-544-90-31-02	ST-Operating Cost	Truck belts	\$92.72		
		2421-234022	101-016-544-90-31-02	ST-Operating Cost	Truck belts	(\$27.51)		
		2421-234067	101-016-544-90-31-02	ST-Operating Cost	Oil/oil filter for PW41	\$20.42		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Oil/oil filter for PW41	\$20.42		
		2421-234071	101-016-544-90-31-02	ST-Operating Cost	Truck belts	(\$110.76)		
		2421-234072	101-016-544-90-31-02	ST-Operating Cost	Convex mirror - PW11	\$27.40		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Convex mirror - PW11	\$27.40		
		2421-234073	001-010-576-80-31-00	PK-Operating Costs	Mower belt	\$9.89		
		101-016-544-90-31-02	101-016-544-90-31-02	ST-Operating Cost	Mower belt	\$9.90		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Mower belt	\$9.90		
		2421-234075	101-016-544-90-31-02	ST-Operating Cost	Floor mats/gloves - PW21	\$29.28		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Floor mats/gloves - PW21	\$29.29		
		2421-234091	001-010-576-80-31-00	PK-Operating Costs	Mower belts	\$59.39		
		101-016-544-90-31-02	101-016-544-90-31-02	ST-Operating Cost	Mower belts	\$59.38		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Mower belts	\$59.38		
		2421-234096	001-010-576-80-31-00	PK-Operating Costs	Mower belt	\$9.89		
		101-016-544-90-31-02	101-016-544-90-31-02	ST-Operating Cost	Mower belt	\$9.90		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Mower belt	\$9.90		
		2421-234461	101-016-544-90-31-02	ST-Operating Cost	Wire for PW4	\$54.99		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Wire for PW4	\$54.99		
		2421-234675	001-010-576-80-31-00	PK-Operating Costs	Battery parts for chipper	\$10.32		
		101-016-544-90-31-02	101-016-544-90-31-02	ST-Operating Cost	Battery parts for chipper	\$10.31		
		410-016-531-10-31-02	410-016-531-10-31-02	SW-Operating Costs	Battery parts for chipper	\$10.31		



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
CDW Government Inc	39859						Check Total	\$2,208.18
		2/23/2016	BTN0569	001-008-521-20-31-01	LE-Operating Costs	Laptop mount and port	\$954.66	
			BWX5572	510-006-518-80-49-00	License Renewal - Annual Maint	License renewals - Trend A/G WF SEC	\$1,253.52	
Chad Christensen	39860						Check Total	\$18.00
		2/23/2016	5/14 training	001-008-521-20-43-00	LE-Travel & Meetings	Per Deim for 5/14/2015 training	\$18.00	
CI Technologies Inc	39861						Check Total	\$8,400.00
		2/23/2016	5670	001-008-594-21-63-00	LE-Capital Equipment	Internal Affairs Professional Standards unit software	\$8,400.00	
City of Everett	39862						Check Total	\$620.00
		2/23/2016	116000067	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal shelter services December 2015 less A30370996	\$620.00	
City of Marysville	39863						Check Total	\$4,069.43
		2/23/2016	POLIN11-0617	001-008-523-60-51-00	LE-Jail	Prisoner medical November 2015	\$2,700.68	
			POLIN11-0619	001-008-523-60-51-00	LE-Jail	Prisoner housing-Yakima-December 2016	\$1,368.75	
City of Mill Creek	39864						Check Total	\$245.00
		2/23/2016	1/27/16	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC meeting dated 1/21/2016	\$245.00	
	39865						Check Total	\$22.00
	2/23/2016	2/25 mtg	001-004-514-23-43-00	FI-Travel & Meetings	SCCFOA mtg dated 2/25/2016	\$22.00		
Comcast	39866						Check Total	\$108.96
		2/23/2016	1/16 0808840	001-010-576-80-42-00	PK-Communication	Internet services - City Shop	\$36.32	
				101-016-543-30-42-00	ST-Communications	Internet services - City Shop	\$36.32	
			410-016-531-10-42-00	SW-Communications	Internet services - City Shop	\$36.32		
	39867						Check Total	\$151.27
	2/23/2016	1/16 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$151.27		
Comdata Corporation	39868						Check Total	\$95.90
		2/23/2016	20249239	001-008-521-20-32-00	LE-Fuel	Fuel	\$95.90	
Crystal and Sierra Springs	39869						Check Total	\$293.09
		2/23/2016	5249844020116	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$22.37	
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$22.36	
				001-013-518-20-31-00	GG-Operating	Bottled water	\$81.84	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$83.26	
				410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$83.26	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Daily Journal of Commerce	39870	Check Total \$50.60						
		2/23/2016	3309262	101-016-542-30-41-01	ST-Advertising	Pavement rating survey	\$50.60	
Day Wireless Systems	39871	Check Total \$52.23						
		2/23/2016	405553	001-008-521-20-26-00	LE-Clothing	Earphone - C Brooks	\$52.23	
Dell Marketing LP	39872	Check Total \$2,360.92						
		2/23/2016	XJW8RXK93	101-016-544-90-31-02	ST-Operating Cost	OptiPlex 9030 desktops Tags 1015 & 1016	\$1,180.46	
				410-016-531-10-31-02	SW-Operating Costs	OptiPlex 9030 desktops Tags 1015 & 1016	\$1,180.46	
Dept of Retirement (Deferred Comp)	0	Check Total \$2,240.00						
		2/23/2016	02/12/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,240.00	
Dept of Revenue	0	Check Total \$1,195.34						
		2/23/2016	Jan 2016	001-003-514-20-31-00	CC-Office Supply	Use Taxes January 2016	\$12.47	
				001-008-521-20-31-00	LE-Office Supplies	Use Taxes January 2016	\$7.39	
				001-008-521-20-31-01	LE-Operating Costs	Use Taxes January 2016	\$30.13	
				001-008-594-21-63-00	LE-Capital Equipment	Use Taxes January 2016	\$722.40	
				001-010-576-80-31-00	PK-Operating Costs	Use Taxes January 2016	\$3.80	
				001-013-518-90-49-06	GG-Excise Tax	Excise Taxes January 2016	\$221.67	
				101-016-544-90-31-01	ST-Office Supplies	Use Taxes January 2016	\$5.78	
				101-016-544-90-31-02	ST-Operating Cost	Use Taxes January 2016	\$176.39	
				410-016-531-10-31-01	SW-Office Supplies	Use Taxes January 2016	\$5.78	
410-016-531-10-31-02	SW-Operating Costs			Use Taxes January 2016	\$9.53			
Dicks Towing	39873	Check Total \$251.16						
		2/23/2016	149188	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing Case 2016-744	\$125.58	
			154154	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing Case 2016-1750	\$125.58	
Dunlap Industrial Hardware	39874	Check Total \$281.00						
		2/23/2016	1359078-01	101-016-544-90-31-02	ST-Operating Cost	Amerizorb Throw & Go	\$140.50	
				410-016-531-10-31-02	SW-Operating Costs	Amerizorb Throw & Go	\$140.50	
Electronic Federal Tax Pmt System EFTPS	0	Check Total \$63,658.21						
		2/23/2016	02/12/16	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$63,658.21	
Electronic Business Machines	39875	Check Total \$434.48						
		2/23/2016	AR29665	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier Maintenance	\$109.31	
			AR29891	001-013-518-20-48-00	GG-Repair & Maintenance	Copier Maintenance	\$325.17	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
ESRI	39876	2/23/2016	93088557	001-007-558-50-41-02	PL-Software Maint.	ArcGIS software maintenance	\$651.60		
				101-016-543-30-41-02	ST-Software Maint & Support	ArcGIS software maintenance	\$325.80		
				410-016-531-10-41-04	SW-Software Maint & Support	ArcGIS software maintenance	\$325.80		
				Check Total					
Glens Rental Sales and Service	39877	2/23/2016	S6603	001-010-576-80-31-00	PK-Operating Costs	Parts for Weedeater	\$58.91		
				410-016-531-10-31-02	SW-Operating Costs	Parts for Weedeater	\$58.92		
			S6660	001-010-576-80-31-00	PK-Operating Costs	Parts for Weedeater	\$126.60		
				410-016-531-10-31-02	SW-Operating Costs	Parts for Weedeater	\$126.60		
			S6661	001-010-576-80-31-00	PK-Operating Costs	Parts for Blower repair	\$38.28		
				410-016-531-10-31-02	SW-Operating Costs	Parts for Blower repair	\$38.28		
			S6715	001-010-576-80-31-00	PK-Operating Costs	Parts for Weedeater	\$57.91		
				410-016-531-10-31-02	SW-Operating Costs	Parts for Weedeater	\$57.91		
			S6718	001-010-576-80-31-00	PK-Operating Costs	Parts for Weedeater repair	\$43.69		
				410-016-531-10-31-02	SW-Operating Costs	Parts for Weedeater repair	\$43.68		
			Check Total						\$650.78
			Grainger	39878	2/23/2016	9012449956	001-010-576-80-31-00	PK-Operating Costs	Tape measures/ear plugs
101-016-544-90-31-02	ST-Operating Cost	Tape measures/ear plugs					\$24.35		
410-016-531-10-31-02	SW-Operating Costs	Tape measures/ear plugs					\$24.35		
9012642782	101-016-544-90-31-02	ST-Operating Cost				CPU Cord	\$23.07		
	410-016-531-10-31-02	SW-Operating Costs				CPU Cord	\$23.06		
9012852050	001-012-569-00-31-00	CS-Aging Services-Supplies				Water heater thermostat - Senior Center	\$52.79		
9016738289	001-010-576-80-31-00	PK-Operating Costs				Anvil Loppers	\$49.83		
	101-016-544-90-31-02	ST-Operating Cost				Anvil Loppers	\$49.84		
	410-016-531-10-31-02	SW-Operating Costs				Anvil Loppers	\$49.84		
9016738297	001-010-576-80-31-00	PK-Operating Costs				Gator machete	\$60.93		
	101-016-544-90-31-02	ST-Operating Cost				Gator machete	\$60.92		
	410-016-531-10-31-02	SW-Operating Costs				Gator machete	\$60.92		
9017622482	101-016-544-90-31-02	ST-Operating Cost				Engine oil	\$29.98		
	410-016-531-10-31-02	SW-Operating Costs				Engine oil	\$29.97		
9018477639	001-010-576-80-31-00	PK-Operating Costs				Easy erasing pads	\$13.97		
	101-016-544-90-31-02	ST-Operating Cost				Easy erasing pads	\$13.97		
Check Total						\$606.12			



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Grainger	39878	2/23/2016	9018477639	410-016-531-10-31-02	SW-Operating Costs	Easy erasing pads	\$13.98	
Granite Construction Supply	39879						Check Total	\$343.71
		2/23/2016	262_00061893	101-016-542-64-31-00	ST-Traffic Control - Supply	Street signs	\$68.42	
			262_00061926	410-016-531-10-31-02	SW-Operating Costs	Manhole lid lifter	\$125.98	
			262_00061927	001-010-576-80-31-00	PK-Operating Costs	Gas cans	\$24.97	
				101-016-544-90-31-02	ST-Operating Cost	Gas cans	\$24.98	
				410-016-531-10-31-02	SW-Operating Costs	Gas cans	\$24.98	
			262_00061930	101-016-544-90-31-02	ST-Operating Cost	Gloves	\$37.19	
				410-016-531-10-31-02	SW-Operating Costs	Gloves	\$37.19	
Chris L Griffen	39880						Check Total	\$900.00
		2/23/2016	5Z0241561	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
			5Z0597442	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
			6Z0101932	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
HB Jaeger Co LLC	39881						Check Total	\$49.83
		2/23/2016	168575/1	101-016-544-90-31-02	ST-Operating Cost	Drain pipe	\$24.92	
				410-016-531-10-31-02	SW-Operating Costs	Drain pipe	\$24.91	
Lee Hinds	39882						Check Total	\$300.00
		2/23/2016	LUA2015-0115	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund overpayment of Lot fee on LUA2015-0115	\$300.00	
Honey Bucket	39883						Check Total	\$286.00
		2/23/2016	2-1534761	001-012-571-20-45-00	CS-Special Event-Equip Rent	Honey Bucket rental-Disc Golf Event prepaid	\$150.00	
			2-1536635	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket rent - Boat launch	\$136.00	
Industrial Supply Inc	39884						Check Total	\$157.51
		2/23/2016	571206	101-016-544-90-31-02	ST-Operating Cost	Gloves	\$78.76	
				410-016-531-10-31-02	SW-Operating Costs	Gloves	\$78.75	
J Thayer Company	39885						Check Total	\$695.49
		2/23/2016	1013757-0	001-008-521-20-31-00	LE-Office Supplies	Paper/postage labels/stackable trays	\$284.45	
			1013850-0	001-008-521-20-31-00	LE-Office Supplies	Cleaner	\$42.66	
			1014389-0	001-008-521-20-31-00	LE-Office Supplies	Letter trays	\$43.95	
			1017686-0	001-007-558-50-31-00	PL-Office Supplies	Cable ties/Folders/Clorox wipes/labels & protectors	\$130.20	
				001-007-559-30-31-00	PB-Office Supplies	Tape measure/Duct tape/labels/file folders	\$143.32	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
J Thayer Company	39885	2/23/2016	1019501-0	001-004-514-23-31-00	FI-Office Supplies	File folders	\$65.00	
				001-013-518-20-31-00	GG-Operating	Binder clips	\$3.26	
			C1007271-0	001-008-521-20-31-00	LE-Office Supplies	Wall pockets returned	(\$17.35)	
Johns Cleaning Service	39886						Check Total	\$71.94
		2/23/2016	1711	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$71.94	
Jamie Kim PS Inc	39887						Check Total	\$300.00
		2/23/2016	5Z0835234	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
Kroesen's Uniforms	39888						Check Total	\$205.80
		2/23/2016	30815-1	001-008-521-20-26-00	LE-Clothing	Soft shell jacket-Lambier	\$108.60	
			30815-2	001-008-521-20-26-00	LE-Clothing	Fleeze lined sweater-Lambier	\$97.20	
Lake Stevens Fire	39889						Check Total	\$155.00
		2/23/2016	9130	001-013-518-20-31-00	GG-Operating	Annual fire inspection - Permit Center	\$155.00	
Lake Stevens Police Guild	39890						Check Total	\$963.00
		2/23/2016	02/12/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$963.00	
Lake Stevens School District	39891						Check Total	\$1,016.26
		2/23/2016	1184	001-007-558-50-32-00	PL-Fuel	Fuel	\$25.05	
				001-007-559-30-32-00	PB-Fuel	Fuel	\$23.05	
				001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$20.92	
				001-013-518-20-32-00	GG-Fuel	Fuel	\$25.05	
				101-016-542-30-32-00	ST-Fuel	Fuel	\$433.23	
				410-016-531-10-32-00	SW-Fuel	Fuel	\$488.96	
Lake Stevens Sewer District	39892						Check Total	\$830.00
		2/23/2016	02/2016	001-008-521-50-47-00	LE-Utilities	Utilities - Sewer	\$166.00	
				001-010-576-80-47-00	PK-Utilities	Utilities - Sewer	\$166.00	
				001-012-572-20-47-00	CS-Library-Utilities	Utilities - Sewer	\$83.00	
				001-013-518-20-47-00	GG-Utilities	Utilities - Sewer	\$332.00	
				101-016-543-50-47-00	ST-Utilities	Utilities - Sewer	\$83.00	
Lakeside Industries	39893						Check Total	\$814.50
		2/23/2016	3259873MB	101-016-542-70-31-00	ST-Roadside - Supply	Asphalt	\$814.50	
LEIRA	39894						Check Total	\$300.00
		2/23/2016	2016	001-008-521-20-49-00	LE-Dues & Memberships	LEIRA 2016 dues	\$300.00	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Lemay Mobile Shredding	39895						Check Total	\$26.72
		2/23/2016	4466656	001-008-521-20-31-01	LE-Operating Costs	Shredding services	\$9.12	
			4466657	001-013-518-20-31-00	GG-Operating	Shredding services	\$17.60	
Les Schwab Tire Center	39896						Check Total	\$146.48
		2/23/2016	40200259368	101-016-542-30-48-00	ST-Repair & Maintenance	Flat tire repair	\$73.24	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Flat tire repair	\$73.24	
Dan Lorentzen	39897						Check Total	\$426.11
		2/23/2016	2/9/16	001-008-521-20-26-00	LE-Clothing	Uniform alterations	\$26.11	
				001-008-521-20-31-01	LE-Operating Costs	Desk/Bookcase	\$400.00	
Mallory Safety & Supply LLC	39898						Check Total	\$1,608.63
		2/23/2016	4027138	101-016-544-90-31-02	ST-Operating Cost	Flammable Storage Safety Cabinet	\$804.32	
				410-016-531-10-31-02	SW-Operating Costs	Flammable Storage Safety Cabinet	\$804.31	
Nationwide Retirement Solution	0						Check Total	\$1,250.00
		2/23/2016	02/12/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,250.00	
Outcomes by Levy LLC	39899						Check Total	\$5,556.08
		2/23/2016	2016-01-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Legislative lobbying services January 2016	\$5,556.08	
Pacific Power Batteries	39900						Check Total	\$544.90
		2/23/2016	12223638	101-016-544-90-31-02	ST-Operating Cost	Car charger	\$33.25	
			12223639	101-016-544-90-31-02	ST-Operating Cost	Batteries	\$386.66	
			12224074	101-016-544-90-31-02	ST-Operating Cost	Batteries	\$110.48	
			12224320	101-016-544-90-31-02	ST-Operating Cost	Battery Tee	\$14.51	
Pacific Rim Code Services Inc	39901						Check Total	\$14,316.28
		2/23/2016	01-2016	001-007-559-30-41-00	PB-Professional Srv	Building inspection services January 2016	\$14,316.28	
Kristen Parnell	39902						Check Total	\$118.75
		2/23/2016	1/22/16	001-008-521-20-26-00	LE-Clothing	Boots	\$118.75	
Maureen C Pierce PhD Inc PS	39903						Check Total	\$650.00
		2/23/2016	2/5/16	001-008-521-20-41-00	LE-Professional Services	Clinical Interview/Psych testing - Schedler	\$650.00	
Prothman	39904						Check Total	\$7,313.00
		2/23/2016	2016-5196	001-002-513-11-41-00	AD-Professional Services	Municipal Consulting services 1/16-1/29/16	\$7,313.00	
Puget Sound Energy	39905						Check Total	\$242.77
		2/23/2016	2/16 24316495	001-010-576-80-47-00	PK-Utilities	Utilities - Natural Gas	\$80.92	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Puget Sound Energy	39905	2/23/2016	2/16 24316495	101-016-543-50-47-00	ST-Utilities	Utilities - Natural Gas	\$80.92	
				410-016-531-10-47-00	SW-Utilities	Utilities - Natural Gas	\$80.93	
	39906	Check Total						\$160.61
		2/23/2016	2/16 3723810	001-008-521-50-47-00	LE-Utilities	Utilities - Natural Gas	\$160.61	
Safeguard Pest Control Inc	39907	Check Total						\$314.88
		2/23/2016	44898	001-007-558-50-48-00	PL-Repairs & Maint.	Pest Control	\$13.12	
				001-007-559-30-48-00	PB-Repair & Maintenance	Pest Control	\$13.12	
				001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control	\$52.48	
				101-016-542-30-48-00	ST-Repair & Maintenance	Pest Control	\$13.12	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Pest Control	\$13.12	
		49317	001-007-558-50-48-00	PL-Repairs & Maint.	Pest Control	\$13.12		
			001-007-559-30-48-00	PB-Repair & Maintenance	Pest Control	\$13.12		
			001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control	\$52.48		
			101-016-542-30-48-00	ST-Repair & Maintenance	Pest Control	\$13.12		
			410-016-531-10-48-00	SW-Repairs & Maintenance	Pest Control	\$13.12		
		49975	001-007-558-50-48-00	PL-Repairs & Maint.	Pest Control	\$13.12		
			001-007-559-30-48-00	PB-Repair & Maintenance	Pest Control	\$13.12		
			001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control	\$52.48		
			101-016-542-30-48-00	ST-Repair & Maintenance	Pest Control	\$13.12		
410-016-531-10-48-00	SW-Repairs & Maintenance		Pest Control	\$13.12				
Sirchie Finger Print	39908	Check Total						\$482.65
		2/23/2016	0240640-IN	001-008-521-20-31-01	LE-Operating Costs	Fingerprint supplies	\$482.65	
SirennetCom	39909	Check Total						\$1,740.70
		2/23/2016	0196830-IN	520-008-594-21-63-00	Capital Equipment	Parts for new car build out PT62/63/64/65	\$1,740.70	
Snohomish County Human Service	39910	Check Total						\$1,911.21
		2/23/2016	1000405465	001-013-566-00-51-00	GG-Liquor Tax to SnoCo	Q4 2015 Liquor Excise Taxes	\$1,911.21	
Snohomish County PUD	39911	Check Total						\$18,713.62
		2/23/2016	100201851	001-010-576-80-47-00	PK-Utilities	200493443	\$16.70	
			100203856	101-016-542-63-47-00	ST-Lighting - Utilities	202624367	\$9,953.79	
			104395210	101-016-542-63-47-00	ST-Lighting - Utilities	200178218	\$225.12	
			104395766	101-016-542-63-47-00	ST-Lighting - Utilities	205320781	\$70.83	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	39911	2/23/2016	107746472	001-013-518-20-47-00	GG-Utilities	200206019	\$476.49
			107746476	001-012-572-20-47-00	CS-Library-Utilities	200206977	\$807.05
				001-013-518-20-47-00	GG-Utilities	200206977	\$93.82
			107746806	001-013-518-20-47-00	GG-Utilities	200321172	\$479.84
			114373428	001-013-518-20-47-00	GG-Utilities	201956075	\$26.59
			114374832	001-010-576-80-47-00	PK-Utilities	201513934	\$17.25
			121008998	001-010-576-80-47-00	PK-Utilities	205395999	\$153.46
			121010525	101-016-542-63-47-00	ST-Lighting - Utilities	201595113	\$269.92
			121014960	001-012-575-50-47-00	CS-Community Center-Utilities	200860922	\$633.32
			124324649	101-016-542-63-47-00	ST-Lighting - Utilities	201860178	\$166.30
			130932798	001-008-521-50-47-00	LE-Utilities	202766820	\$845.87
			130933814	001-010-576-80-47-00	PK-Utilities	203599006	\$180.42
				101-016-543-50-47-00	ST-Utilities	203599006	\$180.42
				410-016-531-10-47-00	SW-Utilities	203599006	\$180.41
			134231993	101-016-542-63-47-00	ST-Lighting - Utilities	201973682	\$44.73
			134235179	001-010-576-80-47-00	PK-Utilities	200748721	\$55.54
			140748345	101-016-542-63-47-00	ST-Lighting - Utilities	202013249	\$126.44
			140753284	001-008-521-50-47-00	LE-Utilities	200558690	\$82.46
			140756264	101-016-542-63-47-00	ST-Lighting - Utilities	205338056	\$71.57
			144072180	101-016-542-63-47-00	ST-Lighting - Utilities	203115522	\$188.25
			144073115	001-013-518-20-47-00	GG-Utilities	201783685	\$226.43
			147357185	001-008-521-50-47-00	LE-Utilities	203033030	\$64.76
			147361424	001-010-576-80-47-00	PK-Utilities	202340527	\$11.57
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527	\$11.57
				410-016-531-10-47-00	SW-Utilities	202340527	\$11.56
			153894922	101-016-542-63-47-00	ST-Lighting - Utilities	202342622	\$79.83
			153901983	101-016-542-63-47-00	ST-Lighting - Utilities	202988481	\$258.11
			157095108	101-016-542-63-47-00	ST-Lighting - Utilities	203582010	\$124.12
			160300802	101-016-542-63-47-00	ST-Lighting - Utilities	203730189	\$82.15
			160300806	101-016-542-63-47-00	ST-Lighting - Utilities	203731153	\$113.51
160301314	101-016-542-63-47-00	ST-Lighting - Utilities	202648101	\$1,057.77			
160301385	101-016-542-63-47-00	ST-Lighting - Utilities	202670725	\$1,181.12			



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PUD	39911	2/23/2016	160303186	001-010-576-80-47-00	PK-Utilities	202513354	\$15.03	
			163513599	001-010-576-80-47-00	PK-Utilities	203531959	\$38.10	
			163516274	001-012-575-30-47-00	CS-Historical-Utilities	202289237	\$1.99	
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237	\$1.99	
			166777991	101-016-542-63-47-00	ST-Lighting - Utilities	203728159	\$67.70	
			166784072	101-016-542-63-47-00	ST-Lighting - Utilities	204719074	\$19.72	
	39913	Check Total						\$600.00
	2/23/2016	1900005377	101-016-544-90-31-02	ST-Operating Cost	2016 Bulk Water Use fee	\$600.00		
Snohomish County PWS	39914	Check Total						\$97,084.00
		2/23/2016	1000404782	101-016-542-40-51-01	ST - SWM Debt Srv Chrg	Road Bond Debt Southwest Annex	\$6,607.56	
			1000404789	410-016-531-20-41-00	SW-Aerator Monitori	Q4 2015 Monitoring & Gaging	\$3,051.44	
			1000405104	303-008-591-28-78-01	800 MHZ Capital Debt Principal	800 MHZ 2016 Capital Costs	\$16,403.76	
				303-008-592-28-83-01	800 MHZ Capital Debt Interest	800 MHZ 2016 Capital Costs	\$6,214.24	
1000405131	001-008-528-00-51-00	LE-Snopac Dispatch	800 MHZ 2016 Assessment	\$64,807.00				
Snohomish County Sherrifs Office	39915	Check Total						\$3.99
		2/23/2016	2015-3002	001-008-523-60-51-00	LE-Jail	Prisoner Medical Dec 2015	\$3.99	
Snopac	39916	Check Total						\$26,531.54
		2/23/2016	7950	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$26,017.48	
			7970	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment	\$514.06	
Sound Publishing Inc	39917	Check Total						\$110.52
		2/23/2016	EDH679275	001-007-558-50-41-03	PL-Advertising	LUA2016-0002 Brookside Div	\$86.12	
	EDH680822		101-016-542-30-41-01	ST-Advertising	2016 Pavement Condition Rating Survey RFQ	\$24.40		
	39918	Check Total						\$582.36
		2/23/2016	1500239	001-007-559-30-41-01	PB-Advertising	Help Wanted - Building Code Inspector	\$475.00	
			1522352	101-016-542-30-41-01	ST-Advertising	Help Wanted - Public Works Crew Worker Parks	\$53.68	
410-016-531-10-41-05	SW-Advertising			Help Wanted - Public Works Crew Worker Parks	\$53.68			
State Auditors Office	39919	Check Total						\$1,974.13
		2/23/2016	L112607	001-004-514-23-41-00	FI-Professional Service	Audit services 2013-2014	\$1,974.13	
Stericycle Inc	39920	Check Total						\$10.36
		2/23/2016	3003311352	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Mary Swenson	39921	2/23/2016	2/12/16	001-001-511-60-43-00	Legislative - Travel & Mtgs	Meals - Olympia - AWC Action Days	\$287.71	
				001-001-513-10-43-00	Executive - Travel & Mtgs	Meals - Olympia - AWC Action Days	\$64.08	
				001-002-513-11-43-00	AD-Travel & Meetings	Meals - Olympia - AWC Action Days	\$47.75	
				Check Total				
Symbol Arts	39922	2/23/2016		001-008-521-20-26-00	LE-Clothing	Badges	\$370.00	
				001-008-521-20-26-00	LE-Clothing	Badges	\$200.00	
				Check Total				
Systems for Public Safety Inc	39923	2/23/2016	28237	520-008-594-21-63-00	Capital Equipment	Gun racks for new cars PT62/63/64/65	\$998.82	
				Check Total				
Tacoma Screw Products Inc	39924	2/23/2016		001-010-576-80-31-00	PK-Operating Costs	Wire lock pins/screws/trailer cable	\$106.85	
				101-016-544-90-31-02	ST-Operating Cost	Wire lock pins/screws/trailer cable	\$106.85	
				410-016-531-10-31-02	SW-Operating Costs	Wire lock pins/screws/trailer cable	\$106.85	
				18104504	101-016-544-90-31-02	ST-Operating Cost	Nitrile gloves	\$31.31
				410-016-531-10-31-02	SW-Operating Costs	Nitrile gloves	\$31.31	
				Check Total				
Marcus Tageant	39925	2/23/2016	2/10/16	001-001-511-60-43-00	Legislative - Travel & Mtgs	Mileage - Council Retreat	\$51.84	
					Legislative - Travel & Mtgs	Mileage - AWC Action Days	\$116.10	
					Legislative - Travel & Mtgs	Meals - Olympia - AWC Action Days	\$35.00	
					Legislative - Travel & Mtgs	3 Airfares - Natl League of Cities Conf	\$1,500.60	
					Check Total			
The Seattle Times	39926	2/23/2016	611706	001-007-559-30-41-01	PB-Advertising	Help wanted - Building Code Inspector	\$150.00	
				Check Total				
Dean Thomas	39927	2/23/2016	2/4/16	001-008-521-20-43-00	LE-Travel & Meetings	Parking/Gas/Car rent/San Diego training	\$380.55	
				Check Total				
Trinity Contractors Inc	39928	2/23/2016	Pmt 7	309-016-595-61-63-01	Sidewalk Construction	N Davies Sidewalk Project	\$12,906.55	
				Check Total				
ULINE	39929	2/23/2016	74142812	001-008-521-20-31-01	LE-Operating Costs	Tags/cable ties/bins/handgun evidence box	\$242.71	
				Check Total				
UPS	39930	2/23/2016	74Y42046	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$14.01	
				Check Total				



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
WAPRO	39931						Check Total	\$25.00
		2/23/2016	1231	001-008-521-20-49-00	LE-Dues & Memberships	WAPRO membership - Vanderwalker	\$25.00	
Washington Cities Insurance Authority	39932						Check Total	\$100.00
		2/23/2016	LS-1602	001-008-521-40-49-01	LE-Staff Development	Force Response Civil Liability Prevention-No show fee	\$50.00	
			LS-1603	001-008-521-40-49-01	LE-Staff Development	Force Response Civil Liability Prevention-No show fee	\$50.00	
Washington Dept of Ecology	39933						Check Total	\$16,389.36
		2/23/2016	2016	410-016-531-10-51-01	SW-DOE Annual Permit	2015-2016 Municipal Stormwater General Permit Phase 2	\$16,389.36	
Washington State Dept of Enterprise Svcs	39934						Check Total	\$45.39
		2/23/2016	73144683	001-008-521-20-31-01	LE-Operating Costs	Business cards - Kilroy	\$45.39	
Washington State Patrol	39935						Check Total	\$793.75
		2/23/2016	16004859	001-003-514-20-41-00	CC-Professional Services	Background check-solicitor permit	\$12.00	
			16005430	633-008-586-00-00-06	Gun Permit - FBI Remittance	Weapons permits	\$781.75	
Washington State Support Registry	0						Check Total	\$402.46
		2/23/2016	02/12/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$402.46	
Wave Broadband	39936						Check Total	\$1,914.54
		2/23/2016	1/16 102-296023	001-002-513-11-42-00	AD-Communications	Telephone Service	\$28.14	
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$56.29	
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$56.29	
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$28.14	
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$84.43	
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$183.03	
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$28.15	
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$957.27	
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$28.15	
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$28.14	
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$112.57	
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$161.97	
	410-016-531-10-42-00	SW-Communications		Telephone Service Shop	\$161.97			
WaveDivision Holdings LLC	39937						Check Total	\$656.16
		2/23/2016	36744	510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New World Connection	\$656.16	



Checks to be Approved for 2/10/2016 to 2/23/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Samps Wright	39938							\$10,243.24
		2/23/2016	4	001-010-576-80-41-01	PK -Professional Tree Srv	Tree & Stump removal January 2016		\$10,243.24
Total								\$346,495.16

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES
Friday, January 29, 2016 and Saturday, January 30, 2016
107 South 2nd Street, La Conner, WA

CALL TO ORDER: 12:00 p.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens

OTHERS:

Mayor Spencer convened the meeting at 12:00 p.m. for the purpose of conducting a special meeting/retreat to discuss city business as summarized below, with no action to take place.

- I. Financial report and briefing
 - Barb Stevens, Finance Director presented Council members status report on revenue forecasts for 2016 compared to 2014 and 2015. The Council also received update on current reserves and briefing on restricted and unrestricted accounts. Barb also briefed the Council on status of mitigation fund balances and those funds that have a time-limit on expenditure.
 - Council asked that Mayor and Administrator bring to Council action to preserve funds that may expire if not spent within the time limits.
 - Council expressed interest in being prudently aggressive in financial planning in order to move the city forward.
- II. City Hall
 - Mayor and Council discussed proposal to relocate, temporarily, staff to accommodations that provide adequate space and access to conduct public business.
 - New location will be temporary pending completion of Downtown Sub-area Plan.
 - Mayor Spencer noted that very little has been invested in any development in the downtown area and that affirmative steps be taken to complete the plan and move forward with development that achieves community goals.

Lake Stevens City Council Regular Meeting Minutes - **DRAFT** January 29-30, 2016

III. Civic Center and Sub-area planning Council received briefing on scope and timing for completing a Downtown Sub-area plan. Scope of work for a consultant includes: 1. Taking a fresh start, 2. Inventory and acknowledge the history and culture of the Downtown Area, 3. Developing alternatives that represent different options to achieve community goals and assisting Council in evaluating and deciding on a preferred sub-area plan.

Council asked that a steering committee be established to advice Mayor and Council. Mayor indicated that this would be done soon and that Consultant will be asked to define a comprehensive citizen outreach plan to get input from nearby neighborhoods, residence throughout the community, business and property owners and interest groups.

Provide Council the "boundary conditions" or Terms of reference for the sub-area planning. RFP will be issued in February.

IV. Grade Road Property Council discussed status of Grade Road property development and Sno-Isle plans to locate in this area. Mayor was requested to bring proposal to council for future use of this property.

V. 20th Street S.E. Economic development Council discussed status of economic development proposals for the 20th Street Corridor, development of a regional storm water detention system, and extension of 24th street.

Lake Stevens Economic Development Planner and Public Works Director are working on marketing material that will provide prospective purchasers definitive information how City plans to implement regional detention, construct 24th street extension.

VI. Annexation Council was also briefed on recent meeting with Community Transit on ideas to implement an express bus from L.S. Transit Station to Everett Station. Public Works department is evaluating ideas to improve traffic flow on 20th. Council received briefing on annexation methods. Council discussed need to move forward with annexation of remaining UGA areas. Mayor was requested to provide Council a priority on areas to be annexed, cost of administering annexation and cost and revenue estimates on providing city services to areas to be annexed.

VII. RUTA Council asked Mayor to give priority attention to protecting this area as a future annexation for Lake Stevens.

Lake Stevens City Council Regular Meeting Minutes - **DRAFT** January 29-30, 2016

VIII. Police Department Facility Council discussed the inadequacies of the current Police Department space and the serious lack of security around the Department. Mayor was asked to provide Council a plan to address these inadequacies with particular emphasis on not spending money on improvements that would be temporary.

IX. Parks Council expressed desire to move ahead with annexation and if needed, acquisition of County owned park that is referred to as "The Bonneville" ball field.

Council was briefed on upgrades planned for Lundeen Park, schedule for implementing Cavelero Park with County and plans to initiate further development of Eagle Ridge Park.

Council asked Mayor to communicate with local civic groups on the idea of these groups adopting parks for clean-up, beautification as well as sponsoring activities.

Council expressed strong interest in moving ahead with acquiring Frontier Heights Parks/Fields. Mayor asked to bring proposal to Council for action.

Conversation also evolved into a discussion of achieving a clean city, where parks, roadsides, trails and walkways are kept clear of debris, litter, lawns are mowed and traffic signs well maintained.

Mayor was asked to communicate with Civic Groups on Clean City ideas and to seek grants that would help fund parks and road-side improvements including art work.

X. Wrap-up, "parking lot topics"

- Update reserve fund policies.
- Seek sponsors for parks, roads and walkways
- Develop information to support L.S. position to annex RUTA
- Address code re. fire extinguishers
- Quarterly financial reports to Council
- Monthly financial status reports to Department Heads and Council sub-committees.
- Council agenda structure
- Sign ordinance
- Detention pond maintenance/management
- Confirmation of Department Heads
- Public hearings and meeting management
- Council adjournment time: 9:00 unless extended by Council vote
- City WEB and TWITTER
- Partnering with County for major road (Hwy 92, 9 and 204) maintenance.

Lake Stevens City Council Regular Meeting Minutes - **DRAFT** January 29-30, 2016

Councilmember Holder arrived at 5:00 p.m. on January 29, 2016.

At 8:00 p.m. the meeting was continued to January 30, 2016.

On January 30, 2016 the meeting was reconvened at 8:00 a.m. with all Councilmembers and Interim City Administrator Mary Swenson in attendance.

Adjourn.

The special meeting/retreat was adjourned at 2:00 p.m.

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk

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

Tuesday, February 9, 2016
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 John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Interim Planning and Community Development Director Russ Wright, Public Works Director Mick Monken, Human Resources Director Steve Edin, Civil Engineer Adam Emerson, Senior Planner Stacie Pratschner, Associate Planner Amy Lucas, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS: Boy Scout Brendan Welch from Troop 41

Call to Order: The meeting was called to order at 7:00 p.m. by Mayor John Spencer.

Pledge of Allegiance: Council President Sam Low introduced Boy Scout Brendan Welch from Troop 41, who led the Pledge of Allegiance.

Roll Call: All Councilmembers were present.

Guest Business:

Steve Ewing, 8617 11th Street NE, lives off Lundeen Parkway between Highways 9 and 204, expressed concern about the homeless camps in the area that impact his neighborhood, and he thanked the Lake Stevens Police Department and the Snohomish County Sheriff for their timely response to the neighborhood complaints of a motorhome in the area. Speaking on behalf of his homeowners' association, they would like to see the homeless issue addressed and are willing to work collaboratively to address this concern

Approval of Agenda: Council President Low announced that the Executive Session will take place immediately prior to the Study Session. Council President Low noted draft minutes of the January 29-30, 2016 Special Meeting/Retreat were distributed this evening and Council requested they be added to the February 23, 2016 consent agenda for approval.

Council President Low said the Council needs a liaison for the Planning Commission. Councilmember McDaniel will be the liaison and Council President Low will be the alternate.

Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve the Agenda as amended. On vote the motion carried (7-0-0-0).

Council Business: Councilmembers reported on the following: Councilmember Daughtry: Sewer Utility Committee Meeting; Councilmember Low: Snohomish Health District; Planning Commission; Business Leaders Luncheon; Lunch with Fire Chief; Councilmember Hilt: Community Transit, Snohomish Health District; Councilmember McDaniel: Sewer Utility Committee Meeting; Fire Commission Meeting; Councilmember Holder: Family Center Board Meeting, Parks Board; Councilmember Tageant: Sewer Utility Committee Meeting; Marysville City Council.

Mayor's Business:

Mayor Spencer reported that the Parks Board is talking about two possible parks acquisitions, one in the Frontier Heights area and the other the Bonneville Ball Field.

Mayor Spencer recognized Civil Engineer Adam Emerson for outstanding performance and presented him with a certificate of merit.

Mayor Spencer presented his key suggested topics for the subcommittees as follows: Public Works and Transportation: (1) 20th Street SE and (2) partnering with the County on the major arterials of SR 92, SR 9 and SR 204 to achieve what he is calling a "clean city"; Economic Development: (1) 20th Street SE, (2) coordinating with the Lake Stevens Chamber of Commerce, and (3) the downtown subarea plan; Public Safety: (1) Obtain an understanding of the Police Department including what they do, how it is organized, and what pressures are involved in a police officer's day-to-day activities and (2) the homeless issue within the City, as a starting point for addressing the homeless issue at multiple city issues; Parks and Recreation: (1) Lundeen, Bonneville and Frontier Heights Parks, and (2) working with the Parks Board on their work plan; Finance, Budget and Internet Technology (IT): (1) obtain a full briefing of the budget status, and (2) what the City is and is not doing and (3) where the struggles are in the IT World.

Mayor Spencer also noted that he and Interim Administrator Swenson met with the County Council and County Executive Dave Somers regarding the City's initiatives including issues around the urban growth area and the homeless issue.

City Department Report.

Human Resources Director Steve Edin provided an update on recruitment and also said the City submitted its 2016 Wellness application.

Public Works Director Mick Monken reported on the tree removal at Lundeen Park, which was done for security purposes, and also thinning of other trees and removal of some large cottonwoods in the park, which are a safety concern.

Interim Planning Director Russ Wright said that building permit applications continue to be way up in 2016, and also that the 2016 Comprehensive Plan docket will be brought forward soon.

Interim City Administrator Mary Swenson recognized Associate Planner Amy Lucas who is leaving to work for the Snohomish County Parks and Recreation Department, and said that the City has requested Ms. Lucas be the county planner on the Cavelero Park project. Interim Administrator Swenson also noted the plans to attend National League of Cities in Washington D.C. are well underway and there may be an opportunity to meet with a federal lobbyist while in

Washington, D.C. She also commended Public Works Director Monken and Interim Planning Director Wright for their work with the lobbyists in Olympia in an effort to obtain the requested funding in the state's capital budget.

Consent Agenda. Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve (A) 2015 Vouchers [Payroll Direct Deposits of \$142,761.40, Payroll Check Nos. 39753-39754 totaling \$4,109.82, Tax Deposits of \$57,680.02, Electronic Funds Transfers (ACH) of \$171,639.56, Claims Check Nos. 39755-39844 totaling \$182,348.67, Voided Check Nos. 38569, 38712, 38502 totaling \$1,424.28; Total Vouchers Approved: \$557,115.19]; and (B) January 25, 2016 City Council Special Meeting Minutes. On vote the motion carried (7-0-0-0).

Public Meeting: Deputy City Clerk Kathy Pugh opened the public meeting and read the rules of procedure for the record.

Brookside Division II (AKA Holly Division 3) Final Plat Acceptance and Right of Way

Dedication: Associate Planner Amy Lucas presented the Staff report and reviewed the history of the plat application and public process. Ms. Lucas said tonight's requested action is that Council accept the final plat and associated right-of-way dedication. She then invited Councilmembers questions and there were none.

Mayor Spencer invited any additional public comment and there was none.

MOTION: Councilmember Low moved, Councilmember Welch seconded, to accept the Brookside Division II final plat subdivision and associated right-of-way dedication. On vote the motion carried (7-0-0-0).

Action Items:

Approve Lexipol Updates to Chapter 1011 – Personnel Complaints: Interim City Administrator Mary Swenson presented the Staff report and said the changes add definitions and an outline of the disciplinary matrix to the existing Lexipol policy as to how personnel complaints are handled.

MOTION: Councilmember Hilt moved, Councilmember Daughtry seconded, to approve the Lexipol Updates to Chapter 1011 – Personnel Complaints. On vote the motion carried (7-0-0-0).

Approve Lexipol Update to Chapter 1013 – Seat Belts: Interim Administrator Swenson presented the Staff report and said the proposed revisions are intended to provide definitions and address specific issues such as transporting of children.

MOTION: Councilmember Holder moved, Councilmember Hilt seconded, to approve the Lexipol Updates to Chapter 1013 – Seat Belts. On vote the motion carried (7-0-0-0).

South Lake Stevens Road – Non-motorized Shoulder Widening Survey: Civil Engineer Adam Emerson presented the Staff report and said the requested action is to authorize Supplement No. 2 to the Master Professional Services Agreement for Surveying Services with Otak, Inc. to survey the South Lake Stevens Road non-motorized shoulder with the goal of the

project being to widen the shoulder to at least 5 feet for non-motorized bicycle and pedestrian use. He then responded to Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Welch seconded, to authorize the Mayor to enter into Supplement No. 2 with Otak, Inc. to provide survey services for South Lake Stevens Road Non-Motorized Shoulder Widening project in the amount of \$22,149.00 and to authorize a management reserve of \$6,000. On vote the motion carried (7-0-0-0).

20th Street SE Phase II (83rd to 91st Avenue SE) – Supplemental Agreement No. 3 – Right-of-Way Acquisition: Public Works Director Monken presented the Staff report and said that Council is requested to authorize the Mayor to execute Supplemental Agreement No. 3 to the Master Professional Services Agreement with Perteet, Inc. for right-of-way acquisition along the Phase II 20th Street SE project corridor. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Holder moved, Councilmember McDaniel seconded, to authorize the Mayor to enter into Supplemental Agreement No. 3 with Perteet, Inc. in the amount of \$192,780.00 for right-of-way acquisition services and design completion. On vote the motion carried (7-0-0-0).

Approve Professional Services with Universal Field Services, Inc.: Director Monken presented the Staff report and said that the City and a private property owner have a mutual interest in exchanging/acquiring properties for the benefit of both parties. The requested action is to authorize the Mayor to enter into a Professional Services Agreement with Universal Field Services, Inc. to assist with the negotiations for this property exchange, legal services and for an appraisal update. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to authorize the Mayor to enter the City into a Professional Services Agreement with Universal Field Services, Inc. for a contract amount of \$10,979.26 to assist in the private and public property exchange/acquisition, approve a management reserve of \$6,300 and authorize Staff to begin negotiation for the exchange/acquisition of the properties. On vote the motion carried (7-0-0-0).

Executive Session: Mayor Spencer announced an executive session for 10 minutes to discuss a personnel matter and pending litigation beginning at 7:55 p.m. and ending at 8:05 p.m. with no action to follow.

Council returned at 8:05 p.m. and the regular meeting reconvened at 8:08 p.m.

Study Session:

Introduction to Critical Areas Regulations: Associate Planner Lucas reviewed the Staff report, and said this item is being brought forward for Council's information because of changes to the Department of Ecology's Wetland Rating System, which mandates changes to the Critical Areas chapter 14.88 of the Lake Stevens Municipal Code. She reviewed the anticipated schedule for the project and then reviewed the scope of the project. Discussion ensued and Planner Lucas and Interim Director Wright responded to Councilmembers questions.

Proposed Amendments to Clearing and Grading Permit Regulations in Lake Stevens Municipal Code: Senior Planner Stacie Pratschner presented the Staff report and advised that

the proposed changes are mandated by and outlined in RCW 36.70A.130 and as part of the Comprehensive Plan update process. Planner Pratschner reviewed the work program related to these amendments that the Planning Commission is undertaking, the areas defined for consideration and the time schedule for the work program. She then responded to Councilmembers' questions.

Updates to Sign Regulations in Lake Stevens Municipal Code: Senior Planner Pratschner presented the Staff report and provided a briefing on the impacts of a recent Supreme Court decision on local governments' regulation of non-commercial signage resulting in the need to amend the City's sign regulations. Planner Pratschner reviewed proposed changes to the City's sign code in light of this recent decision; she then responded to Councilmembers' questions.

Current Sign Fees: Interim Planning Director Russ Wright reviewed the Staff report and noted that Council has previously discussed sign fees and wished to review them. Staff has now completed a survey of adjacent cities and Snohomish County and noted there is not a consistent methodology for determining sign fees. Director Wright reviewed the methodologies for determining sign fees and said that following this survey Staff does not recommend any changes to the fee schedule at this time. Discussion ensued and Councilmember Low would like a simple, streamlined process, perhaps using templates; Councilmember Holder agreed. Councilmember Tageant said there is an issue when the fee for the sign outweighs the cost of the sign. Council would like staff to review if sign permit fees should be required.

Administrative Authority Alternatives: There was consensus to move this agenda item to the next regular City Council meeting due to the lateness of the evening.

Adjourn:

Moved by Councilmember Low, seconded by Councilmember Holder, to adjourn the meeting at 9:18 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Ordinance 951 Amending Ordinance 478 and Lake Stevens Municipal Code 2.24 to Add a New Section 2.24.035 - Powers and Duties

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance 951 Amending Ordinance No. 478 and Lake Stevens Municipal Code Section 2.24 Finance Department to add a new Section 2.24.035 – Powers and Duties.

SUMMARY/BACKGROUND:

Adoption of Ordinance 951 will amend LSMC 2.24 to officially designate the Finance Director as the auditing officer for the City of Lake Stevens with the authority for the auditing and payment of claims presented against the City.

Although by default, the Finance Director is the auditing officer, this ordinance additionally authorizes the Finance Director to issue electronic payments or checks in payment of claims prior to Council approval, provided, the City Council approves the claims within one month of payment. If, upon review, City Council disapproves some claims, the Finance Director shall pursue collection until the amounts disapproved are collected or until the City Council is satisfied and approves the claims.

This authority will allow the Finance Director to continue paying claims between Council meetings, avoiding potential late fees, and credit issues.

In addition, language has been added regarding the requirement that the Finance Director be bonded for at least \$50,000 for the faithful performance of duties. This bond requirement is satisfied within the City's Washington Cities Insurance Authority Policy.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS: Ordinance 951

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 951

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING LAKE STEVENS MUNICIPAL CODE CHAPTER 2.24 FINANCE DEPARTMENT TO ADD A NEW SECTION 2.24.035 – POWERS AND DUTIES; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Council by adoption of Ordinance No. 949 adopted a Council meeting schedule in the month of July of meeting once on the second Tuesday of the month and in the month of August of meeting once on the fourth Tuesday of the month in each year; and

WHEREAS, by changing the meeting schedule in July and August of each year there will be six weeks between Council meetings which does not allow for the timely approval and payment of claims as required by law and sound accounting practices; and

WHEREAS, pursuant to RCW 42.24.080 and 42.24.180 to expedite the payment of claims, the City Council may authorized the issuance of the payment of claims before the Council has acted to approve the claims, the Council has determined to designate to the Finance Director, as the auditing officer, the authority to administer claims,

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

Section 1. LSMC Chapter 2.24 entitled Finance Department is hereby amended as follows:

Chapter **2.24**
FINANCE DEPARTMENT

Sections:

- 2.24.010 Department Acknowledged and Ratified
- 2.24.020 Responsibilities
- 2.24.030 Position Appointments
- 2.24.035 Powers and Duties
- 2.24.040 Compensation for Appointments

2.24.010 Department Acknowledged and Ratified.

The past, present and future existence of the City of Lake Stevens Finance Department is acknowledged and ratified.

2.24.020 Responsibilities.

The Finance Department is primarily responsible for the financial and treasury operations of the City. The Finance Department shall act in accordance with general accepted municipal accounting principles and ensure compliance with legal and prudent fiscal requirements in all financial and procedural

2.24.030 Position Appointments.

~~A. The Mayor, or City Administrator pursuant to executive authority provided by the Mayor, shall appoint a Finance Director/Treasurer who will serve at the Mayor or City Administrator's pleasure.~~

~~B. The position of Finance Director/ Treasurer is established in lieu of, but with the same powers and responsibilities as the position of City Treasurer. The position of Finance Director/Treasurer shall also be eligible to serve concurrently with the position of City Clerk.~~

~~C. The Finance Director/Treasurer shall have all of the powers and shall perform each and all of the duties specified in RCW Title 35A for City Treasurers, together with any other duties or authority which may be conferred upon such position by the laws of the State of Washington or the ordinances of the City, as now and hereinafter amended. The Finance Director/Treasurer may also, in the absence of the City Clerk and the Assistant City Clerk, if any, perform the duties of the City Clerk as provided by law. The major duties, responsibilities and qualifications of the Finance Director/Treasurer shall be those described in his/her job description.~~

~~D. The authority to appoint and remove other Finance Department Staff shall be vested in the executive authority of the Mayor as may be delegated to the Director, including but not limited to the appointment of a Deputy Treasurer who in the absence of the Finance Director/Treasurer, shall have all the powers, duties and authority of the Treasurer. The major duties, responsibilities, and qualifications of the Deputy Treasurer shall be those described in his/her position description.~~

2.24.035 Powers and Duties.

~~A~~B. The position of Finance Director/ Treasurer is established in lieu of, but with the same powers and responsibilities as the position of City Treasurer. The position of Finance Director/Treasurer shall also be eligible to serve concurrently with the position of City Clerk and perform the duties of City Clerk as provided by law. The major duties, responsibilities and qualifications of Finance Director/Treasurer shall be those described in his/her job description. The Finance Director/Treasurer shall be bonded, in an amount not less than \$50,000, for the faithful performance of his/her duties.

~~B~~C. The Finance Director/Treasurer shall have all of the powers and shall perform each and all of the duties specified in RCW Title 35A for City Treasurers, together with any other duties or authority which may be conferred upon such position by the laws of the State of Washington or the ordinances of the City, as now and hereinafter amended. The Finance Director/Treasurer may also in the absence of the City Clerk and the Assistant City Clerk, if any, perform the duties of the City Clerk as provided by law. The major duties, responsibilities and qualifications of the Finance Director/Treasurer shall be those described in his/her job description.

~~C~~D. The Finance Director/Treasurer is hereby designated pursuant to RCW 42.24.080 and 42.24.180 as the auditing officer for the City of Lake Stevens with the authority for the auditing and payment of claims presented against the City by persons furnishing materials, rendering services, performing labor, or for other contractual services. The Finance Director/Treasurer as auditing officer is authorized to issue electronic payments, warrants, or checks in payment of such claims; provided, within one month of issuance of all payments of claims, the City Council shall docket on its consent agenda the approval of payment of all

such claims. The City Council may approve or disapprove any claim. If, upon review, City Council disapproves a claim, the auditing officer shall cause the disapproved claim to be recognized as a receivable of the city and to pursue collection until the claim amounts disapproved are collected or until the City Council is satisfied and approves the claim.

D. The authority to appoint and remove other Finance Department Staff shall be vested in the executive authority of the Mayor as may be delegated to the Director, including but not limited to the appointment of a Deputy Treasurer who in the absence of the Finance Director/Treasurer, shall have all the powers, duties and authority of the Treasurer. The major duties, responsibilities, and qualifications of the Deputy Treasurer shall be those described in his/her position description.

2.24.040 Compensation of Appointments.

The Finance Director/Treasurer and Deputy Treasurer and other department staff shall receive such salary and in such amounts as the Council may, from time to time, establish by the City's annual or biennial budget ordinance.

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

Section 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this _____ day of February, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First and Final Reading: February 23, 2016
Published: _____
Effective Date: _____



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: 2016 Long Range Planning Work Program

Contact Russ Wright
Person/Department: Interim Planning Director **Budget** None
Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve 2016 Long Range Planning Work Program by consent

DISCUSSION ITEMS:

2016 Long Range Planning Work Program / Comprehensive Plan Docket

The Planning Commission and City Council have reviewed the 2016 Work Program, which includes amendments related to Environmental Regulations, Miscellaneous Updates, Economic Development, Process and Housekeeping. There are several mandatory updates necessary for the city to stay compliant with current state and federal regulations, updates needed to implement the comprehensive plan and carry-over items from 2015. Subsequent to review by both boards, Mayor Spencer asked staff to consolidate the work program to reflect priority topics due to the number of proposed amendments and high volume of development activity.

The revised work program (**Attachment A**) includes mandatory updates, updates in process, a few significant miscellaneous updates and Comprehensive Plan updates. A revised schedule is also included (**Attachment B**). Specific project schedule and scopes or work will be developed for each project.

The proposed 2016 Comprehensive Plan Docket includes two citizen-initiated requests for changes to land use designations and city-initiated requests to update capital project lists. Other changes to the Comprehensive Plan would include preparation of a subarea plan for Downtown Lake Stevens and amendments to the Shoreline Master Program to implement related plan and code changes for consistency. The docket will be set following a public hearing by the City Council following a recommendation from the Planning Commission.

APPLICABLE CITY POLICIES:

Municipal code and comprehensive plan

BUDGET IMPACT:

No budget impacts

ATTACHMENTS:

A – 2016 Long Range Planning Work Program

B – 2016 Long Range Planning Master Schedule

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

Implementation tasks from Comprehensive Plan Update, compliance with current State and Federal requirements and improve internal code function and implementation.

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	Staff
<i>Code Component / Affected Code Sections</i>						
Environment						
1. Critical Areas – Review entire Chapter 14.88 LSMC for internal consistency (e.g., application of standards across critical area type). <ul style="list-style-type: none"> Clarify status of maintenance and monitoring bonds in LSMC 14.88.278. Clarify when to use easement and when to use tracts to establish Native Growth Protection Areas in LSMC 14.88.290. Review density transfer section, specifically acreage requirement and wetland restriction in LSMC 14.88.297. Adopt updated wetland rating system and buffers per revised Department of Ecology manual in Chapter 14.88 LSMC Part VII Wetlands. 	X	X	X	X	X	AL ⁱ / REW ⁱⁱ
2. Shoreline Master Program – Update Appendix B of the Shoreline Master Program to reflect changes to the critical areas code as a Comprehensive Plan Amendment.	X	X	X	X	X	REW
3. DOE Floodplain Audit – Update affected sections of Chapters 14.64 LSMC Part I Special Flood Hazard Areas and 14.88 LSMC Part V Frequently Flooded Areas.	X		X	X	X	REW
4. Clearing & Grading / Forest Practices – Review and update to incorporate revised clearing & grading standards and adopt local administration of forest practices in Chapter 14.64 LSMC Part II Drainage, Erosion Control, Storm Water Management.	X	X	X	X	X	SJP ⁱⁱⁱ

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	Staff
Environment – Continued						
5. <i>2012 Stormwater Management Manual for Western Washington</i> – Adopt current stormwater manual, Low Impact Development Standards and update NPDES. <ul style="list-style-type: none"> Review and update to incorporate adoption of new stormwater manual and low impact development standards in Chapters 11.06 LSMC Stormwater Management and Chapter 14.64 LSMC Part II Drainage, Erosion Control, Storm Water Management. Review and update to incorporate adoption of low impact development standards in Chapter 14.56 LSMC Streets and Sidewalks. Review and update to incorporate adoption of new stormwater manual and low impact development standards in <i>Engineering Design and Development Standards</i>. 	X	X	X	X	X	REW / MG ^{iv}
2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predict-ability	Mandate	
Process						
1. Administrative Authority – Consider administrative variance or deviation process to be incorporated into Chapter 14.16C LSMC as a new section	X	X	X	X		REW
2. Park Fees – Update Chapter 14.120 LSMC to incorporate revised methodology for calculating park impact mitigation fees.	X		X	X		Parks Coordinator

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Miscellaneous Zoning Code Updates</i>						
1. Temporary Encampments – Propose code standards for temporary encampments to comply with RCWs 35.21.915, 35A.21.360 and 36.01.290 in LSMC 14.16C.125. ^v			X		X	REW
2. Wireless Facilities – Review and update code requirements for wireless facilities to comply with Communication Act 47 USCA 332 and WAC 197-11-800(25), in Chapters 14.08, 14.40 and 12.12 LSMC and LSMC 14.44.360. ^{vi}		X	X	X	X	SJP
3. State-Licensed Marijuana Facilities – Update code requirements for marijuana sales & production / processing, including number of retail locations, facility co-location, processing requirements & definitions in LSMC 14.44.097 and Chapter 14.40.		X	X	X		REW
4. Manufactured Homes/ Recreational vehicles – Update code to allow recreational vehicles in manufactured/mobile home communities.	X				X	REW
5. Content Based Signs – Update sign code to be consistent with <i>Reed versus Town of Gilbert Supreme Court Decision</i>			X		X	SJP

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Housekeeping / Scriveners' Errors</i>						
1. Private Roads – clarify setback requirements from private roads / access tracts in Table 14.48-I: Density and Dimensional Standards.		X		X		TBD
2. Title 6 Sewer and Chapter 14.60 LSMC Part II Sewer – Review and update to implement unification agreement.		X	X	X		TBD
3. School Impact Mitigation – Review Chapter 14.100 for consistency with School District rules – remove sections 14.100.130 and .230.	X	X	X	X		TBD
2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Code Component / Affected Code Sections</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	Staff
<i>Economic Development</i>						
1. Impact Fees – Update timing requirements for collection of impacts fees for schools, parks and traffic in Chapters 14.100, 14.112 and 14.120 LSMC per enactment of SEB 5923.	X	X		X	X	TBD
2. Manufacturing Tax Exemption	X					JA ^{vii} / REW
3. Multifamily Housing Tax Exemption	X					JA / REW

Lake Stevens 2015-2016 LONG RANGE PLANNING WORK PROGRAM

Updated 2-8-16

2015-2016 LONG RANGE PLANNING WORK PROGRAM						
CATEGORY	IMPROVEMENT					
<i>Component</i>	Implement Comp. Plan Goals	Process / Admin. Efficiency	Legal Clarity	Predictability	Mandate	
<i>Comprehensive Plan</i>						
1. Downtown Subarea Plan – develop and adopt a subarea plan, planned action EIS and development regulations for Downtown Lake Stevens.	X			X		REW
2. Shoreline Master Program – Consider updates to the Shoreline Master Program affected by the adoption of a subarea plan for Downtown Lake Stevens and critical areas regulations.	X	X	X	X		REW
3. Annual 2016 Comprehensive Plan Docket – The docket may include city and citizen initiated amendments to be determined. <ul style="list-style-type: none"> • Citizen-initiated map amendments and Capital Facilities 	X		X		X	REW

- ⁱ AL – Amy Lucas
- ⁱⁱ REW – Russ Wright
- ⁱⁱⁱ SJP – Stacie Pratschner
- ^{iv} MG – Mathew Goad
- ^v WCIA Audit
- ^{vi} WCIA Audit
- ^{vii} JA- Jeanie Ashe

*Items shown in red are mandated amendments to stay compliant with state and federal laws.

An individual schedule and scope of work will be developed for each item.

ATTACHMENT B

Lake Stevens 2015 – 2016 Long Range Work Program					
Project Group	4th Quarter 2015	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016
<i>Code Amendments</i>					
Environment (Part 1) <ul style="list-style-type: none"> • Critical Areas Update • Clearing/Grading/Forest Practices 	Planning Commission			City Council	
Environment (Part 2) <ul style="list-style-type: none"> • Stormwater Manual • DOE Floodplain Audit 			Planning Commission		City Council
Miscellaneous Zoning Code Updates (Part 1) <ul style="list-style-type: none"> • Marijuana Update • Content Based Sign Code 		Planning Commission	City Council		
Miscellaneous (Part 2) <ul style="list-style-type: none"> • Manufactured Homes/ Recreational vehicles • Temporary Encampments • Wireless Facilities 				Planning Commission	City Council
Economic Development (Part 1) <ul style="list-style-type: none"> • Impact Fees 			Planning Commission	City Council	
Economic Development (Part 2) <ul style="list-style-type: none"> • Manufacturing Tax Exemption • Multifamily Housing Tax Exemption 				Planning Commission	City Council

Lake Stevens 2015 – 2016 Long Range Work Program					
Project Group	4th Quarter 2015	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016
<i>Code Amendments</i>					
Process (Part 1) • Administrative Authority		Planning Commission		City Council	
Process (Part 2) • Park Fees •				Planning Commission	City Council
Housekeeping • Private Roads • Sewers • School Impact Mitigation					Planning Commission
<i>Comprehensive Plan</i>					
Downtown Subarea Plan		City Council	Planning Commission		
Shoreline Master Program (CA / DT)				Planning Commission	City Council
Annual Comprehensive Plan Docket • Citizen and city initiated amendments		Planning Commission		City Council	

*Items shown in red are mandated amendments to stay compliant with state and federal laws.

1st Quarter January through March
 2nd Quarter April through June
 3rd Quarter July through September
 4th Quarter October through December



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda** 23 February 2016
Date: _____

Subject: Lake Stevens Phosphorus Management – Implementation of Year 4 Alum Treatment

Contact	Mick Monken	Budget	\$98,513.70
Person/Department:	<u>Public Works</u>	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign the Supplemental Agreement No. 3 for the Aluminum Sulfate Treatment Program to Aquatechnex for an amount of \$95,513.70 and authorize a management reserve of \$3,000

SUMMARY/BACKGROUND: On the 28th January 2013, the City Council approved the Phosphorus Management Plan (Plan) which outlined how the City plans to continue to deal with the phosphorus loading in Lake Stevens. In the plan, it was proposed that an annual expenditure of \$100,000 would be budgeted for the Alum treatment. This amount is included in the 2016 budget.

In 2013, the City went out to bid and awarded a 5 year contract to Aquatechnex for a total bid amount of \$96,056.70 for the initial year (2013) which has been agreed upon for the same amount for year 3 (2015). Aquatechnex has been the consultant used for the treatment of the Milfoil Project too. The City has had very good experience with the service and results from Aquatechnex.

The City has been performing the Alum Treatment in coordination with Snohomish County. The County has been providing for testing and monitoring of the application and consultation with the City. This year the City and County will be performing a study to determine the results from the past 3 years of Alum application.

In conjunction with the Alum Treatment, a portion of the Department of Ecology 2014 grant will be used for education outreach to help gain support from the public on the importance of phosphorus management. This education will be led by the Snohomish Conservation District under contract with the City. This action was included in the approved Phosphorus Management Plan.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$98,513.70 from the Alum budget line item. These funds consist of prior O&M and capital funds for the existing aerator system.

ATTACHMENTS:

- ▶ Exhibit A: Supplemental Agreement No. 3

EXHIBIT A

**SUPPLEMENTAL AGREEMENT NO. 3
TO
SMALL PUBLIC WORKS CONTRACT
FOR
CITY OF LAKE STEVENS
LAKE STEVENS ALUMINUM SULFATE TREATMENT PROGRAM**

This Supplemental Agreement No. 3 is made and entered into on the ____ day of _____, 2016, 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 a Contract for preparation of an application strategy plan and implementation for the treatment of Lake Stevens phosphorus loading through the application of aluminum sulfate (Alum), hereinafter called the "Project," said Agreement being dated 16th May 2013; and

WHEREAS, both parties desire to supplement said Contract, by repeating the Scope of Services of the original agreement for the second year's treatment of Alum 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 Small Public Works Contract dated 16th May 2013, shall remain in full force and effect, except as modified in the following sections:

1. Article 1 of the Original Contract, "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. 3.

SUPPLIMENTAL 2

2. Article 5 of the Original Contract "PAYMENT FOR PROJECT", Paragraph a. Total Contract Sum for Project, the first sentence is amended to include the additional fee of \$95,513.70 and shall read as follows: "...total Contract Sum not to exceed \$383,683.80..."

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

Original Contract	\$96,056.70
Supplemental Agreement No.1	\$96,056.70
Supplemental Agreement No.2	\$96,056.70
Supplemental Agreement No.3	\$95,513.70
Grand Total	\$383,683.80

3. Scope of Work – schedule of work shall be performed per the Scope of Work as attached in Exhibit A1.

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 3 as of the day and year first above written.

CITY OF LAKE STEVENS

AquaTechnex, LLC

By: _____
Mayor

By: _____
Its _____

ATTEST/AUTHENTICATED:

City Clerk

APPROVED AS TO FORM:

Lake Stevens City Attorney

SUPPLIMENTAL 3

Exhibit A1

Introduction and Scope of Work

Aquatechnex has been contracted by the City of Lake Stevens Public Works Department to apply Aluminum Sulfate to the lake to mitigate phosphorus pollution in the system. The dose and amounts ordered were based on specifications in the Request for Proposals to perform this work. This document will lay out the plan for operations on the lake.

The Project Objective is to apply 55,000 gallons of Aluminum Sulfate in chemical composition specified to the surface of Lake Stevens to waters in excess of two meters deep. This objective is to be completed in the spring of 2016 at direction of the Public Works Department. The work will be accomplished in one week or less.

The cost for this project is \$87,950.00 plus sales tax (\$95,513.70 including sales tax))

Equipment mix

General Chemical will be transporting the Alum in tank trailers with a approximately 4,300 gallon capacity. As such, there will be 12-13 trips generated to the lake. These will be staggered so one truck is on site at a time and its cargo can be loaded into the application equipment over a 2-3 hour period. The empty truck will then mobilize from the site and be replaced with the next scheduled delivery.

Aquatechnex will supply transfer hose systems to move the material from the truck parked at either park facility into the holding tanks on the application vessels. These will be manned by the truck driver and an Aquatechnex staff member. A material catch pan will be present under the truck hose connection and on the dock at the nozzle site and monitored at all times. Spill response kits will also be on site and available at each potential discharge location.

We will be transporting and launching two 28 and 30 foot Application Boats with. These are both equipped with 500 or larger gallon Alum storage tanks, transfer pump system and flat fan application nozzles mounted on the rear of the boat. These fanjets allow for wider broadcast patterns without exposing a boom to potential impact or damage around docks. Back up pumps and booms will also be on site in case a system has a mechanical issue. The boats each have a crew and onboard GPS Chart plotter and Integrated Water Depth systems.

Team members

Terry McNabb will be the on-site project manager. His cell phone contact number is 360-201-2612. He will be supported by Dan Fruela and Jay Kasheta captaining the two application vessels. Each boat will have a support person.

SUPPLIMENTAL Scope of Services 4

Key telephone numbers

There are a number of telephone numbers that may be required during the course of this mission.

They are:

Terry McNabb, Aquatechnex Project Manager: 360-201-2612

Mick Monken, City of Lake Stevens Public Works: 425-377-323

City Police and Emergency Services: 911

National Spill Response Center: 1-800-424-8802

Washington Emergency Management Division: 1-800-258-5990

Department of Ecology Regional Office: 1-425-649-7000

SUPPLEMENTAL Scope of Services 5

\\fc02dfs\data\public\public works\projects\2013 projects\13017 - alum treatment year 1\staff report\2-23-16 - rpt - alum treatment year 4 award.docx



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** 23 February 2016

Subject: City Annual HVAC Services – Contract Correction

Contact Person/Department: Mick Monken **Budget Impact:** None
Public Works _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: This contract is brought before the Council to document and correct a scrivener’s error and a corresponding contract correction.

SUMMARY/BACKGROUND: A Public Works contract with Right-On-Heating, for annual HVAC services was executed in December 2015 with an omission of information in one of the recitals. While this does not change the contract’s validity (intent, scope of services, or fee) it is a good practice to have this language corrected.

The omission is in the first Recital which currently reads:

WHEREAS, Provide a general description of the work needed or required; and

This first Recital should read:

WHEREAS, the City seeks services to perform annual and emergency HVAC service; and

This document will become part of the contract to address this correction.

BUDGET IMPACT: None

ATTACHMENTS:

- ▶ Exhibit A: Original Executed Contract (first page)

EXHIBIT A

LIMITED PUBLIC WORKS CONTRACT

THIS LIMITED PUBLIC WORKS CONTRACT ("Contract") is made and entered into this 25th day of December, 2015, by and between Right On Heating & Sheet Metal, Inc. ("Contractor") and the City of Lake Stevens, a municipal corporation ("City").

WHEREAS, Provide a general description of the work needed or required; and

WHEREAS, RCW 39.04.155(3) provides for a Limited Public Works procedures for awarding contracts less than \$35,000; and

WHEREAS, the City has solicited written quotations from a minimum of three contractors from the appropriate Small Works Roster, has received and evaluated quotations, and has determined that Contractor is the lowest responsible bidder; and

WHEREAS, the Contractor and the City desire to enter into this Contract for said work in accordance with the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the terms, conditions and agreements contained herein, the City and Contractor agree as follows:

1. Scope of Work—the Project.

The Contractor shall perform, carry out and complete the Annual HVAC Services Project ("Project") in accordance with this Contract and the incorporated Contract Documents specified in Section 2. The Project period shall be for two years to December 31, 2017.

2. Contract Documents.

The following documents are incorporated into the Contract by this reference:

- a. Plans and Contract Drawings.
- b. Scope of Work contained in Proposal/Bid Submittal.
- c. Proposal/Bid Submittal (attached).
- d. 2014 Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT/APWA) ("Standard Specifications") (referenced but not attached).
- e. 2010 APWA Supplement General Special Provisions (referenced but not attached).
- f. Addenda (if any)

In the event of any inconsistencies or conflicts between the language of this Contract and these incorporated documents, the language of the Contract shall prevail over the language of the documents.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Interim Police Chief

Contact Mary Swenson, Interim City Administrator **Budget** Covered under
Person/Department: _____ **Impact:** budgeted salaries

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to enter into a contract with Prothman Company for interim Police Chief Services.

SUMMARY/BACKGROUND: The attached contract with Prothman Company is to provide for Interim Police Chief Services. The cost of this contract while not specifically budgeted, will be covered by the salary savings from the vacant position.

Attached are two contracts with Prothman Company, one to provide Interim Police Chief services, and the second for recruitment of a new Police Chief. The costs of these two contracts, while not specifically budgeted, will be covered by the salary savings from the vacant position.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: Covered under budgeted salaries

ATTACHMENTS: Contract with Prothman Company for Interim Police Chief Services



February 11, 2016

Mr. John Spencer
Mayor
City of Lake Stevens
1812 Main St.
P.O. Box 257
Lake Stevens, WA 98258

Dear Mayor Spencer:

Thank you for your confidence in the Prothman Company. Below is our standard agreement for providing interim services. Would you please sign and return a copy to our offices. Please call me if you have any questions.

Term. The term of this Agreement is ongoing, provided the City may terminate this agreement at any time.

Prothman Interim Police Chief. The Prothman Interim Police Chief serves as a Prothman Company employee assigned to the City of Lake Stevens and shall perform such duties as assigned by the City. The City shall have the right to direct the Prothman Company to replace the Interim Police Chief at any time.

Employer Duties of the Prothman Company. The Prothman Company shall provide a Prothman Company employee qualified to act as the City's Interim Police Chief during the term of the contract. The Prothman Company shall (1) pay all wages and other remuneration to its employee who is provided under this Agreement, (2) prepare and file all payroll tax returns and reports, (3) pay all amounts due and owing pursuant to the payroll tax returns and reports, (4) prepare, file, and furnish to the employee applicable employee tax forms, and (5) prepare and file, with a copy to the City, applicable employer tax forms.

Duties of the City. When applicable, the City shall provide a work place for the Interim Police Chief and maintain the work place in accordance with applicable health and working standards, notify the Prothman Company immediately of all employee injuries and provide reimbursement to the Interim Police Chief for costs incurred as a result of performing City business such as mileage, travel expenses and other similar costs at the normal City rates and in accordance with the City's cost reimbursement policies applicable to City employees.

Fees & Expenses. The Interim Police Chief's hourly rate is \$84.00 for each hour worked by the Interim Police Chief. Invoices will be submitted to the City every two weeks and are due within twenty (20) days of receipt. A 3% charge will be added reflecting Prothman's City of Issaquah and Washington State B&O tax obligations. The City is also responsible for any client-required licenses, fees or taxes. Delinquent payments will be subject to a late payment charge of 12% (annual) and which will be applied to any unpaid balance owed commencing seven (7) days after the payment due date. Should temporary housing be required for the Interim Police Chief, the City is responsible for reimbursing the Interim Police Chief directly for expenses incurred for temporary housing, the terms of which are to be negotiated between the City and the Interim Police Chief.

Finder's Fee. If the City chooses to hire the Interim Police Chief as a regular City employee, the City agrees to pay the Prothman Company the percentage of the starting annual salary based upon the length of the assignment with the City as represented below:

0 to 12 months - 15%

After 13 months - 10%

Indemnification. The Prothman Company shall indemnify, defend, and hold harmless the City for the purposes of all required payroll deductions and withholdings, legally required workers' compensation insurance and other employee benefits. The City releases and agrees to indemnify, defend, and hold harmless the Prothman Company, the employees of the Prothman Company, and personnel, directors, and officers of the Prothman Company from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the services performed by the interim employee that are under the control of the City and are within the course and scope of City employment. The Prothman Company releases and agrees to indemnify, defend, and hold harmless the City, its officers, employees and consultants, from any and all actions, claims, damages, or injuries to persons or property, penalties, obligations or liabilities arising out of or related to the acts or omissions of the interim employee that are not under the control of the City or are not within the course and scope of City employment. If the City is notified or becomes aware of any alleged improper or illegal activities by the interim employee the City shall notify the Prothman Company immediately.

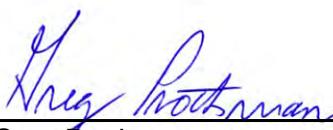
Accepted by:

CITY OF LAKE STEVENS

PROTHMAN

John Spencer
Mayor

Date



Greg Prothman
President

2/11/16
Date



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Police Chief Recruitment

Contact Mary Swenson, Interim City Administrator **Budget** \$19,500 +
Person/Department: _____ **Impact:** associated costs

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to enter into a contract with Prothman Company for a Police Chief Recruitment process.

SUMMARY/BACKGROUND: The attached contract with Prothman Company is for a recruitment process for a new police chief. The cost of this contract while not specifically budgeted, will be covered by the salary savings from the vacant position.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: \$19,500 plus associated costs

ATTACHMENTS: Contract with Prothman Company for Police Chief Recruitment

February 11, 2016

Mr. John Spencer
Mayor
City of Lake Stevens
1812 Main St.
P.O. Box 257
Lake Stevens, WA 98258

Dear Mayor Spencer:

Thank you for your confidence in Prothman to assist the City of Lake Stevens in the recruitment of its next Police Chief. The following represents a scope of work for this search and associated professional fees and expenses.

SCOPE OF SERVICES

Project Review

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)
- ◆ Review the compensation package and decide if a salary survey is needed
- ◆ Identify key stakeholders

Information Gathering and Research

Our goal is to thoroughly understand the values and culture of the City of Lake Stevens, as well as the preferred qualifications you desire in your next Police Chief. We will travel to Lake Stevens and:

- ◆ Meet with the Mayor and other stakeholders as directed
- ◆ Review all documents related to the position

Position Profile Development

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and education required
 - Ideal personality traits and work habits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
 - Overview of the region
 - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Recruitment and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position - this is the person we want to reach and recruit. We have an aggressive recruitment strategy which involves the following:

- ◆ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ◆ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified law enforcement professionals who are not actively searching.
- ◆ **Direct Contact Calls** placed to law enforcement professionals.
- ◆ **Posting the Position Profile on the Prothman website**, which receives thousands of hits per month.

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 4) **Work Session:** We will prepare a detailed summary report which includes each candidate's application materials and the results of the personal interviews and publication search. We will travel to Lake Stevens and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews.

Final Interview Process

- ◆ **Design of the Final Interviews**

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate. Elements of the design process include:

 - **Deciding on the Structure of the Interviews**

We will tailor the interview process to fit your needs. It may involve using various interview panels, an evening reception or just one-on-one interviews with the decision makers.
 - **Deciding on Candidate Travel Expenses**

We will help you identify which expenses your organization wishes to cover.

- **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.
- ◆ **Background Checks**
Prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:
 - **References**
We conduct 4-6 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.
 - **Education Verification, Criminal History, Driving Record and Sex Offender Check**
We contract with Sterling for all driving record, education verification, criminal history, and sex offender checks.
- ◆ **Candidate Travel Coordination**
For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.
- ◆ **Final Interview Binders**
We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are “on the same page” when it comes to evaluating each candidate.
- ◆ **Final Interviews with Candidates**
We travel to Lake Stevens and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one hour interview sessions, with an hour break for lunch.
- ◆ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.
- ◆ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.
- ◆ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Warranty

- ◆ **Repeat the Recruitment:** Should a top candidate not be chosen, we will repeat the recruitment with no additional professional fee. The only cost to you would be the cost for the expenses.



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** 23 February 2016

Subject: Award Contract and Authorize Eurasian Watermilfoil services

Contact Person/Department:	<u>Mick Monken Public Works</u>	Budget Impact:	<u>\$44,250.00</u>
-----------------------------------	-------------------------------------	-----------------------	--------------------

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to execute a Professional Service Agreement with AquaTechnex, LLC to perform annual Eurasian Watermilfoil Control through December 2020 and authorize a treatment in 2016 for an amount of \$44,250.

SUMMARY/BACKGROUND: In 2010, the City adopted an Application Strategy Plan (ASP) for eradication of Eurasian Watermilfoil (milfoil) in the lake. The following year the City implemented the ASP and AquaTechnex was awarded a five year contract. This contract expired in 2015 and requests for qualifications went out for the next five years late last year. AquaTechnex was the only submittal received.

The City, and the County, have been very satisfied with the service that AquaTechnex has provided over the past 5 years and is recommending that they be awarded this contract, continuing their services. The Professional Service Agreement provided in Exhibit A has an expiration date of December 2020. The amount of \$44,250 is for this year's milfoil control services and includes survey and treatment.

To date the City has achieved an eradication level in excess of 95%. The annual treatment has involved only spot treatment and some hand removal of milfoil. This is considered successful as milfoil is an extremely difficult plant to completely eradicate and is easy to transport by boats entering the lake from the two public boat launch.

In the 2016 budget process, the Council authorized \$45,000.

BUDGET IMPACT: \$44,250

ATTACHMENTS:

- ▶ Exhibit A: Professional Service Agreement with Scope and Fee

EXHIBIT A

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS AND AQUATECHNEX, LLC FOR CONSULTANT SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation (“City”), and AquaTechnex, LLC, a Washington limited liability corporation (“Consultant”).

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding the annual survey and treatment of Eurasian Watermilfoil in Lake Stevens as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

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

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

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

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

III.3 TERM. The term of this Agreement shall commence following the Notice to Proceed and shall terminate at midnight on 31 December 2020. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employees of the Consultant.

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

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for

all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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 damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart "a" of this paragraph III.6, Consultant hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

_____(initials)

_____(initials)

e. **Public Records Requests.** In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV.3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the Consultant's violation of the Public Records Act RCW 42.56, or Consultant's failure to produce public records as required under the Public Records Act.

III.7 INSURANCE.

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

b. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2) Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

c. **The minimum insurance limits 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. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

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

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

f. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by

the City.

g. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

j. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **Public Entity Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

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

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.10 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$44,250.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

IV.11 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. **Public Records.** The parties agree that this Agreement and records related to the performance of the Agreement are, with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the

City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

If a public records request is made the City may or may not choose to give the Consultant third party notice under RCW 42.56 for the Consultant to decide whether to file for a court action to prevent or limit the disclosure of the records.

ARTICLE V. GENERAL

V.12 **NOTICES.** Notices shall be sent to the following addresses:

To the City:

City of Lake Stevens
Attn: City Clerk
1812 Main Street
Post Office Box 257
Lake Stevens, WA 98258

To the Consultant:

AquaTechnex, LLC
Attn: Terrence M. McNabb, Manager
POB 30824
Bellingham, WA 98228

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

V.13 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

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

V.14 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY.**

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

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

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

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

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

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

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

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

DATED this _____ day of _____, 2016.

CITY OF LAKE STEVENS

AQUATECHNEX, LLC

By: _____
John Spencer, Mayor

By: _____

Printed Name & Title

Approved as to form:

Grant K. Weed, City Attorney

Exhibit A Scope of Services/Costs – Milfoil Treatment

Scope of Work for Summer, 2016

The summer of 2016 will be the fifth 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. The cost per acre for treatment based on water depths would be \$1,125.00. Aquatechnex will submit a map with exact treatment recommendations to the City prior to application for approval and the exact number of acres found and reported to the City will be targeted.

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 \$3,000.00

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	Subtotal
Task One	\$3,000.00	\$3,000.00
Task Two	\$500.00	\$500.00
Task Three (assumes up to 34 acres)	\$1,125.00 per acre	\$38,250.00
Task Four	\$2,500.00	\$2,500.00
Task Five	\$0.00	\$0.00
Totals		\$44,250.00

Does not include sales tax



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Ordinance 949 – Change in City Council Meeting Schedule in July and August

Contact Mary Swenson, Interim City Administrator **Budget** N/A
Person/Department: _____ **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance 949 amending LSMC 2.08.020 by providing that the Lake Stevens City Council will meet one time in July on the second Tuesday and one time in August on the fourth Tuesday of each year.

SUMMARY/BACKGROUND: At the City Council Special Meeting/Retreat held on January 29 and 30, 2016, Council discussed that it would be beneficial to both Council and Staff to hold only one meeting in July on the second Tuesday and only one meeting in August on the fourth Tuesday of each year. This would allow both Council and Staff time to research and study various city business matters in depth. Also due to the high number of annual summer events, including Aquafest and the Ironman Triathlon, which require a large amount of Staff time and resources, moving to one meeting at the beginning of July and one meeting at the end of August would be beneficial to both Council and Staff.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS: Ordinance 949

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 949

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING ORDINANCE NOS. 932, 730, 678, 557 AND 478 AND LAKE STEVENS MUNICIPAL CODE SECTIONS 2.08.020 – REGULAR MEETINGS BY CHANGING THE CITY COUNCIL'S REGULAR MEETINGS IN JULY AND AUGUST OF EACH YEAR TO THE SECOND TUESDAY IN JULY AND THE FOURTH TUESDAY IN AUGUST.

WHEREAS, the City Council wishes to provide additional time for Council and Staff to research and study various city business matters in depth and to complete pending projects; and

WHEREAS, the City Council has determined that beginning in July and August 2016, that to facilitate these needs it would be beneficial to hold only one Council meeting in each of those months,

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

Section 1. Ordinance Nos. 932, 730, 678, 557 and 478 and Lake Stevens Municipal Code Section 2.08.020, Regular Meetings - Time and Place, are hereby amended to read as follows:

2.08.020 Regular Meetings - Time and Place. The City Council of the City of Lake Stevens shall hold its regular City Council meetings on the second and fourth Tuesday of any month, commencing at 7:00 P.M., with the exception that in the month of July of each year the Council will hold one meeting on the second Tuesday, commencing at 7:00 P.M., and in the month of August of each year the Council will hold one meeting on the fourth Tuesday, commencing at 7:00 P.M. In the event the second and fourth Tuesday of any month shall fall on a legal holiday, the meeting shall then be held on the next day thereafter at 7:00 P.M., unless otherwise provided for by resolution, ordinance, or the laws of the State of Washington. The regular meetings of the City Council shall be held at the Lake Stevens School District Administration Building, 12309 22nd Street NE, located within the corporate limits of the City of Lake Stevens, unless otherwise publicly announced.

Section 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this ____ day of February, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First and Final Reading: February 23, 2016

Published: _____

Effective Date: _____



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda February 23, 2016
Date: _____

Subject: Ordinance 952 – Amending LSMC 2.12 Mayor

Contact Mary Swenson, Interim City Administrator **Budget** N/A
Person/Department: _____ **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance 952 Amending Ordinance 478 and Lake Stevens Municipal Code Section 2.12 Mayor.

SUMMARY/BACKGROUND: At the City Council Special Meeting/Retreat held on January 29 and 30, 2016, Council discussed that it would be beneficial to the City to have mayoral appointments to department director positions and approval of severance packages confirmed by Council. Ordinance 952 amends LSMC 2.12.010 Duties to provide for this process.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS: Ordinance 952

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 952

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING ORDINANCE NO. 478 AND LAKE STEVENS MUNICIPAL CODE SECTION 2.12 MAYOR.

WHEREAS, the City Council by adoption of Ordinance No. 478 adopted a new LSMC Title 2, Administration and Personnel; and

WHEREAS, Chapter 2.12 establishes the position of Mayor; and

WHEREAS, the City Council has determined it is in the best interest of the City that mayoral appointments of department directors be confirmed by the City Council,

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

Section 1. Lake Stevens Municipal Code Section 2.12.010 Duties is hereby amended as follows:

2.12.010 Duties. The Mayor shall have all the executive powers, duties, and responsibilities extended to him/her as set forth in RCW Title 35A as the same now exists, or as amended- provided that Council confirmation of mayoral appointments of department directors and approval of severance packages is required.

Section 2. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this ____ day of February, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

First and Final Reading: February 23, 2016

Published: _____

Effective Date: _____

Grant K. Weed, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 23, 2016

Subject: Administrative Authority Alternatives

Contact Person/Department: Russ Wright, Interim Planning & Community Development Director **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Work Session to discuss proposed alternatives for new administrative authority and establish a scope of work.

SUMMARY:

Brief Council on administrative authority alternatives and schedule for proposed amendment, as previously discussed with the Planning Commission on February 3, 2016.

BACKGROUND AND PROPOSED SCOPE:

The City Council and Mayor have discussed an interest in providing Directors greater discretion in decision making for minor alterations to zoning code standards especially to sites and/or situations with unique characteristics or challenges or when the change provides an equivalent or superior standard. This authority would be an addition to the Lake Stevens Municipal Code to be codified in Chapter 14.16C. The code does currently allow some limited discretionary authority in parking standards and signs. The Public Works Director has discretion to allow alterations to the Engineering Design and Development Standards (EDDS) through a waiver process.

Staff has reviewed codes from other jurisdictions that provide similar administrative authorities. Most of these cities follow an administrative variance process that allows limited modifications to development regulations, but not to uses, typically defined by a percentage. Other options may include a deviation process or outright administrative authority to allow *de minimis* alterations to development regulations. The deviation process would be similar to the authority currently identified for modifications to the city's EDDS. The final option allowing *de minimis* alterations would permit the administrator to modify regulations if the change is deemed inconsequential to the outcome of the request in relation to the entire project.

Each option would have a different permit path, but all would require specific criteria to implement at the project level for the applicant and decision maker. Any proposed modifications could be reviewed concurrently with the underlying application to ensure consistency with other regulations, but the modification decision would need to proceed or be concurrent with the overall project approval.

1. The Administrative Variance could allow between a 20 to 25 percent modification to standards and be a Type II decision requiring public notice with a written decision. Based on the city's current fee schedule for similar application types the fee would be \$1000.
 - The city would issue a determination of completeness within 28 days.

- A notice of application (NOA) for Type II decisions would be issued within 14 days of application.
 - After the NOA is issued, there is a 14-day comment period to receive public feedback.
 - By statute a final decision must be issued within 120 days
2. The Administrative Deviations could allow between a 10 to 15 percent modification to standards and be a Type I decision with a written decision. Based on the city's current fee schedule for similar application types the fee would be \$150 for the first two hours and \$75 for each additional hour of staff time.
 - Type I decisions are typically issued within two to four weeks of application and reviewed concurrently with underlying request
 3. The *de minimis* alteration could be part of the administrative review of the underlying application. No additional time or fees would be included.

Staff reviewed these alternatives with the Planning Commission on February 3, 2016. The Planning Commission wanted to make sure new authorities were defined and that timelines for additional processing were clear. Staff will provide specific criteria based on the review of other codes. Chapter 14.16A LSMC already provides processing times for all applications types (see above). The Planning Commission recommended that staff develop a tiered review process combining the options described above to accommodate different scenarios and different levels of authority.

NEXT STEPS:

Based on the description of options listed above and in response to the Planning Commission's comments, staff is looking for direction from City Council on a preferred methodology to set a final scope of work and begin drafting requirements. Staff anticipates the project will take approximately four months to complete.

APPLICABLE CITY POLICIES: Chapters 14.16A and 14.16C LSMC.

BUDGET IMPACT: There is not a budget impact at this time; after adoption permit revenue would be received.
