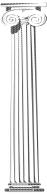


City of Lake Stevens Vision Statement

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



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

Tuesday, March 22, 2016 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Council President
PLEDGE OF ALLEGIANCE		Council President
ROLL CALL:		
APPROVAL OF AGENDA:		Council President
GUEST BUSINESS:		
COUNCIL BUSINESS:	AWC 2016 Board of Directors Recruitment	Council President
MAYOR'S BUSINESS:		
CITY DEPARTMENT REPORT		
Recognition	Arts Commissioner Recognition Employee Anniversaries Planning Department Employee Introductions	Council Council Council Dept Heads
CONSENT AGENDA:	*A Approve 2016 Vouchers *B Approve March 15, 2016 City Council-Park Board Workshop Meeting Minutes *C Approve March 15, 2016 City Council Special Meeting Minutes *D Approve Ordinance 952 – 2016 Budget Amendment #1 *E Authorize Mayor to Sign Contracts for Music on the Lake and Movie in the Park *F Authorize Mayor to Sign Contract with eCityGov.net for Applicant Tracking Software	Barb Barb Barb Barb Barb Steve

Lake Stevens City Council Regular Meeting Agenda

March 22, 2016

- *G Approve Composition of Downtown Subarea Plan Citizen Advisory Board Russ
- *H Approve Resolution 2016-05 Supporting Continued State Funding Municipal Research and Services Center Mary
- I Authorize Mayor to Send Acquisition Letter Under Threat of Eminent Domain Mary

PUBLIC HEARING:

PUBLIC HEARING FORMAT:

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

- *A Public Hearing in Consideration of 2016 Comprehensive Plan Docket and Approval of Resolution 2016-06 Adopting 2016 Comprehensive Plan Docket Russ

ACTION ITEMS:

- *A Approve Ordinance 953 Condemning Radosevich Property Mick
- *B Authorize Mayor to Enter into Agreement with Bioclean for Biosolids Cleanup Mick

EXECUTIVE SESSION:

STUDY SESSION:

Mary

ADJOURN

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

Special Needs

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

NOTICE:

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

CITY DEPARTMENT REPORT
MARCH 22, 2016 CITY COUNCIL REGULAR MEETING

Public Works Department

- Main Sweeper in for service – The City has its main sweeper in for extensive services and it will be out of service for several weeks. During this time period the City will be using its backup sweeper which is a broom model and is significantly slower than the main sweeper. Due to the specialty of this equipment, the service is being performed by a certified private service provider. The reason that this information is being provided is that the City may receive complaints as the backup sweeper can leave trails behind and also due to its reduced speed.

Human Resources

- Human Resources will be testing the top 25 Police Records Candidates on Saturday, April 2, 2016 at City Hall. An oral board will be scheduled shortly thereafter.
- The Police Department currently has 4 entry level Police Officer candidates going through the background check process.
- Two Lateral Police Officer candidates are currently going through the written exam process. Chief Krusey and Human Resources will be grading the exams. Once the results are finalized, an oral board will be scheduled.
- Human Resources will be going live with the new applicant tracking software within the next two weeks.
- The City's new Building/Code Compliance Inspector started on March 16th.
- The City's new Associate Planner started on the 21st (yesterday).
- The City is currently recruiting for Seasonal Parks Workers until the 1st of April.
- The Wellness Committee will be launching AWC's latest Wellness Campaign, Unplugged. The Unplugged campaign will focus on sleep science, healthy sleep habits and practice skills to help get a night's sleep.
- Our new Wellness Committee Chairperson, Jill Meis and Steve Edin will be attending the Healthy Workplace Summit in Lynnwood on the 23rd and 24th.



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BLANKET VOUCHER APPROVAL
2016

Payroll Direct Deposits	3/15/2016	\$139,958.66
Payroll Checks	40041-40042	\$4,297.85
Tax Deposit(s)	3/15/2016	\$57,835.09
Electronic Funds Transfers	ACH	\$4,747.86
Claims	40043-40106	\$142,656.85
Void Checks	39932, 39699	(\$483.03)
Total Vouchers Approved:		\$349,013.28

This 22nd day of March 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



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Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$	
Ace Hardware	40043						Check Total	\$686.32	
		3/17/2016	49672	101-016-544-90-31-02	ST-Operating Cost	Pencil sharpener/Sand paper/square/jig	\$42.29		
			49733	101-016-544-90-31-02	ST-Operating Cost	Funnels/electrical connectors & straps	\$6.49		
				410-016-531-10-31-02	SW-Operating Costs	Funnels/electrical connectors & straps	\$6.48		
			49744	001-010-576-80-31-03	PK-Lundeen-Op Costs	Flex drain pipe	\$27.14		
			49766	101-016-544-90-31-02	ST-Operating Cost	Keys	\$8.11		
			49770	101-016-544-90-31-02	ST-Operating Cost	Turtle wax/rags/hoze nozzle	\$66.19		
				410-016-531-10-31-02	SW-Operating Costs	Turtle wax/rags/hoze nozzle	\$66.19		
			49789	001-010-576-80-31-00	PK-Operating Costs	Herbicide-Round up	\$184.61		
			49815	101-016-544-90-31-02	ST-Operating Cost	Electrical tape/ground screws	\$7.64		
				410-016-531-10-31-02	SW-Operating Costs	Electrical tape/ground screws	\$7.63		
			49819	101-016-544-90-31-02	ST-Operating Cost	Keys	\$7.58		
			49841	101-016-544-90-31-02	ST-Operating Cost	Electrical Fasteners/Hook knife	\$29.31		
				410-016-531-10-31-02	SW-Operating Costs	Electrical Fasteners/Hook knife	\$29.30		
			49846	001-008-521-20-31-01	LE-Operating Costs	Keys	\$7.58		
			49849	101-016-544-90-31-02	ST-Operating Cost	Electrical supplies - shop electrical upgrade	\$94.89		
				410-016-531-10-31-02	SW-Operating Costs	Electrical supplies - shop electrical upgrade	\$94.89		
ACES	40044						Check Total	\$329.00	
		3/17/2016	11449VM	001-005-517-60-31-00	HR-Safety Program	Safety mtg: Caught crushed injures	\$75.46		
				101-016-517-60-31-00	ST-Safety Program	Safety mtg: Caught crushed injures	\$126.77		
				410-016-517-60-31-00	SW-Safety Program	Safety mtg: Caught crushed injures	\$126.77		
Advantage Building Services	40045						Check Total	\$651.70	
		3/17/2016	2172	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)		



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$11,166.13
Business Card	40046	3/17/2016	0568 3/16	001-007-558-50-41-03	PL-Advertising	Postcard mailer: Lundeen Park	\$19.55	
					PL-Advertising	Postcard mailer: Silver Stone	\$423.54	
		001-007-558-50-43-00	PL-Travel & Mtgs	Water for Bidders conference	\$4.99			
			001-007-559-30-49-01	PB-Staff Development	2016 WABO IBC & IRC changes - Sniffen	\$350.00		
				PB-Staff Development	WA Assoc of Permit Technicians Conference-Howell	\$175.00		
		0979 3/16	001-008-521-40-49-01	LE-Staff Development	Conference on Child & Family Maltreatment - Thomas	\$615.00		
		3880 3/16	001-001-513-10-43-00	Executive - Travel & Mtgs	Director meeting	\$18.06		
				AD-Travel & Meetings	MAG meeting	\$15.50		
				AD-Travel & Meetings	Director meeting	\$13.26		
				AD-Travel & Meetings	Meeting with Police Chief & Mayor	\$67.75		
				AD-Travel & Meetings	PW recognition luncheon	\$207.69		
				AD-Travel & Meetings	Meeting with McBee lobbyist	\$7.04		
				AD-Travel & Meetings	Meeting with Potential employee	\$33.00		
				AD-Travel & Meetings	Parking Sno County Garage	\$6.00		
				001-004-514-23-43-00	FI-Travel & Meetings	Director meeting	\$11.84	
				001-005-518-10-43-00	HR-Travel & Meetings	Director meeting	\$9.93	
				001-006-518-80-43-00	IT-Travel & Meetings	Director meeting	\$10.89	
				001-007-558-50-43-00	PL-Travel & Mtgs	Director meeting	\$14.21	
				001-008-521-20-43-00	LE-Travel & Meetings	Director meeting	\$9.93	
				101-016-543-30-43-00	ST-Travel & Meetings	Director meeting	\$13.45	
		4396 3/16	001-001-511-60-43-00	Legislative - Travel & Mtgs	Airfare to Washington DC - Daughtry/Hilt	\$864.40		
				001-001-513-10-43-00	Executive - Travel & Mtgs	Airfare to Washington DC - Spencer	\$432.20	
				001-008-521-20-31-01	LE-Operating Costs	Supplies for Awards banquet	\$373.68	
				001-008-521-20-41-03	LE-Advertising	Help wanted ad - Police	\$195.00	
				101-016-542-30-41-01	ST-Advertising	Help wanted - Seasonal Parks Worker	\$22.50	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Seasonal Parks Worker	\$22.50	
				510-006-518-80-49-00	License Renewal - Annual Maint	DOTGOV domain name renewal	\$125.00	
		5428 3/16	001-008-521-20-31-04	LE - Donation Exp - Other	Ice for Awards banquet	\$4.58		
				001-008-521-20-43-00	LE-Travel & Meetings	Supplies for community meeting	\$12.97	
		8060 3/16	001-010-576-80-31-00	PK-Operating Costs	Dock System Float Drum	\$197.63		
				001-013-594-18-60-01	GG - Lundeen House Capital	Cabinet for Lundeen House restoration	\$143.12	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Business Card	40046	3/17/2016	8060 3/16	001-013-594-18-60-01	GG - Lundeen House Capital	Chairs for Lundeen House restoration	\$880.00	
					GG - Lundeen House Capital	Lumber for Lundeen House restoration	\$1,196.78	
					GG - Lundeen House Capital	Wall Clock for Lundeen House restoration	\$48.52	
				101-016-543-30-43-00	ST-Travel & Meetings	Parking - ICC mtg	\$9.00	
					ST-Travel & Meetings	Parking 20th St mtg in Everett	\$6.00	
				101-016-544-90-31-01	ST-Office Supplies	Printer cartridge	\$12.00	
				101-016-544-90-31-02	ST-Operating Cost	Dewalt Cordless Combo kit Tags 1024-1028	\$217.86	
				410-016-531-10-31-01	SW-Office Supplies	Printer cartridge	\$12.00	
				410-016-531-10-31-02	SW-Operating Costs	Dewalt Cordless Combo kit Tags 1024-1028	\$217.85	
			410-016-531-10-49-01	SW-Staff Development	CESCL Re-Certification Training - Goad	\$200.00		
			8338 3/16	001-008-521-20-26-00	LE-Clothing	Gloves for new detective	\$24.42	
					001-008-521-20-31-01	LE-Operating Costs	Notary bond and stamp	\$105.39
						LE-Operating Costs	Framing of 2 maps	\$892.01
						LE-Operating Costs	Fingerprint supplies	\$451.45
						LE-Operating Costs	Chairs for Police station breakroom	\$191.09
						LE-Operating Costs	Badge engraving	\$40.95
					001-008-521-20-31-04	LE - Donation Exp - Other	Supplies for Awards banquet	\$78.10
						LE - Donation Exp - Other	Meals for Awards banquet	\$791.78
					001-008-521-20-43-00	LE-Travel & Meetings	PSR board mtg	\$49.82
			8877 3/16	001-008-521-20-26-00	LE-Clothing	Hawk lapel microphone w/quick release	\$80.00	
					001-008-521-20-31-01	LE-Operating Costs	Canon Camera body only	\$279.96
						LE-Operating Costs	First Aid kit/Barrier Tape	\$264.07
						LE-Operating Costs	Transcription services	\$162.25
				LE-Operating Costs		Condor Quick Release 3 point Sling System	\$48.36	
				001-008-521-20-31-04	LE - Donation Exp - Other	Supplies for Awards ceremony	\$31.96	
				001-008-521-20-41-00	LE-Professional Services	Database searches	\$54.30	
				001-008-521-20-42-00	LE-Communication	Postage	\$400.00	
Carquest Auto Parts Store	40047	Check Total					\$34.39	
		3/17/2016	2421-235854	101-016-544-90-31-02	ST-Operating Cost	Bed Armor Aerosol	\$10.86	
				410-016-531-10-31-02	SW-Operating Costs	Bed Armor Aerosol	\$10.86	
		2421-236118		101-016-544-90-31-02	ST-Operating Cost	Paint markers	\$6.33	
				410-016-531-10-31-02	SW-Operating Costs	Paint markers	\$6.34	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
CHS Engineers LLC	40048						Check Total	\$2,665.64
		3/17/2016	371509	001-007-558-50-41-00	PL-Professional Servic	LUA2016-0015 Westview Ridge Lots	\$1,437.54	
			371601-1601	001-007-558-50-41-00	PL-Professional Servic	LUA2015-0123 Dunroven Ranch	\$1,228.10	
City of Everett	40049						Check Total	\$370.00
		3/17/2016	116000366	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal shelter services January 2016	\$370.00	
City of Tumwater	40050						Check Total	\$75.00
		3/17/2016	1493306837481 30	001-006-518-80-49-00	IT-Miscellaneous	2016 ACCIS Membership	\$75.00	
Code Publishing Co	40051						Check Total	\$124.62
		3/17/2016	52415	001-003-514-20-41-00	CC-Professional Services	Ordinances 949/951	\$124.62	
Comcast	40052						Check Total	\$26.32
		3/17/2016	3/16 0808840	001-010-576-80-42-00	PK-Communication	Internet services - City shop	\$8.78	
				101-016-543-30-42-00	ST-Communications	Internet services - City shop	\$8.77	
				410-016-531-10-42-00	SW-Communications	Internet services - City shop	\$8.77	
	40053						Check Total	\$151.27
3/17/2016	3/16 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$151.27			
ConfirmdeliveryCom	40054						Check Total	\$233.37
		3/17/2016	2075	001-008-521-20-42-00	LE-Communication	ParcelPaks	\$233.37	
Crystal and Sierra Springs	40055						Check Total	\$302.75
		3/17/2016	5249844030116	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$22.33	
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$22.33	
				001-013-518-20-31-00	GG-Operating	Bottled water	\$81.74	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$88.18	
410-016-531-10-31-02	SW-Operating Costs			Bottled water	\$88.17			
Daily Journal of Commerce	40056						Check Total	\$48.40
		3/17/2016	3310325	001-010-576-80-31-00	PK-Operating Costs	Request for bids on dock resurface material	\$48.40	
Dept of Licensing	0						Check Total	\$413.00
		3/17/2016	1687-1702	633-008-586-00-00-00	Gun Permit - State Remittance	Weapons permits	\$413.00	
Dept of Retirement (Deferred Comp)	0						Check Total	\$2,240.00
		3/17/2016	03/15/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,240.00	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Dept of Revenue	0							Check Total	\$492.40
		3/17/2016	02/2016	001-008-521-20-26-00	LE-Clothing	UseTaxes February 2016	\$49.02		
				001-008-521-20-31-01	LE-Operating Costs	UseTaxes February 2016	\$41.51		
				001-013-518-90-49-06	GG-Excise Tax	Excise Taxes February 2016	\$252.17		
				520-008-594-21-63-00	Capital Equipment	UseTaxes February 2016	\$149.70		
Dicks Towing	40057							Check Total	\$502.32
		3/17/2016	129265	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing case 2016-3965	\$125.58		
			154168	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing case 2016-3634	\$125.58		
			154169	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing case 2016-3713	\$125.58		
			163986	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing case 2016-3485	\$125.58		
Dunlap Industrial Hardware	40058							Check Total	\$37.47
		3/17/2016	1360478-01	001-008-521-20-31-01	LE-Operating Costs	Amerizorb Throw & Go	\$37.47		
Electronic Federal Tax Pmt System EFTPS	0							Check Total	\$57,835.09
		3/17/2016	03/15/16	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$57,835.09		
Everett Stamp Works	40059							Check Total	\$48.71
		3/17/2016	17930	001-008-521-20-31-00	LE-Office Supplies	Nameplate R Krusey/Stamp	\$48.71		
Everett Steel	40060							Check Total	\$222.55
		3/17/2016	124472	001-013-594-18-60-01	GG - Lundeen House Capital	Angle Steel	\$149.39		
			124473	001-013-594-18-60-01	GG - Lundeen House Capital	Angle Steel	\$73.16		
Evergreen Security Systems	40061							Check Total	\$348.00
		3/17/2016	66308	001-008-521-80-47-00	LE-Evidence Room-Alarm	Monthly Monitoring - Grade Road 4/16-3/17	\$348.00		
Grainger	40062							Check Total	\$873.90
		3/17/2016	9040016512	101-016-544-90-31-02	ST-Operating Cost	Spotlight	\$102.73		
				410-016-531-10-31-02	SW-Operating Costs	Spotlight	\$102.74		
		9041161895	001-010-576-80-31-00	101-016-544-90-31-02	ST-Operating Cost	Impact Socket Set	\$23.70		
				410-016-531-10-31-02	SW-Operating Costs	Impact Socket Set	\$23.70		
				101-016-544-90-31-02	ST-Operating Cost	Impact Socket Set	\$23.70		
				410-016-531-10-31-02	SW-Operating Costs	Impact Socket Set	\$23.70		
		9044302959	101-016-544-90-31-02	101-016-544-90-31-02	ST-Operating Cost	Fire hose nozzle/detergent/rags	\$59.92		
				410-016-531-10-31-02	SW-Operating Costs	Fire hose nozzle/detergent/rags	\$59.93		
		9048740451	001-007-558-50-31-01	001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$38.20		
001-008-521-20-31-01	LE-Operating Costs			Janitorial Supplies	\$167.12				



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Grainger	40062	3/17/2016	9048740451	001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$85.94	
				001-012-575-50-31-00	CS-Community Center-Ops	Janitorial Supplies	\$52.52	
				001-013-518-20-31-00	GG-Operating	Janitorial Supplies	\$47.75	
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$42.98	
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$42.97	
Granite Construction Supply	40063	Check Total						\$515.58
		3/17/2016	262_00062289	101-016-542-64-31-00	ST-Traffic Control - Supply	Library & Museum signs	\$347.52	
			262_00062466	001-010-576-80-31-01	PK-Ops-Clothing	Winter jacket/rain gear	\$56.02	
				101-016-542-90-31-01	ST-Clothing	Winter jacket/rain gear	\$56.02	
				410-016-531-10-31-00	SW-Clothing	Winter jacket/rain gear	\$56.02	
Chris L Griffen	40064	Check Total						\$300.00
		3/17/2016	5Z1025866	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
Harbor Freight Tools	40065	Check Total						\$294.82
		3/17/2016	747321	101-016-544-90-31-02	ST-Operating Cost	Horizontal/vertical Metal cutting band saw Tag 1029	\$147.41	
				410-016-531-10-31-02	SW-Operating Costs	Horizontal/vertical Metal cutting band saw Tag 1029	\$147.41	
HB Jaeger Co LLC	40066	Check Total						\$119.33
		3/17/2016	169731/1	101-016-544-90-31-02	ST-Operating Cost	Trash Rack	\$59.67	
				410-016-531-10-31-02	SW-Operating Costs	Trash Rack	\$59.66	
Honey Bucket	40067	Check Total						\$136.00
		3/17/2016	2-1571764	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket rental - Boat Launch	\$136.00	
Intoximeters Inc	40068	Check Total						\$980.11
		3/17/2016	524763	001-008-521-20-31-01	LE-Operating Costs	2 Intoximeters	\$980.11	
J Thayer Company	40069	Check Total						\$1,408.68
		3/17/2016	1026260-0	001-008-521-20-31-00	LE-Office Supplies	Paper/envelopes/toner/batteries/pen/cd mailers	\$829.15	
				1026809-0	001-003-514-20-31-00	CC-Office Supply	Toner	\$167.17
					001-004-514-23-31-00	FI-Office Supplies	Toner	\$110.96
					001-013-518-20-31-00	GG-Operating	Paper/Bandaids/Label tape	\$231.29
		1027952-0	001-007-558-50-31-00	PL-Office Supplies	Pens/detergent	\$14.32		
001-007-559-30-31-00	PB-Office Supplies		Tape measure/clipboard/triangular scale	\$55.79				
Johns Cleaning Service	40070	Check Total						\$74.90
		3/17/2016	1728	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$74.90	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Kroesen's Uniforms	40071							Check Total	\$1,812.07
		3/17/2016	30766	001-008-521-20-26-00	LE-Clothing	Uniform items - C Brooks	\$867.71		
			31659	001-008-521-20-26-00	LE-Clothing	Duty belt accessories - Berhard	\$320.82		
			31661	001-008-521-20-26-00	LE-Clothing	Uniform items - Lambier	\$46.17		
				001-008-521-20-31-01	LE-Operating Costs	Uniform items - Lambier	\$19.17		
63490	001-008-521-20-26-00	LE-Clothing	Uniform items - Schedler	\$558.20					
Lake Stevens Ledger	40072							Check Total	\$81.00
		3/17/2016	1839	001-007-558-50-41-03	PL-Advertising	Public Notice Downtown Lake Stevens Subarea Plan	\$81.00		
Lake Stevens Police Guild	40073							Check Total	\$1,039.00
		3/17/2016	03/15/2016	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,039.00		
Lake Stevens Sewer District	40074							Check Total	\$830.00
		3/17/2016	3/2016	001-008-521-50-47-00	LE-Utilities	Sewer - N Lakeshore Dr	\$83.00		
					LE-Utilities	Sewer - Police Station	\$83.00		
				001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park	\$166.00		
				001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library	\$83.00		
				001-013-518-20-47-00	GG-Utilities	Sewer - City Hall	\$166.00		
					GG-Utilities	Sewer - Permit Center	\$83.00		
					GG-Utilities	Sewer - Family Center	\$83.00		
101-016-543-50-47-00	ST-Utilities			Sewer - 99th Ave SE Property	\$83.00				
Leadsonline	40075							Check Total	\$1,908.00
		3/17/2016	235524	001-008-521-20-41-00	LE-Professional Services	SelectSearch Investigation System Service	\$1,908.00		
Lemay Mobile Shredding	40076							Check Total	\$13.68
		3/17/2016	4470153	001-008-521-20-31-01	LE-Operating Costs	Shredding services	\$9.12		
			4470154	001-013-518-20-31-00	GG-Operating	Shredding services	\$4.56		
Lexis Nexis	40077							Check Total	\$114.82
		3/17/2016	80889220	001-008-521-20-31-01	LE-Operating Costs	Wa Criminal & Traffic Law Ebook	\$114.82		
Lowe's Companies	40078							Check Total	\$1,112.11
		3/17/2016	909099	001-013-594-18-60-01	GG - Lundeen House Capital	Aluminum laser level	\$46.20		
			920495	001-013-594-18-60-01	GG - Lundeen House Capital	Normal weight Block	\$63.90		
			920509	001-013-594-18-60-01	GG - Lundeen House Capital	Lumber/rebar/concrete blocks/concrete mix for Lundeen house	\$822.31		
			920857	101-016-544-90-31-02	ST-Operating Cost	Plexyglass for PW31	\$123.13		



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Lowes Companies	40078	3/17/2016	961039	001-012-572-20-31-00	CS-Library-Office & Operating	Quikrete for pothole at Library	\$56.57	
Monroe Correctional Complex	40079	Check Total						\$46.01
		3/17/2016	MCC1512.340	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew services	\$17.02	
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew services	\$19.79	
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work Crew services	\$9.20	
Nationwide Retirement Solution	0	Check Total						\$1,200.00
		3/17/2016	03/15/16	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,200.00	
Northend Truck Equipment Inc	40080	Check Total						\$27,838.13
		3/17/2016	1032383	530-016-594-48-60-00	Purchase Of Capital Equipment	Rugby 2/3 yard dump body/Boss snow plow Tag# 1030	\$27,838.13	
Outcomes by Levy LLC	40081	Check Total						\$5,442.07
		3/17/2016	2016-02-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Legislative Lobbying Services February 2016	\$5,442.07	
Pacific Power Batteries	40082	Check Total						\$95.72
		3/17/2016	12224788	101-016-544-90-31-02	ST-Operating Cost	Battery terminals	\$7.59	
				410-016-531-10-31-02	SW-Operating Costs	Battery terminals	\$7.59	
			86931	101-016-544-90-31-02	ST-Operating Cost	Battery	\$40.27	
				410-016-531-10-31-02	SW-Operating Costs	Battery	\$40.27	
Pacific Rim Code Services Inc	40083	Check Total						\$9,500.89
		3/17/2016	02/16	001-007-559-30-41-00	PB-Professional Srv	Plan Reviews Feb 2016	\$9,500.89	
Perteet Engineering Inc	40084	Check Total						\$106.22
		3/17/2016	20110012.012-3	001-007-558-50-41-00	PL-Professional Servic	Lk Stevens Wetland Review - Lake Drive & Soper Hill Rd	\$106.22	
Prothman	40085	Check Total						\$7,931.00
		3/17/2016	2016-5239	001-002-513-11-41-00	AD-Professional Services	Municipal consulting services 2/13-2/26/16	\$7,931.00	
Public Safety Testing Inc	40086	Check Total						\$3,008.16
		3/17/2016	PSTI 16-449	001-008-521-20-41-00	LE-Professional Services	Background checks - Fierro	\$1,365.39	
					LE-Professional Services	Background checks - Schedler	\$1,642.77	
Right On Heating & Sheet Metal Inc	40087	Check Total						\$1,730.40
		3/17/2016	20997	001-008-521-50-48-00	LE -Repair & Maint Facilities	Multiple Thermostats relocation	\$1,227.18	
			20998	001-008-521-50-48-00	LE -Repair & Maint Facilities	Air handler blower motor replacement	\$348.61	
			20999	001-008-521-50-48-00	LE -Repair & Maint Facilities	Air handler fan control replacement	\$154.61	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Robinson Noble	40088						Check Total	\$7,640.02
		3/17/2016	16-225	101-016-595-61-64-41	ST - Cap - Grade Road	Geotechnical engineering - Grade Road Embankment	\$5,996.89	
			16-226	101-016-594-42-64-00	ST-Capital Purchases	Geotechnical engineering - Callow road	\$1,643.13	
SCCFOA	40089						Check Total	\$18.00
		3/17/2016	3/24/16	001-004-514-23-43-00	FI-Travel & Meetings	SCCFOA meeting dated 3/24/16	\$18.00	
Snohomish County PUD	40090						Check Total	\$16,417.41
		3/17/2016	100210383	001-010-576-80-47-00	PK-Utilities	200748721	\$51.92	
			100210540	001-010-576-80-47-00	PK-Utilities	203203245	\$949.39	
			104420872	101-016-542-63-47-00	ST-Lighting - Utilities	201973682	\$44.73	
			104425043	001-010-576-80-47-00	PK-Utilities	202513354	\$16.67	
			107759792	001-008-521-50-47-00	LE-Utilities	200558690	\$59.52	
			107762437	001-013-518-20-47-00	GG-Utilities	200245215	\$254.36	
			107762620	001-013-518-20-47-00	GG-Utilities	200321172	\$246.51	
			111075295	001-013-518-20-47-00	GG-Utilities	200206019	\$321.27	
			111075297	001-012-572-20-47-00	CS-Library-Utilities	200206977	\$469.61	
				001-013-518-20-47-00	GG-Utilities	200206977	\$77.82	
			117708962	001-012-575-50-47-00	CS-Community Center-Utilities	200860922	\$514.16	
			124342711	001-013-518-20-47-00	GG-Utilities	201956075	\$24.86	
			127645086	101-016-542-63-47-00	ST-Lighting - Utilities	201595113	\$269.92	
			127645982	101-016-542-63-47-00	ST-Lighting - Utilities	204719074	\$19.72	
			137462380	001-013-518-20-47-00	GG-Utilities	201783685	\$132.37	
			140769985	001-010-576-80-47-00	PK-Utilities	201513934	\$16.14	
			144083751	101-016-542-63-47-00	ST-Lighting - Utilities	202624367	\$9,953.79	
			144083838	101-016-542-63-47-00	ST-Lighting - Utilities	202648101	\$1,057.77	
			144083915	101-016-542-63-47-00	ST-Lighting - Utilities	202670725	\$1,181.12	
			144084679	101-016-542-63-47-00	ST-Lighting - Utilities	202988481	\$285.49	
			153923889	001-012-575-30-47-00	CS-Historical-Utilities	202289237	\$39.13	
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237	\$39.13	
			157110371	101-016-542-63-47-00	ST-Lighting - Utilities	203730189	\$77.81	
			157110374	101-016-542-63-47-00	ST-Lighting - Utilities	203731153	\$90.24	
			157114580	101-016-542-63-47-00	ST-Lighting - Utilities	203115522	\$183.18	
			163529426	001-010-576-80-47-00	PK-Utilities	203531959	\$40.78	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Snohomish County Tourism Bureau	40091						Check Total	\$800.00
		3/17/2016	LS2016	001-013-518-90-49-03	GG-Visitor Center	Sno Co Visitor Info Center Program 2016	\$800.00	
Sound Publishing Inc	40092						Check Total	\$590.48
		3/17/2016	7663214	001-008-521-20-41-03	LE-Advertising	Help wanted ad - Police Records Clerk	\$475.00	
			EDH685627	001-007-558-50-41-03	PL-Advertising	LUA2016-0017 Amended Marijuana Regulations	\$93.00	
			EDH685785	001-010-576-80-31-00	PK-Operating Costs	Request for bids-North Cove Dock resurfacing material	\$22.48	
Springbrook Nursery	40093						Check Total	\$300.00
		3/17/2016	238682	101-016-544-90-31-02	ST-Operating Cost	Dump fees	\$150.00	
				410-016-531-10-31-02	SW-Operating Costs	Dump fees	\$150.00	
Stericycle Inc	40094						Check Total	\$10.36
		3/17/2016	3003344751	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36	
Robert Summers	40095						Check Total	\$35.00
		3/17/2016	3/4/16	001-008-521-20-43-00	LE-Travel & Meetings	Per diem for training - Operational Risk Management	\$35.00	
Symbol Arts	40096						Check Total	\$100.00
		3/17/2016	0251754-IN	001-013-518-20-31-00	GG-Operating	Lorentzen Farewell Plaque	\$100.00	
UPS	40097						Check Total	\$272.85
		3/17/2016	74Y42096	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$25.10	
			74Y42106	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$247.75	
Verizon Northwest	40098						Check Total	\$2,733.04
		3/17/2016	9761006277	001-001-513-10-42-00	Executive - Communication	Wireless phone services	\$71.39	
				001-002-513-11-42-00	AD-Communications	Wireless phone services	\$102.41	
				001-003-514-20-42-00	CC-Communications	Wireless phone services	\$75.29	
				001-005-518-10-42-00	HR-Communications	Wireless phone services	\$52.60	
				001-006-518-80-42-00	IT-Communications	Wireless phone services	\$266.36	
				001-007-558-50-42-00	PL-Communication	Wireless phone services	\$169.91	
				001-007-559-30-42-00	PB-Communication	Wireless phone services	\$117.90	
				001-008-521-20-42-00	LE-Communication	Wireless phone services	\$1,378.18	
				001-010-576-80-42-00	PK-Communication	Wireless phone services	\$148.80	
				001-013-518-20-42-00	GG-Communication	Wireless phone services	\$52.60	
				101-016-543-30-42-00	ST-Communications	Wireless phone services	\$148.80	
				410-016-531-10-42-00	SW-Communications	Wireless phone services	\$148.80	



Checks to be Approved for 3/9/2016 to 3/22/2016

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Jerad Wachtveitl	40099						Check Total	\$32.63
		3/17/2016	3/2-3/3/16	001-008-521-20-43-00	LE-Travel & Meetings	Meals at PSR training - Wachtveitl	\$32.63	
WAPRO	40100						Check Total	\$175.00
		3/17/2016	1414	001-003-514-20-49-02	CC-Staff Development	WAPRO 2016 Spring Training - Pugh	\$175.00	
Washington Audiology Services	40101						Check Total	\$60.00
		3/17/2016	48080	001-008-521-20-41-00	LE-Professional Services	Audiology tests February 2016	\$60.00	
Washington State Dept of Enterprise Svcs	40102						Check Total	\$226.95
		3/17/2016	73145942	001-008-521-20-31-00	LE-Office Supplies	Business cards - C Brooks	\$45.39	
			73145943	001-008-521-20-31-00	LE-Office Supplies	Business cards - R Brooks	\$45.39	
			73145944	001-008-521-20-31-00	LE-Office Supplies	Business cards - Bernhard	\$45.39	
			73146013	001-008-521-20-31-00	LE-Office Supplies	Business cards - Wachtveitl	\$45.39	
			73146014	001-008-521-20-31-00	LE-Office Supplies	Business cards - Hingtgen	\$45.39	
Washington State Patrol	40103						Check Total	\$973.50
		3/17/2016	I16006206	633-008-586-00-00-06	Gun Permit - FBI Remittance	Background checks February 2016	\$973.50	
Washington State Support Registry	0						Check Total	\$402.46
		3/17/2016	03/15/16	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$402.46	
WaveDivision Holdings LLC	40104						Check Total	\$656.16
		3/17/2016	37042	510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New World Connection	\$656.16	
Weed Graafstra & Associates Trust Account	40105						Check Total	\$25,750.00
		3/17/2016	Radosevich	101-016-595-20-60-00	ST - Capital ROW Purchase	Radosevich property - Right of Way purchase	\$25,750.00	
Western Graphics Inc	40106						Check Total	\$528.89
		3/17/2016	20383	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Graphic repairs on PT24	\$528.89	
Total							\$205,239.80	



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**CITY OF LAKE STEVENS
CITY COUNCIL AND PARKS BOARD
JOINT WORKSHOP MEETING MINUTES**

Tuesday, March 15, 2016
Lake Stevens Community Center
1808 Main Street N.E. Lake Stevens

CALL TO ORDER: 6:00 p.m. by Council President Sam Low

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

PARK BOARD MEMBERS PRESENT: Chris Jones, Terry Van Wyck, Jim Kelley, Carl Johnson, Roger Schollenberger, Marlene Sweet, Leland Adams

COUNCILMEMBERS ABSENT:

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Interim Planning and Community Development Director Russ Wright, Human Resources Director Steve Edin, and Deputy City Clerk Kathy Pugh;

OTHERS:

Mayor Spencer called the meeting to order at 6:00 p.m.

Discussion Items:

Councilmember Holder arrived at 6:04 p.m.

Councilmember Welch arrived at 6:05 p.m.

2016 Work Program: Interim Planning and Community Development Director Russ Wright introduced the 2016 Work Program and said that the Cavalero Park project continues to be under review and will be discussed in more detail later this evening. He commented that the Park Board is looking to coordinate with other City groups such as the Design Review Board and the Arts Commission for proposed projects such as a citywide beautification program and with subarea planning.

Director Wright reviewed programs and activities that the Park Board either assists with or endorses and would like to move forward with including adopt-a-park, review of code revisions related to parks and recreation such as commercial activities in parks and park mitigation fees. The Park Board will work on a Trail Master Program which includes identifying locations for trails, and details such as what type of trail bed a trail might have, i.e., hard, soft, pedestrian-friendly, etc.

Mayor Spencer commented it would be nice for the Council to receive a recommendation of priorities for moving ahead with the Trail Master Program from the Park Board.

Director Wright noted the Park Board has identified the Frontier Heights Park, currently owned by a homeowners' association, as a location for a community-level park. He discussed that the City will need to work with the Homeowners' Association, Bonneville Power Administration and Seattle City Light regarding taking over the park and including it as part of the Trail Connection Master Plan.

Director Wright said that the Bonneville Field, located in the City's UGA on 16th and Machias Road, will be targeted for annexation later this year. Once annexed, the Park Board will review and make recommendations for uses of this park. Discussion ensued regarding exclusive use and what other uses might extend to this park.

Director Wright also noted the Park Board oversees a variety of additional special tasks, such as oversight of volunteer projects, including Eagle Scout projects.

Parks Activities Underway or Planned in 2016: Director Wright reviewed park activities that are both planned and/or underway for 2016 for Cavalero, Lundeen, Frontier Heights and Eagle Ridge, and also the Bonneville Field and Hartford Trail Connection.

Director Wright distributed materials regarding Eagle Ridge Park and commented this park has a master plan and is much more than the site of the Senior Center. The master plan includes development of a trail system, community garden, interpretive area, main campus, great lawn and parking improvements. The master plan has been in place for some time and the Park Board would like to move forward with it by making parking improvements and some small improvements around the Senior Center facility. These improvements have been included in the City's capital facilities plan for some time, and Director Wright suggested using a phased approach to develop a plan for moving forward.

Park Board Member Schollenberger commented that Cavalero Park is viewed as being more recreational, and that the Park Board envisions Eagle Ridge Park as more family oriented with an interpretive center and more passive uses. He encouraged the City move forward with Eagle Ridge.

Discussion ensued as to what will ultimately happen to the Senior Center facility, and Mayor Spencer commented he envisions that eventually the Senior Center will be relocated either near a new city hall, or perhaps more beneficially, near Snolsle's new library facility.

Director Wright next reviewed the Hartford Trail connection and the idea of ultimately connecting the trail to the downtown area. This connection would provide a direct link between downtown and the Centennial Trail. Director Wright commented there is a property owner who is willing to swap property with the City that would provide the trail connection from Hartford to the Centennial Trail. Without the property swap, the next connection to the Centennial Trail is at least a quarter of a mile to the north and the same distance to the south to access the trail. The Park Board has been working on this property swap and it will be coming forward to the Council soon.

Referring to Lundeen Park, Director Wright reviewed a handout that identified the scope of work currently underway in this park. Hazard trees and trees that pose security issues have been

removed and there is now a clear line of sight into the park and also around the new Visitors Center. Director Wright noted that mature cottonwood trees will be taken down and that there will be a restoration plan for tree replanting and planting of other types of native vegetation to enhance the park and park facilities. These improvements are included in the capital project list in this year's Comprehensive Plan docket.

Discussion ensued regarding the condition of the basketball courts, ADA compliance, a sprinkler system within the park, additional parking and the condition of the play equipment that is located within the park, and also that the shower at the beach facility needs replacement.

Director Wright distributed a handout regarding Cavalero Park and reviewed the phasing plan for development of the park. Phase I improvements include construction of a skate park; Director Wright reported that Snohomish County has selected a consultant and timing for construction is the winter/spring of 2017. Director Wright also said that the BMX facility at McCollum Park is seeking to move that facility to Cavalero Park. The owners want to construct a temporary facility, which they hope to install soon for a tournament scheduled later in the year. The owners are proposing construction of a competition level facility that would also include a "pump" track that would be smaller and open to all users. Phase 1(B) improvements include additional playground amenities and parking and road improvements. Phase 2 improvements are identified as the construction of the permanent BMX facility reviewed previously. Phase 3 improvements include the potential for retail development that would front 20th Street and would be attractive to park users.

There was discussion regarding the BMX facility and how it would be used, and also what types of impacts it would have on surrounding neighborhoods. Director Wright commented that most of the surrounding area is zoned for industrial uses.

Park Component of Downtown Subarea Plan: Director Wright introduced the park component of the downtown subarea planning process. He noted the City is in the process of engaging a consultant to assist with this planning. The Park Board would review a concept plan for North Cove Park and also the development of a pedestrian element in the subarea plan so that people can enjoy the natural amenities of the downtown area including areas identified as critical, the mill site and other historical features in the downtown area. The Park Board would like to see North Cove Park developed as a destination point that would attract complimentary businesses.

Council President Low thanked the Park Board for attending this evening. He said the Council appreciates their hard work and values their opinions.

Park Board Member Johnson thanked the Council for the increased communication and support.

Adjourn:

The workshop was adjourned at 6:53 p.m.

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



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

Tuesday, March 15, 2016
Lake Stevens Community Center
1808 Main Street, 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, Marcus Tageant

COUNCILMEMBERS ABSENT: Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Interim Planning and Community Development Director Russ Wright, Public Works Director Mick Monken, Interim Police Chief Ralph Krusey, Human Resources Director Steve Edin, Internet Technology Manager Troy Stevens, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS: Peter Condyles

Pledge of Allegiance: Council President Low introduced Peter Condyles, Associated Student Body President at Lake Stevens High School, who led the Pledge of Allegiance.

Roll Call. Councilmember Daughtry moved, Councilmember Welch seconded, to excuse Councilmember Holder from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda:

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (6-0-0-1).

Guest Business. None

Council Business:

National League of Cities, Congressional City Conference, Washington, D.C.:

Council President Low said that during the past week members of the Council and Mayor Spencer attended the National League of Cities annual Congressional City Conference in Washington, D.C. The group was able to meet with the City's legislators, including Senators Patty Murray and Maria Cantwell, and representatives from Representatives Suzan DelBene and Rick Larsen offices. The meeting with Senator Cantwell was very productive with representatives from over 100 cities in attendance. Senator Cantwell recognized the City of Lake Stevens and addressed concerns about the U.S. 2 Trestle in her comments to the group at large.

Councilmember Daughtry commented that the City had a good showing at the conference. Most important was the opportunity to talk with legislators. Councilmember Daughtry thinks the

City will receive great support from these contacts. Councilmember Daughtry also commented the classes were very good. He attended workshops on creating a youth council, the heroin and opiate epidemic and creative transportation solutions for cities of all sizes.

Councilmember McDaniel commented the trip to Washington D.C. was a great experience and that the city representatives were treated very well. She attended a workshop on restoring trust through community policing that was very informative.

Councilmember Hilt found the trip to Washington D.C. to be very productive and commented the City's attendance at this conference raised the City's profile. He said the efforts to replace the U.S. 2 Trestle is a multi-event. Councilmember Hilt also commented there were good conversations with neighboring cities Marysville and particularly Everett, about the importance of collaborative efforts and the importance of the Trestle to the region. Councilmember Hilt commented in talking with other city representatives that the homeless problem is not particular to Lake Stevens. Councilmember Hilt also attended the youth council workshop.

Councilmember Tageant agreed with the previous comments and said he attended the AWC sponsored event and had a great opportunity to speak with Scott Murphy from Everett about how Lake Stevens might get a circular bus route. Councilmember Tageant also had conversations with Marysville representatives and in general found it valuable to spend time and share ideas with councilmembers from other cities. Councilmember Tageant also commented the classes were good.

Councilmembers reported on the following: Councilmember Daughtry: Public Works subcommittee meeting, Military Affairs committee meeting; Council President Low: Community Cleanup is May 7 and more information will be available soon; Councilmember Hilt: Community Transit; Councilmember McDaniel: thanked staff for organizing the Washington D.C. trip.

Mayor's Business: Mayor Spencer agreed with the comments made regarding the trip to Washington D.C. and added that the presentation by the administrator of the Small Business Administration (SBA) was excellent. The presentation included a discussion of a process to get a business permit in a day making it easier for small businesses to start up. Mayor Spencer would like to work with the Chamber to make it easier for small businesses to start up in the community.

Mayor Spencer reminded of the vacancies on the AWC Board of Directors and that the deadline to apply is March 25, 2016; he encouraged it would be good for a Councilmember to apply. Discussion ensued and this will be added to the March 22, 2016 agenda for further consideration.

Mayor Spencer proposed that a Citizen Advisory Committee be formed to participate in the Downtown Sub-area Plan and distributed a handout with suggested representation. Mayor Spencer would like for staff to begin recruiting members to this committee. He does not envision that existing advisory board members would be part of this advisory committee.

Discussion ensued and Councilmember Tageant suggested there should be five or six business owners on the committee. Councilmember McDaniel suggested increasing the neighbors-at-large to four or five representatives. Councilmember Welch commented a wide demographic range should be used to make sure there is good representation.

City Department Report. Public Works Director Monken: Successful meeting with Department of Fish & Wildlife regarding the repair to Grade Road, met with the regional manager for Washington State Department of Transportation (WSDOT) regarding SR 204, Lundeen Visitor Center update, PUD will be installing street lights on Lakeview Drive and 20th, coordination meeting with WSDOT, Snohomish County and Everett regarding the U.S. 2 Trestle, Cavalero Park BMX facility; Interim Planning and Community Director Russ Wright: development activity continues to be robust, two new staff persons will be coming on in the next two weeks; Brewers Forum was successful and has led to follow-up meetings, Fire Commissioners presentation on growth and growth strategy, distributed a map and inventory of city-owned property; Interim Police Chief Ralph Krusey: Lt. Lambier completed Command College, Police Support Officer Cindy Brooks is completing Animal Control Academy, Police Department Facebook account, new Citizens Academy, building the Volunteer Program, notifying lakeside residents of buoys, markers and other flotation devices in the lake that could be hazardous, hiring and recruitment update; Human Resources Director Steve Edin: Police Records Clerk recruitment update, applicant tracking software, attending Well City Health Workplace Summit next week; Finance Director/City Clerk Barb Stevens: February Treasurer's Report will be coming out late this week, 2015 financial statements due at the end of May; update on credit card payments; Interim City Administrator Mary Swenson: reaching out to Lake Stevens High School to fill seasonal positions, reviewing staffing needs with department directors, joint Sewer Commission/City meeting.

Consent Agenda.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Low, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$137,841.66, Payroll Checks 39940-39941 totaling \$4,105.08, Tax Deposits of \$56,041.82, Electronic Funds Transfers (ACH) of \$165,381.94, Claims Check Nos. 39939, 39942-39947, 39948-40040 totaling \$229,080.61, Void Check Nos. 39865 and 39676 totaling \$122.00, Total Vouchers Approved: \$592,329.11); (B) February 23, 2016 City Council-Planning Commission Joint Workshop Meeting Minutes; (C) February 23, 2016 City Council Regular Meeting Minutes; (D) March 1, 2016 City Council Workshop Meeting Minutes; (E) Final Project Acceptance of North Davies Sidewalk; (F) Ordinance 950 Amending LSMC 3.04 Warrants; (G) Resolution 2016-03 Acceptance of Credit and Debit Cards for Payments to the City; (H) Salary Ranges for Planning and Community Development Director and Police Chief; (I) Change of the Planning Administrative Assistant Job Title Listed in the 2016 Budget to Assistant Planner.

Council President Low requested the March 1, 2016 Workshop Meeting Minutes be amended to correct that he opened the meeting and that Mayor Spencer be added as an attendee. Staff requested a correction at page 2 regarding the job description of Economic Development Coordinator Jeanie Ashe as reflected in the revised draft minutes that were distributed.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to amend the March 1, 2016 Workshop Meeting Minutes as discussed and reflected in the revised minutes that were handed out this evening. On vote the motion carried (6-0-0-1).

MOTION: Councilmember Tageant moved, Councilmember Low seconded, to approve the Consent Agenda. On vote the motion carried (6-0-0-1).

Action Items:

Approve ILA with Snohomish County re Internet Services and Supplemental Work Orders

2016-001 and 2016-002: Internet Technology Manager Troy Stevens presented the staff report and said approval of this Interlocal agreement will allow the City to purchase services from the County for current and future services that the City may wish to access. The City's server location is not adequate to support internet technology infrastructure and this ILA provides that needed support. The original ILA has a limited not to exceed amount, which will not allow for all services the City may wish to utilize. Supplemental Work Order (SWO) 2016-001 is an update of the supplemental work order that is currently in place and SWO 2016-002 is for new services that would allow the City to colocate its server equipment to the County's certified datacenter. Mr. Stevens then responded to Councilmembers' questions.

MOTION: Councilmember Hilt moved, Councilmember McDaniel seconded, to authorize the Mayor to enter into an interlocal agreement between the City and Snohomish County which increases the five-year "Not to Exceed" limit to \$54,000, and to approve Supplemental Work Orders 2016-001 and 2016-002, and any additional Supplemental Work Orders within the approved budgeted amount. On vote the motion carried (6-0-0-1).

Authorize the Mayor to Execute Supplemental Agreement No. 1 with Tetra Tech for Regional Storm Pond Analysis:

Public Works Director Mick Monken presented the staff report and said approval of this supplemental agreement will provide a feasibility study which will allow the City to explore the possibility of developing a regional public storm pond in the southwest corner area of 20th Street SE and SR 9. Development of a regional public storm pond is being considered as an incentive to encourage economic development in the area. He then responded Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to authorize the Mayor to execute Supplemental Agreement No. 1 with Tetra Tech to perform a regional storm pond analysis for the 20th Street SE Southwest Quadrant service area in an amount of \$29,240 and authorize a \$3,000 management reserve. On vote the motion carried (6-0-0-1).

Approve Contract with Sam's Tree Care: Director Monken presented the staff report and commented that currently Sam's Tree Care has a contract with the City that expires on March 31, 2016. This new contract will expire November 27, 2018 and provides for a total cost of \$200,000, with \$75,000 allocated for fiscal year 2016, which allows for the removal of danger trees in Lundeen Park. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Hilt moved, Councilmember McDaniel seconded, to authorize the Mayor to execute a contract with Sam's Tree Care for tree removal services, which includes the removal of the 71 cottonwood trees in Lundeen Park, for a contract amount not to exceed \$200,000 through November 27, 2018, and not to exceed \$75,000 in 2016. On vote the motion carried (6-0-0-1).

Approve Resolution 2016-004 Declaring an Emergency Regarding the Grade Road

Embankment Movement: Director Monken presented the staff report and said that approval of Resolution 2016-004 is part of the process of moving ahead with a condemnation lawsuit and to gain access and begin repair on Grade Road. He noted recent observations show a new section of the roadway has slid, and also there is movement of the sewer line. By declaring an emergency the permitting process will proceed more quickly and emergency repairs can

proceed as soon as the City has access to the property. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to approve Resolution 2016-004 Declaring an Emergency, Authorizing Repair and Replacement of Grade Road Section and Embankment and Related Sewer Line between 30th and 32nd Streets NE, Authorizing City Personnel to Take All Such Actions as Are Necessary to Remedy and Abate Said Emergency. On vote the motion carried (6-0-0-1).

Approve Contract with Marshbank: Director Monken presented the staff report and noted that the approval of Resolution 2016-004 authorizes the City to move ahead with a contract for a temporary repair and stabilization of Grade Road once the City has access to the property, either through a condemnation lawsuit or with a possession and use agreement. The emergency repairs will be performed on a time and material basis. Director Monken anticipated that a permanent repair to the roadway will be accomplished later in the year. He then responded to Councilmembers' questions.

MOTION: Councilmember Tageant moved, Councilmember Low seconded, to authorize the Mayor to execute a Small Public Works Contract with Marshbank Construction, Inc. for the emergency road and embankment repair of Grade Road for an amount not to exceed \$300,000. On vote the motion carried (6-0-0-1).

Approve Contract with Perteet for Professional Grant Writing Services. Public Works Director Monken presented the staff report and said that approval of this contract will allow Perteet to assist staff in seeking out and applying for both federal and state grant funds that may be available. The primary focus is targeted on 20th Street SE, but assistance will also be provided in applying for grant fund opportunities that may be available for sidewalks and other non-motorized by-ways, and related beautifications.

MOTION: Councilmember Daughtry moved, Councilmember Hilt seconded, to authorize the Mayor to execute a contract with Perteet, Inc. to provide support for Grant Writing Assistance Service for an amount not to exceed \$30,000 and authorize a management reserve of \$20,000. On vote the motion carried (6-0-0-1).

Executive Session: Mayor Spencer announced an executive session for 10 minutes to discuss a potential property acquisition beginning at 8:14 p.m. and ending at 8:24 p.m. with no action to follow.

The executive session concluded at 8:24 p.m. and a brief recess took place immediately following the executive session. The Special Meeting was reconvened at 8:27 p.m.

Study Session:

2016 Budget Amendment No. 1: Finance Director Barb Stevens presented the staff report and reviewed the proposed budget amendments. Discussion ensued and Director Stevens responded to Councilmembers' questions. There was consensus by Council that this budget amendment be brought forward for approval on the consent agenda at the March 22, 2016 City Council regular meeting.

Responding to a question from Councilmember Daughtry, Chief Krusey said the Police Department is going to apply for a grant for body cameras. If the City wishes to proceed with body cameras a resolution needs to be adopted. Council directed this matter be brought before the Public Safety subcommittee.

Adjourn:

Moved by Councilmember Tageant, seconded by Councilmember Hilt, to adjourn the meeting at 8:36 p.m. On vote the motion carried (6-0-0-1).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 22, 2016

Subject: 2016 Budget Amendment #1

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

APPROVE: Ordinance No. 952 Amending Budget Ordinance No. 943 and including changes to Organizational Chart.

SUMMARY/BACKGROUND:

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

No changes have been made to the amendment since presented to Council on March 15th, 2016

Beginning Fund Balances

Due to revenue receipts and expenditure costs outside of the expected values during the 2016 budget process, the 2015 ending fund balances are different from what was adopted in the 2016 budget as beginning balances. The following funds beginning fund balances are being amended, which reflect the actual 2015 ending fund balances:

- 001 - General Fund - Increase \$351,124
- 002 – Contingency Reserve – Increase \$1,467
- 101 – Street Fund – Increase \$96,490
- 111 – Drug Seizure & Forfeiture Fund – Increase \$7,947
- 112 – Municipal Art Fund – Decrease (\$94)
- 301 – Capital Project Development Contribution Fund - Increase 871,892
- 303 – Real Estate Excise Tax I – Increase \$227,466
- 304 – Real Estate Excise Tax II – Increase \$230,288
- 309 – Sidewalk Capital Project Fund – Decrease (\$8,048)
- 401 – Sewer Fund – Decrease (\$786)
- 410 – Storm & Surface Water Fund – Decrease (\$99,466)
- 501 – Unemployment Fund – Decrease (\$1,436)
- 510 – Equipment Fund – Computer – Increase \$19,854
- 520 – Equipment Fund – Police - Increase \$2,838
- 530 – Equipment Fund – PW – Increase \$53,450
- 540 – Aerator Equipment Fund – Increase \$46
- 621 – Refundable Deposits – Increase \$17,873
- 633 – Treasurer’s Trust – Increase \$7,630

In addition to the beginning balances, amendments are being proposed in revenue and expenditure line items throughout the funds. Proposed amendments are based changes in estimates (based on prior year actuals and current year actuals to date), prior year budgeted items not completed during the year (need reauthorization), new requests, or other obligations. Additional details is provided in Attachment A.

Revenues

- 001 - General Fund - Increase \$306,729
- 301 – Capital Project Development Contribution Fund - Increase \$239,652
- 303 – REET I – Increase \$200,000
- 304 – REET II – Increase \$200,000
- 309 – Sidewalk Capital Project Fund – Increase \$495,626
- 410 – Storm & Surface Water Fund – Decrease (\$36,507)

Expenditures

- 001 - General Fund - Increase \$499,555
- 101 – Street Fund – Increase \$287,550
- 112 – Municipal Art Fund – Decrease (\$94)
- 301 – Capital Project Development Contribution Fund - Increase \$596,600
- 304 – REET II – Increase \$953,000
- 309 – Sidewalk Capital Project Fund – Increase \$370,834
- 410 – Storm & Surface Water Fund – Increase \$50
- 510 – Equipment Fund – Computer – Increase \$35,000
- 530 – Equipment Fund – PW – Increase \$43,662
- 621 – Refundable Deposits – Increase \$17,873
- 633 – Treasurer’s Trust – Increase \$7,630

Position and title changes have also been proposed as follows:

- Planning Director
 - Title to Planning and Community Development Director
 - Update Salary Range (no effect on current budgeted expenditures)
- Administrative Assistant – Planning
 - Position change to Assistant Planner
 - Update Salary Range (no effect on current budgeted expenditures)

APPLICABLE CITY POLICIES:

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

BUDGET IMPACT:

The budget ordinance will amend the beginning and ending balances, revenues and expenditures in the funds set forth in the ordinance as well as amend the staffing positions as set forth in the organizational chart.

ATTACHMENTS:

- ▶ Attachment A: Budget Amendment Detail
- ▶ Exhibit A: Ordinance No. 952
- ▶ Exhibit A - Attachment: Amended Organizational Chart

Revenue Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Notes
Sales Tax	001		\$ 95,431	\$ 95,431			Additional Expected - Council Retreat Discussion Item
Local Criminal Justice	001		\$ 52,372	\$ 52,372			Additional Expected - Council Retreat Discussion Item
Cable Franchise	001		\$ 10,000	\$ 10,000			Additional Expected - Council Retreat Discussion Item
Permit Fees	001		\$ 161,910	\$ 161,910			Additional Expected - Council Retreat Discussion Item
Zoning & Subdivision	001		\$ 50,000	\$ 50,000			Additional Expected - Council Retreat Discussion Item
Park Mitigation	301		\$ 101,760	\$ 101,760			Additional Expected - Council Retreat Discussion Item
Gas Utility Tax	001		\$ (86,800)	\$ (86,800)			Over budgeted - Based on 1st Quarter Actuals (Only 3.9% increase over prior year)
Storm Water Charges	410		\$ (36,507)	\$ (36,507)			Actual amount certified by County SWM 1.1% inc over 2015 + delinquent amounts
LE WASPC Grant	001		\$ 980	\$ 980			New Grant Revenue - Actual Amount
Boating Grant	001		\$ 12,836	\$ 12,836			Grant Revenue - Actual Amount
Police donation	001		\$ 10,000	\$ 10,000			Anonymous Police Donation
Traffic Mitigation	301		\$ 137,892	\$ 137,892			Additional Expected - Council Retreat Discussion Item
REET I	303		\$ 200,000	\$ 200,000			Additional Expected - Council Retreat Discussion Item
REET II	304		\$ 200,000	\$ 200,000			Additional Expected - Council Retreat Discussion Item
Sidewalk	309		\$ 240,000	\$ 240,000			N. Davies Sidewalk Grant Revenues
Sidewalk Grant	309		\$ 255,626	\$ 255,626			TIB Grant N. Lakeshore
		Revenue Totals	\$ 1,405,500				
Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Notes
REET 2 - Transportation Improve	304		\$ 570,000	\$ 570,000			Acquisition -Village Way Property
Sidewalk Capital Exp	309		\$ 340,834	\$ 340,834			N. Lakeshore Drive - Grant Funded
Planning & Design	301	SOPD	\$ 327,100	\$ 327,100			20th Street Planning & Design Reauthorize unused portion to 2016
Street - Capital Grade Road	101	STGR	\$ 74,500	\$ 74,500			Grade Road Embankment - Reauthorize unused portion from 2015
General Government Capital	001	GGLHC	\$ 60,000	\$ 60,000			Lundeen House
Capital purchase PW	530	PWEQ	\$ 43,662	\$ 43,662			North end truck - portion not paid until 2016
Legal - Prosecutor	001	LGPF	\$ 43,000	\$ 43,000			Prosecuting Attorney - Add Domestic Violence Coordination
REET 2 - Drainage	304	R2SWM	\$ 33,000	\$ 33,000			Regional Storm Pond at 20th/9 - Feasibility Study
Street ROW Purchase	101	STCR	\$ 32,000	\$ 32,000			Grade Road ROW Purchase
Sidewalk Capital Exp	309		\$ 30,000	\$ 30,000			Roll forward N. Davies - portion not paid until 2016 - Grant Funded
Police Professional Services	001	LEPS	\$ 19,500	\$ 19,500			Prothman - Police Chief Search
Planning Professional Services	001	PLPS	\$ 18,500	\$ 18,500			Prothman - Planning Director Search
Street Project Retainage Reimb	621		\$ 17,873	\$ 17,873			Retainage held on projects not yet released
Police Donation Exp	001	LEDO	\$ 10,000	\$ 10,000			2016 Obligated Donation Items
Agency Funds	633	PSEA1	\$ 7,630	\$ 7,630			Agency funds not yet passed through to the State
Boating - Travel	001	LBTM	\$ 5,586	\$ 5,586			Boating Program -Partially grant funded
Boating - R&M	001	LBRM	\$ 5,000	\$ 5,000			Boating Program -Partially grant funded
Boating - Other Benefits (OT)	001		\$ 3,100	\$ 3,100			Boating Program -Partially grant funded
SBDC Contribution	001	GGSBDC	\$ 3,000	\$ 3,000			Small Business Development Center
Police Donation	001	LEDO	\$ 2,500	\$ 2,500			Bike Program - Donation obligation from 2015
PL - Professional Services	001	PLPS	\$ 2,000	\$ 2,000			Critical Area work - portion not paid until 2016
Boating - Fuel	001	LBFU	\$ 1,800	\$ 1,800			Boating Program -Partially grant funded
Boating - Training	001	LBTR	\$ 1,490	\$ 1,490			Boating Program -Partially grant funded
Boating - Op Supplies	001	LBOC	\$ 1,000	\$ 1,000			Boating Program -Partially grant funded
Police Operating	001	LEOC	\$ 980	\$ 980			2 New Intoximeters - Grant Funded
Boating - Clothing	001	LBCL	\$ 600	\$ 600			Boating Program -Partially grant funded
Safety Program	101	STSP	\$ 50	\$ 50			Additional PW Parks Employee - Safety Program
Safety Program	410	SWSP	\$ 50	\$ 50			Additional PW Parks Employee - Safety Program
Art - Public Art Acquisition	111		\$ (94)	\$ (94)			Reduced Beginning Balance reduces funds available Expenditures for 2016
Economic Devl Budget	001	PLED	\$ 120,000		\$ 120,000		Downtown Subarea - Reauthorize unused portion to 2016
PK Professional Service Tree	001	PKPT	\$ 75,000		\$ 28,700	\$ 46,300	Tree Removal Services - Reauthorize unused portion to 2016 (add \$46,300)
Park - Capital	001	PKCA	\$ 10,000		\$ 10,000		Floating Dock Repair - Reauthorize 2015 budget to 2016
Park - Capital	001	PKCA	\$ 8,000		\$ 8,000		Regulation upgraded park signage - Reauthorize 2015 budget to 2016
Police Operating	001	LEOC	\$ 10,000		\$ 5,000	\$ 5,000	Interview Room Audio/Visual - Reauthorize unused portion to 2016 (Additional \$5,000)
Roundabout Landscape	101	STRL	\$ 4,000		\$ 4,000		Fish Roundabout - Reauthorize 2015 budget to 2016
Arts Commission	001	CSAC	\$ 774		\$ 774		Reauthorize unused budget to 2016
HR - Civil Prof Service	001	HCPs	\$ 425		\$ 425		4th quarterly billing not paid until 2016
REET 2 - Transportation Improve	304		\$ 350,000			\$ 350,000	Grade Road Embankment Stream Relocation and Road Widening
Street Construction	301		\$ 154,500			\$ 154,500	Grade Road Embankment Stream Relocation and Road Widening
Street Capital	101	STTC	\$ 80,000			\$ 80,000	Speed Radar Signs (Mick)
Tree Replacement Funds	301	DCTM	\$ 65,000			\$ 65,000	Tree Replacement - Lundeen & Eagle Ridge

Revenue Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Notes
General Governement - R&M	001	GGRM	\$ 50,000			\$ 50,000	Homeless encampment cleanups - Citywide - Biosolid Clean up
Street Professional Services	101	STPS	\$ 50,000			\$ 50,000	PW grant writer - safer routes/ transportation
Park Mitigation Funds	301		\$ 50,000			\$ 50,000	Downtown Development Park Studies
Street Professional Services	101	STPS	\$ 30,000			\$ 30,000	Survey Services - Road widening S. Lake Stevens (not in CFP)
Annual Licensing	510	Complr	\$ 30,000			\$ 30,000	Microsoft Enterprise System (per year)
Finance Professional Services	001	FIPS	\$ 20,000			\$ 20,000	Financial Planning Consultant Services
IT Professional Services	001	ITPS	\$ 20,000			\$ 20,000	IT Consultant Services
Police Capital	001	LECA	\$ 15,000			\$ 15,000	Police Dept Fencing
Street - Overlays	101	STOV	\$ 12,000			\$ 12,000	Cedar Trail Paving- Cedar Rd& Highschool - parallel to 30th
Boating - Other Salaries (OT)	001		\$ 8,000			\$ 8,000	Addition \$10K in local portion- \$5K OT - req refresher and \$5K training
Street Repair & Maint	101	STRM	\$ 5,000			\$ 5,000	Fence Repairs - Citywide
Purchase Computer Equipment	510	Compex	\$ 5,000			\$ 5,000	Increased cost of replacement computers
Community Center R&M	001	CSCR	\$ 4,300			\$ 4,300	New carpet in Community Center
Expenditure Amendment Total			\$ 2,831,660	\$ 1,654,661	\$ 176,899	\$ 1,000,100	

Description	Fund	budget	actural	Amount	Note
Beginning Balance	001	\$7,570,987	\$ 7,922,111	\$ 351,124	Beg
Beginning Balance	002	\$3,405,547	\$ 3,407,014	\$ 1,467	Beg
Beginning Balance	101	\$3,715,069	\$ 3,811,559	\$ 96,490	Beg
Beginning Balance	103	\$1,526	\$ 1,526	\$ -	Beg
Beginning Balance	111	\$27,805	\$ 35,752	\$ 7,947	Beg
Beginning Balance	112	\$11,443	\$ 11,349	\$ (94)	Beg
Beginning Balance	301	\$3,555,714	\$ 4,427,606	\$ 871,892	Beg
Beginning Balance	303	\$640,071	\$ 867,537	\$ 227,466	Beg
Beginning Balance	304	\$2,390,865	\$ 2,621,153	\$ 230,288	Beg
Beginning Balance	309	\$425,483	\$ 417,435	\$ (8,048)	Beg
Beginning Balance	401	\$275,606	\$ 274,820	\$ (786)	Beg
Beginning Balance	410	\$1,896,056	\$ 1,796,590	\$ (99,466)	Beg
Beginning Balance	501	\$102,918	\$ 101,482	\$ (1,436)	Beg
Beginning Balance	510	\$215,106	\$ 234,960	\$ 19,854	Beg
Beginning Balance	520	\$321,311	\$ 324,149	\$ 2,838	Beg
Beginning Balance	530	\$168,894	\$ 222,344	\$ 53,450	Beg
Beginning Balance	540	\$119,286	\$ 119,332	\$ 46	Beg
Beginning Balance	621	\$2,200	\$ 20,073	\$ 17,873	Beg
Beginning Balance	633	0	\$ 7,630	\$ 7,630	Beg

**CITY OF LAKE STEVENS
 LAKE STEVENS, WASHINGTON
 ORDINANCE NO. 952**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2016 BUDGET AS SET FORTH IN ORDINANCE NO. 943 CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2016.

WHEREAS, the City of Lake Stevens adopted the 2016 budget pursuant to Ordinance No. 943; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2016 budget; and

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

SECTION 1. The 2016 budget, as adopted in Ordinance No. 943, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Beginning Fund Balance	\$7,570,987	\$7,922,111	\$351,124	BegBal.
001 - General	Revenues	\$9,794,572	\$10,101,301	\$306,729	Rev.
001 - General	Expenditures	\$10,651,388	\$11,170,943	\$519,555	Exp.
001 - General	Ending Fund Balance	\$6,714,171	\$6,852,469	\$138,298	EndBal.
002 - General Reserve	Beginning Fund Balance	\$3,405,547	\$3,407,014	\$1,467	BegBal.
002 - General Reserve	Ending Fund Balance	\$4,200,597	\$4,202,064	\$1,467	EndBal.
101 - Street	Beginning Fund Balance	\$3,715,069	\$3,811,559	\$96,490	BegBal.
101 - Street	Expenditures	\$3,134,977	\$3,422,527	\$287,550	Exp.
101 - Street	Ending Fund Balance	\$2,868,305	\$2,677,245	(\$191,060)	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$27,805	\$35,752	\$7,947	BegBal.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$36,855	\$44,802	\$7,947	EndBal.
112 - Municipal Arts	Beginning Fund Balance	\$11,443	\$11,349	(\$94)	BegBal.
112 - Municipal Arts	Expenditures	\$11,493	\$11,399	(\$94)	Exp.
301 - Cap. Proj - Dev. Contrib.	Beginning Fund Balance	\$3,555,714	\$4,427,606	\$871,892	BegBal.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$812,500	\$1,052,152	\$239,652	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$1,250,000	\$1,846,600	\$596,600	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$3,118,214	\$3,633,158	\$514,944	EndBal.
303 - Cap. Imp. - REET I	Beginning Fund Balance	\$640,071	\$867,537	\$227,466	BegBal.
303 - Cap. Imp. - REET I	Revenues	\$526,500	\$726,500	\$200,000	Rev.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$825,729	\$1,253,195	\$427,466	EndBal.
304 - Cap. Imp. - REET II	Beginning Fund Balance	\$2,390,865	\$2,621,153	\$230,288	BegBal.
304 - Cap. Imp. - REET II	Revenues	\$527,000	\$727,000	\$200,000	Rev.
304 - Cap. Imp. - REET II	Expenditures	\$74,164	\$1,027,164	\$953,000	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$2,843,701	\$2,320,989	(\$522,712)	EndBal.
309 - Sidewalk Capital Projects	Beginning Fund Balance	\$425,483	\$417,435	(\$8,048)	BegBal.
309 - Sidewalk Capital Projects	Revenues	\$983,700	\$1,479,326	\$495,626	Rev.
309 - Sidewalk Capital Projects	Expenditures	\$604,000	\$974,834	\$370,834	Exp.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$805,183	\$921,927	\$116,744	EndBal.

401 - Sewer	Beginning Fund Balance	\$275,606	\$274,820	(\$786)	BegBal.
401 - Sewer	Ending Fund Balance	\$272,878	\$272,092	(\$786)	EndBal.
410 - Storm & Surface Water	Beginning Fund Balance	\$1,896,056	\$1,796,590	(\$99,466)	BegBal.
410 - Storm & Surface Water	Revenues	\$1,549,403	\$1,512,896	(\$36,507)	Rev.
410 - Storm & Surface Water	Expenditures	\$1,518,567	\$1,518,617	\$50	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,926,892	\$1,790,869	(\$136,023)	EndBal.
501 - Unemployment Fund	Beginning Fund Balance	\$102,918	\$101,482	(\$1,436)	BegBal.
501 - Unemployment Fund	Ending Fund Balance	\$73,118	\$71,682	(\$1,436)	EndBal.
510 - Equip Fund - Computer	Beginning Fund Balance	\$215,106	\$234,960	\$19,854	BegBal.
510 - Equip Fund - Computer	Expenditures	\$226,565	\$261,565	\$35,000	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$140,858	\$125,712	(\$15,146)	EndBal.
520 - Equip Fund - Police	Beginning Fund Balance	\$321,311	\$324,149	\$2,838	BegBal.
520 - Equip Fund - Police	Ending Fund Balance	\$329,511	\$332,349	\$2,838	EndBal.
530 - Equip Fund - PW	Beginning Fund Balance	\$168,894	\$222,344	\$53,450	BegBal.
530 - Equip Fund - PW	Expenditures	\$255,730	\$299,392	\$43,662	Exp.
530 - Equip Fund - PW	Ending Fund Balance	\$249,344	\$259,132	\$9,788	EndBal.
540 - Aerator Replacement	Beginning Fund Balance	\$119,286	\$119,332	\$46	BegBal.
540 - Aerator Replacement	Ending Fund Balance	\$129,461	\$129,507	\$46	EndBal.
621 - Refundable Deposits	Beginning Fund Balance	\$2,200	\$20,073	\$17,873	BegBal.
621 - Refundable Deposits	Expenditures	\$53,200	\$71,073	\$17,873	Exp.
633 - Treasurer's Trust	Beginning Fund Balance	\$0	\$7,630	\$7,630	BegBal.
633 - Treasurer's Trust	Expenditures	\$200,000	\$207,630	\$7,630	Exp.

SECTION 2. Except as set forth above, all other provisions of Ordinance 943 shall remain in full force, unchanged.

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

PASSED by the City Council of the City of Lake Stevens this ____day of_____, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

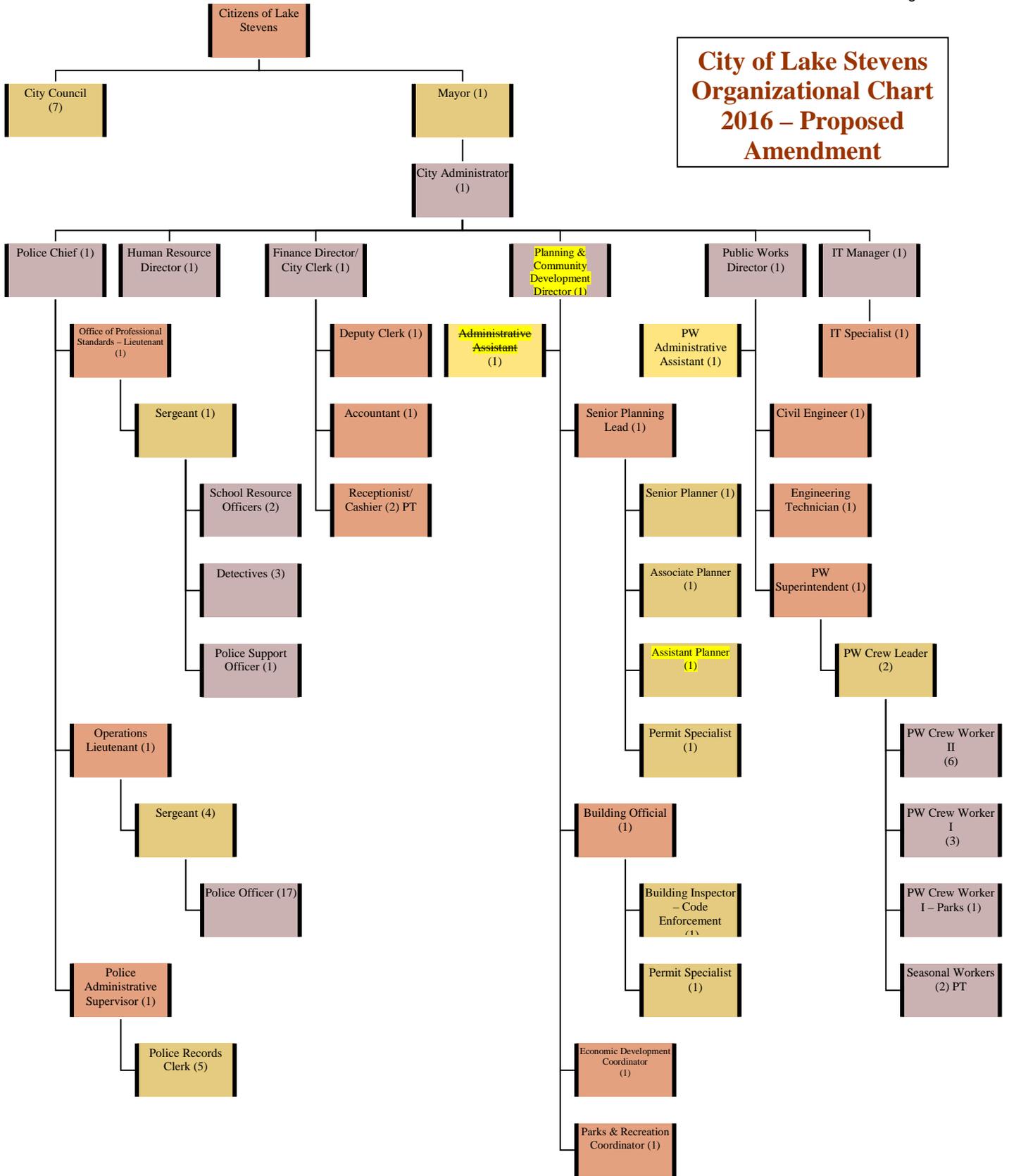
Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Presented: March 15, 2016
Final Reading: March 22, 2016
Published:
Effective:

Grant Weed, City Attorney

**City of Lake Stevens
 Organizational Chart
 2016 – Proposed
 Amendment**





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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda March 22, 2016
Date: _____

Subject: Shakespeare in the Park, Music on the Lake and Movie in the Park 2016

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Authorize the Mayor to sign performance agreements when received for the 2016 Shakespeare in the Park, Music on the Lake and Movie in the Park.**

SUMMARY/BACKGROUND: The Arts Commission hires various acts to perform at the Shakespeare in the Park and Music on the Lake entertainment series in North Cove Park. The series this year includes six performances beginning on June 30 and concluding August 4, 2016. This year the Arts Commission has coordinated with Aquafest for music on the eve of Aquafest. Each performance will cost \$500 with the exception of the Navy Band, who will perform at no charge. Performers will be paid through the City's Arts Commission budget, which currently has a budget of \$2,500 and donations made through the Arts & Parks Foundation. The following is a list of the performances, dates and types of music that will be performed (*subject to change*):

1. June 30 Last Leaf Productions (Theater) – Henry V
2. July 7 Roosevelt Road (Bluegrass/Americana/Gospel)
3. July 14 Ranger & the Re-Arrangers (Gypsy Jazz)
4. July 21 Cuzinit (Rock Band)
5. July 28 Elliot Bay Music Group (Jazz/Rock Fusion)
6. August 4 United States Patriotic Rock Band

Movie in the Park is scheduled for August 19. This event is put on by the City through the Arts Commission and is made possible through a generous donation from Bourne Orthodontics. The movie has not been selected as of yet, but will be a family-oriented film.

APPLICABLE CITY POLICIES: City Council authorizes the Mayor to sign performance contracts.

BUDGET IMPACT: The current budget includes expending the entire Arts Commission budget. A budget amendment will be necessary to account for the donations. (\$2,500 for the performances.)

ATTACHMENTS: Personal/Professional Services Agreement

CITY OF LAKE STEVENS

PERSONAL/PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into by and between the City of Lake Stevens, Washington, hereafter referred to as "the City," and _____, hereafter referred to as "the Contractor".

WHEREAS, the City has a need to have certain services performed; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Contractor**. The Contractor shall perform those services described on Exhibit "A" attached hereto and incorporated herein. In performing such services, the Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services.
2. **Appropriateness of Performance**. The performance MUST NOT:
 - A. Be lewd or obscene as defined in RCW 7.48A.010(2);
 - B. Have a subject matter that promotes violence against persons or animals;
 - C. Depict a religion or religious symbols in a way that a reasonable person would deem to promote a particular religion, proselytizing is prohibited; or
 - D. Have a subject matter associated with a specific current candidate or candidates in a political setting or a subject matter associated with a specific political party or group.
3. **Compensation and Method of Payment**. The City shall pay the Contractor for services rendered the sum of \$500.00. Upon completion of the services, the Contractor shall submit an invoice to the City and payment thereon shall be made within ten days following City Council approval. Prior to payment by the City the Contractor must submit a signed W-9 Request for Taxpayer Identification Number and Certification as required by the Internal Revenue Service.
4. **Duration of Agreement**. This Agreement shall be in full force and effect from the date of execution through _____, 2016.
5. **Independent Contractor**. The Contractor and the City agree that the Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, or otherwise assuming the duties of an employer with respect to the Contractor or any employee of the Contractor.

- 6. **Indemnification.** The Contractor shall indemnify, defend, and hold harmless the City, its agents, and employees from and against any and all liability arising from injury or death to persons or damage to property resulting in whole or in part from negligent acts or omissions of the Contractor, its agents, or employees.
- 7. **Termination.** This Agreement may be terminated by written mutual agreement of the parties, or by one party giving to the other at least seven days advance written notice of intent to terminate.
- 8. **Assignment and Subcontract.** The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
- 9. **Entire Agreement.** This Agreement contains the entire agreement between the parties and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes that are mutually agreed upon shall be incorporated by written amendments to this Agreement.
- 10. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Snohomish County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.

CITY OF LAKE STEVENS, WA

CONTRACTOR

By: _____
John Spencer, Mayor

By: _____
Print Name: _____
Title (if applicable): _____
Mailing Address: _____

Phone#: _____

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 22, 2016

Subject: eCityGov Alliance Subscription Agreement

Contact Person/Department: Steve Edin/Human Resources **Budget Impact:** \$4,000

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Authorize the Mayor to sign the Subscription Agreement between the City of Lake Stevens and eCityGov Alliance.**

SUMMARY/BACKGROUND: The eCityGov Alliance is a public non-profit organization providing regional online municipal services. The eCityGov Alliance is a partnership of over 30 public agencies who are committed to providing consistent and convenient services for customers.

The applicant tracking service is designed to provide a consistent user experience and one-stop access to services and information regarding employment with the City.

GovJobsToday.com application functionality includes, but is not limited to:

- Paperless recruitment;
- Secure control of staff access (roles) to system with three levels of permissions;
- Job announcement posting to GovJobsToday.com and optionally to the agency web site(s) through consumption and formatting of the GovJobsToday.com RSS feed;
- Tracking of applicants by step/hurdle;
- A recruitment dashboard, track time-to-fill;
- The ability to clone a previous job announcement;
- Ability to include predefined questions;
- Ability to create new job specific questions on the fly;
- Candidate data that is searchable;
- Ability to quickly e-mail candidate application/resume;
- Data Management and Reporting;
- Ability to export data;
- Full EEO reporting;
- Quickly generate reports by date or job number;
- Ability to filter data by: race count, gender count, EEO category, department, employment type, recruitment length, or recruitment count; and
- Ability to export new hire information into an excel format for use in a Human Resources Information System.

Implementation of this software can begin within a couple of weeks of executing this agreement.

APPLICABLE CITY POLICIES: None

BUDGET IMPACT: Budget Year 2016: \$4,000

ATTACHMENTS:

- ▶ Exhibit A: Subscription Agreement between City of Lake Stevens and eCityGov Alliance
- ▶ Appendix A: Description of Application Service(s)



SUBSCRIPTION AGREEMENT

Between

City of Lake Stevens

and

eCityGov Alliance

January 15, 2016

SUBSCRIPTION AGREEMENT

This Agreement is entered into between the eCityGov Alliance, hereinafter referred to as the "Alliance", and the City of Lake Stevens, hereinafter referred to as the "Subscriber".

WITNESSETH:

WHEREAS, the Alliance was created and duly authorized by the legislative body of each jurisdiction in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, the purpose of the Alliance is to provide a regionally coordinated portal for the delivery of municipal services via the Internet and to provide a forum for the sharing of resources in the development and deployment of such services; and

WHEREAS, in keeping with its purpose, the Alliance has created several shared software applications and related products to deliver public sector services via the Internet; and

WHEREAS the Alliance provides said software applications as a hosted service; and

WHEREAS, the Subscriber wishes to use certain shared software application(s) and related product(s) to deliver public sector services via the Internet; and

WHEREAS, the Alliance pledges to work cooperatively in maintaining the highest level of standards for maintenance and operation of the Software Application(s) and related product(s) on behalf of Partners, Subscribers and users;

WHEREAS, the Alliance is duly authorized to enter into agreements as an independent entity; and

WHEREAS, it is the desire of the Parties to enter into an agreement for Software and related product(s) to deliver public sector services via the internet;

NOW THEREFORE, the Parties agree as follows:

I IDENTITY OF PARTIES

1. **Alliance.** The Alliance is an agency formed under Chapter 39.34 RCW, the Interlocal Cooperation Act, to deliver public sector services.
2. **Subscriber.** The Subscriber is an agency that desires to subscribe to an Alliance hosted service(s) and/or application(s), and to participate as a non-voting but active member in the committees supporting that service(s) and/or application(s).

II PURPOSE

1. The purpose of this Agreement is to provide the terms and conditions under which the Subscriber will receive hosted services from the Alliance. To accomplish this purpose, and in consideration of the benefits to be received by each of the Parties hereto, the Parties agree as follows:

III DEFINITIONS

1. **“Agreement”, “this Agreement”, “the Agreement”, “hereof”, “herein”, “hereto”, “hereby”, “hereunder”** and similar expressions mean this Subscription Agreement, including all instruments supplementing, amending or confirming this Agreement. All references to “Articles” or “Sections” mean and refer to the specified Article or Section of this Agreement.
2. **“Application Software”, “Application”** and/or **“Software”** means computer application and related computer code, presented in object code form operating on Hosting Service hardware. Application Software includes, but is not limited to computer code, databases, programs and interfaces in executable code form which have been created or licensed by the Alliance.
3. **“Application Team”, “Management Committee”** and/or **“Project Team”**, means a team made up of a representative(s) from each Alliance partner and subscriber agency for a particular Software Application. The purpose of the Application Team is to guide development and management of the Application.
4. **“Backend Integration”** means that a software application owned and/or licensed by the Subscriber is linked to the Application Software for the purpose of passing data between the two systems.
5. **“Board”** means the Alliance Executive Board, a joint board established pursuant to the eCityGov Interlocal Agreement executed by the Cities of Bellevue, Issaquah, Kenmore, Kirkland, Mercer Island, Sammamish, Snoqualmie, and any subsequent agencies that are formally accepted by the Alliance Executive Board as party to the eCityGov Interlocal Agreement.
6. **“Data and Content Management Tool(s)”** means the Internet restricted accessible software application used by the Subscriber to update, change and manage application content and data.
7. **“Effective Date”** means the date this Agreement commences.
8. **“Hardware”** means the computers, application servers, magnetic storage devices and other related computer hardware owned by the Alliance for the purposes of providing services and software applications to Alliance partners, subscribers and the general public.

9. **"Hosting Service"** means the city and/or business at which Alliance Application(s), related software and hardware is physically located. The Hosting Service is also responsible for maintaining the shared portion of the service(s) and application(s) affected by this Agreement.
10. **"Partner(s)"** means the governmental jurisdictions that are parties to the eCityGov Alliance Interlocal Agreement.
11. **"Subscriber"** means the governmental jurisdiction or other organization that elects to enter into an agreement with the Alliance to purchase specific hosted Internet software application service(s) on an annual basis. Subscriber status is further defined by the Alliance Administrative Policies and the Alliance Interlocal Agreement.
12. **"Subscription(s)"** means the Internet accessible computer application(s) identified in Appendix A.
13. **"Subscription Liaison(s)"** means the Subscriber assigned staff member(s) for each subscription application.
14. **"User"** means members of the general public and city staff who use the services defined herein.

IV APPLICATION SOFTWARE SUBSCRIPTION

1. **Subscription.** During the term of this Agreement, the Alliance grants the Subscriber a non-transferable, nonexclusive subscription to use the Application Software in accordance with the terms and conditions state herein.
2. **Application Software License(s).** Application Software license(s) are and shall remain the property of the Alliance or its third-party service providers. The Subscriber shall have a non-exclusive right to use the Application Software specified in Appendix A. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Application Software or any interest in the Application Software.
3. **Application Software and Data.** The Subscriber may not move any Application Software or data from any installed location at the Hosting Service place of business without the prior written notification and subsequent technical approval of the Alliance.
4. **Hardware and Provision of System and Application Software.**
 - (a) The Alliance shall obtain, install and maintain the necessary hardware, systems software, and Application Software at the location of the Hosting

Service to provide the appropriate computing platform to deliver the application services defined in Appendix A.

- (b) The Hardware, Systems Software licenses, and Application Software code and licenses are and shall remain the property of the Alliance or its third-party service providers. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Hardware or Systems Software or any interest in the Hardware or Systems Software.

V SUBSCRIBER DATA AND DATABASES

1. The Subscriber shall provide applicable data for each Software Application Subscription to the Alliance in accordance with data specifications in Appendix A.
2. The Subscriber is responsible for updating, changing and maintaining said data as specified in Appendix A.
3. Each Party shall treat all data and information to which it has access by its performance under this Agreement as confidential. Unless required to do so by law, a Party shall not disclose such data or information to a third Party without specific written consent of the other Party. In the event that one Party receives notice that a third Party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of such information, the receiving Party shall promptly inform the other Party. This section shall survive the termination or completion of this Agreement and shall continue in full force and effect and shall be binding upon all Parties and their agents, employees, successors, assigns, subcontractors or any Party or entity claiming an interest in this Agreement.
4. The Alliance will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber, or suffer a lien or encumbrance upon or against the Subscriber data or database or any interest in the Subscriber data or database. The Alliance will maintain the Subscriber data or database at the Hosted Service, and shall notify Subscriber in writing if the data or database is to be moved from the Hosted Service. The Alliance shall not be responsible for any damage to, or loss of, the data, except in cases of gross negligence or wilful misconduct.

VI ACCESS AND USE OF DATA AND CONTENT MANAGEMENT TOOL(S)

1. The Subscriber shall name and authorize certain employees as content managers for the Software Application(s) specified in Appendix A.

2. It is the responsibility of the Subscriber to authorize and manage opening and closing user accounts for third party vendors and/or contract employees.
3. The Alliance will manage password protected user accounts for said employees and vendors. The Alliance will manage only named user accounts. The Subscription Liaison is responsible for authorizing new user accounts and ensuring unneeded user accounts are closed in a timely manner.
4. Access to Alliance web-based products is not restricted in anyway, however: Software Application functionality may be restricted or limited for certain Software Applications or portions of a Software Application to the citizens of Alliance partner and subscriber cities. Such restrictions or limitations is depended on the level of service(s) purchased by the Subscriber and shall be described in Appendix A.
5. An unlimited number of citizens, staff and other customers of the Alliance product(s) may access and utilize the product(s) via the Internet, except as noted in the previous section.

VII WARRANTIES

1. Alliance represents and warrants that (a) Alliance has the legal right and authority to provide the services that are the subject of this Agreement; and (b) Application Software does not infringe upon any copyright, patent, trademark, trade secret, or any other intellectual property right of any third Party.
2. No Other Warranty. Other than the express warranties contained above, any software Subscription provided and all services performed pursuant to this Agreement are provided and performed on an "as is" basis, and Subscriber's use of the Application Software and services is at its own risk. Alliance does not make, and hereby disclaims, all other warranties, whether express or implied. Alliance does not warrant that the Application Software and services provided hereunder will be uninterrupted, error-free, or completely secure.
3. Limitation of Liability; Damages. Alliance's sole liability to Subscriber for any loss, liability or damage, including attorney's fees, for any claim arising out of or related to this Agreement, regardless of the form of action, shall be limited to Subscriber's actual direct out-of-pocket expenses which are reasonably incurred by Subscriber and shall not exceed the amount of the fees paid to Alliance by Subscriber under this Agreement for the calendar year in which such claim accrued. **In no event shall Alliance be liable to Subscriber or any third party for lost profits, revenue, lost data, consequential, special, incidental, or punitive damages arising out of or related to this Agreement regardless of the basis of the claim.**

VIII SUPPORT

1. Backend Integration

- (a) Alliance is responsible for Alliance product(s) on the eCityGov.net web sites, including the transmittal of data to and from the Subscriber in the formats(s) identified in Appendix A, to meet the needs of Subscriber's back-end process. Interface and data transmittal standards are subject to approval by the Board.
- (b) The Subscriber is responsible for any and all direct integration with their own business processes and systems, including the entire cost and overhead associated with integration of Alliance products to Subscriber-owned systems.
- (c) For the purpose of Backend System Integration, the Alliance may assign, on a temporary basis, a reasonable number of Internet Protocol Addresses ("IP Addresses") from the address space assigned to Subscriber by the Hosting Service. The Subscriber acknowledges that the IP Addresses are the sole property of the Alliance and/or of its contracted Service providers, and are assigned for the term of this Agreement to Subscriber as part of the Software Application Subscription(s), and are not "portable".
- (d) The Alliance reserves the right to change IP Address assignments at any time; however, the Alliance shall use all reasonable efforts to avoid any disruption to the Subscriber resulting from such renumbering requirement. The Alliance will give the Subscriber reasonable notice of any such renumbering. The Subscriber agrees that it will have no right to IP Addresses upon termination of this Agreement and that any renumbering required of the Subscriber after termination shall be the sole responsibility of Subscriber.

- 2. **Training.** The Alliance shall provide such training and consultation to the Subscriber regarding the use of a Software Application(s) and services as is determined to be appropriate by the Board and/or the Application Team(s) associated with specific Alliance Software Application(s).

IX SOFTWARE SUPPORT

- 1. For Application Software residing on Alliance Server(s): The Hosting Service for each product is responsible for ensuring that the Application Software functions correctly, and for responding to Subscribers who submit requests for Application Software corrections in a timely manner. Application Software malfunctions that result in a non-responsive system or incorrect results for customers will be given high priority. Other Application Software malfunctions will be prioritized based on

resources and overall project priorities. The actual response escalation levels are specified in Section V. 3. (c).

2. For other software residing on Subscriber Servers: The Subscriber is fully responsible for the functioning of any software residing on Subscriber Servers, including software designed to handle the interface between Alliance service(s) and Software Application(s) and all software licensed directly through third parties to the Subscriber.
3. Technical Support – Requests for technical support will be classified into three priority levels:
 - High – system is down or is returning incorrect results and customer is unable to fulfill critical business functions such as those pertaining to core business functions
 - Urgent – serious issue significantly impacting use of system although customer is still able to perform core business functions
 - Normal – all other issues.
4. Regular Hosting Service business hours are Monday through Friday 7:00 a.m. – 5:00 p.m., excluding holidays. During regular business hours, there is a guaranteed response time of 1 hour for High and Urgent calls. All other calls will be responded to within 8 business hours. Off-hours support (5:00 p.m. – 7:00 a.m., weekends and holidays) is offered only for network and server support. Only high priority calls will be responded to within 2 hours. The contact phone number is 425.452.2886.

X BENEFITS/RELATIONSHIP

1. This Agreement is entered into for the benefit of the Parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons. No joint venture or partnership is formed as a result of this Agreement.
2. The Subscriber is considered a non-voting member of the Application Team(s) supporting Alliance service(s) and Software Application(s) identified in Appendix A: Description of Application Service(s).
3. The Subscriber is entitled to attend Board meetings, but is not a voting member of the Board.
4. The Subscriber is entitled to use the regional portal for delivery of Software Application(s) subscribed to and defined in Appendix A.
5. The Subscriber may participate in and receive the benefits of all Alliance functions, projects, programs, and partnerships including but not limited to:

- Training programs
- Information sharing events
- Projects/programs with other public entities, including, but not limited to; state, county, utility districts, libraries, and other cities

XI FEES AND PAYMENT TERMS

1. The invoice shall encompass Subscription fee(s) for one full calendar year or for the applicable pro-rata Subscription fee(s).
2. Annual payment is due within 30 days of invoice.
3. The invoice for the current year will be sent upon signing of this Agreement. Payment is due within 30 days of invoice.
4. Payments which are 30 days past due shall be considered to be in arrears. The Alliance may elect to discontinue service to the Subscriber until said account is paid in full. The Board, at its sole discretion, may elect to not disconnect a Subscriber that is in arrears if suitable arrangements have been made for future payment.
5. The City of Bellevue, acting as the fiscal agent for the Alliance, will issue all invoices. Payment(s) shall be made to the City of Bellevue. The City of Bellevue Tax Identifier Number (TIN) is 91-6007020.
6. Establishment of Fees – Each year the Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may increase, decrease or leave fees unchanged depending need.

XII GENERAL PROVISIONS

1. **Liability/Hold Harmless.** If a claim, demand or cause of action arises from the negligent act or failure to act or intentional wrongful act of one of the Parties hereto, or its officers, agents or employees, then that Party shall indemnify, defend and save the other Party and its officers, agents and employees harmless there from; provided, however, that such provision shall not apply to the extent that damage or injury arises from the fault of the other Party, its officers, agents or employees. In the case of negligence of both the Subscriber and the Alliance, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Party in proportion to the percentage of negligence attributable to the other Party.
2. **Assignment.** The Subscriber shall not assign, transfer, convey or otherwise dispose of its rights or obligations under this Agreement or permit use of

applications and/or services by another entity or person who is not an Alliance Principal, Subscriber, or employee, officer or agent thereof, except to the extent as may be authorized by Alliance rules and procedures.

3. **Notices.** All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered or three business days after mailing if mailed by first class mail, postage prepaid and addressed to the Party at its address as stated in this Agreement or at such address as any Party may designate at any time in writing with notice pursuant to this paragraph. At the time of execution the addresses of the Parties are:

eCityGov Alliance

P.O. Box 90012

Bellevue, WA 98009-9012

Attn: Tracy Lynn Jones

(425) 452-7821

tjones@ecitygov.net

City of Lake Stevens

1812 Main Street

P.O. Box 257

Lake Stevens, WA 98258

Attn: Steven Edin

425-377-3227

sedin@lakestevenswa.gov

4. **Dispute Resolution.** This section governs any dispute, or controversy between the Parties arising out of or relating to this Agreement or its breach (the "Disputed Matter"). It is agreed that King County shall be the venue for any arbitration. All Disputed Matters shall be submitted to the following dispute resolution process:

(a) Internal Mediation

First the Disputed Matter shall be referred jointly to the Alliance's Executive Director and the Subscriber's representative. If they do not agree within ten (10) days, the Disputed Matter shall be referred jointly to the Chair of the Executive Board and the Subscriber's chief executive or designee. If such persons do not agree upon a decision within ten (10) days after referral of the matter to them, or within such other period as may be mutually agreed upon, the Parties shall proceed to the next stage of the dispute resolution procedure.

(b) Arbitration Procedures

The Subscriber or the Alliance may, within ten (10) days following completion of internal mediation, submit a written demand for arbitration

to the American Arbitration Association. The decision of the other Party to invoke the arbitration process below shall constitute an election of remedies barring the Party from further recourse to the dispute resolution or arbitration process not invoked by it.

Any Disputed Matter referred to arbitration shall be conducted under the Commercial Rules of the American Arbitration Association. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. Any such arbitration will be held in the Seattle Metropolitan Area. The Parties will share the costs of the arbitration equally, subject to final apportionment by the arbitrator. However each Party shall bear the expenses of its own counsel, experts, witnesses and preparation of evidence. The decision of the arbitrator shall be final and shall not be subject to appeal by the Parties. Judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

(c) Performance to Continue

Pending the resolution of any Disputed Matter, both Parties shall continue their performance under this Agreement to the extent that such performance is feasible, including but not limited to the payment of all sums which are due or which become due during the dispute resolution process. Neither Party will institute any action or proceeding against the other Party in any court concerning any Disputed Matter that is or could be subject to resolution under this section.

5. **Effective Date and Duration.** This Agreement shall be effective on upon execution of both Parties, and shall continue until termination or withdrawal.

XIII TERMINATION

1. **Termination by annual notice and/or default.** The Subscriber may terminate this Agreement by giving ninety (90) days written notice to Alliance in any year of its intention to terminate effective January 1 of the following year provided notice is given in writing and Subscriber is not in default of its obligations under this Agreement. There will be no refunds of monies collected for the current year. If the Subscriber is in default of a material obligation under this Agreement, and such default remains uncorrected more than thirty (30) days after receipt of written notice of default, the Alliance, in addition to any other rights available to it under law or equity, may terminate this Agreement by giving thirty (30) days written notice to the Subscriber. The Alliance shall be deemed in default if, as a result of the Software Application(s) or Alliance's failure to perform its obligations hereunder, the Software Application(s) continues to exhibit defects causing serious disruption of use and/or repeated periods of downtime, notwithstanding the Alliance's remedial or maintenance efforts, over a continuous period of ninety (90) days, and the Subscriber may terminate the Agreement by giving thirty (30)

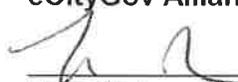
days written notice to the Alliance, after which the Alliance shall reimburse the Subscriber for a pro-rated share of the Subscription Fee.

2. **Mid-year termination request by Subscriber.** The Subscriber may terminate this Agreement by giving written notice to the Alliance at any time during the calendar year. The Alliance will terminate the Subscriber's service at the earliest practical date in which the necessary Application reprogramming can be completed. There will be no refunds of monies collected for the current year.
3. **Termination as a result of changes to the Application(s).** In the event that the Alliance initiates changes to the Application(s) and/or Subscription fee(s) for which the Subscriber chooses not to continue with the Application Subscription, the Alliance will provide a pro-rata refund of the balance of current year Subscription fee. The refund will be calculated from the date in which the Application changes and/or Subscription fee changes take effect.
4. **Modification.** This Agreement represents the entire Agreement between the Parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the Parties unless executed in writing by authorized representatives of each of the Parties. The Agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the Parties.
5. **Severability.** In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this Agreement are declared severable.

In witness whereof, the Parties have executed this Agreement as of the Effective Date.

eCityGov Alliance

(ORGANIZATION)



Accepted By (Signature)

Accepted By (Signature)

Tracy Lynn Jones
Executive Director

John Spencer
Mayor

Date: 1/15/2016

Date:

Approved as to Form (Signature):

Attorney
Date:

APPENDIX A

Description of Application Service(s)

City of Lake Stevens

I PRODUCT SUBSCRIPTION(S):

1. GovJobsToday.com

II ANNUAL FEE(S)

1. Annual Fee – The annual subscription fee is \$4,000, unless modified as provided in Section II. Annual Fee(s), paragraph 2, Establishment of Fees. The annual fee is pro-rated to reflect the month joined.
2. Establishment of Fees – Each year the Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may increase, decrease or leave fees unchanged depending need.

III DESCRIPTION OF PRODUCT SERVICE: GOVJOBSTODAY.COM PORTAL

2. GovJobsToday.com application functionality includes, but is not limited to:
 - (a) Paperless recruitment
 - (i) Secure control of staff access (roles) to system with three levels of permissions
 - (ii) Job announcement posting to GovJobsToday.com and optionally to the agency web site(s) through consumption and formatting of the GovJobsToday.com RSS feed.
 - (iii) Track applicants by step/hurdle
 - (iv) Recruitment dashboard, track time-to-fill
 - (v) Clone a previous job announcement
 - (vi) Include predefined questions
 - (vii) Create new job specific questions on the fly
 - (viii) Candidate data is searchable
 - (ix) Quickly e-mail candidate application/resume
 - (b) Data Management and Reporting
 - (i) Ability to export

- (ii) Full EEO reporting
 - (iii) Quickly generate reports by date or job number
 - (iv) Filter data by: race count, gender count, EEO category, department, employment type, recruitment length, or recruitment count
 - (v) Export new hire information into an excel format for use in your Human Resources Information System
- (c) Applicant profile
 - (i) Login
 - (ii) Edit
 - (iii) View job status
 - (d) Project team documents and communications

II TECHNICAL DATA SPECIFICATIONS

3. Data supplied by the Subscriber

GovJobsToday.com job postings are solely the responsibility of Subscriber agency designated manager(s) and staff.

4. Data interfaced from the Alliance Application to the Subscribers back-end system

Not applicable

III SPECIAL REQUIREMENTS AND CONDITIONS

1. Restricted data policy: GovJobsToday.com

- (a) It is the policy of the Alliance that member agencies shall not post or request GovJobsToday.com applicants to submit certain personally identifiable information, including, but not limited to:

- (i) Date of birth
- (ii) High school graduation date or year
- (iii) Social security number
- (iv) Driver's license number

Personally identifiable data of this nature shall be provided directly by the applicant to the authorized staff of the subscriber agency.

2. Subscriber agencies are responsible for the maintenance of:
 - (a) The content of relating to city/agency specific information such as contacts, address, phone numbers, email addresses and/or linked content.
 - (b) Actively participate in the application business team meetings. Meeting access via conference phone and web meeting functionality is provided.
3. Subscriber agency staff that desire user account(s), must;
 - (a) Be authorized by their agency
 - (b) Agree to the most current version of the Alliance Technology Resource Usage Policy



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda March 22, 2016
Date: _____

Subject: Downtown Subarea Plan Citizen Advisory Committee

Contact Russ Wright, Interim Planning and **Budget** N/A
Person/Department: Community Development Director **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve composition of Downtown Subarea Plan Citizen Advisory Committee and direct staff to implement a process to fill positions.**

SUMMARY/BACKGROUND:

As the city embarks on its subarea plan for downtown, it is important that the city have representation of a variety of organizations and interests to inform boards, commissions, and council members through the decision making process to ensure that the plan reflects the goals and needs of the community.

At the March 15, 2016 Special Meeting Mayor Spencer proposed forming a Citizen Advisory Committee to participate with the Downtown Subarea planning process. A proposed list of representation was discussed and Council requested this be brought back for consideration with the recommended adjustments in representation. Those changes are requested in the attachment.

Staff will endeavor to create a highly functional Citizen Advisory Committee as conceived in Attachment A. If minor changes occur as outreach commences, staff will notify City Council of the final proposed mix of stakeholders.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

- ▶ Exhibit A:

ATTACHMENT A

DOWNTOWN SUBAREA PLAN
CITIZEN ADVISORY COMMITTEE
PROPOSED REPRESENTATION

No.	Representing or Representative Of	Number of Representatives
1	Adjacent Neighbors	3
2	Downtown Business Owners	5
3	Downtown Property Owners	3
4	Parks Interests	2
5	Arts / Theater Interests	2
6	Sports Clubs	3
7	American Legion	1
8	School and Children	2
9	Neighbors at Large	5
10	Seniors	2
	Total	28



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda March 22, 2016
Date: _____

Subject: Resolution 2016-05 Supporting Continued Funding for MRSC

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve Resolution 2016-05 Supporting Continued State Funding for Municipal Research and Services Center (MRSC).**

SUMMARY/BACKGROUND: MRSC is a valuable “think tank” that is used by many cities for legal research and to obtain answers and opinions on issues that arise that are common to many cities. This is a cost savings to the City, as without MRSC the City would direct these questions to the City Attorney or other legal counsel.

MRSC is currently funded by the State at \$5.6 million per biennium through a combination of city liquor profits and county liquor taxes. The House, Senate and Governor continue to work to reach a budget for fiscal year 2016. Currently both the House’s and Governor’s proposed budgets continue funding for MRSC into the future. The Senate’s current budget proposal sweeps MRSC funding for fiscal year 2017 (\$2.8 million) into the state general fund and decreases city and county liquor revenue by the same amount to fund MRSC. Additionally, if the Senate’s proposed budget is adopted, the Legislature would cease funding MRSC in the 2017-2019 biennium “as it investigates whether contracts for such services should continue or be modified or terminated”. This loss of funding would represent a significant loss to Lake Stevens and cities across the state.

APPLICABLE CITY POLICIES: N/A.

BUDGET IMPACT: N/A.

ATTACHMENTS: Resolution 2016-05

RESOLUTION NO. 2016-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON, EXPRESING SUPPORT FOR ADEQUATE FUNDING OF THE MUNICIPAL RESEARCH AND SERVICES CENTER.

WHEREAS, for over 80 years the Municipal Research and Services Center (“MRSC”) has provided comprehensive and objective guidance on complex legal and policy issues to local governments in Washington, including the City of Lake Stevens; and

WHEREAS, MRSC has been a trusted and dedicated provider to the City of Lake Stevens of guidance, analysis, answers and assistance on a wide variety of legal issues such as public records, purchasing and contracting, governmental operations, statutory information and updates, and financial management and reporting; and

WHEREAS, the City of Lake Stevens relies on MRSC for substantive advice, research, legal opinions and information through direct contact with MRSC staff and through MRSC’s website; and

WHEREAS, MRSC efficiently provides information and resources to all cities, and thus saves public funds statewide; and

WHEREAS, the City of Lake Stevens’ use of MRSC resources saves public funds within the City for other uses because MRSC provides research and advice on issues the City of Lake Stevens would otherwise need to pay city attorneys or outside counsel to provide, which is more costly and less efficient for many common issues that local governments deal with; and

WHEREAS, defunding MRSC will deprive the City of Lake Stevens and many other cities of important, useful and valuable legal services, and would cause the City of Lake Stevens to incur new and increased costs to obtain the same advice and services from city attorneys or outside counsel;

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

1. The City of Lake Stevens supports continued full funding of MRSC from the state budget.
2. The City Council authorizes City staff to take action in accordance with this resolution to support full funding of MRSC from the state budget.

PASSED by the City Council of the City of Lake Stevens this 22nd day of March, 2016.

John Spencer, Mayor

Approved as to Form:

ATTEST:

Grant K. Weed, City Attorney

Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 22, 2016

Subject: 2016 Comprehensive Plan Docket Ratification - Resolution 2016-06

Contact Person/Department: Russ Wright / Planning &
Community Development

Budget Impact: N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold a public authorization hearing on proposed Comprehensive Plan map and text amendments to determine if the proposals merit consideration on the 2016 Docket **Attachment 1**.
2. Set the 2016 Comprehensive Plan Docket by adopting Resolution 2016-06

SUMMARY: Public hearing to consider two (2) citizen-initiated amendments to the land use map and city-initiated map and text amendments proposed for inclusion on the 2016 Comprehensive Plan Docket summarized in – Docket Proposal Table (**Exhibit A – Exhibit 1**).

BACKGROUND/ HISTORY: Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The Comprehensive Plan provides a specific docket review process (Chapter 1, pages I-14 through I-20). Annual amendments are intended to address:

- Major or minor land use and road classification changes
- Amendments to Plan text including support data and implementation
- Changes to Element maps
- Minor changes to policies or clarification
- Other minor text changes

A staff summary and analysis for each map and text proposal (**Exhibit 2**) describes how each proposed amendment is consistent with the annual amendment and ratification criteria along with a recommendation from the Planning Commission after their public hearing held March 2, 2016 (**Attachment 3**).

DISCUSSION: Staff will discuss ratification criteria specified in the Comprehensive Plan, summarize the proposed amendments and provide findings and recommendation.

If docketed, city staff will conduct additional analysis, based on the merits of the application compared to established review criteria, for review and recommendation by the Planning Commission and action by the City Council. This action is to set the 2016 Docket only and not a recommendation of approval or denial of any amendments.

APPLICABLE CITY POLICIES: Comprehensive Plan (Chapter 1, pages I-14 through I-20)

BUDGET IMPACT: None

EXHIBITS:

1. Resolution 2016-06
2. Analysis Sheets
3. Planning Commission Recommendation

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION 2016-06

A RESOLUTION OF THE CITY OF LAKE STEVENS, RATIFYING A LIST OF DOCKET ITEMS FOR FURTHER ANALYSIS FOR THE 2016 COMPREHENSIVE PLAN DOCKET

WHEREAS, the Washington City of Lake Stevens is a City in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens has established procedures and schedules to update, amend or revise the Comprehensive Plan as required under RCW 36.70A.130(2)(a) no more frequently than once every year; and

WHEREAS, two (2) citizen-initiated amendments to the land use map with associated rezones and city-initiated map, text and procedural amendments are proposed for inclusion on the 2016 Comprehensive Plan Docket; and

WHEREAS, the Planning Commission conducted a duly noticed public hearing on the proposed list of docket items attached hereto as Exhibit A on March 2, 2016, and all public testimony has been given full consideration and is included in the Planning Commission's recommendation to the City Council; and

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

WHEREAS, each individual proposal will undergo a full and complete SEPA review per Chapter 197-11 WAC and Chapter 16.04 LSMC during the analysis phase taking into consideration the interrelationship and cumulative effect of all requests as required under the Growth Management Act per Chapter 36.70A RCW.

WHEREAS, the City Council conducted a duly noticed public hearing on the proposed list of docket items listed in Exhibit A on March 22, 2016 and considered all public testimony and the Planning Commission's recommendation.

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

Section 1. Requested Action. The Lake Stevens City Council requests the Department of Planning and Community Development individually analyze the attached list of docket items, prepare reports, and present the detailed findings for each item to the Planning Commission and the City Council for action.

Section 2. 2016 Docket. The approved list of proposed items including two (2) citizen-initiated amendments to the land use map with associated rezones and city-initiated map, text amendments and procedural amendments constitute the official 2016 Docket for the City of Lake Stevens and will serve as the only potential Comprehensive Plan changes as allowed under RCW 36.70A.130(2)(a) and the City of Lake Stevens Comprehensive Plan.

Section 3. Severability. If any section, sentence, clause or phrase of this resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Effective Date. This resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 22nd day of March 2016.

John Spencer, Mayor

ATTEST:

Barb Stevens, City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Exhibit A

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.
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.
M-3	City-Expanded Map Amendment (LUA2016-0007)	0.7 to 5 acres	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. City may also consider adding the 3-acre parcel to the west & isolated 0.44-acre parcel east of 127 th Ave SE.
M-4	City-Initiated Map Amendment	36 acres	City request to change the land use designation, for parcels off 20 th Street SE near SR-9, from Mixed Use, High Density Residential and Medium Density Residential in the 20 th Street Subarea to Commercial.
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			

Exhibit 2a



2016 Comprehensive Plan Docket Ratification

M-1 - Staff Summary
 Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: Agency-initiated map amendment

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map and associated text.	
Proposed Change(s): Agency-initiated request (LUA2015-0119) 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, as illustrated on the attached map. If docketed, the city will evaluate a concurrent rezone application.	
Applicant: Lake Stevens School District	Property Location(s): 9105 / 9203 29 th Street NE (approximately 38 acres)
Existing Land Use Designation	Proposed Land Use Designation
Medium-Density Residential	Public / Semi-Public
Existing Zoning District	Proposed Zoning District
High Urban Residential	Public / Semi-Public

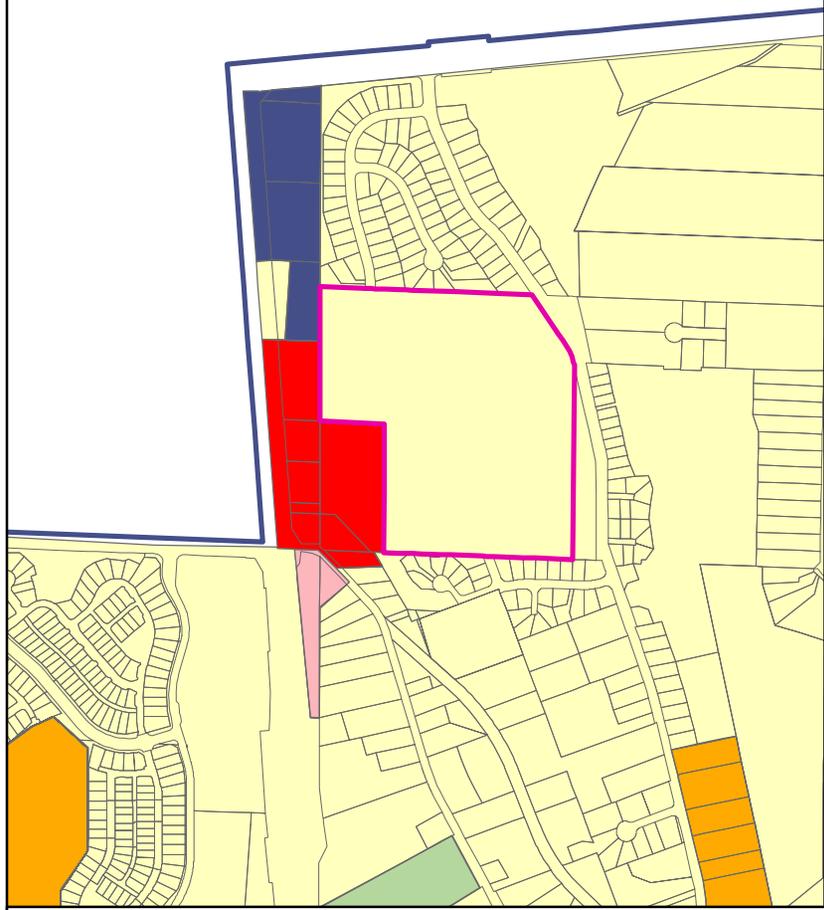
ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: the land use designation for the subject properties has not been considered since the area was annexed into the city in 2006.	X	

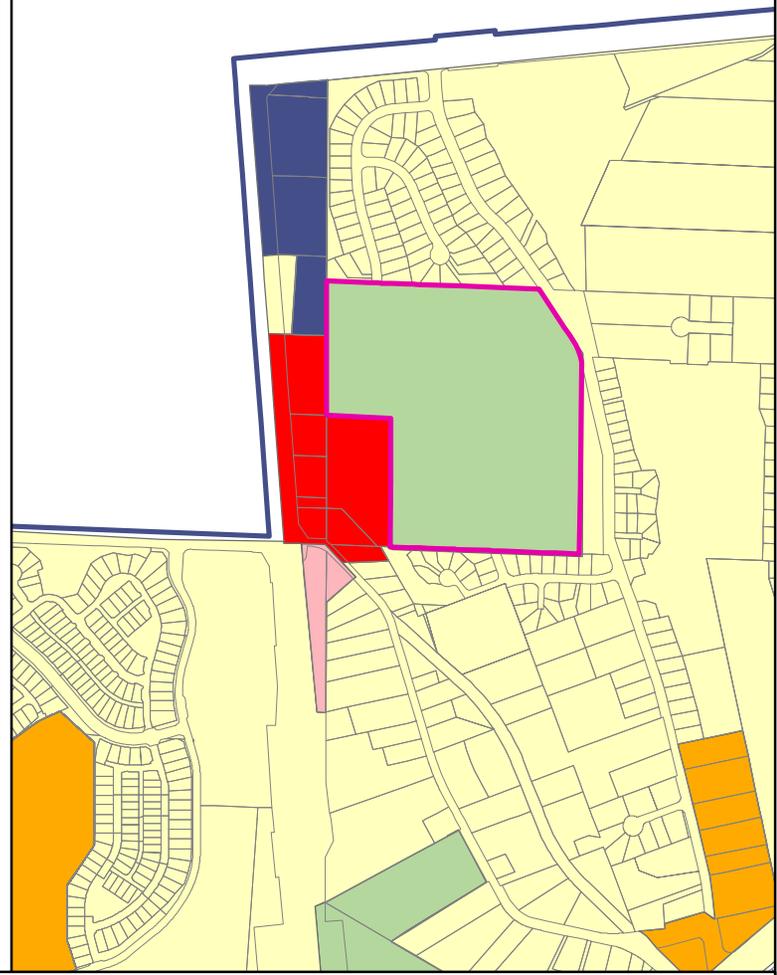
<p>4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.</p>	X	
<p>5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR</p>		X
<p>6. All of the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Land Use and Public Services Elements.</p> <ul style="list-style-type: none"> • Goal 2.1 provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens; • Goal 2.2 Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses; • Goal 2.14 design and build a healthy community to improve the quality of life for all people who live, work, learn, and play within the city; • Goal 7.1 coordinate with city departments, special purpose districts, utility companies and other service providers to ensure the adequate distribution of public services and facilities throughout the city and consistency with the land use element; and • Goal 7.4 provide adequate school facilities 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: the Comprehensive Plan sets a procedure for evaluating amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).	X	
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

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



Exhibit 2b



2016 Comprehensive Plan Docket Ratification

M-2 - Staff Summary
 Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: Citizen-initiated map amendment

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map and associated text.	
Proposed Change(s): Citizen request LUA2016-0007 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.	
Applicant: Seattle Pacific Homes	Property Location(s): SR-92 and 127 th Ave NE (approximately 15 acres)
Existing Land Use Designation	Proposed Land Use Designation
Planned Business District	Medium Density Residential
Existing Zoning District	Proposed Zoning District
Planned Business District	High Urban Residential

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

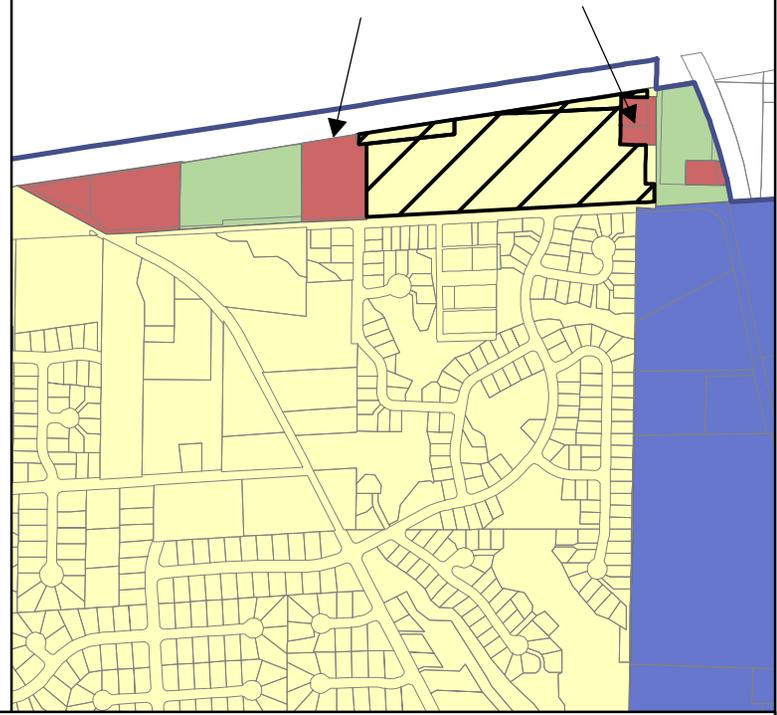
Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: the land use designation for the subject properties has not been considered previously.	X	

<p>4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.</p>	X	
<p>5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR</p>		X
<p>6. All of the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Land Use and Housing Elements.</p> <ul style="list-style-type: none"> • Goal 2.1 provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens; • Goal 2.2 Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses; • Goal 2.14 design and build a healthy community to improve the quality of life for all people who live, work, learn, and play within the city; and • Goal 3.1 provide fair and equal access to a range of housing types and choices to meet the existing and projected housing needs of all Lake Stevens residents regardless of income level or demographic status. 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

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.



2016 Comprehensive Plan Docket Ratification

M-3 - Staff Summary

Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated map amendment

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map and associated text.	
Proposed Change(s): 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. City may also consider adding the 3-acre parcel to the west and isolated 0.44-acre parcel east of 127th Ave SE after consulting with land owners.	
Applicant: Seattle Pacific Homes	Property Location(s): SR-92 and 127 th Ave NE
Existing Land Use Designation	Proposed Land Use Designation
Planned Business District	Medium Density Residential – 3-acre parcel General Industrial or Public/Semi-Public – 0.44-acre parcel
Existing Zoning District	Proposed Zoning District
Planned Business District	High Urban Residential – 3-acre parcel General Industrial or Public/Semi-Public – 0.44-acre parcel

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	

<p>2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.</p>	X	
<p>3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: the land use designation for the subject properties has not been considered previously.</p>	X	
<p>4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.</p>	X	
<p>5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR</p>		X
<p>6. All of the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Land Use and Housing Elements.</p> <ul style="list-style-type: none"> • Goal 2.1 provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens; • Goal 2.2 Achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses; • Goal 2.10 ensure that land uses optimize economic benefit and the enjoyment and protection of natural resources while minimizing the threat to health, safety and welfare; • Goal 2.14 design and build a healthy community to improve the quality of life for all people who live, work, learn, and play within the city; and • Goal 3.1 provide fair and equal access to a range of housing types and choices to meet the existing and projected housing needs of all Lake Stevens residents regardless of income level or demographic status. 	X	

<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.</p> <p>Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request to ensure consistent land use designations in the area.</p>	X	
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Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 2d



2016 Comprehensive Plan Docket Ratification

M-4 - Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated map amendment

Summary	
Location in Comprehensive Plan: Chapter 2 Land Use Element – Figure 2.3 Land Use Map and associated text.	
Proposed Change(s): City-initiated request LUA2016-0017 to change the land use designation with a concurrent rezone, for parcels off 20th Street SE near SR-9, from Mixed Use, High Density Residential and Medium Density Residential in the 20th Street Subarea to Commercial and associated text amendments to the Land Use Element to expand retail and service opportunities in the area.	
Applicant: City of Lake Stevens	Property Location(s): Properties south of 20 th Street SE and existing Commercial designated property between SR-9 and 99 th Ave SE.
Existing Land Use Designations	Proposed Land Use Designation
Mixed Use, High Density Residential and Medium Density	Commercial – 36 acres
Existing Zoning District	Proposed Zoning District
Mixed Use Neighborhood, High Urban Residential, Urban Residential and Neighborhood Business to Commercial District.	Commercial District

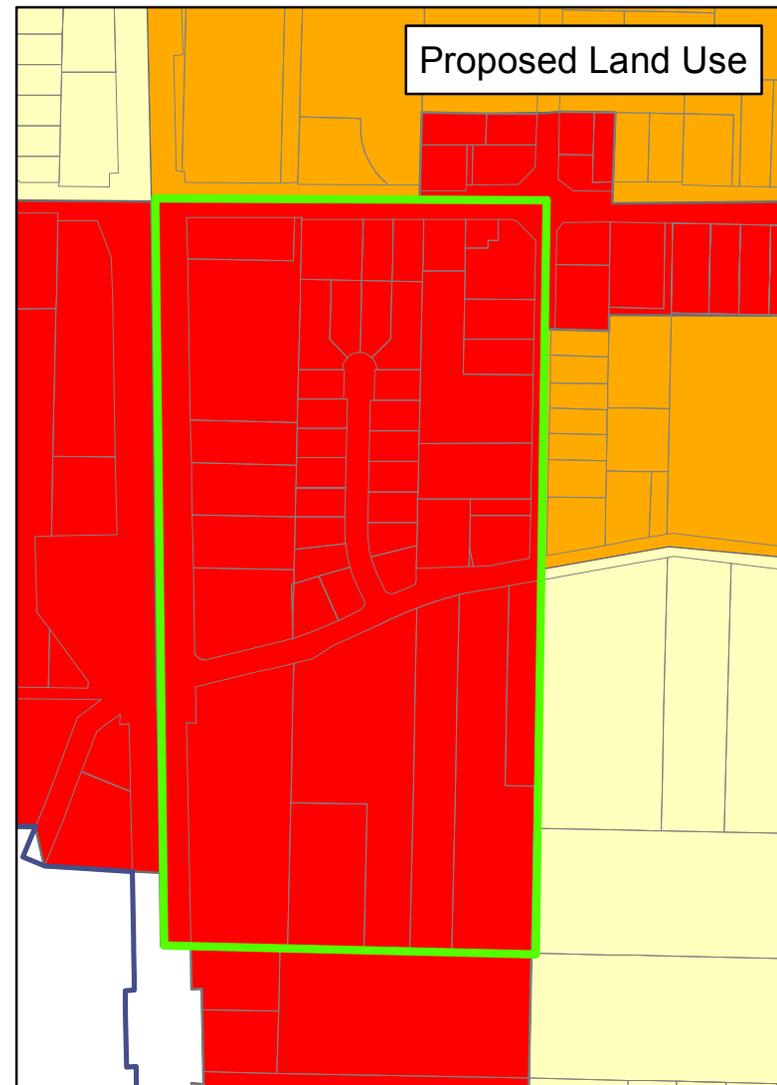
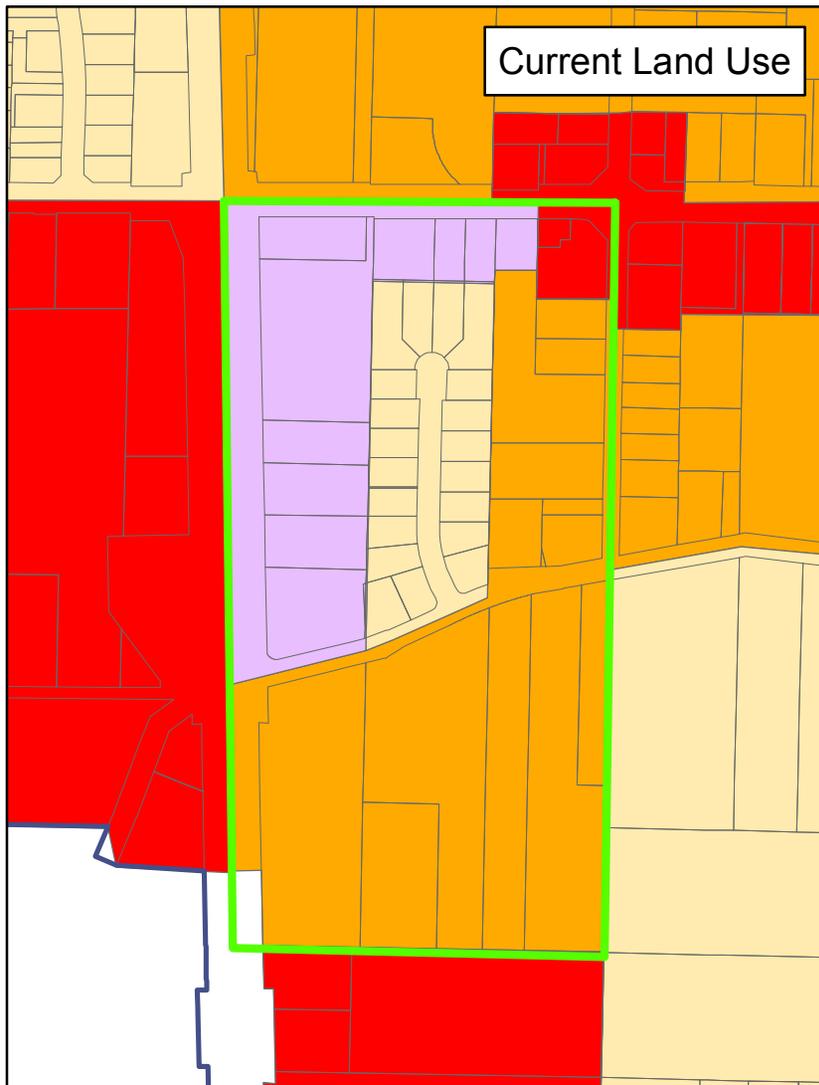
ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	

<p>2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.</p>	X	
<p>3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: These designations were adopted in 2012 with the 20th Street SE Corridor Subarea Plan. There have been no developments proposed for these properties during that time. The proposed land use designations would provide a larger area, with a common land use designation, with the opportunity to assemble into a significant single development. As other proposals under review with this docket propose to reduce commercial capacity, this proposal will maintain a balance of buildable lands for residential and commercial development.</p>	X	
<p>4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.</p>	X	
<p>5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR</p>		X
<p>6. All of the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan's Land Use and Economic Development Elements.</p> <ul style="list-style-type: none"> • Goal 2.1 provide sufficient land area to meet the projected needs for housing, employment and public facilities within the city of Lake Stevens; • Goal 2.2 achieve a well-balanced and well-organized combination of residential, commercial, industrial, open space, recreation and public uses; • Goal 2.3 apply the comprehensive plan as a guide for community development implemented through the city's development regulations to ensure preferred community growth patterns are achieved; 	X	

<ul style="list-style-type: none"> • Goal 2.4 encourage the continued planning of local growth centers to develop a balanced and sustainable community that provides a focus for employment, public and residential development; • Goal 2.10 ensure that land uses optimize economic benefit and the enjoyment and protection of natural resources while minimizing the threat to health, safety and welfare; • Goal 2.14 design and build a healthy community to improve the quality of life for all people who live, work, learn, and play within the city; and • Goal 6.2: manage commercial growth in centers; • Goal 6.3: enhance retail and personal services growth to address the community’s needs and expand the city’s retail sales tax base; and • Goal 6.4: support employment growth in the city. 		
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.</p> <p>Discussion: the Comprehensive Plan sets a procedure for evaluating amendments annually. To maintain a balanced residential to commercial balance, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).	X	
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		



City Land Use Map Amendment

- | | |
|-------------------------|------------------------------|
| Lake Stevens Boundary | Land Use Designations |
| Parcels | Commercial |
| Land Use Amendment Area | High Density Residential |
| | Med Density Residential |
| | Mixed Use |
| | Public / Semi-Public |



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 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 requester 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

Exhibit 2e



2016 Comprehensive Plan Docket Ratification

T-1 Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated text amendment

Summary
Location in Comprehensive Plan: Chapter 5 Parks, Recreation & Open Space Element
Proposed Change(s): City-initiated request (LUA2016-0017) to add and describe Lundeen Park Improvements and Park Acquisition as projects on the Capital Project List of the Parks Element.
Applicant: City of Lake Stevens Planning & Community Development

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The city evaluates amendments to the Capital Facilities plan annually to ensure appropriate projects are identified.	X	
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR		X

<p>6. All of the following:</p> <p>a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Park and Capital Facilities Element.</p> <ul style="list-style-type: none"> • Goal 5.1 provide a high-quality, diversified parks, recreation and open space system that provides recreational and cultural opportunities for all ages and interest groups; • Goal 5.5 maintain park facilities to maximize life of the facilities and to provide an attractive and pleasing environment for users; • Goal 5.6 the city recognizes that land is in high demand and that acquisitions must be pursued as quickly as possible to implement the community’s vision concurrently with developing and improving existing facilities to achieve a high-quality and balanced park and recreation system; • Goal 9.4 provide needed capital improvements to maintain adopted levels of service. 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 2f



2016 Comprehensive Plan Docket Ratification

T-2 Staff Summary
 Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 8, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated text amendment

Summary
Location in Comprehensive Plan: Chapter 8 Capital Facilities
<p>Proposed Change(s): City-initiated text amendments to add park and road projects to the Capital Project List and 6-year Capital Improvement Plan, including:</p> <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 East Lakeshore, and • 20th St SE Transit Alignment – 91st Ave SE to 50th Drive SE
Applicant: City of Lake Stevens Planning & Community Development

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The city evaluates amendments to the Capital Facilities plan annually to ensure appropriate projects are identified.	X	
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted	X	

required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.		
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR		X
6. All of the following: a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan's Parks, Transportation and Capital Facilities Elements. <ul style="list-style-type: none"> • Goal 5.1 provide a high-quality, diversified parks, recreation and open space system that provides recreational and cultural opportunities for all ages and interest groups; • Goal 5.5 maintain park facilities to maximize life of the facilities and to provide an attractive and pleasing environment for users; • Goal 5.6 the city recognizes that land is in high demand and that acquisitions must be pursued as quickly as possible to implement the community's vision concurrently with developing and improving existing facilities to achieve a high-quality and balanced park and recreation system; • Goal 8.4 provide a transportation system that supports existing land uses and accommodates anticipated growth; • Goal 8.6 strive for continuous and long term expansions to the trail and pedestrian systems; • Goal 8.7 promote pedestrian and bicycle access to public facilities and centers. • Goal 8.17 maintain, preserve, and operate the existing transportation system in a safe and usable state; • Goal 9.4 provide needed capital improvements to maintain adopted levels of service; and • Goal 9.5 coordinate land use decisions and financial resources with a schedule of capital improvements to meet adopted level of service standards, measurable objectives. 	X	
b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 2g



2014 Comprehensive Plan Docket Ratification

T-3 Staff Summary
 Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated text amendment

Summary
Location in Comprehensive Plan: Placeholder
Proposed Change(s): Placeholder to address any inconsistencies identified during docket review process
Applicant: City of Lake Stevens Planning & Community Development

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The city reviews its Comprehensive Plan annually.	X	
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR		X

<p>6. All of the following:</p> <p>a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND Discussion: the proposed minor land use map change meets the following selected goals and policies of affected Elements.</p> <ul style="list-style-type: none"> • Goal 1.1 provide for a consistent review and revision of the comprehensive plan; • Goal 1.2 ensure that the city’s comprehensive plan is consistent with state, regional and countywide planning policies and ensure each element is internally consistent; and • Others to be evaluated as needed 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process. Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 2h



2014 Comprehensive Plan Docket Ratification

T-4 Staff Summary Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated text amendment

Summary
Location in Comprehensive Plan: Appendices
Proposed Change(s): Update Appendix A – Final Environmental Impact Statement to be prepared as environmental review for 2016 Docket
Applicant: City of Lake Stevens Planning & Community Development

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: The city reviews its Comprehensive Plan annually.	X	
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city’s Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR		X

<p>6. All of the following:</p> <p>a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND</p> <p>Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Introductory Element.</p> <ul style="list-style-type: none"> • Goal 1.1 provide for a consistent review and revision of the comprehensive plan; and • Goal 1.2 ensure that the city’s comprehensive plan is consistent with state, regional and countywide planning policies and ensure each element is internally consistent 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.</p> <p>Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 2i



2014 Comprehensive Plan Docket Ratification

T-5 Staff Summary
 Lake Stevens City Council & Planning Commission

City Council Hearing Date: March 22, 2016
 Planning Commission Hearing Date: March 2, 2016

SUBJECT: City-initiated text amendment

Summary
Location in Comprehensive Plan: Update Dates & Table of Contents
Proposed Change(s): Update dates, cover, footers, Executive Summary and Table of Contents as needed
Applicant: City of Lake Stevens Planning & Community Development

ANALYSIS: Annual amendments shall not include significant policy changes inconsistent with the adopted Comprehensive Plan Element Visions and must meet the identified criteria included in Revisions and Amendments to the Comprehensive Plan Section H.

Ratification Review – Decision Criteria	Yes	No
1. Is the proposed amendment appropriate to the Comprehensive Plan rather than implementation as a development regulation or program? Discussion: the proposed minor land use map change is not designed to implement a development regulation or program.	X	
2. Is the proposed amendment legal? Does the proposed amendment meet existing state and local laws? Discussion: the proposed minor land use map change will be reviewed against the current Comprehensive Plan and applicable state laws related to process and environmental review.	X	
3. Is it practical to consider the proposed amendment? Reapplications for reclassification of property reviewed as part of a previous proposal are prohibited, unless the applicant establishes there has been a substantial change of circumstances and support a plan or regulation change at this time. Discussion: the city evaluates its comprehensive plan annually.	X	
4. Does the City have the resources, including staff and budget, necessary to review the proposed amendment? Discussion: the Growth Management Act and the city's Comprehensive Plan set a process to review annual amendments to the Comprehensive Plan. By extension, this is a Planning and Community Development function. The applicant has submitted required review fees. The applicant will provide any special studies deemed necessary to continue review at their expense.	X	
5. Does the proposed amendment correct an inconsistency within or make a clarification to a provision of the Plan? OR		X

<p>6. All of the following:</p> <p>a. The proposed amendment demonstrates a strong potential to serve the public interest by implementing specifically identified goals of the Comprehensive Plan? AND</p> <p>Discussion: the proposed minor land use map change meets the following selected goals and policies of the current Comprehensive Plan’s Introductory Element.</p> <ul style="list-style-type: none"> • Goal 1.1 provide for a consistent review and revision of the comprehensive plan; and • Goal 1.2 ensure that the city’s comprehensive plan is consistent with state, regional and countywide planning policies and ensure each element is internally consistent. 	X	
<p>b. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later subarea plan review or plan amendment process.</p> <p>Discussion: the Comprehensive Plan sets a procedure for evaluating minor amendments annually. The city is not considering a subarea plan or other amendments for the property; therefore, there is not a need to postpone review of the request.</p>	X	

Recommendation	Yes	No
Staff recommends City Council and the Planning Commission consider this proposal for inclusion in the 2016 Comprehensive Plan Docket.	X	
The Planning Commission recommends City Council consider this proposal for inclusion in the 2016 Comprehensive Plan Docket (see attached recommendation letter).		
The City Council accepts this proposal for inclusion in the 2016 Comprehensive Plan Docket.		

Exhibit 3



March 2, 2016

Lake Stevens City Council
1812 Main Street
Lake Stevens, WA 98258

**Subject: Planning Commission Recommendation
2016 Comprehensive Plan Docket Ratification**

Dear Council Members:

The Lake Stevens Planning Commission held a public hearing on Wednesday, March 2, 2016 to consider proposed map and text amendments to the Comprehensive Plan to determine whether these proposals should be included for further analysis on the 2016 Docket.

Commissioners Present: Davis, Hoult, Huxford, Matlack, and Petershagen

Council Members Present: McDaniel

PLANNING COMMISSION PUBLIC HEARING (March 2, 2016)

Planning and Community Development staff presented the proposed amendments and responded to questions. Staff discussed the background and overview of the Docket and Comprehensive Plan amendments; presented each proposed amendment individually, describing whether each proposal met the requirements for annual amendments and the findings to allow the proposal to proceed through the amendment cycle. The detailed analysis will be completed for these projects on the final 2016 Docket if ratified by the City Council.

A brief summary of proposals follows:

1. **LUA2015-0119 – School District Map Amendment** 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.
2. **LUA2016-0007– Seattle Pacific Map Amendment** 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. City staff recommends the Medium Density Residential designation or others be extended to nearby properties for consistency.
3. **LUA2016-0029 – City-initiated amendments** to add capital projects to the Parks and Capital Facilities Elements and proposed map amendments to properties located within the 20th Street SE Corridor subarea. Along with the specific defined text amendments, staff will also include standard administrative amendments.

No public testimony was received at the public hearing. Comments that were discussed by the Planning Commission included concerns about traffic as it related to the School District proposal and changes within the 20th Street Subarea. They requested additional clarification on land use status as it relates to all of the map amendments. In conclusion, Planning Commission also requested that staff ensure a robust public outreach process is followed with affected property owners and neighbors.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions, as outlined in the staff report and docket summary sheets and concludes that the proposed amendments:

- (1) Are consistent with the adopted Lake Stevens Comprehensive Plan;
- (2) Meet the criteria for inclusion on the annual Comprehensive Plan Amendment Docket; and
- (3) Comply with the Growth Management Act.

PLANNING COMMISSION RECOMMENDATION

MOTION / RECOMMENDATION:

The Planning Commission recommended the Council include the proposed map and text amendments as part of the 2016 Docket for additional consideration. The motion passed unanimously.

Respectfully submitted,

Lake Stevens Planning Commission

_____, Chair
Tom Matlack

_____, Vice Chair
Jennifer Davis

Attachment A

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 953

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON,
AUTHORIZING THE CONDEMNATION, APPROPRIATION, TAKING
AND DAMAGING OF LAND AND OTHER PROPERTY FOR PURPOSES
OF REPAIR AND ONGOING MAINTENANCE OF THE EAST
EMBANKMENT OF GRADE ROAD SITUATED WITHIN SNOHOMISH
COUNTY TAX PARCEL 290605-003-022-00**

WHEREAS, the City Council of the City of Lake Stevens (hereinafter the "City") finds as follows:

1) The east embankment of Grade Road located within Snohomish County tax parcel 290605-003-022-00 has sloughed into the adjacent ravine, resulting in the partial closure of Grade Road. Public safety, convenience, use and necessity demand the repair and reopening of Grade Road and the stabilization, repair and ongoing maintenance of the embankment.

2. The City has conducted engineering studies and has determined that it will be necessary to acquire property for the repair and maintenance of Grade Road and its east embankment as more specifically described in **EXHIBIT A** attached hereto and incorporated herein by this reference.

3. The entire cost of the acquisition provided by this ordinance shall be paid by the following funds of the City:

Street Fund

or such other funds as may be provided by law.

4. The City may be unable to agree with the property owner upon the compensation to be paid for said property.

5. The City has authority pursuant to RCW Chapter 8.12 to acquire, if necessary, title to real property for public purposes. The repair of Grade Road and the stabilization and ongoing maintenance of its east embankment is a public purpose.

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

2) The City is hereby authorized to condemn, appropriate, take and damage the real property described in **EXHIBIT A** hereto.

3) The use of the property described in **EXHIBIT A** is for repair of Grade Road and the stabilization and ongoing maintenance of its east embankment, which is a permanent public use and is reasonably necessary for the purposes for which it is sought.

4) All lands, rights, privileges and other property lying within the limits of the land described in **EXHIBIT A** are hereby authorized to be condemned, appropriated, taken and damaged for the purpose of repairing Grade Road and the stabilization and ongoing maintenance of its east embankment, together with all rights appurtenant thereto, including access. The City is further authorized to amend the legal description contained in **EXHIBIT A** as may be necessary and appropriate to meet requirements of the project. All lands, rights, privileges and other properties are to be taken, damaged and appropriated only after just compensation has been made, or paid into the court for the owners thereof in the manner provided by law.

5) The cost of the acquisition provided for by this ordinance shall be paid by the following funds of the City:

Street Fund

or such other funds as may be provided by law.

6) The City's attorneys should be and hereby are authorized and directed to begin and prosecute the actions and proceedings in a manner provided by law to carry out the provisions of this ordinance, and to enter into settlements to mitigate damages.

PASSED by the City Council of the City of Lake Stevens this 22nd day of March, 2016.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

First and Final Reading: _____

Published: _____

Effective: _____

EXHIBIT A

That portion of the following-described parcel lying East of the East margin of Grade Road:

The North half of the Northeast quarter of the Southeast quarter of the Southwest quarter of Section 5, Township 29 North, Range 6 East, W.M.;
EXCEPT the West 100 feet thereof; AND EXCEPT County roads.
Situate in the County of Snohomish, State of Washington.

Being a portion of Snohomish County Tax Parcel 290605-003-022-00

Commonly known as: 12124 – 32nd Street NE, Lake Stevens, WA 98258



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** 22 March 2016

Subject: Homeless Encampment Location Biohazard Material Cleanup

Contact Person/Department:	Mick Monken Public Works	Budget Impact:	\$50,000
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RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to enter the City into a service contract with a service provider to be determined for handling of hazardous waste product associated with homeless encampment site cleanup for an amount not to exceed \$50,000.

SUMMARY/BACKGROUND: There are at least twelve identified homeless encampment areas within the City limits. Most have been cleared of occupants by the Police Department. Upon the departure, many of the camps are left with waste materials that are considered to be biohazardous and require special handling, transportation, and disposal. To handle biohazardous material requires special training and certification which the City does not have on staff.

Under this action, the City will be able to secure professional services as soon as possible that specialize in biohazardous material handling. Typically the consultant would be selected, contract reviewed, then scheduled for an action before the Council. In this process, a pre-approval from the Council will allow for the service contract to be executed quickly once the selection is made, possibly saving two to three weeks in the process.

The City staff will be looking at piggybacking onto a City of Seattle bid with Bio Clean Inc., a firm located within the City, to help expedite the process and to capture an economy of scale on the unit prices.

BUDGET IMPACT: \$50,000 from the General Fund.

ATTACHMENTS: None.