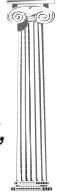


City of Lake Stevens Vision Statement



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

CITY COUNCIL REGULAR MEETING AGENDA
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens
Monday, November 26, 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 November 13, 2012 regular Council meeting minutes.	Norma
*C.	Support of regional priorities for Snohomish County – 2013 State Legislative agenda.	Jan

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 adoption of Ordinance No. 883, proposed 2013 Budget. Barb

Lake Stevens City Council Meeting

November 26, 2012

- ACTION ITEMS:**
- *A. Authorize the Mayor to sign the Clean Air Interlocal agreement with Puget Sound Clean Air Agency. Becky
 - *B. Adopt first and final reading of Ordinance No. 882, 2012 budget amendment. Barb
 - *C. Authorize the Mayor to sign the City Attorney retainer agreement with Weed, Graafstra and Benson Inc. Jan

- DISCUSSION ITEMS:**
- A. City Police Services. Vern
 - #B. Chamber lease of Lundeen Park office space. Jan

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	906508-906563	\$127,005.05
Payroll Checks	34346	\$2,488.73
Claims	34347-34405	\$109,164.06
Electronic Funds Transfers	524-528	\$5,986.62
Void Checks		
Tax Deposit(s)	11/15/2012	\$45,934.32
Total Vouchers Approved:		\$290,578.78

This 26th day of November 2012:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Direct Deposit Register

15-Nov-2012

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

15-Nov-2012	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9407	Department of Retirement (Pers	C	\$3,592.00	524	Wells Fargo	121000248	4159656917
9362	Department of Revenue	C	\$646.91	525	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$1,123.25	526	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	527	Wells Fargo	121000248	4159656917
Total:			\$5,764.62		Count:	4.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	4	\$5,764.62

Pre-Note Transactions

Direct Deposit Register

21-Nov-2012

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

20-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	\$222.00	528	Wells Fargo	123456789	123123123
Total:			\$222.00		Count:	1.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	1	\$222.00

Pre-Note Transactions

Detail Check Register

14-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor			Check Amount
34347	14-Nov-12	969	Business Card			\$1,817.31
11/12 1056			Econ Dev mtg/SR9 mtg/CC Retreat	\$321.08	\$0.00	\$321.08
			001001511604902 Legislative-C.C.Retreat	\$194.19		
			001007558804111 Planning-Economic Development	\$66.01		
			101016542003102 Street Fund Operating Costs	\$60.88		
11/12 1324			Mass Mail/Pkg/Inst Med Post	\$217.64	\$0.00	\$217.64
			001007558004300 Planning - Travel & Mtgs	\$9.00		
			001007558004400 Planning - Advertising	\$44.47		
			001007558004902 Planning - Printing and Bindin	\$164.17		
11/12 2401			Hotel/Airfare Barnes/Mtg	\$418.34	\$0.00	\$418.34
			001003516104200 Human Resources-Communications	\$12.50		
			001008521004300 Law Enforce - Travel & Mtgs	\$12.49		
			001008521004301 Boating - Travel/Training	\$393.35		
11/12 4381			Transcription/postage/sign/halloween	\$771.16	\$0.00	\$771.16
			001008521003100 Law Enforcement - Office Suppl	\$91.71		
			001008521003104 Law Enforcement-Operating Cost	\$250.50		
			001008521004200 Law Enforcement - Communicatio	\$428.95		
11/12 4949			USB Cables/Entry board mtg	\$80.09	\$0.00	\$80.09
			001008521003104 Law Enforcement-Operating Cost	\$43.66		
			001008521004300 Law Enforce - Travel & Mtgs	\$36.43		
11/12 7750			Parking	\$9.00	\$0.00	\$9.00
			101016542004300 Street Fund - Travel & Mtgs	\$9.00		
Total Of Checks:						\$1,817.31

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
34348	26-Nov-12	12540	ALLIED WASTE SERVICES #197		\$368.21
0197-001522090			Dumpster services	\$368.21	\$0.00
					\$368.21
101016542003102			Street Fund Operating Costs	\$176.74	
101016542004500			Street Fund - Rentals/Leases	\$7.37	
410016542403102			Storm Water - Operating Costs	\$176.74	
410016542404501			Storm Water - Equipment Rental	\$7.36	
34349	26-Nov-12	12540	ALLIED WASTE SERVICES #197		\$251.88
0197-001521872			Dumpster services	\$251.88	\$0.00
					\$251.88
001010576803103			Parks-Lundeen-Operating Costs	\$239.17	
001010576804500			Parks - Equipment Rental	\$12.71	
34350	26-Nov-12	12540	ALLIED WASTE SERVICES #197		\$109.96
0197-001522594			Dumpster services	\$109.96	\$0.00
					\$109.96
001013519903100			General Government - Operating	\$97.01	
001013519904500			General Government-Equip Renta	\$12.95	
34351	26-Nov-12	13921	Bill Trimm FAICP		\$1,531.25
2012-10			Econ Dev Prof Svc Oct 2012	\$1,531.25	\$0.00
					\$1,531.25
001007558804111			Planning-Economic Development	\$1,531.25	
34352	26-Nov-12	174	Bills Blueprint		\$104.79
466035			Record request copy	\$16.29	\$0.00
					\$16.29
001007558004902			Planning - Printing and Bindin	\$16.29	
466244			Blueprints	\$88.50	\$0.00
					\$88.50
001007558004902			Planning - Printing and Bindin	\$88.50	
34353	26-Nov-12	11952	Carquest Auto Parts Store		\$470.54
2421-182687			Spinner skull	\$14.43	\$0.00
					\$14.43
101016542004102			Street Fund-Sweeping	\$14.43	
2421-182927			Replace shop battery charger	\$456.11	\$0.00
					\$456.11
410016542403103			Tools	\$456.11	
34354	26-Nov-12	13391	Cemex		\$7,009.58
9424940903			Sweeping Pile	\$1,409.58	\$0.00
					\$1,409.58
101016542004102			Street Fund-Sweeping	\$705.00	
410016542404103			Street Sweeping	\$704.58	
9424940903			Remove sweeping pile	\$5,600.00	\$0.00
					\$5,600.00
101016542004102			Street Fund-Sweeping	\$2,800.00	
410016542404103			Street Sweeping	\$2,800.00	
34355	26-Nov-12	13776	Chris L Griffen		\$787.50

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
C9044L			Public Defender Services	\$300.00	\$0.00	\$300.00
	001013512800000		Court Appointed Attorney Fees	\$300.00		
C9703L			Public Defender Services	\$300.00	\$0.00	\$300.00
	001013512800000		Court Appointed Attorney Fees	\$300.00		
C9705L			Public Defender Services	\$187.50	\$0.00	\$187.50
	001013512800000		Court Appointed Attorney Fees	\$187.50		
34356	26-Nov-12	12004	CITY OF MARYSVILLE			\$10,527.12
12-019			Court Citations Oct 2012	\$7,189.19	\$0.00	\$7,189.19
	001013512500001		Municipal Court Fees	\$7,189.19		
5963			Hwy 9 Prof Services	\$444.93	\$0.00	\$444.93
	001013519904100		General Government - Professio	\$444.93		
polin11-0250			Prisoner Medical Oct 2012	\$85.00	\$0.00	\$85.00
	001008523005100		Law Enforcement - Jail	\$85.00		
POLIN11-0253			Prisoner Hsg Okanogan Oct 2012	\$2,808.00	\$0.00	\$2,808.00
	001008523005100		Law Enforcement - Jail	\$2,808.00		
34357	26-Nov-12	290	Co-Op Supply			\$131.58
601095/4			Juniper landscaper timbers	\$52.11	\$0.00	\$52.11
	001010576803104		Parks-North Cove Park Ops	\$52.11		
601096/4			Propane	\$8.71	\$0.00	\$8.71
	101016542640000		Street Fund - Traffic Control	\$8.71		
601542/4			Propane	\$27.36	\$0.00	\$27.36
	101016542004800		Street Fund - Repair & Mainten	\$27.36		
601611/4			Straw Bale - erosion control	\$43.40	\$0.00	\$43.40
	410016542404800		Storm Water - Repairs & Maint.	\$43.40		
34358	26-Nov-12	296	Code Publishing Co.			\$3,125.68
42136			Municipal Code update	\$3,125.68	\$0.00	\$3,125.68
	001003514104100		City Clerks-Professional Servi	\$3,125.68		
34359	26-Nov-12	13030	COMCAST			\$105.95
11/12 0443150			Internet services	\$105.95	\$0.00	\$105.95

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001003513104200			Administration-Communications	\$2.12	
001003514104200			City Clerks-Communications	\$6.36	
001003516104200			Human Resources-Communications	\$2.12	
001003518104200			IT Dept-Communications	\$4.24	
001004514234200			Finance - Communications	\$4.24	
001007558004200			Planning - Communication	\$16.95	
001008521004200			Law Enforcement - Communicatio	\$61.45	
001010576804200			Parks - Communication	\$2.83	
101016542004200			Street Fund - Communications	\$2.83	
410016542404200			Storm Water - Communications	\$2.81	
34360	26-Nov-12	91	Corporate Office Supply		\$300.23
133529i			office supplies	\$2.81	\$0.00 \$2.81
001008521003100			Law Enforcement - Office Suppl	\$2.81	
1337841i			officer supplies, paper, toner	\$297.42	\$0.00 \$297.42
001008521003100			Law Enforcement - Office Suppl	\$297.42	
34361	26-Nov-12	9386	Crystal and Sierra Springs		\$278.38
5249844110112			Bottled Water	\$278.38	\$0.00 \$278.38
001007558003200			Planning-Operating Costs	\$44.66	
001007559003101			Building Department - Operatin	\$44.66	
001008521003104			Law Enforcement-Operating Cost	\$80.83	
001013519904900			General Government - Miscellan	\$63.85	
101016542003102			Street Fund Operating Costs	\$22.19	
410016542403102			Storm Water - Operating Costs	\$22.19	
34362	26-Nov-12	12130	DAY WIRELESS SYSTEMS (16)		\$81.46
156453			Radar repair #870(unit wont say on)	\$81.46	\$0.00 \$81.46
001008521004800			Law Enforcement - Repair & Mai	\$81.46	
34363	26-Nov-12	13582	Deborah Smith		\$98.55
11/21/12			Wellness event supplies	\$98.55	\$0.00 \$98.55
001003517400000			Admin. Wellness program	\$98.55	
34364	26-Nov-12	9330	Dept of Emergency Management		\$15,253.00
I000309773			Q3 & Q4.2012 Emergency Services	\$15,253.00	\$0.00 \$15,253.00
001013525005100			General Government - Emergency	\$15,253.00	
34365	26-Nov-12	13383	Dooley Enterprises		\$743.00
47905			Duty Ammo (.223 cal) 1000 rounds	\$743.00	\$0.00 \$743.00
001008521003104			Law Enforcement-Operating Cost	\$743.00	

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
34366	26-Nov-12	473	Electronic Business Machines		\$434.00
081457			copier maint	\$241.12	\$0.00
			001013519904800	General Government - Repair/Ma	\$241.12
081503			copier maint	\$192.88	\$0.00
			001008521004800	Law Enforcement - Repair & Mai	\$192.88
34367	26-Nov-12	505	Everett Stamp Works		\$38.44
7709			Stamp	\$38.44	\$0.00
			001003514103100	City Clerks-Office Supplies	\$38.44
34368	26-Nov-12	13468	Feldman & Lee		\$5,250.00
10/2012			Public Defender services	\$5,250.00	\$0.00
			001013512800000	Court Appointed Attorney Fees	\$5,250.00
34369	26-Nov-12	13500	HB Jaeger Co LLC		\$97.74
133616/1			Grate, catch basin, Jet set	\$97.74	\$0.00
			410016542404800	Storm Water - Repairs & Maint.	\$97.74
34370	26-Nov-12	13232	Integra Telecom, Inc		\$904.30
10287245			Phone services	\$904.30	\$0.00
			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	\$298.48
			001013555504200	Community Center-Communication	\$36.87
			101016542004200	Street Fund - Communications	\$120.26
			410016542404200	Storm Water - Communications	\$122.61
34371	26-Nov-12	13327	Jennifer Anderson		\$416.66
11/2012			Dep Care Reimb Nov 2012	\$416.66	\$0.00
			001000281000000	Payroll Liabilities	\$416.66
34372	26-Nov-12	13885	Lake Industries LLC		\$265.13
257898			sand for snow and ice	\$41.05	\$0.00
			101016542660000	Street Fund - Snow & Ice Contr	\$41.05

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount
257965			sand for snow and ice	\$149.08	\$0.00 \$149.08
		101016542660000	Street Fund - Snow & Ice Contr	\$149.08	
26486			Material for rebuilding bridge at 36th	\$15.00	\$0.00 \$15.00
		101016595616440	36th Street Bridge Repair	\$15.00	
26494			Material for rebuilding bridge at 36th	\$60.00	\$0.00 \$60.00
		101016595616440	36th Street Bridge Repair	\$60.00	
34373	26-Nov-12	852	Lake Stevens Journal		\$157.45
78344			City Council Pubic Hearing	\$26.80	\$0.00 \$26.80
		001004514234400	Finance Advertising	\$26.80	
78395			City Council Pubic Hearing	\$26.80	\$0.00 \$26.80
		001004514234400	Finance Advertising	\$26.80	
78396			BP2012-216 & 217 Perasso	\$103.85	\$0.00 \$103.85
		001007558004400	Planning - Advertising	\$103.85	
34374	26-Nov-12	854	Lake Stevens Mini Mart		\$43.07
10/01/12			Fuel	\$43.07	\$0.00 \$43.07
		001013519903200	General Government - Fuel	\$43.07	
34375	26-Nov-12	12751	LAKE STEVENS POLICE GUILD		\$992.50
11/15/12			Union Dues	\$992.50	\$0.00 \$992.50
		001000281000000	Payroll Liabilities	\$992.50	
34376	26-Nov-12	860	Lake Stevens Sewer District		\$630.00
11/01/12			Utilities - Sewer	\$630.00	\$0.00 \$630.00
		001008521004700	Law Enforcement - Utilities	\$140.00	
		001010576804700	Parks - Utilities	\$140.00	
		001012572504700	Library - Utilities	\$70.00	
		001013519904700	General Government - Utilities	\$280.00	
34377	26-Nov-12	879	Law Enforcement Equip Dist		\$699.65
11141204			Weapon Clearing Station	\$699.65	\$0.00 \$699.65
		001008521003104	Law Enforcement-Operating Cost	\$699.65	
34378	26-Nov-12	12841	Law Offices of Weed, Graafstra		\$6,493.65
106			Prof services	\$6,493.65	\$0.00 \$6,493.65

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001005515204100			Legal - Professional Service	\$3,896.19	
101016542004100			Street Fund - Professional Ser	\$1,948.10	
410016542404101			Storm Water - Professional Ser	\$649.36	
34379	26-Nov-12	12603	LES SCHWAB TIRE CENTER		\$642.53
40200070328			New tires for PW14	\$642.53	\$0.00
001010576804800			Parks - Repair & Maintenance	\$225.00	
101016542004800			Street Fund - Repair & Mainten	\$250.00	
410016542404800			Storm Water - Repairs & Maint.	\$167.53	
34380	26-Nov-12	13404	LexisNexis		\$54.30
1420700-20121031			Record searches	\$54.30	\$0.00
001008521004100			Law Enforcement - Professional	\$54.30	
34381	26-Nov-12	13978	LTI Inc		\$4,150.30
SLT-304473			35 TONS OF SALT FOR ROADS	\$4,150.30	\$0.00
101016542660000			Street Fund - Snow & Ice Contr	\$4,150.30	
34382	26-Nov-12	12684	NORTHWEST CASCADE INC.		\$218.00
1-564841			Honey Bucket rental	\$218.00	\$0.00
001010576804500			Parks - Equipment Rental	\$218.00	
34383	26-Nov-12	9333	Petty Cash Account (N. Scott)		\$313.25
6959-6966			Reimb Petty Cash fund	\$313.25	\$0.00
001003514104300			City Clerks-Travel & Mtgs	\$28.00	
001007558003200			Planning-Operating Costs	\$64.00	
001008521004900			Law Enforcement - Miscellaneou	\$75.50	
001013519903100			General Government - Operating	\$10.75	
101016542003102			Street Fund Operating Costs	\$135.00	
34384	26-Nov-12	13972	Pilchuck Rentals		\$96.65
11/09/12			jack hammer rental	\$96.65	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$96.65	
34385	26-Nov-12	12450	PITNEY BOWES		\$112.22
9619164-NV12			Postage machine rental	\$112.22	\$0.00
001013519904500			General Government-Equip Renta	\$112.22	
34386	26-Nov-12	1134	Pitney Bowes Inc.		\$42.07
307324			EZ Seal for postage machine	\$42.07	\$0.00
001013519903100			General Government - Operating	\$42.07	
34387	26-Nov-12	13927	Precision Electric Group Inc		\$225.89
12585			Tripping Breaker repair War Memori	\$225.89	\$0.00

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001010576804800			Parks - Repair & Maintenance	\$225.89	
34388	26-Nov-12	11869	PUGET SOUND ENERGY		\$241.15
11/06/12			Utilities - gas	\$76.28	\$0.00 \$76.28
001008521004700			Law Enforcement - Utilities	\$76.28	
11/6/12			Utilities - gas	\$164.87	\$0.00 \$164.87
001010576804700			Parks - Utilities	\$54.96	
101016542004700			Street Fund - Utilities	\$54.96	
410016542404701			Storm Water Utilities	\$54.95	
34389	26-Nov-12	12722	SHRED-it WESTERN WASHINGTON		\$49.50
101198274			Shredding services	\$49.50	\$0.00 \$49.50
001008521003104			Law Enforcement-Operating Cost	\$49.50	
34390	26-Nov-12	1343	SIRCHIE FINGER PRINT		\$473.99
0100929-IN			evidence gloves	\$473.99	\$0.00 \$473.99
001008521003104			Law Enforcement-Operating Cost	\$473.99	
34391	26-Nov-12	13715	Sno Co Sherrifs Office		\$8,238.06
2012-1367			Prisoner Hsg Oct 2012	\$8,238.06	\$0.00 \$8,238.06
001008523005100			Law Enforcement - Jail	\$8,238.06	
34392	26-Nov-12	1379	Snohomish County Human Service		\$1,278.59
Q3.2012			Q3.2012 Liquor excise taxes	\$1,278.59	\$0.00 \$1,278.59
001013567005100			General Government - Alcoholis	\$1,278.59	
34393	26-Nov-12	1382	Snohomish County Public Works		\$8,077.62
I000315601			Gaging & Monitoring expense	\$8,077.62	\$0.00 \$8,077.62
410016542405106			Storm Water - Aerator Monitori	\$8,077.62	
34394	26-Nov-12	12961	SNOHOMISH COUNTY PUD		\$12,200.51
133789498			Utilities - electric	\$1,227.77	\$0.00 \$1,227.77
001008521004700			Law Enforcement - Utilities	\$1,227.77	
133789499			Utilities - electric	\$123.52	\$0.00 \$123.52
001008521004700			Law Enforcement - Utilities	\$123.52	
137010988			Utilities - electric	\$8,783.52	\$0.00 \$8,783.52
101016542630000			Street Fund - Street Lighting	\$8,783.52	
137010989			Utilities - electric	\$814.28	\$0.00 \$814.28

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount		
101016542630000			Street Fund - Street Lighting	\$814.28		
137010990			Utilities - electric	\$1,101.11	\$0.00	\$1,101.11
101016542630000			Street Fund - Street Lighting	\$1,101.11		
153560669			Utilities - electric	\$150.31	\$0.00	\$150.31
101016542630000			Street Fund - Street Lighting	\$150.31		
34395	26-Nov-12	13931	Stericycle, Inc			\$10.36
3002047957			Hazardous Waste Pickup	\$10.36	\$0.00	\$10.36
001008521004100			Law Enforcement - Professional	\$10.36		
34396	26-Nov-12	12579	SUMMIT LAW GROUP			\$4,267.27
59505			Police legal services	\$4,267.27	\$0.00	\$4,267.27
001008521004102			LE - Professional Srv - Legal	\$4,267.27		
34397	26-Nov-12	13821	Terminix Commercial			\$59.73
319478543			pest control	\$59.73	\$0.00	\$59.73
001013519904800			General Government - Repair/Ma	\$59.73		
34398	26-Nov-12	13112	Tyler Enterprises			\$250.00
10/2012			Bldg Inspection svc 10/12	\$250.00	\$0.00	\$250.00
001007559004100			Building Department - Professi	\$250.00		
34399	26-Nov-12	13045	UPS			\$38.67
74Y42442			Evidence shipping	\$30.00	\$0.00	\$30.00
001008521004200			Law Enforcement - Communicatio	\$30.00		
74Y42452			Evidence shipping	\$8.67	\$0.00	\$8.67
001008521004200			Law Enforcement - Communicatio	\$8.67		
34400	26-Nov-12	1579	VILLAGE ACE HARDWARE			\$155.80
35627			Return Black Jack Tar	(\$326.81)	\$0.00	(\$326.81)
001013519904800			General Government - Repair/Ma	(\$163.41)		
001013555504800			Community Center - Repair & M	(\$163.40)		
35684			Paint	\$65.14	\$0.00	\$65.14
101016542004800			Street Fund - Repair & Mainten	\$65.14		
35725			Plywood	\$86.84	\$0.00	\$86.84
101016542004800			Street Fund - Repair & Mainten	\$86.84		

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
35781			Chain & Binders for Sander	\$97.54	\$0.00	\$97.54
	101016542004800		Street Fund - Repair & Mainten	\$97.54		
35793			Chain for sander	\$60.66	\$0.00	\$60.66
	101016542004800		Street Fund - Repair & Mainten	\$60.66		
35842			Torch/Butane/link chain/reel key	\$57.48	\$0.00	\$57.48
	101016542003102		Street Fund Operating Costs	\$57.48		
35852			Turn buckle/chain for sander	\$60.66	\$0.00	\$60.66
	410016542403103		Tools	\$60.66		
36102			Fire Extinguisher	\$54.29	\$0.00	\$54.29
	101016542003102		Street Fund Operating Costs	\$54.29		
34401	26-Nov-12	1579	VILLAGE ACE HARDWARE			\$226.21
35600			Driveway coater	\$18.45	\$0.00	\$18.45
	001013519904800		General Government - Repair/Ma	\$18.45		
35789			Marking paint	\$32.54	\$0.00	\$32.54
	001008521003104		Law Enforcement-Operating Cost	\$32.54		
35794			Gap foam	\$25.98	\$0.00	\$25.98
	101016542003102		Street Fund Operating Costs	\$25.98		
35891			Strapping	\$41.22	\$0.00	\$41.22
	101016542003102		Street Fund Operating Costs	\$41.22		
35918			leak seal	\$42.32	\$0.00	\$42.32
	101016542004800		Street Fund - Repair & Mainten	\$42.32		
35920			Batteries	\$17.37	\$0.00	\$17.37
	001008521004800		Law Enforcement - Repair & Mai	\$17.37		
36028			House numbers/batteries	\$28.17	\$0.00	\$28.17
	001012572504800		Library - Repair & Maint.	\$28.17		
36107			Fasteners	\$20.16	\$0.00	\$20.16
	101016542003102		Street Fund Operating Costs	\$20.16		
34402	26-Nov-12	1579	VILLAGE ACE HARDWARE			\$75.51

Detail Check Register

21-Nov-12

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount
35647			Fasteners	\$10.43	\$10.43
001010576804800			Parks - Repair & Maintenance	\$10.43	
35742			Sink parts	\$13.01	\$13.01
001013519904800			General Government - Repair/Ma	\$13.01	
35750			Batteries	\$16.28	\$16.28
001008521003100			Law Enforcement - Office Suppl	\$16.28	
35769			Drain Snake and cleaner	\$9.76	\$9.76
001003513104800			Administration - Repair & Main	\$9.76	
35799			Paint roller	\$13.02	\$13.02
101016542660000			Street Fund - Snow & Ice Contr	\$13.02	
35878			Antifreeze	\$7.59	\$7.59
001008521004800			Law Enforcement - Repair & Mai	\$7.59	
35937			Velcro	\$5.42	\$5.42
001008521004800			Law Enforcement - Repair & Mai	\$5.42	
34403	26-Nov-12	13055	WA State Dept of Enterprise		\$41.26
74415			letterhead and business cards	\$41.26	\$41.26
001008521003100			Law Enforcement - Office Suppl	\$41.26	
34404	26-Nov-12	12761	WASHINGTON STATE PATROL		\$581.50
113002704			Background checks business lic	\$70.00	\$70.00
001013519904100			General Government - Professio	\$70.00	
113003360			Background checks	\$511.50	\$511.50
633008589000006			Gun Permit - FBI Remittance	\$511.50	
34405	26-Nov-12	12845	ZACHOR & THOMAS, INC. P.S.		\$7,524.56
610			Prosecuto services	\$7,524.56	\$7,524.56
001013515210000			Prosecutor fees	\$7,524.56	
Total Of Checks:					\$107,346.75



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

Tuesday, November 13, 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, Kathy Holder, Kim Daughtry, Marcus Tageant, Neal Dooley and John Spencer

COUNCILMEMBERS ABSENT: Suzanne Quigley

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 Commander Dan Lorentzen, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Arlene Hulten, Mark Wakefield

Excused Absence. Councilmember Spencer moved to excuse Councilmember Quigley, seconded by Councilmember Welch; motion carried unanimously. (6-0-0-1)

Guest Business. Arlene Hulten, on behalf of the School District, provided an overview of Police Chief Celori's positive role in creating a working relationship with the School District and community and the importance of working with the City in the transition to new leadership.

Consent Agenda. Councilmember Welch moved to approve the Consent Agenda (A. Approve November 2012 vouchers [Payroll Direct Deposits 906444-906507 for \$119,331.53, Payroll Checks 34266 for \$2,380.98, Claims 34265, 34267-34345 for \$534,074.27, Electronic Funds Transfers 515-523 for \$153,325.08, Void Checks 34245 for deduct of \$107.92, Tax Deposit 11.1.2012 for \$41,293.74, for total vouchers approved of \$850,297.68]; B. Approve October 22, 2012 regular Council meeting minutes; and C. Authorize fuel agreement with Lake Stevens School District), seconded by Councilmember Spencer; motion carried unanimously. (6-0-0-1)

Public Hearing in consideration of first reading of Ordinance No. 883, proposed 2013 Budget and property tax levy certification. City Clerk Scott read the public hearing procedure. Finance Director Lowe reviewed the following funds: 2012/2013 property tax levy, General Revenue/Expenditures, Capital Project Requests, and Public Works Revenue/Expenditure/Capital Projects. Property tax levy certification is the maximum dollar amount the City will collect.

Public comments. Mark Wakefield, 121 95th Avenue SE, requested a skateboard park update. City Administrator Berg responded she discussed with County Parks the possible inclusion of a skateboard park on Cavelero.

MOTION: Councilmember Spencer moved to close the public portion of the hearing on the 2013 budget proposal, seconded by Councilmember Holder; motion carried unanimously. (6-0-0-1)

Councilmember Spencer requested economic development be tied to the budget.

Lake Stevens City Council Regular Meeting Minutes

November 13, 2012

MOTION: Councilmember Dooley moved to close the public hearing, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Holder moved for first reading of Ordinance 883 adopting the budget for 2013, seconded by Councilmember Tageant; motion carried unanimously. (6-0-0-1)

MOTION: Councilmember Spencer moved to authorize the Mayor to sign the levy certification, seconded by Councilmember Dooley, motion carried unanimously. (6-0-0-1)

Authorize Professional Services Agreement Supplemental No. 1 with WH Pacific for survey services on 91st NE & 204th right turn pocket. Public Works Director Monken noted the right turn pockets are in the north and south lanes on 91st at the intersection of 204th. Once the project is construction ready, the City will seek grant funding. Environmental work will be done once the survey is completed. A \$2,000 management reserve is included in the request. The State will be requesting a review process which could cost the City an additional \$2000-\$4000.

MOTION: Councilmember Tageant moved to authorize the Mayor to sign Supplemental No. 1 with WH Pacific to perform survey services for the intersection of SR204/91st Avenue NE for an amount not to exceed \$39,625 and authorize a management reserve of \$2,000, seconded by Councilmember Spencer; motion carried unanimously. (6-0-0-1)

Ordinance No. 882, 2012 budget amendment. Finance Director Lowe reviewed the budget amendments for General, Street, Capital Projects, Sewer and Sewer Reserve Funds.

Council Person's Business: Councilmembers reported on the following meetings: Holder – Library's 50th celebration; Spencer – suggested dedicating time at a Council meeting to discuss the Retreat priorities, starting with subarea 20th Street SE then Lake Stevens Center; Dooley – Sewer Subcommittee next week; Daughtry – gave a military families update, attended SCCIT, Community Transit, and transportation package update.

Mayor's Business: Mayor Little attended Highway 9 Coalition meeting and met with the Navy Admiral about transportation issues on 20th Street SE/Trestle.

Staff Reports: Staff reported on the following: City Administrator Berg – lobbying agreement with other cities for the next legislative session will be presented to Council, County Parks update, partnering with Wyatt Park during water events for boat launch closures, and Library bond update; Public Works Director Monken – Sewer District update on reducing the site distance on Sunnyside is moving forward; and Police Commander Lorentzen – two new police vehicles are on the road.

Executive Session. Mayor Little called for an executive session at 8:16 p.m. for potential litigation for 15 minutes with action to follow and called for a ten minute break. The executive session began at 8:26 p.m. and ended at 8:41 p.m.

Police Chief Separation Agreement. Councilmember Dooley moved to authorize the Mayor to sign the separation agreement, seconded by Councilmember Daughtry; motion carried unanimously. (6-0-0-1)

Lake Stevens City Council Regular Meeting Minutes

November 13, 2012

Adjourn. Councilmember Tageant moved to adjourn at 8:46 p.m., seconded by Councilmember Spencer; motion carried unanimously. (6-0-01)

Vern Little, Mayor

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

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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2012

Subject: Support of Regional Priorities for Snohomish County – 2013 State Legislative Agenda

Contact Person/Department: Jan Berg, City Administrator **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Support for the attached 2013 State Legislative Agenda developed in conjunction with Snohomish County Cities and Towns, Snohomish County, Economic Alliance of Snohomish County and Snohomish County Committee for Improved Transportation.

SUMMARY/BACKGROUND:

For the past five years the City of Lake Stevens has participated in the Snohomish County Managers and Administrators Group (MAG) to discuss issues of common interest and concern and have developed a common agenda for the State Legislative session. This year, in an effort to create a stronger presence, MAG members worked alongside Snohomish County, Economic Alliance of Snohomish County (formerly Snohomish County EDC) and Snohomish County Committee for Improved Transportation to develop regional priorities focused on the following:

Education & Workforce
Transportation & Infrastructure
Competitiveness

The goal is to give our County Legislators a list of priorities agreed upon by all of their represented cities in an effort to gain broad-based support for the coming session.

APPLICABLE CITY POLICIES:

N/A

BUDGET IMPACT:

None

ATTACHMENTS:

- ▶ Exhibit A: 2013 Regional Priorities for Snohomish County



Regional Priorities for Snohomish County

2013 State Legislative Agenda

Snohomish County Region: The Aerospace Capital of North America

- **45,000 direct jobs**
- **172 aerospace companies**
- **\$3.8 billion in wages**

The Snohomish County Region respectfully requests the state's assistance in **Education & Workforce, Transportation & Infrastructure, and Competitiveness** – all necessary to continuing to make our region the Aerospace Capital of North America, and a region where communities and businesses thrive.

Education & Workforce

- Expanding higher education opportunities in Snohomish County, specifically support for:
 - o **increasing access at community colleges and universities** by restoring funding, especially in high demand programs;
 - o new programs from University Center partners such as **WSU's electrical engineering, hospitality, and communications programs**;
 - o the strategic plan authorizing **the management transition of University Center to Washington State University**.
- Increased investment in **Edmonds and Everett Community Colleges to expand proven STEM training programs** which support our aerospace and advanced manufacturing sectors.
- Strengthening state and local initiatives to **improve STEM educational outcomes in the early learning and K-12 systems** to ensure our children have the skills to engage in the 21st Century economy.

Transportation & Infrastructure

- Pass a **robust, multimodal statewide transportation package** that addresses the highway and transit investments outlined in the *2013 Snohomish County Regional Transportation Priorities* list, and allocates a significant portion of revenue to local jurisdictions to meet system maintenance and operation demands.
- Expand **local revenue options to assist local governments and transportation agencies, including transit**, in addressing the specific needs of their businesses and residents.
- Improve the **Port of Everett's ability to handle a variety of different cargos in support of our aerospace and advanced manufacturing sectors**, specifically roll-on/roll-off capabilities.
- Maintain **sufficient funding in support of county and state Public Works Trust Funds (P WTF), Transportation Improvement Board (TIB), County Road Administration Board (CRAB) and programs** to ensure the county and all cities have access to the funds necessary to make critical infrastructure improvements.
- Address communities impacted by growing freight train traffic by **prioritizing grade separation projects**.

Competitiveness

- Support Snohomish County's efforts to maintain **competitive property tax rates**. Without legislative clarification, the County will need to respond to a Department of Revenue audit by either raising property taxes or cutting the County general fund by \$3.4 million.
- Enable **"value capture financing"** to allow local governments to make the necessary infrastructure investments to reactivate underutilized properties and promote long-term sustainability, as allowed by most other states.
- Provide **additional flexibility to local governments to mitigate the impacts of costly mandates** such as public records abuses, indigent defense, and declining state-shared revenues.
- Maintain **tax incentives and credits that help retain and attract aerospace and advanced manufacturing companies** to our region.

This Legislative Agenda expresses regional priorities from Economic Alliance Snohomish County, Snohomish County, Snohomish County Cities, and Snohomish County Committee for Improved Transportation.

UPDATED - 10/31/2012



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2012

Subject: Public Hearing - 2013 Budget Ordinance

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Second and Final Reading of 2013 Budget and Ordinance No. 883

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, the 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 is available on the City website at:
<http://wa-lakestevens.civicplus.com>

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: 2013 Draft Organizational Chart
- ▶ Exhibit D: Preliminary Budget Detail of Major Funds

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	\$4,488,478	\$7,898,565	\$7,972,458	\$4,414,585
002	Contingency Reserve	\$1,597,154	\$503,454	\$8,050	\$2,092,558
101	Street	\$2,146,919	\$2,110,585	\$1,817,405	\$2,440,099
103	Street Reserve	\$1,521	\$3	\$0	\$1,524
111	Drug Seizure & Forfeiture	\$3,944	\$2,205	\$3,800	\$2,349
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	\$205,750	\$513,000	\$285,258
401	Sewer	\$309,105	\$1,379,199	\$1,396,476	\$291,828
406	Sewer Reserve	\$166,553	\$300	\$0	\$166,853
410	Storm and Surface Water	\$849,413	\$1,358,984	\$1,274,464	\$933,933
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	\$107,400	\$82,000	\$195,690
530	Equipment Fund-PW	\$221,339	\$52,125	\$60,000	\$213,464
540	Aerator Equipment Repl.	\$95,754	\$40,135	\$0	\$135,889
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	\$15,181,820	\$16,889,127	\$15,689,925	\$16,381,022

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:

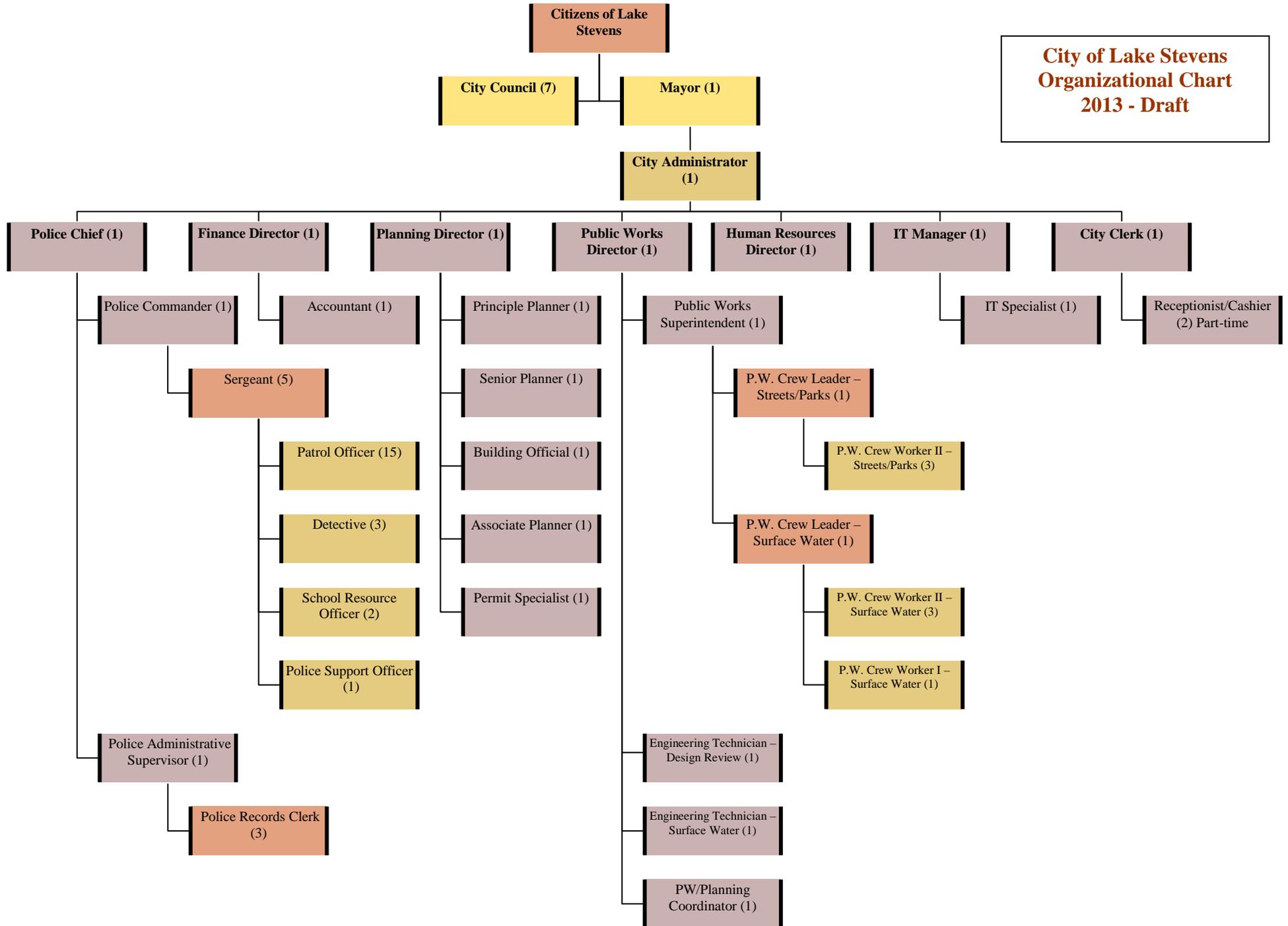
11/21/2012

2013 BUDGETED POSITION LIST & SALARY RANGES

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

2013 Budgeted Staffing Levels

**City of Lake Stevens
 Organizational Chart
 2013 - Draft**



11/20/2012 2013 Preliminary Budget - All Funds		2012			2013			
No.	Fund Name	Beginning Balance	Estimated Revenues	Estimated Expenditures	2013 Beginning Balance	Preliminary Budgeted Revenues	Preliminary Budgeted Expenditures	Preliminary Budgeted Ending Balance
001	General Fund	\$ 3,276,971	\$ 8,878,488	\$ 7,666,981	\$ 4,488,478	\$ 7,898,565	\$ 7,972,458	\$ 4,414,585
002	Reserve Fund	\$ 845,219	\$ 751,935	\$ -	\$ 1,597,154	\$ 503,454	\$ 8,050	\$ 2,092,558
101	Street	\$ 1,773,891	\$ 2,069,959	\$ 1,696,931	\$ 2,146,919	\$ 2,110,585	\$ 1,817,405	\$ 2,440,099
103	Street Reserve	\$ 1,518	\$ 3	\$ -	\$ 1,521	\$ 3	\$ -	\$ 1,524
111	Drug Seizure & Forfeiture Fund	\$ 16,780	\$ 9,094	\$ 21,930	\$ 3,944	\$ 2,205	\$ 3,800	\$ 2,349
112	Municipal Arts Fund	\$ 1,318	\$ 2	\$ -	\$ 1,320	\$ 2	\$ -	\$ 1,322
205	PWTF Loan 2002	\$ -	\$ 90,405	\$ 90,405	\$ -	\$ 89,976	\$ 89,976	\$ -
206	Police Station LTGO 2004	\$ -	\$ 105,969	\$ 105,969	\$ -	\$ 103,369	\$ 103,369	\$ -
207	PWTF 2006	\$ -	\$ 413,380	\$ 413,380	\$ -	\$ 411,458	\$ 411,458	\$ -
208	PWTF 2005	\$ -	\$ 67,369	\$ 67,369	\$ -	\$ 66,316	\$ 66,316	\$ -
209	PWTF 2008	\$ -	\$ 566,294	\$ 566,294	\$ -	\$ 563,685	\$ 563,685	\$ -
210	2008 Bonds	\$ -	\$ 347,999	\$ 347,999	\$ -	\$ 366,499	\$ 366,499	\$ -
211	PWTF 2010	\$ -	\$ 996	\$ 996	\$ -	\$ 977	\$ 977	\$ -
212	2010 LTGO Bonds	\$ -	\$ 95,613	\$ 95,613	\$ -	\$ 95,613	\$ 95,613	\$ -
301	Cap. Proj.-Dev. Contrib.	\$ 1,292,081	\$ 1,152,969	\$ 53,000	\$ 2,392,050	\$ 549,650	\$ -	\$ 2,941,700
303	Cap. Imp.-REET	\$ 790,793	\$ 343,130	\$ 368,381	\$ 765,542	\$ 287,754	\$ 376,608	\$ 676,688
304	Cap. Improvements	\$ 923,979	\$ 343,419	\$ 74,165	\$ 1,193,233	\$ 287,854	\$ 74,515	\$ 1,406,572
305	Downtown Redevelopment	\$ 1,634	\$ 2	\$ -	\$ 1,636	\$ 2	\$ -	\$ 1,638
309	Sidewalk Capital Project	\$ 591,558	\$ 950	\$ -	\$ 592,508	\$ 205,750	\$ 513,000	\$ 285,258
401	Sewer	\$ 316,175	\$ 1,377,741	\$ 1,384,811	\$ 309,105	\$ 1,379,199	\$ 1,396,476	\$ 291,828
406	Sewer Reserve	\$ 196,253	\$ 300	\$ 30,000	\$ 166,553	\$ 300	\$ -	\$ 166,853
410	Storm and Surface Water	\$ 652,249	\$ 1,408,067	\$ 1,210,903	\$ 849,413	\$ 1,358,984	\$ 1,274,464	\$ 933,933
501	Unemployment	\$ 89,557	\$ 30,153	\$ 19,531	\$ 100,179	\$ 22,635	\$ 46,740	\$ 76,074
510	Equipment Fund	\$ 82,642	\$ 56,161	\$ 56,010	\$ 82,793	\$ 54,132	\$ 35,516	\$ 101,409
520	Equipment Fund-Police	\$ 149,790	\$ 100,500	\$ 80,000	\$ 170,290	\$ 107,400	\$ 82,000	\$ 195,690
530	Equipment Fund-PW	\$ 184,218	\$ 87,121	\$ 50,000	\$ 221,339	\$ 52,125	\$ 60,000	\$ 213,464
540	Aerator Equipment Replacement	\$ 79,399	\$ 38,697	\$ 22,342	\$ 95,754	\$ 40,135	\$ -	\$ 135,889
621	Refundable Deposits	\$ 3,399	\$ 390	\$ 1,700	\$ 2,089	\$ 30,500	\$ 31,000	\$ 1,589
633	Treasurer's Trust	\$ 11,518	\$ 288,482	\$ 300,000	\$ -	\$ 300,000	\$ 300,000	\$ -
Total All Funds		\$ 11,280,942	\$ 18,625,588	\$ 14,724,710	\$ 15,181,820	\$ 16,889,127	\$ 15,689,925	\$ 16,381,022

11/20/2012

GENERAL FUND Line Item Description	As of	2012	2012	2013						
	2011 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget	2014 Year 1	2015 Year 2	2016 Year 3	2017 Year 4	2018 Year 5	2019 Year 6
Estimated Beginning Fund Balance	1,213,310	3,276,971	3,276,971	4,488,478	4,414,584	4,038,173	3,705,475	3,119,632	2,238,360	1,060,437
TOTAL Taxes	7,660,785	6,280,979	6,830,255	6,392,484	6,488,990	6,587,114	6,686,886	6,788,336	6,891,493	6,996,389
TOTAL Licenses and Permits	360,468	313,380	782,103	414,586	422,677	430,929	439,345	447,928	456,682	465,609
TOTAL Grants & State Shared Revenue	584,288	368,574	626,953	477,900	477,370	478,692	480,028	481,379	482,745	484,125
TOTAL Charges For Services	372,267	363,996	346,692	317,944	333,327	341,018	349,921	360,352	369,017	377,923
TOTAL Fines And Forfeits	294,561	310,022	228,612	236,027	238,601	241,205	243,840	247,205	249,202	251,930
TOTAL Miscellaneous Revenue	68,392	65,684	63,189	59,274	56,888	56,950	56,513	56,076	55,641	55,706
TOTAL Capital Contributions	33,653	0	-	-	-	-	-	-	-	-
TOTAL Non- Revenue	134,311	500	324	350	500	500	500	500	500	500
TOTAL Other Financing Sources	-	0	359	-	-	-	-	-	-	-
TOTAL REVENUES	9,508,724	7,703,135	8,878,488	7,898,565	8,018,353	8,136,408	8,257,033	8,381,776	8,505,280	8,632,183
TOTAL RESOURCES	10,722,035	10,980,106	12,155,459	12,387,042	12,432,937	12,174,581	11,962,508	11,501,409	10,743,640	9,692,620
TOTAL LEGISLATIVE	29,838	51,798	38,214	51,113	51,666	51,721	51,777	51,835	51,894	52,277
TOTAL EXECUTIVE	17,522	18,647	16,931	18,644	18,753	18,815	18,903	18,995	19,090	19,312
TOTAL Administration	84,124	88,762	86,300	91,317	102,944	103,062	106,459	111,132	116,142	121,700
TOTAL Clerk	82,592	91,431	88,845	95,716	103,925	104,362	107,935	112,927	118,293	124,115
TOTAL HR	64,839	70,304	68,807	69,548	76,229	76,315	78,401	81,619	85,048	88,972
TOTAL CIVIL SERVICE	1,700	2,100	2,097	1,700	1,700	1,700	1,700	1,700	1,700	1,700
Total IT	159,299	162,910	159,627	168,926	191,712	191,821	199,505	210,127	221,673	233,820
TOTAL FINANCE	116,030	130,273	126,743	254,274	153,942	154,838	159,903	166,372	173,272	180,896
TOTAL LEGAL	54,955	65,000	61,135	70,000	71,960	73,975	76,046	78,175	80,364	82,615
TOTAL PLANNING	747,320	592,694	592,945	799,772	865,840	866,600	891,189	924,772	958,287	991,767
TOTAL BUILDING	184,145	200,111	189,646	203,347	230,336	230,583	239,837	252,629	266,510	281,244
TOTAL LAW ENFORCEMENT	4,282,048	4,876,330	4,681,848	4,797,813	5,110,574	5,160,951	5,400,892	5,670,154	5,946,815	6,234,797
TOTAL PARKS	155,359	202,306	168,534	119,331	119,221	120,449	125,704	131,563	137,939	144,510
TOTAL LIBRARY	8,172	11,179	7,167	21,740	9,380	9,627	9,881	10,142	10,410	10,686
TOTAL GENERAL GOVERNMENT	531,033	564,493	450,798	536,284	553,164	570,227	588,026	606,515	625,682	645,341
TOTAL COMMUNITY	26,434	15,359	12,156	13,151	27,862	28,166	28,479	28,800	29,133	29,473
TOTAL NON-EXPENDITURES	45	200	384	500	500	500	500	500	501	501
TOTAL OPERATING-TRANSFERS OUT	899,608	914,804	914,804	659,282	662,056	662,394	662,739	663,091	663,449	663,815
TOTAL EXPENDITURES	7,445,063	8,058,702	7,666,981	7,972,458	8,394,765	8,469,106	8,842,876	9,263,049	9,683,203	10,084,540
ENDING FUND BALANCE	3,276,972	2,921,404	4,488,478	4,414,584	4,038,173	3,705,475	3,119,632	2,238,360	1,060,437	(391,920)
Total Reserve %	34%	38%	51%	56%	50%	46%	38%	27%	12%	-5%

11/20/12

CITY OF LAKE STEVENS
TREASURERS REPORT
GENERAL FUND

GENERAL FUND Line Item Description	As of 2011 Year End	2012 Amended Budget	2012 Estimated Ending	2013 Executive/ Sub Committee Budget
Estimated Beginning Fund Balance	1,213,310	3,276,971	3,276,971	4,488,478
TOTAL Taxes	7,660,785	6,280,979	6,830,255	6,392,484
TOTAL Licenses and Permits	360,468	313,380	782,103	414,586
TOTAL Grants & State Shared Revenue	584,288	368,574	626,953	477,900
TOTAL Charges For Services	372,267	363,996	346,692	317,944
TOTAL Fines And Forfeits	294,561	310,022	228,612	236,027
TOTAL Miscellaneous Revenue	68,392	65,684	63,189	59,274
TOTAL Capital Contributions	33,653	0	-	-
TOTAL Non- Revenue	134,311	500	324	350
TOTAL Other Financing Sources	-	0	359	-
TOTAL REVENUES	9,508,724	7,703,135	8,878,488	7,898,565
TOTAL RESOURCES	10,722,035	10,980,106	12,155,459	12,387,042
Legislative - Salaries	26,300	42,000	31,260	42,000
Legislative - Benefits	2,012	3,213	2,442	3,213
Legislative - Operating Sup	14	300	163	300
Legislative - Travel	977	1,000	772	1,000
Legislative - Rentals		2,000	971	1,500
Legislative - Prof. Development	535	800	120	600
Legislative - Retreat	-	2,485	2,485	2,500
TOTAL LEGISLATIVE	29,838	51,798	38,214	51,113
Executive - Salaries	14,400	14,400	14,400	14,400
Executive - Benefits	1,103	1,392	1,136	1,407
Executive - Communications	725	655	958	1,037
Executive - Travel	908	1,000	395	1,000
Executive - Miscellaneous	95	250	-	100
Executive - Prof. Development	190	750	42	500
Executive - Board appreciation	102	200	-	200
TOTAL EXECUTIVE	17,522	18,647	16,931	18,644
Administration - Salaries	59,032	61,746	61,810	63,689
Administration - Car Allowance	3,600	3,600	3,600	3,600
Administration - Benefits	16,328	18,936	18,425	19,928
Administration - Office Supply	301	250	148	250
Administration - Staff Development	1,215	850	84	1,000
Administration - Communications	882	1,780	1,374	1,400
Administration - Travel	1,879	1,350	608	1,200
Administration - Miscellaneous	134	250	250	250
Administration - Capital	753	0	-	-
TOTAL Administration	84,124	88,762	86,300	91,317
Clerk - Salaries	58,450	56,350	58,064	57,788
Clerk - Benefits	18,145	19,699	19,134	20,733
Clerk -Office supplies	249	900	833	500
Clerk - Professional Services	3,921	12,000	9,008	12,000

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget
Clerk - Staff Development	90	500	-	425
Clerk- Communications	547	482	595	535
Clerk - Travel	286	800	196	800
Clerk - R&M	-	0	111	-
Clerk- Miscellaneous	171	0	243	235
Clerk- Misc DOL CC fees	732	700	662	700
Clerk - Capital	-	0	0	2,000
TOTAL Clerk	82,592	91,431	88,845	95,716
		-		
HR - Salaries	48,412	49,156	49,158	50,140
HR - Benefits	12,009	13,391	12,753	14,169
HR- Office supplies	49	500	267	350
HR - Operating Supplies	7	2,500	2,474	-
HR- Professional services	542	600	260	600
HR Staff development	402	450	96	450
HR Communications	839	907	875	939
HR- Travel	478	400	334	500
HR - Miscellaneous	78	150	59	150
HR Wellness program	775	1,000	1,282	1,000
HR Safety program	1,250	1,250	1,250	1,250
TOTAL HR	64,839	70,304	68,807	69,548
		-		
Civil Service - Professional Service	1,700	1,700	1,700	1,700
Civil Service - Supplies	-	400	397	-
TOTAL CIVIL SERVICE	1,700	2,100	2,097	1,700
		-		
IT- Salaries	110,118	110,564	110,569	112,775
IT - Overtime	1,598	1,500	1,616	1,500
IT - Benefits	41,824	45,931	44,506	47,702
IT- Office supplies	227	400	400	600
IT- Renewals & Annual Subscriptions	3,138	0	-	-
IT - Fuel	479	450	522	807
IT- Staff development	-	2,000	-	2,500
IT- Communications	1,655	1,465	2,014	2,361
IT- Travel	251	200	-	281
IT - Repair & Maintenance	-	300	-	300
IT - Miscellaneous	9	100	-	100
Total IT	159,299	162,910	159,627	168,926
		-		
Finance - Salaries	68,835	72,556	72,990	76,615
Finance - Benefits	18,973	22,897	21,964	24,483
Finance - Office Supplies	1,485	1,800	1,800	1,800
Finance - Professional Service	21,570	26,000	26,000	25,000
Finance - Communications	228	234	213	250
Finance - Travel	516	700	299	700
Finance - Advertising	-	400	400	400
Finance - Insurance	122	136	122	126
Finance - Financial Software Maint	3,550	2,550	2,100	2,100
Finance - New Financial Software Service				120,000
Finance - Miscellaneous	226	500	126	300
Finance - Staff Development	525	500	300	500
Finance - Banking Services	-	2,000	431	2,000

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget
<i>Finance - Credit Card Fees</i>	-	0	-	-
<i>Finance - Capital</i>	-	0	-	-
TOTAL FINANCE	116,030	130,273	126,743	254,274
Legal - Professional Service	54,955	65,000	61,135	70,000
TOTAL LEGAL	54,955	65,000	61,135	70,000
Planning - Salaries	307,208	325,625	338,308	336,510
Planning - Benefits	98,767	121,980	124,103	124,317
Planning - Office Supplies	1,970	3,500	2,500	2,300
Planning - Operating Expenses	773	2,500	600	1,000
Planning - Tools & Equipment	-	900	900	900
Planning - Professional Services	4,044	1,769	456	4,000
Planning - Prof. Serv. UGA/RUTA	-	5,000	-	-
Planning - Engineering - Biologist	-	1,519	-	-
Planning - Prof. Serv. Hear. Exam.	-	2,500	2,000	2,500
Planning - Critical Areas - Developer Reimb	3,602	9,000	7,000	7,000
Planning - Prof Serv Eagle Ridge Graphics	882	0	-	-
Planning - GIS mapping	1,910	0	-	-
Planning - Communication	2,945	3,265	3,053	2,900
Planning - Travel	1,116	1,200	1,200	1,200
Planning - Advertising	12,070	10,000	9,000	8,000
Planning - Repair & Maint.	994	1,231	1,231	1,265
Planning - Miscellaneous	113	150	73	150
Planning - Printing and Binding	546	1,000	1,000	1,000
Planning - Capital	1,296	0	-	-
Planning - Permit Tracking System Upgrade	-	4,344	4,344	-
Planning - Permit Tracking Maint	-	5,430	5,430	5,430
Planning - Permit Tracking Customer Module	-	0	-	-
Planning - Staff Development	1,514	1,200	1,200	1,200
Planning -Shoreline Master Program	15,022	481	481	-
Planning - Economic Development	292,524	90,000	90,000	300,000
Planning Commission - Miscellaneous	24	100	65	100
TOTAL PLANNING	747,320	592,694	592,945	799,772
Building Department - Salaries	128,526	134,068	127,846	136,749
Building Department - Benefits	49,786	59,338	54,540	57,993
Building Department - Office Supplies	238	500	500	1,500
Building Department - Operating Supply	2,088	350	415	2,200
Building Department - Fuel		1,300	1,873	-
Building Department - Professional	2,198	3,000	3,000	3,000
Building Department - Communications	442	455	398	455
Building Department - Travel	138	250	250	300
Building Department - Miscellaneous	125	150	125	150
Building Department - Staff Development	60	700	700	1,000
Building - Capital Outlay	543	0	-	-
TOTAL BUILDING	184,145	200,111	189,646	203,347
Law Enforcement - Salaries	2,152,805	2,166,181	2,147,113	2,315,634
Law Enforcement - Holiday Pay Out	72,404	83,200	83,200	85,696
Law Enforcement - Extra Duty Salaries	10,024	15,000	11,600	10,000
Law Enforcement - Overtime	161,010	300,000	220,000	200,000

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget
Law Enforcement - Benefits	847,376	864,607	876,858	877,708
Law Enforcement - Clothing	34,626	37,000	25,240	28,000
Law Enforcement - Office Supplies	19,513	25,000	18,711	18,750
Law Enforcement - Operating	23,879	25,000	17,593	17,000
Law Enforcement - Staff Purchases - union	1,428	2,500	2,500	-
Law Enforcement - Emergency Mangement	-	0	-	-
Law Enforcement - Fuel	107,606	103,500	102,200	105,200
Law Enforcement - Professional Services	17,413	22,000	17,276	16,000
Law Enforcement - Prof Serv Lexipol	2,450	2,450	2,450	2,450
Law Enforcement - Legal	-	-	29,263	5,000
Law Enforcement - Communication	23,701	28,490	29,191	28,650
Law Enforcement - Travel	4,484	7,000	7,000	7,000
Law Enforcement - Insurance	111,870	155,145	154,542	124,899
Law Enforcement - Utilities	10,076	10,777	11,239	11,378
Law Enforcement - Repair & Maintenance	80,954	105,000	70,359	78,000
R&M Re-carpet high Traffic Areas				6,000
R&M Repair Drywall in PD				2,500
R&M Re-Roof Old PW Facility				-
Law Enforcement - Miscellaneous	1,538	2,000	2,000	2,000
Law Enforcement - Staff Development	5,550	10,500	10,500	6,000
Law Enforcement - Drug Task Force	6,520	7,500	7,044	7,500
Law Enforcement - Grants	-	4,000	4,191	4,000
Law Enforcement - Alarm Costs	1,164	2,000	1,110	2,000
Law Enforcement - Drug Investigations	-	1,000	-	1,000
Law Enforcement - Jail	265,757	326,000	283,607	300,000
Law Enforcement - Snopac Dispatch/800 MhZ	233,161	413,955	413,954	440,000
Law Enforcement - Boating Salaries (Local)	35,192	32,000	12,513	10,203
Law Enforcement - Boating Salaries (Other)			15,448	10,608
Law Enforcement - Boating Benefits (Local)	7,789	6,300	3,512	4,070
Law Enforcement - Boating Benefits (Other)			2,600	4,232
Law Enforcement - Clothing - Boating	253	500	397	250
Law Enforcement - Boating Travel	2,058	2,000	5,152	350
Law Enforcement - Boating Operating Supplies	1,046	200	251	200
Law Enforcement - Boating Fuel		800	757	800
Side Sonar/GPS Boating				-
10 Water Life Saving Rings				-
Law Enforcement - R&M Boating	4,769	10,000	10,000	1,000
Contribution to Equip Fund (Police - Boat) VRF				4,783
Contribution to Equip Fund (Police - Boat)				2,217
Law Enforcement - Capital	2,763	0	600	
Law Enf-NW Cisco port switch	-	4,000	3,616	
Law Enf-NW GPS/Receiver Antena		4,900	1,184	2,000
Law Enf-NW Evidence Bar Coding	-	3,400	-	-
Law Enf - NW Car Laptops		41,125	41,125	16,335
Law Enf- 1 Ballistic Shield		3,800	3,800	
Law Enf- Patrol Car Audio/Video		7,500	-	
Criminal Justice Security Req Upgrade				5,000
On-line Reporting				-
Upgrade Investigations Photo & Video				1,500
Law Enf- E Cabinet Filing		5,000	4,995	900
LE - Seizure & Forfeiture State Remit	-	0	-	1,000
Code Enforcement - Professional Service	32,869	35,000	27,156	30,000

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011 Year End	Amended Budget	Estimated Ending	Executive/ Sub Committee Budget
TOTAL LAW ENFORCEMENT	4,282,048	4,876,330	4,681,848	4,797,813
Parks - Salaries	46,210	45,446	50,299	47,155
Parks - Overtime	158	0	22	-
Parks - Seasonal Workers Salaries	13,881	30,000	14,977	-
Parks - Benefits	18,825	21,112	18,233	20,601
Parks - Seasonal Workers - Benefits	2,015	5,000	3,312	-
Parks - Clothing	2,744	2,900	2,046	2,200
Parks - Operating Supplies	2,951	7,500	4,684	5,000
Parks - Eagle Ridge Park/Soper Hill Operating	577	2,500	2,500	500
Parks - Lundeen Op	2,845	5,000	3,675	3,502
Parks - North Cove	-	200	114	-
Parks - Swim Beach	-	500	-	-
Parks - Boat Launch Expenses	-	500	260	-
Parks - Fuel	1,913	2,732	41	-
Parks - Professional Services	182	500	500	500
Parks - Communications	2,409	2,125	2,528	2,363
Parks - Travel	-	0	-	-
Parks - Equipment Rental	3,006	6,000	3,456	3,000
Parks - Insurance	7,166	3,225	3,030	3,129
Parks - Utilities	8,842	9,884	8,426	10,148
Parks - Storm Drainage	2,432	2,432	2,432	2,432
Parks - Repair & Maintenance	6,419	6,000	6,351	6,000
Parks - Repair & Maintenance - Lundeen	639	500	-	500
Reroof Shelters and restrooms - Lundeen	-	17,000	11,498	-
Parks - Miscellaneous	-	250	40	150
Parks - Staff Development	510	500	500	500
Parks - Capital Outlay -New Rowing Dock	26,244	0	-	-
Parks - Lundeen Bskbal Court	4,887	0	-	-
Eagle Ridge - House site demo	-	26,000	25,897	-
Eagle Ridge/Senior Center - Additional Parking	-	-	-	6,000
Eagle Ridge Trail Connection	-	-	-	2,500
Lake Safety Buoys- No Wake Zone	-	-	-	3,000
Grates for ped pier & railing-North Cove	-	4,200	3,712	-
Park Board - Miscellaneous	-	300	-	150
Parks- DOE grant (Recycle)	504	0	-	-
TOTAL PARKS	155,359	202,306	168,534	119,331
Library - Operating	920	794	222	800
Library - Professional Service	-	206	-	-
Library - Utilities	5,460	6,617	5,389	6,577
Library - Storm Drainage	562	563	563	563
Library - Repairs & Maintenance	1,231	2,000	993	1,200
Library - R&M - Crosswalk - P3	-	-	-	-
Library - R&M - Interior Lighting- P4	-	-	-	-
Library - R&M - Building Exterior - P5	-	-	-	-
Library - R&M - Interior Walls - P6	-	-	-	600
Library -R&M - Carpeting - P7	-	-	-	-
Library - R&M - Building Exterior - P8	-	-	-	-
Library - Capital Outlay - Front Doors/Windows - P1	-	-	-	12,000
Library - Capital Outlay - Windows - P2	-	-	-	-
Library - Capital Outlay - HVAC P9	-	-	-	-

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011	Amended	Estimated	Executive/ Sub
	Year End	Budget	Ending	Committee
				Budget
<i>Library - Capital Outlay - South Parking Lot - P10-13</i>	-	1,000	-	
TOTAL LIBRARY	8,172	11,179	7,167	21,740
		-	-	
General Gov't - Facilities Salaries	1,961	2,325	2,325	2,371
General Gov't - Facilities Benefits	698	786	683	818
General Government - Special Event Equip	2,084	2,890	1,713	1,500
General Government - Election Costs	6,021	10,000	-	10,000
General Government - Voters Registration	38,839	40,000	38,053	39,195
General Government - Municipal Court Fees	122,689	175,000	99,197	104,500
General Government - Court Appt. Attorney	66,615	70,000	67,700	100,000
General Government - Advertising	433	300	310	300
General Gov't - Prosecutor fees	85,995	88,403	90,295	93,004
General Government - Fire Marshall	-	3,598	-	-
General Government - Public Record Req - Print&C	32	200	-	100
General Government - P.S.R.C.	8,565	11,308	8,377	11,647
General Government - Operating Supply	8,909	9,000	4,066	5,000
General Government - Fuel	198	200	131	200
General Government - Professional Serv	5,952	6,000	6,590	6,550
General Government - Communications	6,930	7,474	5,630	6,129
General Government - Equipment rental	1,944	2,300	1,500	1,772
General Government - Insurance	51,181	21,685	21,388	41,548
General Government - Utilities	13,201	15,570	13,714	14,619
General Government - Storm Drainage	2,778	2,778	2,778	2,881
General Government - Repair/Maintenance	5,393	7,500	3,853	5,000
General Government - Miscellaneous	685	2,500	1,922	2,500
General Government - Economic Develop. Council	3,000	4,000	3,000	4,000
General Government - Visitor Center	735	700	700	750
General Government - A.W.C.	18,042	19,084	19,084	19,657
General Government - Snohomish Co. Tomorrow	4,397	5,000	5,071	5,083
General Government - Excise Tax	1,397	1,585	1,275	1,310
General Government - Capital Expenditure	1,651	0	-	-
General Government - Cable Capital	25,173	0	-	-
General Government - Protect Insp - Reg Enforce	-	1,000	-	1,000
General Government - Emergency Service	28,248	30,506	30,508	31,706
General Government - Earth Day Clean Up	1,754	2,000	31	1,500
General Government - Aquafest	1,273	2,000	100	2,000
General Government - Air Pollution	7,562	12,000	12,717	13,353
General Government - Liquor Board to State	6,700	6,800	8,089	6,293
TOTAL GENERAL GOVERNMENT	531,033	564,493	450,798	536,284
		-		
Historical Museum	739	1,000	1,091	1,375
Arts Commission	2,743	2,268	2,042	2,585
Grimm House Electrical	280	500	506	750
Human Services	15,000	0	-	-
Community Center - Operating & R&M	1,025	4,000	1,598	1,000
Community Center- Cleaning	1,134	1,200	1,104	1,200
Community Center- Communication	442	455	398	455
Community Center- Utilities	3,553	4,437	3,527	4,287
Senior Center	1,518	1,500	1,890	1,500
TOTAL COMMUNITY	26,434	15,359	12,156	13,151
		-		
Refunds	45	200	384	500

GENERAL FUND	As of	2012	2012	2013
Line Item Description	2011	Amended	Estimated	Executive/ Sub
	Year End	Budget	Ending	Committee
				Budget
TOTAL NON-EXPENDITURES	45	200	384	500
Contribution To Cap Equip (Police)	74,000	100,000	100,000	100,000
Contribution To Unemployment Fund	39,653	22,089	22,089	16,567
Operating Trans to 633 (Trs. Trust)	-	10,000	10,000	10,000
Contribution To Computer Equip Fund	30,800	32,715	32,715	32,715
Transfer to Gen. Fnd Reserv	500,000	750,000	750,000	500,000
Transfer Increased % of Property tax to GF Resrv	255,155	0	0	
TOTAL OPERATING-TRANSFERS OUT	899,608	914,804	914,804	659,282
TOTAL EXPENDITURES	7,445,063	8,058,702	7,666,981	7,972,458
ENDING FUND BALANCE	3,276,972	2,921,404	4,488,478	4,414,584
Total Reserve %	34%	38%	51%	56%
Council Reserve Policy 10%				
Amount in excess of policy 10%	2,326,099	2,151,091	3,600,629	3,624,728

11/20/2012

CITY OF LAKE STEVENS
 TREASURERS REPORT
 STREET FUND

STREET FUND	As of	2012	2012	2013
<u>Line Item Description</u>	<u>Year End 2011</u>	<u>2012 Amended Budget</u>	<u>Estimated Ending</u>	<u>Executive Budget</u>
Street Fund				
Estimated Beginning Fund Balance	1,929,912	1,773,891	1,773,891	2,146,919
Total Taxes	1,170,839	1,381,935	1,407,778	1,347,159
Total License & Permits	17,330	15,000	22,946	17,000
Total Grants & State Shared Revenue	584,070	604,467	621,466	740,226
Total Charges for Services	3,209	2,000	1,000	3,000
Total Miscellaneous Revenue	13,358	9,878	16,769	3,200
Total Transfers - OFS	-	68,255	-	-
TOTAL REVENUES	1,788,806	2,081,534	2,069,959	2,110,585
TOTAL RESOURCES	3,718,718	3,855,425	3,843,850	4,257,504
Street Fund - Salaries	489,349	502,244	494,725	522,846
Street Fund - Overtime	25,630	31,500	25,646	20,000
Street Fund - Benefits	213,366	216,988	205,892	226,659
Street Fund - Clothing	4,532	5,520	3,105	4,000
Total Salaries & Benefits	732,876	756,252	729,369	773,505
Street Fund - Office Supplies	1,682	2,320	2,075	2,300
Street Fund - Operating Supplies	9,982	13,700	16,033	14,000
Street Fund - Operating Supplies				2,250
Street Fund - Operating Supplies				
Street Fund - Fuel	23,217	32,000	20,834	23,000
Total Supplies	34,881	48,020	38,942	41,550
Street Fund - Safety program	2,353	2,355	2,355	2,355
Street Fund - Staff Development	763	2,000	-	800
Street Fund - Professional Services	27,346	40,000	21,382	30,000
20th Street SE Traffic Study	30,933	33,000	8,241	-
Street Fund - Street Sweeping	8,952	28,615	20,908	20,000
Hwy 9/204/ LSC Circulation	1,120	15,967	-	-
Street Fund - Roundabout Landscape	2,732	3,000	-	4,000
Street Fund - Computer Software	650	910	900	900
Street Fund - Vehicle Modeling Software				1,200
GMA Traffic Mitigation Plan		39,000	39,000	-
Professional Services - Legal	-	-	2,000	250
Street Fund - Communications	5,780	4,100	4,470	4,760
Street Fund - Travel	814	855	637	800
Street Fund - Advertising	367	250	2,012	3,000
Street Fund - Rentals/Leases	250	2,465	713	1,000
Street Fund - Insurance	28,484	7,848	7,848	22,705
Street Fund - Utilities	3,546	4,580	2,117	2,844
Street Fund - Repair & Maintenance	62,872	106,524	101,905	113,000
Street Fund - Lundeen Street scape	-	-	-	-
Street Fund - Miscellaneous	308	390	790	400
Total Services and Charges	177,271	291,859	215,279	208,014
Street Fund - Storm Drainage	849	2,507	2,507	2,455
Street Fund - SWM Debt Service Charg		6,608	6,608	6,608

STREET FUND	As of	2012	2012	2013
<u>Line Item Description</u>	<u>Year End 2011</u>	<u>2012 Amended Budget</u>	<u>Estimated Ending</u>	<u>Executive Budget</u>
Overlays	58,675	342,075	281,437	250,000
Overlays - Arterial Preservation Project				239,883
ADA Ramp Repair & Additions				4,000
Sidewalk Repairs	-	5,000	5,000	
Street Fund - Street Lighting	137,989	138,960	148,349	153,902
Street Fund - Traffic Control Devices	38,233	77,920	75,284	65,000
Street Fund - Snow & Ice Control	3,855	20,010	17,229	12,000
Street Fund - Shoulders	931	4,000	1,704	3,000
Street - Facilities R&M (PW Shop)	12,330	-	-	
Street - Facilities R&M (City Shop)	18,893	28,962	28,962	
Total Transportation	271,755	626,042	567,080	736,848
Transfer for PWTF Debt Payment	239	1,000	995	1,000
Transfer to Sidewalk Capital Fund	590,738	-	-	
Transfer Out	39,785	-	-	
Contribution to Unemployment Fund	29,450	3,721	3,721	3,791
Contribution to Equipment Fund	39,900	41,097	41,097	41,097
Contribution to Computer Repl	11,260	11,600	11,600	11,600
Total Other Expenditures/Expense	711,372	57,418	57,413	57,488
		-		
Total O & M Expenditures	1,928,155	1,779,591	1,608,083	1,817,405
Vernon Rd/N Davies & N Davies/Safeway RAB		-		
36th Street Bridge Repair		26,000	26,000	
Main St. Emergency Repair	5,923	62,848	62,848	
Capital purchase	960	-	-	
		-	-	
Capital Expenditures	6,883	88,848	88,848	-
TOTAL EXPENDITURES	1,935,038	1,868,439	1,696,931	1,817,405
ENDING FUND BALANCE	1,783,679	1,986,986	2,146,919	2,440,099
Total Reserve %	100%	95%	104%	116%
Council Reserve Policy 10%				
Amount in excess of policy 10%	1,411,808	1,601,444	1,762,534	2,014,349

11/20/2012

CITY OF LAKE STEVENS
TREASURERS REPORT
STORM/SURFACE WATER FUND

Storm Water Fund	As of		2012	2013
Line Item Description	2011	2012 Amended	Estimated	Executive
	Year End	Budget	Ending	Budget
Surface Water Utility Fund				
Estimated Beginning Fund Balance	332,103	652,249	652,249	849,413
TOTAL Grants & Other Gov't Contributions	227,910	159,500	94,322	51,500
TOTAL Charges for service	1,338,273	1,307,961	1,312,613	1,306,684
TOTAL Miscellaneous Revenue	703	1,098	1,131	800
TOTAL REVENUES	1,566,886	1,468,559	1,408,067	1,358,984
TOTAL RESOURCES	1,898,989	2,120,808	2,060,316	2,208,397
Storm Fund - Salaries	481,114	528,275	515,665	550,962
Storm Fund - Overtime	1,194	2,500	1,367	2,500
Storm Fund - Benefits	184,394	225,686	214,397	236,817
Storm Fund - Clothing	3,859	4,238	2,699	3,000
Total Salaries & Benefits	670,560	760,699	734,128	793,279
Storm Fund - Office Supplies	1,088	2,000	721	1,200
Storm Fund - Office Supplies		-		2,250
Storm Fund - Operating Supplies	3,533	3,500	4,698	3,500
Lake Safety Buoys -around Aerator		-		2,000
Storm Fund - Tools	186	2,000	1,318	1,000
Storm Fund - DOE annual permit	6,896	11,000	8,085	11,000
Storm Fund - Fuel	10,762	9,392	17,335	19,830
Total Operating	22,465	27,892	32,157	40,780
Storm Fund - Safety program	1,700	1,700	1,700	1,700
Storm Fund - Professional Services	10,158	9,740	8,340	9,542
Storm Fund - Milfoil Treatment	98,123	69,000	34,000	53,000
Storm Fund - Street Sweeping	3,277	12,000	5,700	10,000
Storm Fund - Computer Software	800	1,151	450	900
Storm Fund - Communications	4,318	4,192	4,496	4,788
Storm Fund - Travel	553	514	28	514
Storm Fund - Advertising	410	689	129	1,200
Storm Fund - Equipment Rental	27	2,500	3,010	2,500
Storm Fund - Rentals/Leases	-	500	180	0
Storm Fund - Insurance (WCIA)	13,931	44,787	44,786	21,983
Storm Fund - Utilities	3,152	4,173	1,823	2,412
Storm Fund - Repair & Maintenance	21,342	30,000	30,656	30,000
Storm Fund - Excise Tax / Misc.	24,260	25,000	25,000	26,424
Storm Fund - Staff Development	322	650	147	400
Storm Fund - Misc	-	100	399	300
Total Services & Charges	182,373	206,696	160,846	165,663
DOE Grant - G1100060 Capacity	56,274	72,000	72,000	18,000
DOE Grant - LID - G1100280	15,945	75,000	14,386	30,000
DOE Grant - M/TAC G0800610	23,258	25,000	2,348	
DOE Grant - Milfoil G1200110	75,000	0	0	
DOE Grant -Weeds G1000533	3,983	0	0	
DOE Grant - City Shop Dispersion Trench - LID		0		

Storm Water Fund	As of	2012 Amended	2012	2013
Line Item Description	2011	Budget	Estimated	Executive
	Year End		Ending	Budget
<i>DOE Grant - LakeViewDrive/Cedar Drainage-Cap</i>		0		
<i>DOE Grant - Callow Rd Water Quality- Cap</i>		0		
<i>DOE Grant -Vernon Rd/SpringBrook Drainage-Cap</i>		0		
Storm Drainage - SWM Fees	849	2,507	2,507	2,455
Storm Fund - Billing Cost to County	28,434	29,000	29,354	30,000
Total Intergovernmental	203,743	203,507	120,595	80,455
		0	0	
Storm Fund -Aerator Utilities	24,415	25,700	6,000	26,420
Storm Fund -Aerator O & M	5,200	8,000	0	5,000
Storm Fund -Aerator Monitoring	14,050	15,121	12,391	15,121
Storm Fund -Aerator Repairs	10,544	13,137	13,448	13,000
Storm Fund - Aerator Salaries	2,775	5,000	979	5,000
Storm Fund - Aerator Benefits	1,261	1,700	377	1,700
Contrib Aert. to Equipment Replace	37,200	36,063	34,240	37,200
Total Aerator Expenses	95,445	104,721	67,435	103,441
GIS Site License		900	900	0
91st & Market drainage		3,000	3,000	0
Capital Outlay - Fiber Optic & Ipad	206	-	0	
Lundeen Creek Restoration	-	4,300	4,300	4,300
Parkway Crossing Det Pond Pymt to SnoCo	10,700	10,700	10,700	10,700
total Capital projects	10,906	18,900	18,900	15,000
Storm Fund -Refunds	-	100	100	
Contribution to Equipment Fund	12,000	45,700	45,700	45,700
Contribution to Computer Equi Fund	5,000	7,500	7,500	7,500
Contribution to Unemployment Fund	26,897	3,585	3,585	2,689
Annual Diking District Contribution	19,956	19,956	19,956	19,956
Total Operating Transfers	63,853	76,841	76,841	75,845
TOTAL USES	1,249,346	1,399,257	1,210,903	1,274,464
Ending Fund Balance	649,643	721,551	849,413	933,934
Reserve Percentage	41%	49%	60%	69%
Council Policy Target	10%	10%	10%	10%
Amount \$ Over/(Under)	459,744	509,470	643,382	713,094

11/20/2012

CITY OF LAKE STEVENS
 TREASURERS REPORT
 SEWER FUND

Sewer Fund Line Item Description	As of 2011 Year End	2012 Amended Budget	2012 Estimated Ending	2013 Executive Budget
Sewer Fund - Operating				
Estimated Operating Beginning Fund Balance	303,588	316,175	316,175	309,105
		0		
Total Charges for service	119,145	109,980	109,980	109,980
Total Miscellaneous Revenue	1,272,911	1,267,734	1,267,761	1,269,219
Total Operating Revenues	1,392,056	1,377,714	1,377,741	1,379,199
Total Resources	1,695,644	1,693,889	1,693,916	1,688,304
Operating Expenditures:				
Sewer Fund - Salaries	81,850	84,453	85,685	87,070
Sewer Fund - Benefits	26,597	29,465	28,214	30,914
Total Salaries & Benefits	108,447	113,918	113,899	117,984
Storm Drainage - Sewer Properties	2,342	2,342	2,307	9,329
Sewer Fund - Travel & meetings		-	55	0
Sewer Fund - Professional Services	736	1,000	845	0
Total Services & Charges	3,078	3,342	3,207	9,329
Contribution to unemployemnt fund	70	605	605	454
2008 Debt Service Transfer	132,334	129,654	129,654	137,276
PWTF Debt Service	1,135,540	1,137,446	1,137,446	1,131,433
Total Other Expenditures	1,267,943	1,267,705	1,267,705	1,269,163
Total Operating Expenditures	1,379,468	1,384,965	1,384,811	1,396,476
Operating Net Income	316,175	308,924	309,105	291,828
Total Reserve%	23%	22%	22%	21%
Council Reserve Policy	10%	10%	10%	10%
Amount Over Reserve Requir.	176,970	171,153	171,331	153,908

11/20/12

CITY OF LAKE STEVENS
 TREASURERS REPORT
 REET FUND

303 - REET I				
Line Item Description	As of 2011	2012 Amended Budget	2012 Estimated Ending	2013 EXEC. REQUESTS
REET Funds				
Estimated Beginning Fund Balance	912,648	790,793	790,793	765,542
Real Estate Excise Taxes	235,231	225,000	341,773	286,754
Grade Rd Basin Charge	-	-	-	-
TOTAL Charges for service	235,231	225,000	341,773	286,754
Investment Interest	1,513	1,600	1,357	1,000
Prior Period Adjustment	4,253			
TOTAL Miscellaneous Revenue	5,766	1,600	1,357	1,000
TOTAL REVENUES	240,997	226,600	343,130	287,754
TOTAL RESOURCES	1,153,645	1,017,393	1,133,923	1,053,296
Police Station Debt - 2004	103,171	105,969	105,969	103,369
Debt Pmt - Prop Purch 2008 (1997 ref)	216,946	218,346	218,346	229,523
Debt Pmt - 2010A (City Shop)	20,118	350	350	-
Debt Pmt - 2010 B (Ref)		21,098	21,098	21,098
Total Operating Transfers	340,235	345,763	345,763	353,990
800 Mhz Capital	22,618	22,618	22,618	22,618
Total Public Safety	22,618	22,618	22,618	22,618
TOTAL USES	362,853	368,381	368,381	376,608
Ending Fund Balance	790,792	649,012	765,542	676,688

304 - REET II (more restrictive)				
Line Item Description	As of 2011	2012 Amended Budget	2012 Estimated Ending	2013 EXEC. REQUESTS
REET Funds				
Estimated Beginning Fund Balance	761,456	923,979	923,979	1,193,233
Real Estate Excise Taxes	235,231	225,000	341,773	286,854
Grade Rd Basin Charge	-	-	-	-
TOTAL Charges for service	235,231	225,000	341,773	286,854
Investment Interest	1,456	1,500	1,646	1,000
TOTAL Miscellaneous Revenue	1,456	1,500	1,646	1,000
TOTAL REVENUES	236,687	226,500	343,419	287,854
TOTAL RESOURCES	998,143	1,150,479	1,267,398	1,481,087
20th St ILA		-	-	
Debt Pmt - 2010 A (City Shop)	74,164	74,165	74,165	74,515
Total Operating Transfers	74,164	74,165	74,165	74,515
TOTAL USES	74,164	74,165	74,165	74,515
Ending Fund Balance	923,979	1,076,314	1,193,233	1,406,572



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2012

Subject: Interlocal Agreement for Cooperative Odor Complain Investigations

Contact Person/Department: Becky Ableman, Planning Director **Budget Impact:** Minimal

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Mayor to sign Interlocal Agreement with the Puget Sound Clean Air Agency for cooperative odor complain investigations

SUMMARY/BACKGROUND:

The City of Lake Stevens has been working with the Puget Sound Clean Air Agency on odor issues within the City and is developing a plan on how to track, document and resolve odor issues. As part this plan, the Clean Air Agency has agreed to train designated employees in odor detection and complaint investigation. This arrangement has been working successfully in the City of Marysville to capture data in real time when a member of the Clean Air Agency is not presently in the area.

BUDGET IMPACT:

Minimal: Training of designated staff.

ATTACHMENTS:

- ▶ Exhibit A: ILA for Cooperative Odor Complaint Investigations

Interlocal Agreement No.: 2013034-0-IAA

**INTERLOCAL AGREEMENT FOR COOPERATIVE ODOR
COMPLAINT INVESTIGATIONS**

THIS INTERLOCAL AGREEMENT FOR COOPERATIVE ODOR COMPLAINT INVESTIGATIONS is made and entered into this 13th day of November, 2012, by and between the **City of Lake Stevens** [hereinafter "Lake Stevens"], a municipal corporation, and the **Puget Sound Clean Air Agency** [hereinafter "PSCAA"], a multicounty public agency and municipal corporation.

RECITALS:

A. The PSCAA is a multicounty air pollution control agency organized and activated in accordance with Chapter 70.94, RCW. Lake Stevens is located within the boundaries and the jurisdiction of the PSCAA.

B. The purpose and the public policy of the PSCAA is to secure and maintain such levels of air quality as will protect human health and safety, to prevent injury to plant and animal life and property, and to foster the comfort and convenience of the area's inhabitants.

C. Pursuant to the authority of RCW 70.94.141, the PSCAA has previously adopted Regulation 1 to control the emission of air contaminants from all sources within the agency's jurisdiction, to provide for the uniform administration and enforcement of said Regulation, and to carry out the requirements and purposes of the Washington Clean Air Act and the Federal Clean Air Act.

D. Section 9.11 of said Regulation 1 states, in part, as follows:

(b) With respect to odor, the Agency may take enforcement action under this section if the Control Officer or a duly authorized representative has documented all of the following:

(1) The detection by the Control Officer or a duly authorized representative of an odor at a level 2 or greater, according to the following odor scale:

level 0 - no odor detected;

level 1 - odor barely detected;

level 2 - odor is distinct and definite, any unpleasant characteristics recognizable;

level 3 - odor is objectionable enough or strong enough to cause attempts at avoidance; and

level 4 - odor is so strong that a person does not want to remain present.

- (2) An affidavit from a person making a complaint that demonstrates that they have experienced air contaminant emissions in sufficient quantities and of such characteristics and duration so as to unreasonably interfere with their enjoyment of life and property; and
- (3) The source of the odor.

E. Lake Stevens and the PSCAA have determined that their mutual goal of ensuring clean air for Lake Stevens' citizens would be more efficiently attained if some of the odor complaint investigations described in Regulation 1, Section 9.11 (b) could be conducted by Lake Stevens within its jurisdiction, on behalf of the PSCAA.

F. Lake Stevens and the PSCAA are desirous of entering into an agreement to memorialize the terms and conditions under which Lake Stevens may conduct said odor complaint investigations on behalf of the PSCAA. In compliance with and under the authority of Chapter 39.34, RCW, the purpose of this Agreement is to specify said terms and conditions.

Now, therefore, in consideration of the mutual promises made herein, it is hereby agreed as follows by the parties:

1. Odor Complaint Investigations. The PSCAA hereby authorizes Lake Stevens, on a non-exclusive basis and on behalf of the PSCAA, to conduct the odor complaint investigation activities detailed in Regulation 1, Section 9.11(b) of the PSCAA, including but not limited to:

1.1 Quantifying the odor complained of according to the following scale, on a written form furnished by the PSCAA:

- level 0 - no odor detected;
- level 1 - odor barely detected;
- level 2 - odor is distinct and definite, any unpleasant characteristics recognizable;
- level 3 - odor is objectionable enough or strong enough to cause attempts at avoidance; and
- level 4 - odor is so strong that a person does not want to remain present.

1.2 Interviewing the complainant(s) and obtaining from him/her/them a signed affidavit or other formal statement which describes the odor, where the emission is coming from, who the complainant believes is responsible for causing or allowing the odor, and any distress or ill effects caused by the odor. Said affidavit or statement shall be completed on a form furnished by the PSCAA.

Interlocal Agreement No.: 2013034-0-IAA

1.3 Determining and documenting the source of the odor, to the best of Lake Stevens's knowledge.

1.4 Prior to any investigation conducted by Lake Stevens, PSCAA shall provide all necessary training to Lake Stevens' personnel who are tasked with conducting such investigations.

2. Submittal to PSCAA. With respect to each individual complaint, at such time as Lake Stevens has completed the investigation activities described in Section 1 above, Lake Stevens shall submit to the PSCAA any written documentation pertaining to said complaint. In its sole discretion, the PSCAA shall then determine whether or not to initiate any enforcement action.

3. Other Remedies. Nothing in this Agreement shall be construed to impair any cause of action or legal remedy which Lake Stevens may have for injury or damages arising from the emission of any odor in such place, manner or concentration as to constitute air pollution or a nuisance.

4. Agency Authority. Except as otherwise provided herein, neither party shall have agency authority to act for or bind the other party in any matter.

5. Responsible Official. The Lake Stevens official responsible for conducting the odor complaint investigation shall be the City Administrator or her duly authorized representative. For purposes of Regulation 1, Section 9.11(b), said official shall be the "duly authorized representative" of the PSCAA referenced therein.

6. Financing. The cost of conducting the odor complaint investigations performed by Lake Stevens described in Section 1 above shall be borne exclusively by Lake Stevens. The cost of any enforcement action taken as a result of the investigation shall be borne exclusively by the PSCAA.

7. Administrator. The administrator of this Agreement shall be Mario Pedroza, PSCAA Supervising Inspector, and he shall be responsible for administering the cooperative undertaking described herein.

8. Duration and Termination. This Agreement shall continue in full force and effect until such time as either party gives the other party sixty (60) days' written notice of the former's intent to terminate this Agreement. Upon the termination of this Agreement, Lake Stevens shall submit to the PSCAA all written documentation secured with respect to all ongoing complaint investigation(s).

9. Notices. All notices and other communications hereunder shall be deemed to have been duly given if delivered or mailed, certified mail, with postage prepaid (a) if to Lake Stevens, to:

City Administrator
City of Lake Stevens
1812 Main Street

Lake Stevens, WA 98258

or to such other person or place as Lake Stevens shall furnish to the PSCAA in writing, or (b) if to the PSCAA, to:

Mario Pedroza, Supervising Inspector
The Puget Sound Clean Air Agency
1904 Third Ave, Ste 105
Seattle, WA 98101

or to such other person or place as the PSCAA shall furnish to Lake Stevens in writing.

10. Severability. If any part of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

11. Counterparts. This Agreement may be signed in two counterparts and, if so signed, shall be deemed one integrated Agreement.

12. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. There are no promises, terms, conditions or obligations other than those contained herein, and this Agreement shall supersede all previous communications, negotiations, representations or agreements, either verbal or written, between the parties hereto concerning the subject matter of this Agreement.

13. Amendment. This Agreement may not be modified or amended except by writing signed by both parties hereto.

14. Successors. This Agreement shall inure to the benefit of and be binding upon the parties, their respective successors and assigns, but no right or obligation arising hereunder may be assigned or transferred by any party without the prior written consent of the other party.

15. Governing Law. This Agreement shall be interpreted in accordance with the laws of the state of Washington.

16. Headings. The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the interpretation of this Agreement.

Interlocal Agreement No.: 2013034-0-IAA

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

**CITY OF LAKE STEVENS
AGENCY**

PUGET SOUND CLEAN AIR

By: Vern Little
Title: Mayor

By: Laurie Halvorson
Title: Compliance and Legal Director

Date: _____

Date: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

By: City Attorney

By: Jennifer Dold, PSCAA Attorney

Date: _____

Date: _____



Puget Sound Clean Air Agency
1904 3rd Ave., Ste 105
Seattle, WA 98101

Certification Regarding Debarment, Suspension and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

I am unable to certify to the above statements. My explanation is attached



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2012

Subject: 2012 Budget Amendment #4

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Adopt 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 the update the impact on the City's financials. The following budget amendment includes adjustments to the specific line items that will be affected.

There have been no changes made to Ordinance No. 882 since presented to Council on November 13, 2012.

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 included 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:



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 26, 2012

Subject: City Attorney Services for 2013

Contact Person/Department: City Administrator Jan Berg **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve proposed City Attorney Retainer Agreement for 2013.

SUMMARY/BACKGROUND:

In May 2004 the City entered into a professional service contract with the firm of Weed, Graafstra and Benson to provide city attorney services with the original contract amount of \$3,600 per month for 30 hours of service (\$120/hr). In 2006 the agreement was increased to \$3,750 for 30 hours (\$125/hr). With the increase in size of the City and need for additional legal services the contract hours were increased in 2007 to 35 hours a month with a retainer amount of \$4,375 (\$125/hr). In 2008 the retainer amount was increased to \$5,250 for 35 hours of service (\$150/hr) and in 2011 the hourly rate was increased to \$160/hr.

The proposal for 2013 includes the same retainer hours of 35 and a rate of \$160 per hour for a month amount of \$5,600.

BUDGET IMPACT:

None at this time

ATTACHMENTS:

- ▶ Exhibit A: 2013 Agreement for City Attorney Services
- ▶ Exhibit B: 2012 City Attorney Hours
- ▶ Exhibit C: Memo from Weed, Graafstra & Benson dated Nov. 12, 2012

**CITY ATTORNEY RETAINER AGREEMENT
CALENDAR YEAR 2013**

I - PARTIES/EMPLOYMENT

The CITY OF LAKE STEVENS (hereinafter "CITY") agrees to retain the law firm of WEED, GRAAFSTRA AND BENSON, INC., P.S., 21 Avenue A, Snohomish, Washington, and said law firm (hereinafter "CITY ATTORNEY") agrees to serve as CITY ATTORNEY on the terms and conditions stated below. The CITY ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such employment, or termination of the same, shall be subject to confirmation by a majority vote of the City Council.

II - QUALITY OF SERVICES

The CITY ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

III - COMPENSATION

A. Basic Retainer: The CITY shall pay the CITY ATTORNEY a retainer in the amount of \$5,600.00 per month, which retainer shall be compensation for up to 35 hours of work per month for the following legal services:

1. To attend the two regularly scheduled meetings of the City Council per month.

2. To provide legal advice to the Mayor, Councilpersons, and administrative heads of the various departments of the CITY under the direction of the Mayor.

3. To prepare and/or review such ordinances, resolutions, and instruments as the Mayor, City Council and department heads may direct, to render legal advice on all civil and criminal matters, and to prepare or review such correspondence, contracts, easements, and instruments as may

be necessary and appropriate.

B. Additional Services: The CITY shall pay the CITY ATTORNEY for the following additional or special legal services at the rate of \$170.00 per hour, or, if said services are performed by a paralegal in the CITY ATTORNEY's office the same shall be compensated at the rate of \$130.00 per hour:

1. Time in excess of basic retainer. Any and all hours expended on legal services referred to in paragraph A above (Basic Retainer) in excess of 35 hours per month.

2. Extra meetings. Attendance, at the request of the Mayor or Chief Administrative Officer, at evening meetings of CITY boards, commissions or committees, except for regular City Council meetings held two times a month.

3. Local Improvement Districts. All legal services performed in connection with the formation and financing of any LID or ULID (although it is understood that the primary responsibility for this type of legal work will fall under the exceptions referred to in paragraph V below).

C. Litigation. The CITY shall pay the CITY ATTORNEY for all superior and appellate court litigation and all administrative hearings of a quasi-judicial nature, except those conducted by the CITY itself, at the rate of \$180.00 per hour.

D. Time Records. In order to determine appropriate compensation, the CITY ATTORNEY shall maintain accurate time records, copies of which shall be made available to the CITY.

E. Time for Payment. The CITY shall pay all compensation provided herein to the CITY ATTORNEY on a monthly basis, and within four weeks of the date on which each billing statement is received.

IV - REIMBURSEMENT

In addition to compensation for the legal services specified above, the CITY shall reimburse the CITY ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying expenses at cost, long distance phone calls, and the cost of travel, lodging and tuition relating to meetings of the Association of Washington Cities and Association of Municipal Attorneys. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed.

V - EXCEPTIONS

This contract shall not cover legal representation relating to insurance defense, the formation and financing of local improvement districts, or other specialized fields where it is agreed by the parties that outside legal counsel should be retained.

VI - INSURANCE COVERAGE

The CITY shall provide insurance coverage for the CITY ATTORNEY's errors and omissions, and malpractice, while acting in the capacity of CITY ATTORNEY, and shall indemnify and hold the CITY ATTORNEY harmless from any and all claims brought by third parties against the CITY ATTORNEY in said capacity.

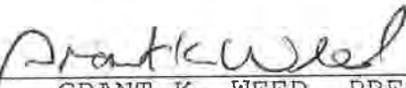
VII - EFFECTIVE DATE AND DURATION

This contract shall take effect on and after January 1, 2013 and shall continue in effect until December 31, 2013 unless earlier terminated or renegotiated by either party upon 60 days' written notice. This contract shall also be renegotiable within the final 90 days of calendar year 2013 for the succeeding year.

If no such renegotiation is undertaken, this contract shall be renewed automatically for one calendar year upon the same terms and conditions.

DATED this _____ day of _____, 2012.

WEED, GRAAFSTRA
AND BENSON, INC., P.S.

By 
GRANT K. WEED, PRESIDENT

CITY OF LAKE STEVENS

By _____
VERN LITTLE, MAYOR

ATTEST:

By _____
NORMA SCOTT, CITY CLERK

11/19/2012

Exhibit B

CITY ATTORNEY HOURS

	<u>Contract</u>	<u>Hours</u>	<u>Under</u>
	<u>Total</u>	<u>Worked</u>	<u>(Over)</u>
			<u>Hours</u>
January 2012	35	39	(4)
February 2012	35	42	(7)
March 2012	35	29	6
April 2012	35	31	4
May 2012	35	42	(7)
June 2012	35	47	(12)
July 2012	35	45	(10)
Aug 2012	35	21	14
Sept. 2012	35	25	10
Oct. 2012	35	29	6
Average Hours Used		35	

LAW OFFICES OF

WEED, GRAAFSTRA and BENSON, INC., P.S.

George E. Benson
Cheryl L. Beyer
Grant K. Weed

Thom H. Graafstra, Of Counsel

WGB
Municipal Attorneys

21 Avenue A
Snohomish, WA 98290

360.568.3119
425.334.1480
425.259.9199
206.283.1819
FAX: 360.568.4437
www.snohomishlaw.com

November 12, 2012

Dear Valued Municipal Client:

As you probably know, our law firm has specialized in providing municipal law services for cities, towns and special purpose districts since the 1960's. We are one of the few firms in the Pacific Northwest that emphasize this area of practice. Because of our longstanding attorney-client relationship and the regular and ongoing need for legal services by municipal clients, we have been able to drastically reduce and discount our legal fees for municipal clients. By way of example, the private sector rate per hour in and around Snohomish County averages about \$250 per hour. Through 2012 our firm charges a basic retainer rate which equates to \$160 per hour. We have maintained that rate over the past two or three years.

Due to the circumstances described below, we want to give early notice of our intent to adjust rates commencing January 1, 2014. While we are significantly impacted by the factors described below, we have decided to maintain the current rates for calendar year 2013.

A. Statewide Municipal Rates. Based upon the 2012 AWC salary data for cities and towns who contract for outside legal services, there are about 122 cities which secure legal services with outside firms such as ours. The average hourly rate for those outside firms which charge by the hour is \$175. In the Puget Sound area the rate is higher. As stated above, the hourly rate charged by our firm has been \$160. We are well under market.

B. Experience. Our law firm specializes in municipal law. Every attorney who works on matters for your city or town has not less than 20 years of municipal law experience. The two most senior lawyers in the law firm, Grant Weed and Thom Graafstra each have in excess of 30 years of municipal experience. There is no other municipal law firm in the region that offers the same level of experience by every single lawyer who works on your legal matters.

C. Escalation of Fixed Costs. While our firm has maintained the same hourly rate over the last two or three years, fixed costs of the firm over which we have little or no control have increased significantly over the same period of time. The following are some examples:

1. Employee Health Insurance. 20% increase – 2011. 22% increase in 2012. Significant additional increase anticipated in 2013.
2. Malpractice Insurance. 20% increase between 2010 and 2012.

Exhibit C

November 13, 2012
Page 2

3. B&O Tax increase of 3% per month – State of Washington.
4. Office Rent Increase of 4% between 2011 and 2012.

D. Employee Compensation. Our employee salaries and pay has been frozen with no increase since 2010.

We fully recognize that during the difficult economic times over the last few years our municipal clients, and especially the staff who are employed by such clients have been called upon to make significant sacrifices due to declining revenues. I hope you can see that during these times we have made our own sacrifices and have made every effort to keep our fees as low and reasonable as good business judgment will dictate.

On a regional basis our municipal law firm rates are less than any competitor in the Puget Sound area and yet we pride ourselves in providing the most efficient and cost effective services that are available. We think it is important to provide the information contained in this letter to our municipal clients in order that you can assess the value that we hope we bring to the local government table.

We will look forward to continuing to serve the needs of your city or town. I welcome any questions or input you may have concerning this letter. Most of all, thank you for your continued trust in our law firm. We truly value the longstanding relationship we have with you as a client.

Very truly yours,



Grant K. Weed, President

GKW/kkp