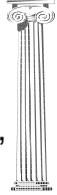


City of Lake Stevens Vision Statement



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

CITY COUNCIL REGULAR MEETING AGENDA
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens
Tuesday, November 13, 2012 - 7:00 p.m.

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

CALL TO ORDER: 7:00 p.m.
Pledge of Allegiance

ROLL CALL:

GUEST BUSINESS:

CONSENT AGENDA:

*A.	Approve November 2012 vouchers.	Barb
*B.	Approve October 22, 2012 regular Council meeting minutes.	Norma
*C.	Authorize fuel agreement with Lake Stevens School District.	Barb

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 first reading of Ordinance No. 883, proposed 2013 Budget and property tax levy certification. Barb

Lake Stevens City Council Meeting

November 13, 2012

ACTION ITEMS: *A. Authorize Professional Services Agreement Supplemental No. 1 with WH Pacific for survey services on 91st NE & 204th right turn pocket. Mick

DISCUSSION ITEMS: *A. Ordinance No. 882, 2012 budget amendment. Barb

COUNCIL PERSON'S BUSINESS:

MAYOR'S BUSINESS:

STAFF REPORTS:

INFORMATION ITEMS:

EXECUTIVE SESSION:

ADJOURN:

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

Special Needs

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

NOTICE:

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

**BLANKET VOUCHER APPROVAL
 2012**

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

Payroll Direct Deposits	906444-906507	\$119,331.53
Payroll Checks	34266	\$2,380.98
Claims	34265, 34267-34345	\$534,074.27
Electronic Funds Transfers	515-523	\$153,325.08
Void Checks	34245	(\$107.92)
Tax Deposit(s)	11/1/2012	\$41,293.74
Total Vouchers Approved:		\$850,297.68

This 13th day of November 2012:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Direct Deposit Register

31-Oct-2012

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

31-Oct-2012	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9362	Department of Revenue	C	\$289.51	515	Wells Fargo	121000248	4159656917
11866	Dept. of Labor & Industries	C	\$18,399.28	516	Wells Fargo	121000248	4159656917
Total:			\$18,688.79		Count:	2.00	

Direct Deposit Summary

<u>Type</u>	<u>Count</u>	<u>Total</u>
C	2	\$18,688.79

Pre-Note Transactions

Direct Deposit Register

01-Nov-2012

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

01-Nov-2012	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
12112	AFLAC	C	\$1,756.14	517	Wells Fargo	121000248	4159656917
101	Assoc. Of Washington Cities	C	\$75,939.52	518	Wells Fargo	121000248	4159656917
9407	Department of Retirement (Pers	C	\$49,997.47	519	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$1,098.25	520	Wells Fargo	121000248	4159656917
1418	Standard Insurance Company	C	\$5,007.45	521	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	522	Wells Fargo	121000248	4159656917
Total:			\$134,201.29		Count:	6.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	6	\$134,201.29

Pre-Note Transactions

Direct Deposit Register

07-Nov-2012

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

07-Nov-2012	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
13027	DEPARTMENT OF LICENSING	C	\$435.00	523	Wells Fargo	123456789	123123123
Total:			\$435.00		Count:	1.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	1	\$435.00

Pre-Note Transactions

Detail Check Register

31-Oct-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
34265	24-Oct-12	1151	Postmaster			\$108.77
10/24/2012		Bulk Mailing		\$108.77	\$0.00	\$108.77
001008521004200		Law Enforcement - Communicatio		\$108.77		
Total Of Checks:						\$108.77

Detail Check Register

02-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount
34267	01-Nov-12	13824	Wash Teamsters Welfare Trust	\$1,256.31
11/01/12		Insurance Premiums	\$1,256.31	
001010576802000		Parks - Benefits	\$48.86	
101016542002000		Street Fund - Benefits	\$537.42	
410016542402000		Storm Water - Benefits	\$670.03	
			Total Of Checks:	\$1,256.31

Detail Check Register

02-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
34268	02-Nov-12	13207	Wash State Parks & Recreation		\$1,389.97
CC:155L7020	Rmb overpmt	2012	Grant period	\$1,389.97	\$0.00
001000333970121		97.012	- Boat Safety Pass Thru	\$1,389.97	
			Total Of Checks:		\$1,389.97

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
34269	13-Nov-12	13328	ACES			\$329.00
8912			Safety mtg Stroke signs	\$329.00	\$0.00	\$329.00
001003517620000			Admin. Safety program	\$77.64		
101016517620000			safety program	\$146.08		
410016517620000			safety program	\$105.28		
34270	13-Nov-12	13979	Angel Herrera			\$79.26
BP2011-174			Refund overpmt of fees	\$79.26	\$0.00	\$79.26
001000322001000			Building Permits	\$79.26		
34271	13-Nov-12	13401	Angel Transport and Towing			\$276.93
855			Robbery Case Vehicle Eviidence Im	\$276.93	\$0.00	\$276.93
001008521003104			Law Enforcement-Operating Cost	\$276.93		
34272	13-Nov-12	12187	AUCKLAND ENTERPRISES			\$1,400.00
591			Removal of dangerous trees	\$1,400.00	\$0.00	\$1,400.00
001010576803100			Parks - Operating Costs	\$1,400.00		
34273	13-Nov-12	13421	Barnett Implement			\$91.15
1259948			Lug nuts& Bolts	\$91.15	\$0.00	\$91.15
410016542404800			Storm Water - Repairs & Maint.	\$91.15		
34274	13-Nov-12	215	Campbells Resort			\$171.24
546			Hudson WASPC hotel	\$171.24	\$0.00	\$171.24
001008521004300			Law Enforce - Travel & Mtgs	\$171.24		
34275	13-Nov-12	11952	Carquest Auto Parts Store			\$624.58
2421-181777			Auto battery	\$83.07	\$0.00	\$83.07
101016542004800			Street Fund - Repair & Mainten	\$83.07		
2421-181836			Filters	\$100.00	\$0.00	\$100.00
101016542004800			Street Fund - Repair & Mainten	\$50.00		
410016542404800			Storm Water - Repairs & Maint.	\$50.00		
2421-181966			Drain pan, oil	\$84.69	\$0.00	\$84.69
101016542004800			Street Fund - Repair & Mainten	\$42.35		
410016542404800			Storm Water - Repairs & Maint.	\$42.34		
2421-182105			Filters	\$83.33	\$0.00	\$83.33
410016542404800			Storm Water - Repairs & Maint.	\$83.33		
2421-182164			Oil	\$93.57	\$0.00	\$93.57

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
101016542004800			Street Fund - Repair & Mainten	\$46.79	
410016542404800			Storm Water - Repairs & Maint.	\$46.78	
2421-182178			capsule standard	\$8.51	\$0.00
001008521004800			Law Enforcement - Repair & Mai	\$8.51	
2421-182181			filters	\$74.26	\$0.00
410016542404800			Storm Water - Repairs & Maint.	\$74.26	
2421-182182			Filter/Battery	\$97.15	\$0.00
410016542404800			Storm Water - Repairs & Maint.	\$97.15	
34276	13-Nov-12	11952	Carquest Auto Parts Store		\$8.96
2421-181837			Fuel filter	\$5.21	\$0.00
410016542404800			Storm Water - Repairs & Maint.	\$5.21	
2421-182114			filter	\$3.75	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$3.75	
34277	13-Nov-12	13793	Cashmere Valley Bank		\$47,456.09
11/12 133357			2010 Series A Bond Pmt	\$37,082.09	\$0.00
212000591007100			2010 Bond Principal Payment	\$30,208.39	
212000592008300			2010 Bond Interest Payment	\$6,873.70	
11/12 133358			2010 Series B Bond Pmt	\$10,374.00	\$0.00
212000592008300			2010 Bond Interest Payment	\$10,374.00	
34278	13-Nov-12	12182	Central Welding Supply		\$49.80
178361			Compressed gas	\$49.80	\$0.00
101016542003102			Street Fund Operating Costs	\$49.80	
34279	13-Nov-12	13969	Child Advocacy Center		\$1,767.23
294			Q3.2012 Child Interview service	\$1,767.23	\$0.00
001008521004100			Law Enforcement - Professional	\$1,767.23	
34280	13-Nov-12	13776	Chris L Griffen		\$262.50
2Z214461LKS			Public defender svcs	\$262.50	\$0.00
001013512800000			Court Appointed Attorney Fees	\$262.50	
34281	13-Nov-12	274	City of Everett		\$1,844.93
112002946			Animal shelter services	\$1,694.93	\$0.00
001008539004100			Code Enforcement - Professiona	\$1,694.93	

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
I12002970			Lab Analysis	\$150.00	\$0.00	\$150.00
410016531503104			DOE-G1100060 SW Capacity Exp	\$150.00		
34282	13-Nov-12	276	City Of Lake Stevens			\$35.05
1354			Retainage-New Chapter	\$35.05	\$0.00	\$35.05
001007558004100			Planning - Professional Servic	\$1.15		
001007559004100			Building Department - Professi	\$1.15		
001008521004100			Law Enforcement - Professional	\$20.10		
001013519904100			General Government - Professio	\$5.75		
001013555504100			Community Center - Cleaning	\$4.60		
101016542004100			Street Fund - Professional Ser	\$1.15		
410016542404101			Storm Water - Professional Ser	\$1.15		
34283	13-Nov-12	12004	CITY OF MARYSVILLE			\$13,940.90
5945			Highway 9 Prof Svcs	\$447.10	\$0.00	\$447.10
001013519904100			General Government - Professio	\$447.10		
POLIN11-0237			Prisoner Hsg-Okanogan-Sept 12	\$2,253.33	\$0.00	\$2,253.33
001008523005100			Law Enforcement - Jail	\$2,253.33		
POLIN11-0241			Prisoner Med-Sept 12	\$85.00	\$0.00	\$85.00
001008523005100			Law Enforcement - Jail	\$85.00		
POLIN11-0244			Prisoner Hsg October 2012	\$11,155.47	\$0.00	\$11,155.47
001008523005100			Law Enforcement - Jail	\$11,155.47		
34284	13-Nov-12	13030	COMCAST			\$116.90
10/12 0827887			Traffic signal control	\$116.90	\$0.00	\$116.90
101016542640000			Street Fund - Traffic Control	\$116.90		
34285	13-Nov-12	13030	COMCAST			\$81.90
10/12 0808840			Internet svcs - Shop	\$81.90	\$0.00	\$81.90
101016542004200			Street Fund - Communications	\$40.95		
410016542404200			Storm Water - Communications	\$40.95		
34286	13-Nov-12	13841	Comcast			\$81.90
10-12 0810218			Internet - Evidence room	\$81.90	\$0.00	\$81.90
001008521004200			Law Enforcement - Communicatio	\$81.90		
34287	13-Nov-12	13841	Comcast			\$71.90
10/12 0692756			Internet - Market St station	\$71.90	\$0.00	\$71.90
001008521004200			Law Enforcement - Communicatio	\$71.90		

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
34288	13-Nov-12	13757	Comdata Corporation			\$11,588.44
20172116	Fuel			\$8,116.10	\$0.00	\$8,116.10
001008521003200	Law Enforcement - Fuel			\$8,116.10		
20172117	Fuel			\$3,472.34	\$0.00	\$3,472.34
001003518103200	IT - Fuel			\$56.57		
001007559003200	Building Department - Fuel			\$169.87		
101016542003200	Street Fund - Fuel			\$1,622.95		
410016542403200	Storm Water - Fuel			\$1,622.95		
34289	13-Nov-12	91	Corporate Office Supply			\$531.85
132950i	Glue stick			\$5.38	\$0.00	\$5.38
001007559003100	Building Department - Office S			\$5.38		
133359i	office supplies			\$297.39	\$0.00	\$297.39
001008521003100	Law Enforcement - Office Suppl			\$297.39		
133521i	office supplies			\$73.09	\$0.00	\$73.09
001008521003100	Law Enforcement - Office Suppl			\$73.09		
13489i	Two copier cartridges for shop			\$155.99	\$0.00	\$155.99
101016542003101	Street Fund Office Supplies			\$155.99		
34290	13-Nov-12	13084	De Jong Sawdust & Shavings			\$22.53
R189411	All Purpose Soil			\$22.53	\$0.00	\$22.53
410016542404800	Storm Water - Repairs & Maint.			\$22.53		
34291	13-Nov-12	12800	DEPT OF CORRECTIONS			\$219.01
MCC4591 0912	Work crew-Shop and lundeen parkw			\$219.01	\$0.00	\$219.01
101016542004800	Street Fund - Repair & Mainten			\$146.23		
410016542404800	Storm Water - Repairs & Maint.			\$72.78		
34292	13-Nov-12	13226	Dept. Graphics			\$904.73
5326	PT49/New Patrol Car Graphics/othe			\$904.73	\$0.00	\$904.73
001008521006400	Law Enforcement - Capital Outl			\$904.73		
34293	13-Nov-12	473	Electronic Business Machines			\$73.90
081110	copier maint			\$73.90	\$0.00	\$73.90
001007558004800	Planning - Repairs & Maint.			\$36.95		
101016542004800	Street Fund - Repair & Mainten			\$18.48		
410016542404800	Storm Water - Repairs & Maint.			\$18.47		
34294	13-Nov-12	485	Employment Security Department			\$1,208.00
Q3.2012	Q3.2012 McCourt			\$1,208.00	\$0.00	\$1,208.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
501000517007800			Payments To Claimants	\$1,208.00	
34295	13-Nov-12	13935	Everett Steel		\$99.31
520682			Fabricate a metal grate for snow plo	\$99.31	\$0.00
101016542660000			Street Fund - Snow & Ice Contr	\$99.31	
34296	13-Nov-12	13390	Evergreen State Heat		\$482.20
20073			Complete HVAC maint	\$211.78	\$0.00
001007558004800			Planning - Repairs & Maint.	\$26.47	
001008521004800			Law Enforcement - Repair & Mai	\$52.95	
001013519904800			General Government - Repair/Ma	\$52.95	
001013555504800			Community Center - Repair & M	\$52.95	
101016542004800			Street Fund - Repair & Mainten	\$13.23	
410016542404800			Storm Water - Repairs & Maint.	\$13.23	
20234			replaced 4 fan belts	\$270.42	\$0.00
001013555506400			New Senior Center	\$270.42	
34297	13-Nov-12	13907	Fastenal Company		\$333.41
WAEV118511			Trimmer line	\$50.63	\$0.00
001010576803100			Parks - Operating Costs	\$50.63	
WAEV118666			Pine Sol	\$57.62	\$0.00
001010576803100			Parks - Operating Costs	\$57.62	
WAEV118689			Nifty Nabbers	\$93.12	\$0.00
001010576803100			Parks - Operating Costs	\$93.12	
WAEV118741			Pro Lysol DS Fresh	\$66.02	\$0.00
001010576803100			Parks - Operating Costs	\$66.02	
WAEV118751			Pro Lysol DS Fresh	\$66.02	\$0.00
001010576803100			Parks - Operating Costs	\$66.02	
34298	13-Nov-12	549	Foster Press		\$242.55
30348			RSO notification printing	\$242.55	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$242.55	
34299	13-Nov-12	13764	Frontier		\$80.52
10/12 42533408350116			Phone charges	\$80.52	\$0.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001013519904200			General Government - Communica	\$26.84	
101016542004200			Street Fund - Communications	\$26.84	
410016542404200			Storm Water - Communications	\$26.84	
34300	13-Nov-12	13254	Gibson Traffic Consultants		\$7,254.66
12-014-5			Traffic Mitigation Impact Fee	\$7,254.66	\$0.00
101016542004106			Prof Srvc - GMA Traffic Plan	\$7,254.66	
34301	13-Nov-12	12393	GLENS RENTAL SALES & SERVICE		\$209.65
S2000			saw cutter to install storm drain pipe	\$125.00	\$0.00
410016542404800			Storm Water - Repairs & Maint.	\$125.00	
S4012			Bar, chain, clip	\$84.65	\$0.00
410016542403103			Tools	\$84.65	
34302	13-Nov-12	13010	Grainger		\$664.52
9947206224			Sign brackets for Sunnycrest school	\$664.52	\$0.00
101016542640000			Street Fund - Traffic Control	\$664.52	
34303	13-Nov-12	13172	IMSA		\$80.00
2012 ID#96975			Dues for Justin Evans	\$80.00	\$0.00
101016542004900			Street Fund - Miscellaneous	\$80.00	
34304	13-Nov-12	13509	Industrial Supply, Inc		\$238.23
504910			Elbor for sweeper, tamper, chain	\$90.10	\$0.00
101016542004102			Street Fund-Sweeping	\$90.10	
504997			Rags,Rake,Dust pan,Broom	\$86.82	\$0.00
101016542003102			Street Fund Operating Costs	\$86.82	
505147			Hose Assy 2 1/2x15	\$61.31	\$0.00
101016542004102			Street Fund-Sweeping	\$61.31	
34305	13-Nov-12	13232	Integra Telecom, Inc		\$847.72
10190947			Phone services	\$847.72	\$0.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001003513104200			Administration-Communications	\$6.64	
001003514104200			City Clerks-Communications	\$7.75	
001003516104200			Human Resources-Communications	\$7.19	
001003518104200			IT Dept-Communications	\$18.81	
001004514234200			Finance - Communications	\$14.94	
001007558004200			Planning - Communication	\$55.23	
001007559004200			Building Department - Communci	\$36.87	
001008521004200			Law Enforcement - Communicatio	\$141.78	
001010575304200			Historical - Communications	\$36.87	
001013519904200			General Government - Communica	\$241.90	
001013555504200			Commnity Center-Communication	\$36.87	
101016542004200			Street Fund - Communications	\$120.26	
410016542404200			Storm Water - Communications	\$122.61	
34306	13-Nov-12	13327	Jennifer Anderson		\$416.66
10/01-10/31/12			Dep Care Reimb	\$416.66	\$0.00
001000281000000			Payroll Liabilities	\$416.66	
34307	13-Nov-12	13863	Johns Cleaning Service		\$122.64
980			uniform cleaning	\$122.64	\$0.00
001008521002600			Law Enforcment Clothing	\$122.64	
34308	13-Nov-12	13982	Kim Demary		\$40.00
EVNT2012-1			Dep Refund 4 recycle containers	\$40.00	\$0.00
001000322900001			Event Permits	\$40.00	
34309	13-Nov-12	13885	Lake Industries LLC		\$633.99
257880			sand for snow and ice	\$138.99	\$0.00
101016542660000			Street Fund - Snow & Ice Contr	\$138.99	
26448			Material for rebuilding bridge at 36th	\$90.00	\$0.00
101016595616440			36th Street Bridge Repair	\$90.00	
26457			Material for rebuilding bridge at 36th	\$90.00	\$0.00
101016595616440			36th Street Bridge Repair	\$90.00	
26460			Material for rebuilding bridge at 36th	\$60.00	\$0.00
101016595616440			36th Street Bridge Repair	\$60.00	
26466			Material for rebuilding bridge at 36th	\$60.00	\$0.00
101016595616440			36th Street Bridge Repair	\$60.00	
26473			Material for rebuilding bridge at 36th	\$75.00	\$0.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
101016595616440			36th Street Bridge Repair	\$75.00	
26478			Material for rebuilding bridge at 36th	\$60.00	\$0.00 \$60.00
101016595616440			36th Street Bridge Repair	\$60.00	
26482			Material for rebuilding bridge at 36th	\$60.00	\$0.00 \$60.00
101016595616440			36th Street Bridge Repair	\$60.00	
34310	13-Nov-12	11777	Lake Stevens Fire		\$40.00
6606			CPR training	\$40.00	\$0.00 \$40.00
001003516103100			Human Resources-Office Supplie	\$40.00	
34311	13-Nov-12	852	Lake Stevens Journal		\$261.30
78187			LS2011-9 PUD Cedar Rd Reservoir	\$90.45	\$0.00 \$90.45
001007558004400			Planning - Advertising	\$90.45	
78221			LS Planning Comm Public Hearing	\$60.30	\$0.00 \$60.30
001007558004400			Planning - Advertising	\$60.30	
78223			Tenelco Conditional Use Permit ad	\$50.25	\$0.00 \$50.25
001007558004400			Planning - Advertising	\$50.25	
78255			LS Planning Comm Public Hearing	\$60.30	\$0.00 \$60.30
001007558004400			Planning - Advertising	\$60.30	
34312	13-Nov-12	12751	LAKE STEVENS POLICE GUILD		\$992.50
11/01/12			Union dues	\$992.50	\$0.00 \$992.50
001000281000000			Payroll Liabilities	\$992.50	
34313	13-Nov-12	13250	Lake Stevens Rowing Club		\$50.00
EVNT2012-2			Refund container Deposit	\$50.00	\$0.00 \$50.00
001000362100000			Special Events - Rental Reimb	\$50.00	
34314	13-Nov-12	12215	LOWES COMPANIES		\$98.52
961409			Concrete mix	\$98.52	\$0.00 \$98.52
001008521004800			Law Enforcement - Repair & Mai	\$98.52	
34315	13-Nov-12	13720	Marketing Solutions, Inc		\$1,800.00
20900			Planning/Facilitation/Documentation	\$1,800.00	\$0.00 \$1,800.00
001001511604902			Legislative-C.C.Retreat	\$1,800.00	
34316	13-Nov-12	13711	New Chapter Cleaning		\$665.95

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
1354			Janitorial Services	\$665.95	\$0.00	\$665.95
001007558004100			Planning - Professional Servic	\$21.85		
001007559004100			Building Department - Professi	\$21.85		
001008521004100			Law Enforcement - Professional	\$381.90		
001013519904100			General Government - Professio	\$109.25		
001013555504100			Community Center - Cleaning	\$87.40		
101016542004100			Street Fund - Professional Ser	\$21.85		
410016542404101			Storm Water - Professional Ser	\$21.85		
34317	13-Nov-12	1049	NORTH SOUND			\$16.38
49169			1 inch male Pipe	\$16.38	\$0.00	\$16.38
410016542404800			Storm Water - Repairs & Maint.	\$16.38		
34318	13-Nov-12	12684	NORTHWEST CASCADE INC.			\$240.60
1-551297			Honey bucket rental	(\$34.40)	\$0.00	(\$34.40)
001010576804500			Parks - Equipment Rental	(\$34.40)		
1-556349			LS Rowing club 20th Regatta	\$275.00	\$0.00	\$275.00
001010574204500			Special Events - Equipt Rental	\$275.00		
34319	13-Nov-12	1091	Office Of The State Treasurer			\$13,171.18
10/2012			Oct 2012 State Court Fees	\$13,171.18	\$0.00	\$13,171.18
633008559005100			Building Department - State Bl	\$147.50		
633008589000003			Public Safety And Ed. (1986 As	\$6,470.02		
633008589000004			Public Safety And Education	\$3,898.19		
633008589000005			Judicial Information System-Ci	\$1,119.56		
633008589000008			Trauma Care	\$426.21		
633008589000009			school zone safety	\$10.88		
633008589000010			Public Safety Ed #3	\$171.59		
633008589000011			Auto Theft Prevention	\$567.53		
633008589000012			HWY Safety Act	\$60.83		
633008589000013			Death Inv Acct	\$44.82		
633008589000014			WSP Highway Acct	\$254.05		
34320	13-Nov-12	13044	PAKOR, INC - NW8935			\$231.49
903173			Passport photo supplies	\$231.49	\$0.00	\$231.49
001008521003100			Law Enforcement - Office Suppl	\$231.49		
34321	13-Nov-12	13943	PartsMaster			\$85.81
20621022			Wire tool/solder pastebond	\$85.81	\$0.00	\$85.81
101016542003102			Street Fund Operating Costs	\$85.81		
34322	13-Nov-12	13983	Paula Pickles			\$70.84
BP2012-81			Overpmt refund BP2012-81	\$70.84	\$0.00	\$70.84

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001000322001000			Building Permits	\$70.84	
34323	13-Nov-12	1066	PERTEET ENGINEERING, INC.		\$5,097.00
20110012.000-2			Kaintz LU2012-30/PAR2011-2 JM H	\$1,884.00	\$0.00 \$1,884.00
001007558004100			Planning - Professional Servic	\$1,884.00	
20120136.000-2			Prof Svcs 20th st SE Design Refine	\$3,213.00	\$0.00 \$3,213.00
301016544404100			Street Op - Planning -Design	\$3,213.00	
34324	13-Nov-12	12450	PITNEY BOWES - Machine rent		\$112.22
9619164-OT12			Postage machine rental	\$112.22	\$0.00 \$112.22
001013519904500			General Government-Equip Renta	\$112.22	
34325	13-Nov-12	12520	PUBLIC SAFETY TESTING		\$425.00
2012-4693			Q3.2012 Recruiting assistance	\$425.00	\$0.00 \$425.00
001003516904100			Civil Service - Professional S	\$425.00	
34326	13-Nov-12	13304	Purchase Power		\$350.00
10/12 01831977			Postage	\$350.00	\$0.00 \$350.00
001007558004200			Planning - Communication	\$40.77	
001013519904200			General Government - Communica	\$283.47	
101016542004200			Street Fund - Communications	\$12.88	
410016542404200			Storm Water - Communications	\$12.88	
34327	13-Nov-12	1224	Red Lion Motor Inn		\$1,040.80
10/19/12			Nelson hotel for Firearms training 10	\$520.40	\$0.00 \$520.40
001008521004300			Law Enforce - Travel & Mtgs	\$520.40	
10/26/12			Nelson hotel firearms training 10/21-	\$520.40	\$0.00 \$520.40
001008521004300			Law Enforce - Travel & Mtgs	\$520.40	
34328	13-Nov-12	13980	Robson Company Inc		\$204.50
BP2012-312			Refund overpmt of fees	\$204.50	\$0.00 \$204.50
001000322001000			Building Permits	\$204.50	
34329	13-Nov-12	12722	SHRED-it WESTERN WASHINGTON		\$49.50
101198273			paper shredding	\$49.50	\$0.00 \$49.50
001008521003104			Law Enforcement-Operating Cost	\$49.50	
34330	13-Nov-12	13322	Snohomish County Cities		\$70.00
11/15/12			11/15/12 mtg	\$70.00	\$0.00 \$70.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001001511604300			Legislative - Travel & Mtgs	\$35.00	
001003511104300			Executive - Travel & Mtgs	\$35.00	
34331	13-Nov-12	1382	Snohomish County Public Works		\$20,569.99
I000309260			Vehicle Repair & Maint	\$8,152.46	\$0.00 \$8,152.46
001008521004800			Law Enforcement - Repair & Mai	\$8,470.00	
101016542004800			Street Fund - Repair & Mainten	(\$556.86)	
101016542640000			Street Fund - Traffic Control	\$239.32	
I000309572			Signal repair	\$1,717.53	\$0.00 \$1,717.53
101016542640000			Street Fund - Traffic Control	\$1,717.53	
I000309646			ILA Parkway Crossing Detention Po	\$10,700.00	\$0.00 \$10,700.00
410016595406404			Parkway Crossing Det Pond	\$10,700.00	
34332	13-Nov-12	12961	SNOHOMISH COUNTY PUD		\$1,506.23
103954997			Utilities - electric	\$338.65	\$0.00 \$338.65
101016542630000			Street Fund - Street Lighting	\$338.65	
113902842			Utilities - electric	\$320.69	\$0.00 \$320.69
101016542630000			Street Fund - Street Lighting	\$320.69	
117215694			Utilities - electric	\$164.89	\$0.00 \$164.89
410016542404700			Storm Water-Aerat. Utilities	\$164.89	
133786114			Utilities - electric	\$67.26	\$0.00 \$67.26
001010576804700			Parks - Utilities	\$67.26	
133786700			Utilities - electric	\$42.12	\$0.00 \$42.12
101016542630000			Street Fund - Street Lighting	\$42.12	
13383912			Utilities - electric	\$393.24	\$0.00 \$393.24
101016542630000			Street Fund - Street Lighting	\$393.24	
143639587			Utilities - electric	\$179.38	\$0.00 \$179.38
001010576804700			Parks - Utilities	\$59.79	
101016542004700			Street Fund - Utilities	\$59.79	
410016542404701			Storm Water Utilities	\$59.80	
34333	13-Nov-12	1388	Snohomish County Treasurer		\$283.62
10/2012			Oct 2012 Crime Victims Comp	\$283.62	\$0.00 \$283.62
633008589000001			Crime Victims Compensation	\$283.62	

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
34334	13-Nov-12	1356	SNOPAC		\$25,069.02
5663		Dispatch Services		\$25,069.02	\$0.00
		001008528005100	Law Enforcement - Snopac Dispa	\$25,069.02	
34335	13-Nov-12	12495	SOUND TRACTOR COMPANY		\$107.94
IN89885		Kubota filter		\$107.94	\$0.00
		101016542004800	Street Fund - Repair & Mainten	\$53.97	
		410016542404800	Storm Water - Repairs & Maint.	\$53.97	
34336	13-Nov-12	12579	SUMMIT LAW GROUP		\$740.71
59018		Arbitration services		\$740.71	\$0.00
		101016542004100	Street Fund - Professional Ser	\$740.71	
34337	13-Nov-12	11787	Teamsters Local No. 763		\$551.00
11/01/12		Union dues		\$551.00	\$0.00
		001000281000000	Payroll Liabilities	\$551.00	
34338	13-Nov-12	13821	Terminix Commercial		\$59.73
318777991		Pest Control		\$59.73	\$0.00
		001013519904800	General Government - Repair/Ma	\$59.73	
34339	13-Nov-12	11934	The Bank of New York		\$273,824.38
11/01/2012-119174		LADSGOREF08A Series 2008A		\$273,824.38	\$0.00
		210000591007100	2008 Bond Princp Pymt	\$200,000.00	
		210000592008300	2008 Bond Interest Payment	\$73,824.38	
34340	13-Nov-12	11934	The Bank of New York		\$85,309.38
11/01/2012-119173		LAKSTELTGO04 Series 2004		\$85,309.38	\$0.00
		206008591007100	LTGO 2004 Princp Pymt	\$65,000.00	
		206008591008300	Police Station Int. Payment	\$20,309.38	
34341	13-Nov-12	1491	The Everett Herald		\$223.84
1797305		Issuance of Addendum #5 Comp PI		\$94.72	\$0.00
		001007558004400	Planning - Advertising	\$94.72	
1798674		School Dist Captl Fac Plan 2012-20		\$129.12	\$0.00
		001007558004400	Planning - Advertising	\$129.12	
34342	13-Nov-12	13045	UPS		\$60.37
74Y42412		evidence shipping to labs		\$35.98	\$0.00
		001008521004200	Law Enforcement - Communicatio	\$35.98	
74Y42422		Evidense shipping		\$11.33	\$0.00

Detail Check Register

08-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004200			Law Enforcement - Communicatio	\$11.33	
74Y42432			evidence shipping	\$13.06	\$0.00 \$13.06
001008521004200			Law Enforcement - Communicatio	\$13.06	
34343	13-Nov-12	12158	VERIZON NORTHWEST		\$2,498.49
1131532495			Wireless services	\$2,498.49	\$0.00 \$2,498.49
001003511104200			Executive - Communication	\$85.71	
001003513104200			Administration-Communications	\$85.71	
001003514104200			City Clerks-Communications	\$32.54	
001003516104200			Human Resources-Communications	\$55.69	
001003518104200			IT Dept-Communications	\$111.38	
001007558004200			Planning - Communication	\$118.25	
001008521004200			Law Enforcement - Communicatio	\$1,462.07	
001010576804200			Parks - Communication	\$182.38	
101016542004200			Street Fund - Communications	\$182.38	
410016542404200			Storm Water - Communications	\$182.38	
34344	13-Nov-12	12761	WASHINGTON STATE PATROL		\$396.00
113002505			Background checks	\$396.00	\$0.00 \$396.00
633008589000006			Gun Permit - FBI Remittance	\$396.00	
34345	13-Nov-12	13694	Washington State Treas Office		\$60.19
Q3.2012			Q3.2012 Forfeited Property	\$60.19	\$0.00 \$60.19
001008521005101			Law Enforcement - Drug Task Fo	\$60.19	
				Total Of Checks:	\$531,319.22



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

Monday, October 22, 2012
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

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

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kathy Holder, Kim Daughtry, Marcus Tageant, Neal Dooley and John Spencer

COUNCILMEMBERS ABSENT:

STAFF MEMBERS PRESENT: City Administrator Jan Berg, City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director Barb Lowe, Public Works Director Mick Monken, Human Resource Director Steve Edin, Police Chief Randy Celori, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Mark Wakefield

Guest Business. Mark Wakefield, 121 95th Avenue SE, Lake Stevens, stated the mission statement on the Council agenda is different than the one displayed at City Hall. The one at City Hall should be the mission statement, which includes the mission, vision and value statements.

Consent Agenda. Councilmember Spencer moved to approve the Consent Agenda (A. Approve October 2012 vouchers [Payroll Direct Deposits 906387-906443 for \$135,809.96, Payroll Checks 34200 for \$2,481.93, Claims 34201-34264 for \$129,506.52, Electronic Funds Transfers 511-514 for \$85,236.71, Tax Deposit 10.15.12 for \$49,816.72 for total vouchers approved of \$322,851.84]; B. Approve October 8, 2012 regular Council meeting minutes), seconded by Councilmember Welch; motion carried unanimously. (7-0-0-0)

Approve Public Defender contract amendment with Feldman & Lee. City Administrator Berg noted the following two corrections: the word hereinafter was incorrectly spelled and the year 2007 in the first Section should read 2008. In 2007 the City solicited for Request for Proposals and Feldman & Lee was selected. Beginning in September 2013 the State Supreme Court is limiting the number of cases handled by the Public Defender. The cost for a Public Defender will double if we are required to meet the case load requirements. AWC in partnership with other cities is working to reverse the requirement. Feldman and Lee's contract extension is until June while waiting for any changes in the State Supreme Court requirements.

MOTION: Councilmember Dooley moved to approve amendment to agreement with Feldman and Lee for Public Defender Services with the two recommended changes to the contract, seconded by Councilmember Tageant; motion carried unanimously. (7-0-0-0)

Adopt Resolution No. 2012-4, endorsing and adopting greenhouse gas emission reduction policies. Public Works Director Monken mentioned Federal and State governments adopted policies for greenhouse gas emissions. The two main focuses are how to reduce created green house gas and how to improve efficiency. If we want state funding, the City is required to have a greenhouse gas emission policy. The City has projects that will qualify for

funding. There is one change on the policy, Page 31, F.2, the word “provide” should read “consider”.

Councilmember Quigley requested a copy of the annual report as stated in the resolution.

MOTION: Councilmember Tageant moved to approve Resolution 2012 4 with the change as noted and adopting greenhouse gas emission reduction policies; seconded by Councilmember Spencer; motion carried unanimously. (7-0-0-0)

Phosphorous Plan status. Public Works Director Monken reported the following are three aerator usage and treatment alternatives as a result of the sedimentation study: continuation of aerator, aerator with alum treatment and alum treatment alone. The aerator was rebuilt last December to fix some float system issues and then the aerator started to sink. An emergency contract was let for \$14,000 to stop the sinking. Inspections showed minimum repairs needed to get the aerator operational are over \$80,000 with the possibility of additional repairs required but not known until the first set of minor repairs are completed.

Councilmember Quigley asked how regulations on using phosphorous products by residents would affect the outcome. Councilmember Spencer responded Lake Whatcom has some regulations and may have some results on phosphorous.

Mayor’s Business: Mayor Little commented AWC meetings included public records requests and public defender information.

Staff Reports: Staff reported on the following: City Administrator Berg – Sno-Isle 50th anniversary is November 10 and they will do a survey on bonding for a new library, and provided a Teamster contract update; Planning Director Ableman – reported on economic development activity, growth allocations out to 2035, and will receive \$25,000 tourism promotional grant for Ironman; and Police Commander Lorentzen - reported on two high profile incidents – domestic dispute (preliminary charge of attempted murder) and school bus/child accident at Lake Stevens Middle School.

Executive Session: At 7:51 p.m. Mayor Little called for an executive session on potential and pending litigation for 10 minutes with no action to follow. A two minute recess was called with the executive session beginning at 7:53 p.m. The executive session ended at 8:03 p.m.

Adjourn. Councilmember Dooley moved to adjourn at 8:03 p.m., seconded by Councilmember Welch; motion carried unanimously. (7-0-0-0)

Vern Little, Mayor

Norma J. Scott, City Clerk/Admin. Asst.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 13, 2012

Subject: Interlocal Agreement for Fuel Purchase – Lake Stevens School District

Contact Person/Department: Barb Lowe/ Finance Director **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to enter into the Interlocal Agreement between the City of Lake Stevens and the Lake Stevens School District for Fuel Purchase.

SUMMARY/BACKGROUND:

The City entered into an ILA with the School District for fueling in the 1990's. The District offered fuel at their cost plus a \$0.08 administrative charge per gallon. In 2010, the City began utilizing Comdata, a fuel card system that allows employees to fuel at multiple stations and offers a discount on the federal taxes paid. The Comdata system offers online reports and data downloads to increase accountability and tracking. The Districts reporting capabilities are limited in comparison.

We began to review the Comdata program in mid 2011 to determine the benefits received. We found that the reports available through Comdata, that potentially increased accountability, were not being utilized due to limited resources, so less detail was being reviewed than previously. Additionally, the discount on federal fuel tax did not compare to the discounted pricing offered by the School District.

Based on these findings, we recommend entering into an ILA with the Lake Stevens School District for the purchase of fuel with an effective date of January 1, 2013. The "agreed price" per gallon will be \$0.06 above cost for both regular fuel and diesel. The savings are estimated at 5%.

(The City will continue to utilize the Comdata system in emergency situations as provided for by the City's Fuel Policy.)

APPLICABLE CITY POLICIES:

RCW 39.34, Interlocal Cooperation Acts, provides authority to enter into agreements with other jurisdictions; and City Fuel Policy

BUDGET IMPACT:

Fuel costs are estimated to decrease approximately 5%

ATTACHMENTS:

- ▶ Exhibit A: ILA between the City of Lake Stevens & the Lake Stevens School District for Fuel Purchase
- ▶ Exhibit B: City Fuel Policy

INTERLOCAL AGREEMENT
BETWEEN
THE CITY OF LAKE STEVENS
AND
THE LAKE STEVENS SCHOOL DISTRICT
FOR FUEL PURCHASE

THIS INTERLOCAL AGREEMENT FOR FUEL PURCHASE ("Agreement") is entered into this ____ day of _____ 2012, by and between the City of Lake Stevens, a Washington municipal corporation ("City"), and the Lake Stevens School District ("District").

WHEREAS, the Interlocal Cooperation Act, RCW Chapter 39.34, provides that public agencies may enter into agreements for joint or cooperative action; and

WHEREAS, the City desires to enter into an agreement with the District whereby the City will purchase fuel from the District for the City's official vehicles; and

WHEREAS, the District has agreed to permit the City to purchase fuel for the City's official vehicles; and

WHEREAS, both the City and the District have determined that it is in the best interests of the residents of the City that this Interlocal Agreement be entered into allowing the City to purchase fuel from the District for its official vehicles;

NOW THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the City and District agree as follows:

A. Fuel Purchase.

1. The City shall be permitted to fuel its vehicles utilizing the facilities maintained by the District at the Districts' Field Operation Base.
2. The City will have twenty-four hour access to the fueling facilities by special key furnished by the District to the City. City employees should make every effort to avoid the School District filling station during bus deployment and return times.

B. Consideration of Services.

1. The District shall procure fuel from its suppliers and make it available to the City.
2. The City shall pay the District \$0.06 per gallon of fuel in addition to the price the District paid to its suppliers (the "agreed price").
3. The District shall bill the City for fuel supplied on a monthly basis, based on the amount of fuel supplied to the City at the agreed price. The City agrees to remit payment to the District within 30 days of being invoiced.

4. The District agrees to provide to the City a monthly statement showing an accounting of fuel supplied.
- C. Term of Agreement. The term of this agreement shall be effective January 1, 2013 and shall continue in effect until terminated by either party.
- D. Termination of Agreement. Either party may terminate this agreement with or without cause at anytime by providing the other party with a written notice of termination at least sixty days in advance of termination date.
- E. Hold Harmless and Indemnification. In the event of any claim by a third party for damages as a result of access to the District's Field Operation Base or the City's fueling of vehicles, each District and City agree to save, indemnify and hold the other harmless to the extent of their intentional or negligent acts or omissions. Both City and District agree to waive, for the purposes of this indemnity only, the immunity of Title 51, RCW, the Industrial Insurance Act of the State of Washington.
- F. Insurance. The parties represent that each has insurance coverage as follows:
 1. City is a participant in the Washington Cities Insurance Authority (WCIA)
 2. District is a participant in the Washington School Risk Management Pool (WSRMP)
- G. Loss Prevention. Should District issue any reasonable directives related to site security at its Field Operation Base, or with respect to use of keys, codes or otherwise, City shall abide by any such reasonable loss prevention directives.

IN WITNESS WHEREOF, the parties have caused duplicate originals of this Agreement to be signed by their duly authorized officers.

CITY OF LAKE STEVENS

LAKE STEVENS SCHOOL DISTRICT

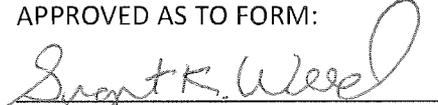
Vern Little, Mayor

Amy Beth Cook, Superintendent

ATTEST:

Norma Scott, City Clerk

APPROVED AS TO FORM:



Grant K. Weed, City Attorney

	EFFECTIVE DATE: January 1, 2013
FUEL POLICY	

Purpose and Scope

Because of the continuing fluctuations in gasoline prices it is necessary to look at ways to reduce our costs and current consumption of fuel for City vehicles.

1. Vehicle Refueling

- a.** Absent emergency conditions or supervisor approval, employees shall not place a vehicle in service that has less than one-quarter tank of fuel.
- b.** Vehicles shall only be refueled at authorized locations.

2. Fuel Locations

- a.** The Finance Department will coordinate with the Lake Stevens School District to obtain the best pricing.
 - i.** All fuel purchases will be done at the Lake Stevens School District pumps except for waivers granted as described in section 3.
 - ii.** Employees should make every effort to avoid the School District filling station during bus deployment and return times as follows:
 - 1. 6:15 am – 7:15 am
 - 2. 9:00 am – 9:45 am
 - 3. 4:00 pm – 4:30 pm

3. Fuel Location Exceptions

- a.** Manufacturer guidelines state Marine Vessels require a higher octane fuel (super) which cannot be obtained at the School District Fueling Facility.
 - i.** It is permitted to obtain fuel for marine vessels at outside locations using a comdata card and/or current fueling method.
- b.** Employee may request a waiver of the requirement to purchase fuel through the Lake Stevens School District.
 - i.** Only the Department Head or his/her designee may give authorization for fuel to be purchased at non authorized locations.
 - ii.** Once approval is given, the employee will check out a comdata card from his/her supervisor.
 - iii.** The comdata card and receipt must be returned to the supervisor upon return.

- c. During an emergency or unexpected event (such as storm related event) payment for fuel at a fueling station other than the School District Fueling Facility will be allowed but will require a receipt to be turned in and action authorized by the Department Head.

4. Fuel Payment

- a. Payment for fuel use by each department will be the fiscal responsibility of the department.
 - i. The finance department will direct fuel invoices to the department for review and approval.

5. Vehicle Idling

- a. Vehicles will not be left idling for extended periods of time unless it is justifiable during a response or handling of an event or preparing the vehicle for operation. An idling vehicle causes excessive heat buildup, unnecessary fuel use, and wear on the power train. Idling vehicles will be secured. A staff member shall be in close proximity to deter and prevent vandalism or theft.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 13, 2012

Subject: Public Hearing - 2013 Budget Ordinance

Contact Person/Department: Barb Lowe/Finance Director **Budget Impact:** Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve First Reading of 2013 Budget Ordinance No. 883 and Authorize the Mayor to sign the 2013 Property Tax Levy Certification.

SUMMARY/BACKGROUND:

The 2013 budget proposal is based on a six year forecast of revenues and expenditures. This conservative approach is applied to build and maintain a reserve balance to sustain the City during economic downturns and prepare for future economic development.

The budget subcommittee and City Council have been reviewing current and forecasted revenues and expenditures including property tax, City's staffing plans, and related costs which are incorporated into the proposed 2013 budget ordinance.

The City of Lake Stevens 2013 Proposed Budget document will be available by Monday November 12th on the City website at: <http://www.ci.lake-stevens.wa.us/>

APPLICABLE CITY POLICIES:

Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

BUDGET IMPACT:

The budget ordinance sets the revenue and expenditure levels for the coming year's budget.

ATTACHMENTS:

- ▶ Exhibit A: Ordinance No. 883
- ▶ Exhibit B: 2013 Budgeted Position List & Salary Ranges
- ▶ Exhibit C: Property Tax Levy Certification

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 883

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2013

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2013, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 13th day of November and the 26th day of November, 2012, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2013 is hereby adopted in its final form and content as set forth in the document entitled City of Lake Stevens 2013 Annual Budget, 1 copy of which is on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2013 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2013 as set forth below:

Fund #	Fund Name	Estimated			
		Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$4,495,852	\$7,898,565	\$7,866,861	\$4,527,556
002	Contingency Reserve	\$1,557,154	\$503,454	\$8,050	\$2,052,558
101	Street	\$2,149,238	\$1,906,685	\$1,615,393	\$2,440,530
103	Street Reserve	\$1,521	\$3	\$0	\$1,524
111	Drug Seizure & Forfeiture Fund	\$3,944	\$2,205	\$400	\$5,749
112	Municipal Arts Fund	\$1,320	\$2	\$0	\$1,322
205	PWTF Loan 2002	\$0	\$89,976	\$89,976	\$0
206	Police Station LTGO 2004	\$0	\$103,369	\$103,369	\$0
207	PWTF 2006	\$0	\$411,458	\$411,458	\$0
208	PWTF 2005	\$0	\$66,316	\$66,316	\$0
209	PWTF 2008	\$0	\$563,685	\$563,685	\$0
210	2008 Bonds	\$0	\$366,499	\$366,499	\$0
211	PWTF 2010	\$0	\$977	\$977	\$0
212	2010 LTGO Bonds	\$0	\$95,613	\$95,613	\$0
301	Cap. Proj.-Dev. Contrib.	\$2,392,050	\$549,650	\$0	\$2,941,700
303	Cap. Imp.-REET	\$765,542	\$287,754	\$376,608	\$676,688
304	Cap. Improvements	\$1,193,233	\$287,854	\$74,515	\$1,406,572
305	Downtown Redevelopment	\$1,636	\$2	\$0	\$1,638
309	Sidewalk Capital Project	\$592,508	\$1,000	\$294,600	\$298,908
401	Sewer	\$309,105	\$1,379,199	\$1,389,357	\$298,947
406	Sewer Reserve	\$166,553	\$300	\$0	\$166,853
410	Storm and Surface Water	\$857,413	\$1,358,984	\$1,271,381	\$945,016
501	Unemployment	\$100,179	\$22,635	\$46,740	\$76,074
510	Equipment Fund	\$82,793	\$54,132	\$35,516	\$101,409
520	Equipment Fund-Police	\$170,290	\$100,400	\$82,000	\$188,690
530	Equipment Fund-PW	\$221,339	\$52,125	\$60,000	\$213,464
540	Aerator Equipment Replacement	\$95,694	\$38,655	\$0	\$134,349
621	Refundable Deposits	\$2,089	\$30,500	\$31,000	\$1,589
633	<u>Treasurer's Trust</u>	<u>\$0</u>	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$0</u>
	Total	\$15,159,453	\$16,471,997	\$15,150,314	\$16,481,136

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this 26th day of November, 2012.

Vern Little, Mayor

ATTEST:

Norma J. Scott, City Clerk/Admin. Assist.

APPROVED AS TO FORM:

Grant Weed, City Attorney

First Reading: November 13, 2012
Second Reading: November 26, 2012
Published:
Effective:

2013 BUDGETED POSITION LIST & SALARY RANGES

# of Positions	Department	Job Classification	Range	A	B	C	D	E	F	G
1	Administration	City Administrator	CCA	0	0	0	0	0	0	10,521
1	Building	Building Official	36.30	5,547	5,751	5,963	6,185	6,414	6,651	6,897
2	City Clerk	Receptionist/Cashier	3.00	2,962	3,085	3,211	3,341	3,480	3,621	3,782
1	City Clerk	City Clerk	16.00	4,861	5,054	5,257	5,468	5,687	5,913	6,169
1	Executive	Mayor	M	0	0	0	0	0	0	1,200
1	Finance	Accountant	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Finance	Finance Director	42.50	7,246	7,499	7,763	8,033	8,313	8,607	8,908
1	Human Resources	Human Resources Director	37.00	5,612	5,851	6,101	6,359	6,630	6,912	7,204
1	Information Technology	IT Specialist	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Information Technology	IT Manager	37.50	5,905	6,153	6,410	6,676	6,953	7,240	7,548
1	Law Enforcement	Police Admin. Supervisor	27.00	4,841	5,015	5,191	5,375	5,567	5,765	5,964
1	Law Enforcement	Police Commander	38.50	6,844	7,088	7,345	7,608	7,883	8,165	8,469
1	Law Enforcement	Police Support Officer	CE	3,724	3,854	3,988	4,129	4,273	4,424	4,590
1	Law Enforcement	Police Chief	CPC	0	0	0	0	0	0	10,328
18	Law Enforcement	Police Officer	PO	4,714	4,894	5,080	5,272	5,473	5,681	5,903
5	Law Enforcement	Police Sergeant	PS	6,228	6,389	6,556	6,726	6,901	7,080	7,264
3	Law Enforcement	Records Clerk	RC	3,432	3,570	3,712	3,861	4,015	4,176	4,347
7	Legislative	Council	C	0	0	0	0	0	0	500
1	Planning	Permit Specialist	9.50	3,811	3,954	4,107	4,265	4,430	4,600	4,774
1	Planning	PW/Planning Coordinator	12.00	3,736	3,855	3,979	4,106	4,237	4,373	4,512
1	Planning	Associate Planner	16.50	5,371	5,560	5,755	5,958	6,168	6,384	6,609
1	Planning	Senior Planner	36.25	5,609	5,794	5,986	6,183	6,387	6,598	6,827
1	Planning	Principle Planner	36.50	5,736	5,926	6,121	6,324	6,532	6,748	6,970
1	Planning	Planning Director	41.50	7,306	7,533	7,773	8,023	8,280	8,545	8,803
2	Public Works	Engineering Technician	15.50	4,774	4,942	5,115	5,295	5,483	5,675	5,878
1	Public Works	Public Works Superintendent	37.25	6,131	6,338	6,552	6,772	7,000	7,237	7,480
1	Public Works	Public Works Director	43.00	8,030	8,312	8,605	8,907	9,221	9,546	9,881
2	Public Works	Crew Leader	CL	4,721	4,893	5,069	5,251	5,440	5,635	5,831
1	Public Works	Crew Worker I	CWI	3,271	3,398	3,531	3,669	3,812	3,960	4,106
6	Public Works	Crew Worker II	CWII	4,041	4,181	4,328	4,481	4,636	4,799	4,971



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, VERN LITTLE,
(Name)

MAYOR, for CITY OF LAKE STEVENS, do hereby certify to
(Title) (District Name)

the SNOHOMISH County legislative authority that the COUNCIL
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2013 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/13/12:
(Date of Public Hearing)

Regular Levy: \$4,000,000 (including refunds)
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00
(State the **total** dollar amount to be levied)

Refund Levy: \$0.00
(State the **total** dollar amount to be levied)

Signature: _____

Date: _____

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 13 November 12

Subject: Authorize the Mayor to sign Supplement No. 1 with WHPacific to perform survey services for the SR 204/91st Avenue NE intersection

Contact	Mick Monken	Budget Impact:	Not to exceed
Person/Department:	<u>Public Works</u>		<u>\$41,625.00</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Authorize the Mayor to sign Supplement No 1 with WHPacific to perform survey services for the intersection of SR 204/91st Avenue NE for an amount not to exceed \$39,625 and authorize a management reserve of \$2,000.**

SUMMARY/BACKGROUND: In 2010, the City under took a transportation circulation review for the Lake Stevens Center. This task was to look at short term transportation improvements for traffic circulation in this area to enhance vehicle movements for existing and near future new businesses. The need of right-turn pockets for both the north and south leg of the SR 204/91st Ave SE intersection were identified to add capacity to this intersection and address an existing need. Following this task, WSDOT's study of the SR 9/SR 204 intersection (2011) received comments from the public identifying the need for these two right turn pockets. The need for the right turn pocket improvements were also identified during the Lake Stevens Subarea plan traffic modeling. It was shown that these turn lanes would improve the operating level of service of this intersection.

The project will require the widening of the roadway to provide for an additional right turn lane on both side of the intersection. On the south leg, there is a sensitive area which is expected to be identified with this survey service. Also, right-of-way/property limits will be identified. The survey work is expected to take 60 days to complete. The proposed strategy to complete this project is to have: WHPacific perform the survey; have the City perform the design in-house, coordinate with WSDOT, and work with property owner on private property impacts; prepare the project for construction ready; and seek grant funding for construction as early as 2014/2015 period. Once this action is approved, the City will begin the public outreach on this project. Since this project is on a State Route, WSDOT review is required. The City has begun communications with WSDOT on this project.

WHPacific was selected from the City's On Call service contract that was approved by the City Council in June 2012.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$41,625 from Developer Contribution Fund (aka transportation mitigation dollars)

ATTACHMENTS:

- ▶ Exhibit A: Supplemental No 1

Exhibit A1

SCOPE OF SERVICE

SR 204 / 91st AVENUE NE INTERSECTION IMPROVEMENT PROJECT

FIELD SURVEYS AND BASE MAPPING

(City of Lake Stevens Project No. 12012)

WHPacific (CONSULTANT) will provide the following Land Surveying Services over and across the following project limits situated in a portion of the Southwest quarter of the Northeast quarter, Section 13, Township 29 North, Range 5 East, W.M., Snohomish County, Washington.

- 91st Avenue NE lying northerly of SR 204: a strip of land one hundred feet in width being fifty feet (50') on each side of centerline, its northerly limits being five hundred fifty feet (550') feet northerly of its southerly crosswalk at SR 204 (being 180 feet, more or less northerly of the centerline of Vernon Road).
- 91st Avenue NE lying southerly of SR 204: a strip of land one hundred feet in width being 50 feet (50') on each side of centerline, its southerly limits being five hundred fifty feet (550') southerly of its northerly crosswalk at SR 204 (being approximately at the southerly property line of Snohomish County Tax Parcel No. 00493400300201).
- An additional twenty five feet (25') beyond the fifty foot (50') strips at adjoining driveways along the easterly side of 91st Avenue NE situated southerly of SR 204 and along the westerly side of 91st Avenue NE situated northerly of SR 204.
- SR 204 lying easterly of 91st Avenue NE: the full right of way of SR 204, its easterly limits being the westerly right of way margin of SR 9, together with the first twenty feet (20') of adjoining private lands.
- SR 204 lying westerly of 91st Avenue NE: the full right of way of SR 204, its westerly limits being six hundred fifty feet (650') westerly of 91st Avenue NE centerline, together with the first twenty feet (20') of adjoining private lands.

The described mapping area contains 7.1 Acres, more or less.

Land Survey Scope of Services

1. Procure and review record plans, Records of Surveys, Plats and GIS mapping in the project vicinity, researched through or provided by the City of Lake Stevens (CITY) and the Washington State Department of Transportation (WSDOT) in order to establish horizontal and vertical control for the project site and for the retracement of right of way limits.
2. Field locate existing off-site WSDOT survey control required to retrace the centerline and right of way limits of 91st Avenue NE and SR 204 and establish supplemental on-site survey control suitable for future construction purposes, based from and tied in to existing WSDOT survey control.
3. Field topographic survey in sufficient detail for the preparation of a one foot (1') contour topographic base map including, but not limited to, driveways, driveway profiles, face of adjoining buildings, utilities having surface and/or above ground features, underground utilities as marked on the surface by a private underground utility locate company,

overhead wire connections, as-builts of sanitary sewer and storm water structures including the next connecting structure beyond the mapping corridor, luminaires, channelization, edge of pavement, trees having a minimum trunk diameter of eight inches (8") or greater, adjoining property improvements within the mapping corridor, adjoining roadside ditches and fences, mailboxes, posts, and other structures located within the mapping corridor.

4. Process, edit and reduce field data and compute (retrace) 91st Avenue centerline and rights of way margins, SR 204 centerline and rights of way margins and the centerline and westerly right of way margin of SR 9.
5. Develop a 1 foot contour topographic basemap of the project mapping corridor standards containing right of way limits in AutoCAD Civil 3D 2010 format using APWA drafting at a horizontal scale of one inch equals 20 feet (1"=20'), unless otherwise specified by CITY.
6. Research and provide to City "dry" utility as-built records including, but not limited to electric, natural gas, fiber optics and communication records.

Land Surveying Assumptions

- Project horizontal datum will be the Washington State Coordinate System of 1983, North Zone (NAD83/91).
- Project coordinate system will be established based upon Washington State Plane Grid Coordinates divided by the Project's combined scale factor plus 100,000 meters to coordinate easting and northing and converted to U.S. Survey feet..
- Project vertical datum will be the North American Vertical Datum (NAVD) of 1988.
- Project survey control will be established in locations that can be utilized for future construction staking activities.
- CITY shall provide rights of entry onto adjoining private lands prior to field survey.
- CITY shall provide utility as-built or design plans for existing City underground utilities.
- If topographic mapping over and across SR 204 is not performed during early weekend hours or if unsafe traffic conditions occur, traffic control may be required. In that event, CITY will be contacted to develop a traffic control plan in coordination with CONSULTANT. Traffic control fees are not included hereon.
- Property boundary sidelines will be graphically shown only.
- As-builts of storm water and/or sanitary sewer structures to include rim and pipe invert elevations, pipe diameter, pipe material if discernible, connections and photo log.
- CITY shall provide name of preferred title company for procurement of recorded right of way deeds.
- Underground utility locate fee will be invoiced as a project expense.
- Additional services could include, but is not limited to, boundary surveys of adjoining properties, preparation of acquisition and/or easement descriptions, field location of geo-tech boring, location of wetland flags if marked in the field by a qualified biologist and existing right-of-way staking.



**Applied
Professional
Services Inc**
www.apsllocates.com

PROJECT ESTIMATE

W&H Pacific

Attn: Richard Dickman

rdickman@whpacific.com

Utility Locating, SR204 & 91st AVE NE. Lake Stevens, WA

APS, Inc. is pleased to submit a cost estimate for the project named above.

SCOPE OF WORK:

APS, Inc. will locate the area defined by maps provided by WH Pacific. APS will designate and mark known conductible utilities using standard APWA colors. APS will make a sweep of the work area in attempt to find unknown conductible utilities.

COST ESTIMATE:

SERVICE PROVIDED	COST / HOUR	ESTIMATED HOURS	TOTAL COST
<i>UTILITY DESIGNATING</i>	\$ 80.00	20	\$ 1,600.00
TOTAL PROJECT ESTIMATE			\$ 1,600.00

NOT TO EXCEED WITHOUT WRITTEN CLIENT APPROVAL:

The project estimate is based on the estimated number of hours it will take to perform the Scope of Work. . **If the work is completed in less time than the above estimate, then the final invoice will reflect the lower cost.** If, however, the project requires additional time or costs to complete the Scope of Work then written approval to exceed the original cost estimate is required.



July 6, 2012

WHPacific, Inc.
12100 NE 195th Street, Suite 300
Bothell, Washington 98011

Attn: Mr. Robert Doherty, P.E.

**RE: PROPOSAL FOR NATURAL RESOURCE SERVICES
SR 204 AND 91ST AVENUE NE INTERSECTION IMPROVEMENT PROJECT
LAKE STEVENS, WASHINGTON**

Dear Robert:

Landau Associates is pleased to present this proposed scope of services and cost estimate for natural resources services for the State Route (SR) 204 and 91st Avenue NE Intersection Improvement Project in Lake Stevens, Washington. The proposed scope of services presented in this letter is based on discussions with and information provided by WHPacific. Presented below is a summary of our project understanding and our proposed scope of services.

PROJECT BACKGROUND

The City of Lake Stevens plans to complete improvements at the intersection of SR 204 and 91st Avenue NE by widening 91st Avenue NE. The project includes the following improvements:

- **North leg on 91st Avenue NE:** widen existing pavement on the west side of the road to provide an additional lane for right turn movements from southbound 91st Avenue NE to westbound SR 204. Provide concrete curb, gutter, sidewalk, curb ramps, and connection of new storm water facilities to the existing storm water system.
- **South leg on 91st Avenue NE:** widen existing pavement on the east side of the road to provide an additional lane for right turn movements from northbound 91st Avenue NE to eastbound SR 204. Provide concrete curb, gutter, sidewalk, curb ramp (if needed), retaining wall, driveway and connection of new storm water facilities to the existing storm water system. If necessary, provide connection between existing sidewalks on each side of the existing driveway to 7-Eleven.
- **Signals:** Modify existing signal system by adding traffic signal heads for the new right turn movements, aligning remaining traffic signal heads with the new lane configuration and providing pedestrian push buttons according to regulations.

The extent of the project limits were provided to Landau Associates in an email dated July 5, 2012, and includes approximately 500 feet extending along each leg of 91st Avenue NE described above and portions of SR 204 extending from each leg. We understand that federal funding is not currently being provided for the improvements, and that the City has requested support with critical area delineation and associated permitting.

PROPOSED SCOPE OF SERVICES

The following sections define Landau Associates' tasks for natural resource services for the proposed intersection improvements project.

Task 1. State Environmental Policy Act (SEPA) Checklist

Landau Associates will prepare the SEPA Checklist for the project in conformance with WAC 197-11-960 and City standards. The SEPA Checklist will briefly describe the project and address the project's effects on elements of the environment, as outlined in the checklist. The Checklist will include a list of permit requirements for the proposed project. To prepare the Checklist, we will use project design information and other available studies prepared for the project, such as drainage report and traffic report.

As necessary to complete the Checklist, we will review additional City documents such as the comprehensive plan, zoning code, and other development regulations.

Assumptions:

- The project will not require preparation of a SEPA Environmental Impact Statement, and either a Determination of Non-Significance (DNS) or a mitigated DNS will be issued for the project.
- City staff will prepare and publish the DNS (or mitigated DNS).
- Landau Associates staff will not attend a public hearing should one be necessary.
- One Landau Associates staff member will attend no more than one agency coordination meeting in Bothell, Washington.
- Information to prepare the SEPA Checklist will be gathered from interviews with agency/utility provider representatives and from readily available public documents; no field work or other primary investigations will be required.
- Landau Associates will provide a draft copy of the SEPA Checklist to WHPacific and the City for review. WHPacific will provide one set of consolidated comments to Landau Associates, and we will prepare a final SEPA Checklist for publication based on those comments. Should additional rounds of review and comment be requested by WHPacific and/or the City, a scope and budget amendment will be required.
- This proposal does not include time for Landau Associates to respond to any public or resource agency comments on the SEPA Checklist after the Checklist has been published for

public comment. Should WHPacific and/or the City request Landau Associates' involvement in responses or revisions to the SEPA Checklist based on public or agency comments, a scope and budget amendment will be required.

Deliverables:

- An electronic (MSWord file) copy of the draft SEPA checklist.
- An electronic (Adobe PDF) copy of the final SEPA checklist.

Task 2. Wetland/ Waterway Delineation

Landau Associates will conduct a wetland and/or waterway delineation in accordance with the 2010 U.S. Army Corps of Engineers (USACE) *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region*. The ordinary high water mark of waterways will be delineated using guidance provided in Ecology's *Determining The Ordinary High Water Mark on Streams in Washington State*.

Landau Associates will compile and review environmental information from readily available public domain resources to gain a general understanding of potential wetland issues at the site. Public domain resources include, but are not limited to:

- USDA NRCS Soil Survey data
- National Wetlands Inventory mapping
- Critical Areas mapping
- WDFW PHS on the Web
- U.S. Geological Survey (USGS) topographic mapping
- Recent aerial photography.

The field investigation will include an examination of vegetation, soils, and hydrology within the study area of the proposed project. Flagging will be placed along the wetland/ waterway boundaries and will be confined to right of way within the project footprint as provided to Landau Associates on July 5th. Any wetland/ waterway habitat that extends beyond the project footprint, and within 190 ft [as required for Critical Area study contents under the City's Critical Area Regulations (CAR)], will be estimated both visually and using public domain resources in order to assess wetland/waterway extent. Included in this task is time to provide WHPacific with a hand-sketch of wetland/ waterway boundaries to assist the surveyors to locate project flagging. We also included time to review the survey map and request any necessary changes to accurately represent existing wetland/ waterway conditions.

Wetlands within the study area will be rated in accordance with Ecology's *Washington State Wetland Rating System for Western Washington*, and buffer widths will be determined in compliance with the Critical Areas Regulations. Stream typing and buffer widths will be based on Chapter 14.88.430 of the City of Lake Stevens Municipal Code, and the water typing system presented in Chapter 222-16-131 of the Washington Administrative Code (WAC).

Landau Associates will prepare a Draft Wetland and Waterway Delineation Report in a format acceptable to the City and other regulating agencies that will include:

- A summary of the methodology used
- The size and rating of each wetland and waterway; a characterization of wetland vegetation, soils, and hydrology; and field data sheets
- A scaled site map showing the locations of wetland/surface water boundaries and buffers, locations of wetland data plots, and site topography
- Supporting photographs.

The draft report will be provided to WHPacific and the City for review. Comments will be reviewed and incorporated into a Critical Areas Report (see Task 3).

Deliverables:

- An electronic (Adobe PDF) copy of the draft wetland and waterway delineation report.

Assumptions:

- Flagging will only be placed within right of way where accessible.
- WHPacific will supply survey information in AutoCAD format to Landau Associates pertaining to the delineation and project plans.

Task 3. Mitigation Planning and Critical Area Report

Landau Associates will support WHPacific in the calculation of area of impacts to wetlands, waterways, and/or their buffers based on the 90% project plans. Areas of impact will be calculated in AutoCAD and will be summarized on figures in the Critical Areas Report described below.

Landau Associates will support WHPacific in determining adequate wetland/surface water impact avoidance and minimization measures. A compensatory mitigation plan will also be developed by Landau Associates. The compensatory mitigation will be limited to buffer enhancement including a planting plan and demonstration of buffer averaging or buffer reduction.

Landau Associates will prepare a Draft Critical Area Report in accordance with the City of Lake Stevens Municipal Code, The report will include information from the Draft Wetland Delineation report, and incorporate any necessary mitigation. This will include:

- A summary of the methodology used
- A description of impacts to buffers
- A buffer mitigation planting/grading plan including: mitigation goals, objectives, and performance standards; a timeline for mitigation monitoring and reporting; and contingency plans, as necessary
- Mitigation objectives, goals, and performance standards

The draft report will be provided to WHPacific and the City for review. Comments will be reviewed and incorporated into a Final Critical Area Report.

Deliverables:

- An electronic (Adobe PDF) copy of the Draft Critical Area Report.
- An electronic (Adobe PDF) and paper copy of the Final Critical Area Report.

Assumptions

- Wetland and/or waterway impacts can be avoided.
- The planting plan will be incorporated into design plans, which will be included as an attachment to the Critical Areas Report.
- Specifications for the planting plan will not be required as part of the report.
- Buffer mitigation can be accommodated on site (within the project limits). If offsite mitigation is required, the City will identify a suitable site to accommodate the required mitigation.
- Mitigation plans and specifications will be incorporated by WHPacific into the overall design package.
- WHPacific will provide Landau Associates with the areas of impact and amount of fill and/or grading within wetlands and wetland and/or buffer.
- WHPacific will prepare the bid package documents, including planting specifications. Landau Associates will support preparation of these documents, limited to telephone and email correspondence clarifying recommendations.
- WHPacific will be responsible for coordination with the City and Landau Associates during review and finalization of the document bid package. Landau Associates will not coordinate directly with the City regarding revisions to the contract document.

Task 4. Joint Aquatic Resources Permit Application (JARPA) and Agency Coordination

Landau Associates will prepare a JARPA for submittal to the City. The JARPA will be suitable for submittal to the City for Critical Areas permitting. The JARPA will include project specific information including listing of adjacent property owners. This task includes time for coordination and

revisions with WHPacific and/or City, as needed, to provide accurate information on the JARPA, including a narrative of project information.

Landau Associates will provide support to WHPacific in responding to City comments on the JARPA. This support is limited to telephone and email correspondence clarifying further data requests regarding the delineation and mitigation plan.

Assumptions

- The Project will avoid wetland/waterway impacts, and submittal to the US Army Corps of Engineers, Washington Department of Ecology, and Washington Department of Fish and Wildlife will not be required.
- Plans and cross sections will be provided by WHPacific in AutoCad and Adobe pdf format.
- A cultural resources assessment to comply with Section 106 of the Historic Preservation Act or Governor’s Executive Order 05-05 will not be required. If such an assessment is needed, Landau Associates can provide a subconsultant to provide this service.
- Final design alternatives at the 60% completion are suitable to complete the JARPA.

ESTIMATED BUDGET

We estimate the budget for the scope of services will be about \$14,900 in general accordance with the assumptions above the following approximate task breakdown:

Task 1. SEPA Checklist	\$2,900
Task 2. Wetland/Waterway Delineation	\$5,400
Task 3. Mitigation Planning and Critical Area Report	\$4,700
Task 4. JARPA and Agency Coordination	\$1,900
TOTAL	\$14,900

Landau Associates will provide the above-described services on a time-and-materials basis according to the budget set forth above and the attached compensation schedule. In the event that project requirements change or unexpected conditions are disclosed that appear to require further field effort, study, or analysis, Landau Associates will contact WHPacific and seek approval for modification to the scope of services and budget, as appropriate.

The budget estimate is based on an assumed level of effort for each of the scope items. It is possible that the level of effort actually required to complete a specific scope item will differ from that

currently being assumed, and it may be appropriate to reallocate authorized budget amounts between the tasks or request additional budget as required to meet the needs of the project. Landau Associates will invoice only for the time and expenses actually required to complete the requested scope of services. The estimated budget will not be exceeded without approval by WHPacific.

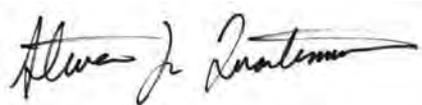
AUTHORIZATION

We anticipate that WHPacific will develop a subconsultant agreement to formalize our working relationship on this project. Please let us know how we can assist you in that process.

* * * * *

We appreciate the opportunity to work with WHPacific and the City of Lake Stevens on this project. Please contact us if you have any questions about our proposed scope of services and budget for this project.

LANDAU ASSOCIATES, INC.



Steven J. Quarterman
Senior Scientist

SJQ/rgm

Attachment: Compensation Schedule - 2012

SURVEY FEE ESTIMATE

PROJECT NAME: Lake Stevens SR 204 - 91st Ave

CLIENT: City of Lake Stevens

DATE: 11/2/12

LABOR / STAFF HOURS	PM	Prof IV	Prof III	2 person	Project	Project	Project	LABOR TOTALS		
	Rick	Larry	Charles	crew	Coord II	Coord II	Coord II	HOURS	FEE	
2011 Labor Rates	\$ 155.00	\$ 135.00	\$ 120.00	\$ 165.00	\$ 80.00	\$ 80.00	\$ 80.00			
Project management and internal kick off meet	5		1	1	3	5	0.5	15.5	\$ 1,740.00	2175
1. research and review record plans & maps			4					4	\$ 480.00	600
2. Field Control		2		12				14	\$ 2,250.00	2812.5
3. Topographic field survey			4	80				84	\$ 13,680.00	17100
4. Process fld data and compute CL/ROW	2		16					18	\$ 2,230.00	2787.5
5. Prepare and qa basemap	4		80					84	\$ 10,220.00	12775
6. Dry utility research	4		4					8	\$ 1,100.00	1375
								0	\$ -	0
								0	\$ -	0
								0	\$ -	0
								0	\$ -	0
TOTAL LABOR	15	2	109	93	3	5	0.5	227.5	\$ 31,700.00	\$39,625.00

REIMBURSABLE ITEMS	Quantity	Unit Price	TOTAL
Survey Vehicle Mileage	900	\$ 0.75	\$ 675.00
GPS Equipment - 1 day	1	\$ 100.00	\$ 100.00
Plots		\$ 3.00	\$ -
Title company research fees	1	\$ 150.00	\$ 150.00
Wetland Delineation (Task 2) - Landau	1	\$ 5,400.00	\$ 5,400.00
Underground utility locates - APS	1	\$ 1,600.00	\$ 1,600.00
TOTAL REIMBURSABLES			\$ 7,925.00

Total Labor	\$ 31,700.00
Total Reimbursable Items	\$ 7,925.00
Contingency	\$ 0.00

GRAND TOTAL	\$ 39,625.00
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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 13, 2012

Subject: 2012 Budget Amendment #4

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Review Ordinance No. 882 Amending Ordinance No. 865

SUMMARY/BACKGROUND:

The City adopts an annual budget prior to the start of each fiscal year and then monitors and reviews the activity throughout the year. Any necessary changes in expenditures or unanticipated revenues are brought forward to City Council through a budget amendment to update the impact on the City's financials. The following budget amendment includes adjustments to the specific line items that will be affected.

Detailed explanations of the changes requested are described below:

General Reserve Fund - 002

Total Revenues – increase of \$750,000:

The 2012 budget included an expenditure in the amount of \$500,000 for the transfer of funds from the General Fund to the Reserve Fund for future development and infrastructure needs, yet the budget entry did not include the revenue into the Reserve Fund. This resolves the one-sided budget entry.

Transfer of the unused portion of economic development funds budgeted in the General Fund in 2012 in the amount of \$250,000. This would continue to increase the City's reserve funds for future development and infrastructure needs.

These changes would increase the ending fund balance to \$1,595,995 of which approximately \$1,587,945 has been set aside for future development and infrastructure needs to ensure the economic feasibility of the City.

Street Fund - 101

Total Revenues – increase of \$6,200:

Due to insurance recoveries for damaged fences and light poles

Total Expenditures – increase of \$32,454 includes the following:

An increase of \$26,254 for costs related to the 2012 snow storm that were reimbursed by the FEMA emergency relief grant received earlier this year. The revenues were amended to include the grant receipt yet the related expenditures were not amended at that time. The related expenditures include Street Sweeping, Snow and Ice Control, and Overtime.

An increase of \$6,200 for the fence and light pole repairs that coincide with the insurance recoveries received.

Capital Projects – Developer Contributions - 301

Total Expenditures – increase of \$42,000:

Due to the contract with WHPacific to perform survey services, which include wetland delineation, for the SR 204/91st Ave NE north and south right turn lanes. This is to address existing congestion and is an early action for economic development of the west Lake Stevens Center.

Sewer Fund – 401

Total Expenditures – increase of \$1,000:

Due to the increase in professional services for legal services related to the Unified Sewer Agreement in the amount of \$1,000

Sewer Reserve Fund – 406

Total Expenditures – increase of \$30,000:

Due to the contract with Tetra Tech to perform a sewer service study for the southwest quadrant of the SR 9/20th Street SE commercial property. This is an early action for economic development along the 20th Street SE corridor.

APPLICABLE CITY POLICIES:

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

BUDGET IMPACT:

The budget ordinance will amend the beginning and ending balances, and revenues and expenditures in the funds set forth in the ordinance.

ATTACHMENTS:

▶ Exhibit A: Ordinance No. 882 ▶

**CITY OF LAKE STEVENS
 LAKE STEVENS, WASHINGTON
 ORDINANCE NO. 882**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2012 BUDGET AS SET FORTH IN ORDINANCE NO. 865 CONCERNING FUND BALANCES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2012.

WHEREAS, the City of Lake Stevens adopted the 2012 budget pursuant to Ordinance No. 865; and

WHEREAS, the City of Lake Stevens will incur expenditures in categories and amounts other than anticipated in the adopted 2012 budget;

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

SECTION 1. The 2012 budget, as adopted in Ordinance No. 865, 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>
002 - General Reserve	Revenues	\$900	\$750,900	\$750,000	Rev.
002 - General Reserve	Ending Fund Balance	\$845,995	\$1,595,995	\$750,000	EndBal.
101 - Street	Revenues	\$2,075,334	\$2,081,534	\$6,200	Rev.
101 - Street	Expenditures	\$1,840,985	\$1,873,439	\$32,454	Exp.
101 - Street	Ending Fund Balance	\$2,008,240	\$1,981,986	(\$26,254)	EndBal.
301 - Cap. Proj.-Dev. Contrib.	Expenditures	\$11,000	\$53,000	\$42,000	Exp.
301 - Cap. Proj.-Dev. Contrib.	Ending Fund Balance	\$1,343,081	\$1,301,081	(\$42,000)	EndBal.
401 - Sewer	Expenditures	\$1,383,965	\$1,384,965	\$1,000	Exp.
401 - Sewer	Ending Fund Balance	\$309,924	\$308,924	(\$1,000)	EndBal.
406 - Sewer Reserve Fund	Expenditures	\$0	\$30,000	\$30,000	Exp.
406 - Sewer Reserve Fund	Ending Fund Balance	\$196,635	\$166,635	(\$30,000)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 865 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 26th day of November, 2012.

 Vern Little, Mayor

ATTEST/AUTHENTICATION:

Norma J. Scott, City Clerk/Admin Asst

APPROVED AS TO FORM:

Grant Weed, City Attorney

First Presentation: November 13, 2012
Final Presentation: November 26, 2012
Published:
Effective: