

## ***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 WORKSHOP MEETING AGENDA**

**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**

**Tuesday April 25, 2017 – 6:00 p.m.**

Washington State Department of Transportation: John White, Assistant Regional Manager Snohomish & King Counties, Cathy George, Engineering Manager, Lindsay Yamane, SR 9/SR 204 Project Manager (Consultant), Colleen Gants, SR 9/SR 204 Communication Lead (Consultant)

Mick

### **CITY COUNCIL REGULAR MEETING AGENDA**

**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**

**Tuesday April 25, 2017 – 7:00 p.m.**

**NOTE:**

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

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

**PLEDGE OF ALLEGIANCE** Mayor

**ROLL CALL:**

**APPROVAL OF AGENDA:** Council President

**EMPLOYEE RECOGNITION** Mayor

**SPECIAL ACTION ITEM** Approve Ordinance 996 Creating a Veterans Commission Kurt

**CITIZEN COMMENTS:**

**GUEST BUSINESS** Hon. Fred Gillings & Kim Ricker, Assistant Court Administrator, Marysville Court Ron B.

**COUNCIL BUSINESS:** Subcommittee Updates Chair

**MAYOR'S BUSINESS:**

**CITY DEPARTMENT REPORT:** Update

## **Lake Stevens City Council Regular Meeting Agenda**

April 25, 2017

<b>CONSENT AGENDA:</b>	<b>*A</b> Approve 2017 Vouchers	Barb
	<b>*B</b> Approve City Council Regular Meeting Minutes of April 11, 2017	Barb
	<b>*C</b> Approve Contract with Feldman & Lee re Social Worker Services	Barb
	<b>*D</b> Approve Revised Amendment No. 1 to ISOOutsource Professional Services Agreement	Troy
	<b>*E</b> Approve Appointment of Design Review Board Alternate Sammie Thurber to Design Review Board Vacancy	Russ

## **PUBLIC HEARING:**

## PUBLIC HEARING FORMAT:

1. Open Public Hearing Mayor
2. Staff Presentation
3. Council's Questions of Staff
4. Public Comments
6. Close Public Comments Mayor
7. Close Public Hearing Mayor
8. Re-open public comment portion of the hearing for additional comments (optional)
9. Close Hearing
10. COUNCIL MOTION/DELIBERATION/ACTION:
  - a. Approve
  - b. Deny
  - c. Continue
  - d. Remand

## ACTION ITEMS:

- \*A Approve Professional Services Agreement with Lochner for 24<sup>th</sup> Street Design Eric
- \*B Approve Contract with Pacific Mobile for Modular Site Work and Installation Eric
- \*C Approve Revised Council Procedures Kathy

## **DISCUSSION ITEMS:**

\*A First Quarter Financial Update Barb

## EXECUTIV

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

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

### Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, 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

# SR 9/SR 204

# Intersection Improvements Project

Lake Stevens City Council  
April 25, 2017

4.20.17\_DRAFT

- Provide an overview of the SR 9/SR 204 intersection improvements project
- Gather your feedback and answer questions



## Goal

To develop a preferred design and construct a project that meets the needs and incorporates community input.

## Benefits

- Improved mobility
- Improved access to local businesses
- Improved travel options for pedestrians, bicycles, transit riders and drivers

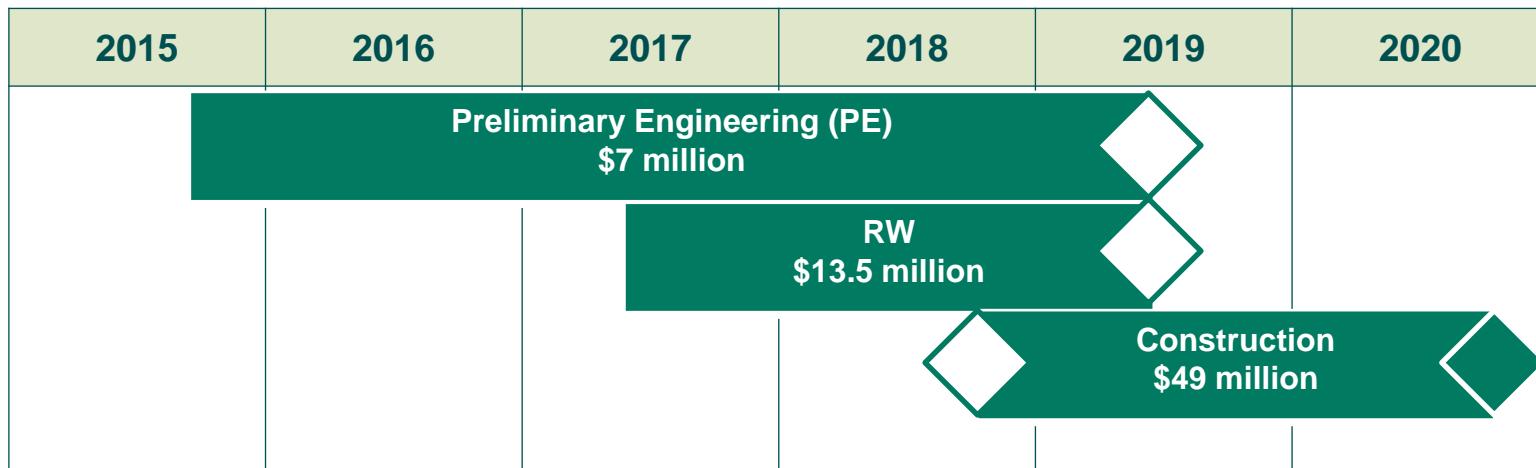


Aerial view of the SR 9/SR 204 interchange  
(north is at the top, Frontier Village is on the right)

# 4.20.17 DRAFT

## Funding and schedule

- **2015:** Project funded through Connecting Washington funding package
- **2016 to early 2017:** Public outreach and design options development
- **Mid-2017:** Select preferred alternative
- **2017 to 2018:** Project design
- **2018 or 2019:** Construction starts (dependent on the design option selected)



- Advises the project team on developing design options that meet the needs of their communities
- Provides local expertise, identifies concerns and keeps their constituents informed about project activities

## Group members

- Mayor of City of Lake Stevens
- City of Lake Stevens Council Members
- City of Lake Stevens Public Works Director
- Kimco – Frontier Village Property Management Company
- Lake Stevens Chamber of Commerce
- Snohomish County
- Community Transit
- Cascade Bicycle Club
- Boeing
- Washington Trucking Association
- WSDOT
- Business Owner – Pioneer Square and Trestle Station

An important part of practical design is engaging the public to ensure the project is meeting community needs

### Completed outreach

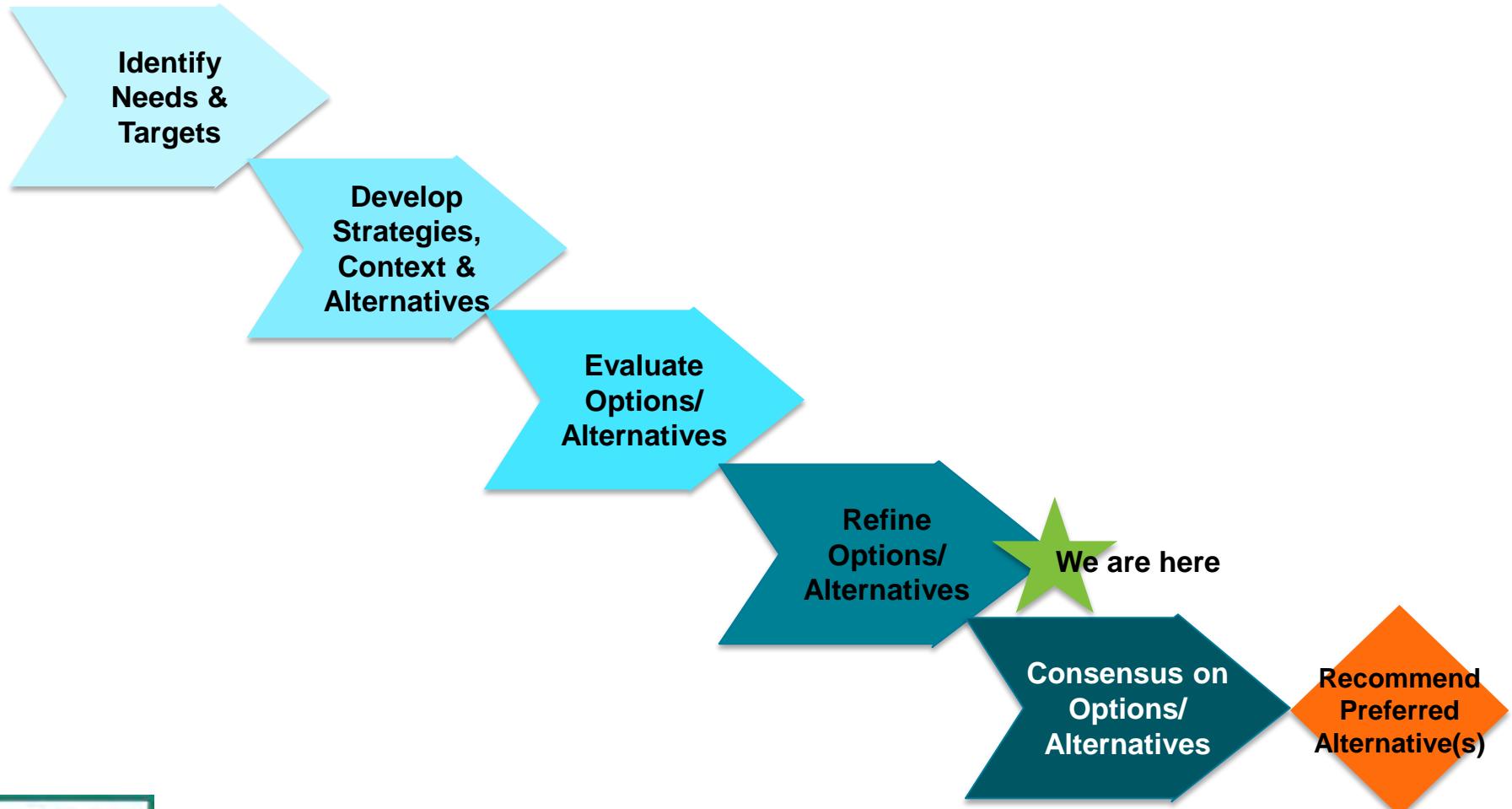
- Open house #1 (Oct. 19, 2016)
- Briefings
  - Kiwanis (Dec 14, 2016)
  - Rotary Club (April 7, 2017)
  - Chamber of Commerce (April 12, 2017)

### Upcoming and ongoing outreach

- Lions Club (May 2, 2017)
- Open house #2 (May 11): Review design options
- Open house #3 (July 13): Review preferred design option
- Briefings (spring/summer 2017): Share project updates, gather feedback, answer questions
  - Community correspondence and project webpage (ongoing)



*More than 100 people provided comments at open house #1 through forms, emails and a sticky note exercise*



## Design options

# 4.20.17 DRAFT

## WSDOT works with stakeholders

City of Lake Stevens  
City Council Regular Meeting 4-25-2017  
Page 11

- **Sept-Nov 2016 –**  
Develop Draft Need Statement
- **Nov 15, 2016 –**  
Stakeholders and WSDOT develop preliminary concepts for evaluation (15 concepts)
- **Dec 6, 2016 –**  
Stakeholder Advisory Group agrees with the concepts and proposes additional concept



- **Dec 21, 2016 –** Stakeholders and WSDOT perform first level screening to move from 16 concepts to five concepts
- **Feb 1, 2017 –** Stakeholder Advisory Group agrees with five concepts moving forward

# Performance metrics – baseline needs

Category	Metric	Target
Safety	<i>Total Crash Frequency</i>	<i>Improves compared to existing</i>
	<i>Fatal/Serious</i>	<i>Zero fatal/serious crashes</i>
Mobility	<i>Intersection LOS</i>	<i>LOS D</i>
	<i>SR 9/SR 204 Vehicle Throughput : Demand (Ratio)</i>	<i>1</i>
	<i>Regional Travel Time (External Nodes) (min)</i>	<i>Improves compared to existing</i>
Economic Vitality	<i>Freight Travel Time</i>	<i>Improves compared to existing</i>
	<i>GP Travel Time (Local/Internal Nodes)</i>	<i>Meets travel time goals for OD pairs</i>
	<i>Visibility</i>	<i>Maintains existing sight distance</i>
	<i>In / Egress Access - driver expectation</i>	<i>People can enter and exit properties at logical locations</i>

## Performance metrics – contextual needs

Category	Metric	Target
Multimodal	<i>Transit Travel Time</i>	<i>Improve compared to existing</i>
	<i>Bicycle Level of Comfort</i>	<i>Improve over existing</i>
	<i>Walkability</i>	<i>Improve over existing</i>
	<i>Intermodal Gaps</i>	<i>Reduce length of gaps</i>

## Performance metrics – alternatives comparison

Category	Metric	Target
Commercial Space Impacted	<i>Square Feet</i>	
Stewardship	<i>Consistency with Plans</i>	
	<i>Cost</i>	<i>No target set, this is comparative across concepts</i>
Environment	<i>Visual Aesthetics</i>	

- Concept C – Intersection operation improvements
- Concept G2B – EB SR 204 to NB SR 9 recessed ramp
- Concept E – Tight diamond interchange (with SR 9 third lane)
- Concept H – Roundabout interchange
- Concept B – Local connectivity improvements



Washington State  
Department of Transportation

**SR 9 / SR 204  
INTERSECTION  
IMPROVEMENTS**

**PARSONS**

PARSONS  
TECHNICAL  
DESIGN CONSULTANTS INC  
MANAGERS  
ENGINEERS & DESIGNERS  
LAND & AIRPORTS

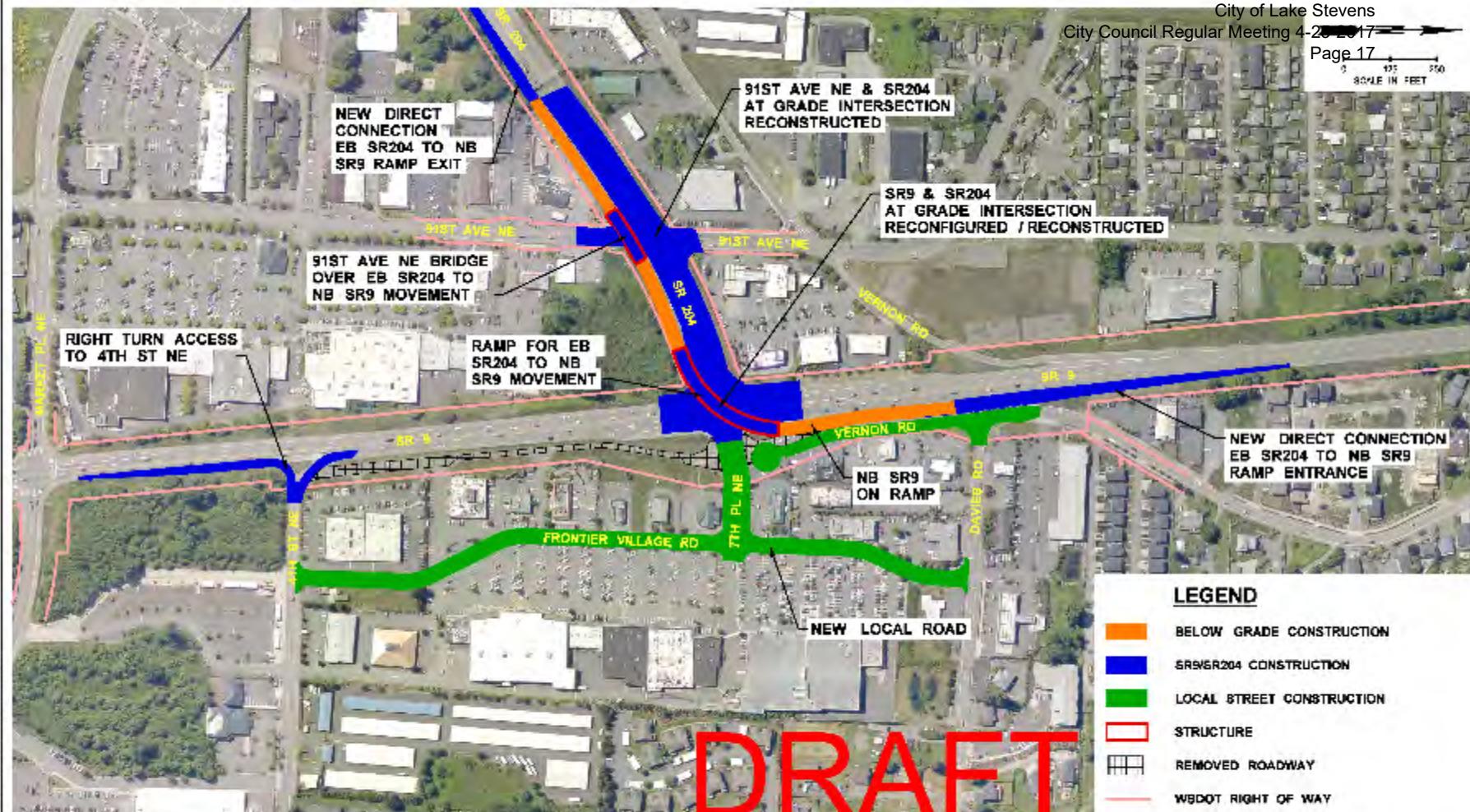
**CONCEPT C  
INTERSECTION IMPROVEMENTS**

DRAFT

APRIL 6, 2017

## Design Option C – Intersection improvements

13



Washington State  
Department of Transportation

SR 9 / SR 204  
INTERSECTION  
IMPROVEMENTS

**PARSONS**

PARSONS  
DESIGN-BUILD  
DESIGN CONSULTING INC  
VANCOUVER, WA  
CHARLES S. WILSON  
LTD. & ASSOCIATES

CONCEPT G2B  
EB SR 204 TO NB SR 9 RAMP

DRAFT

APRIL 6, 2017

## Design Option G2B – EB SR 204 to NB SR 9 Recessed Ramp

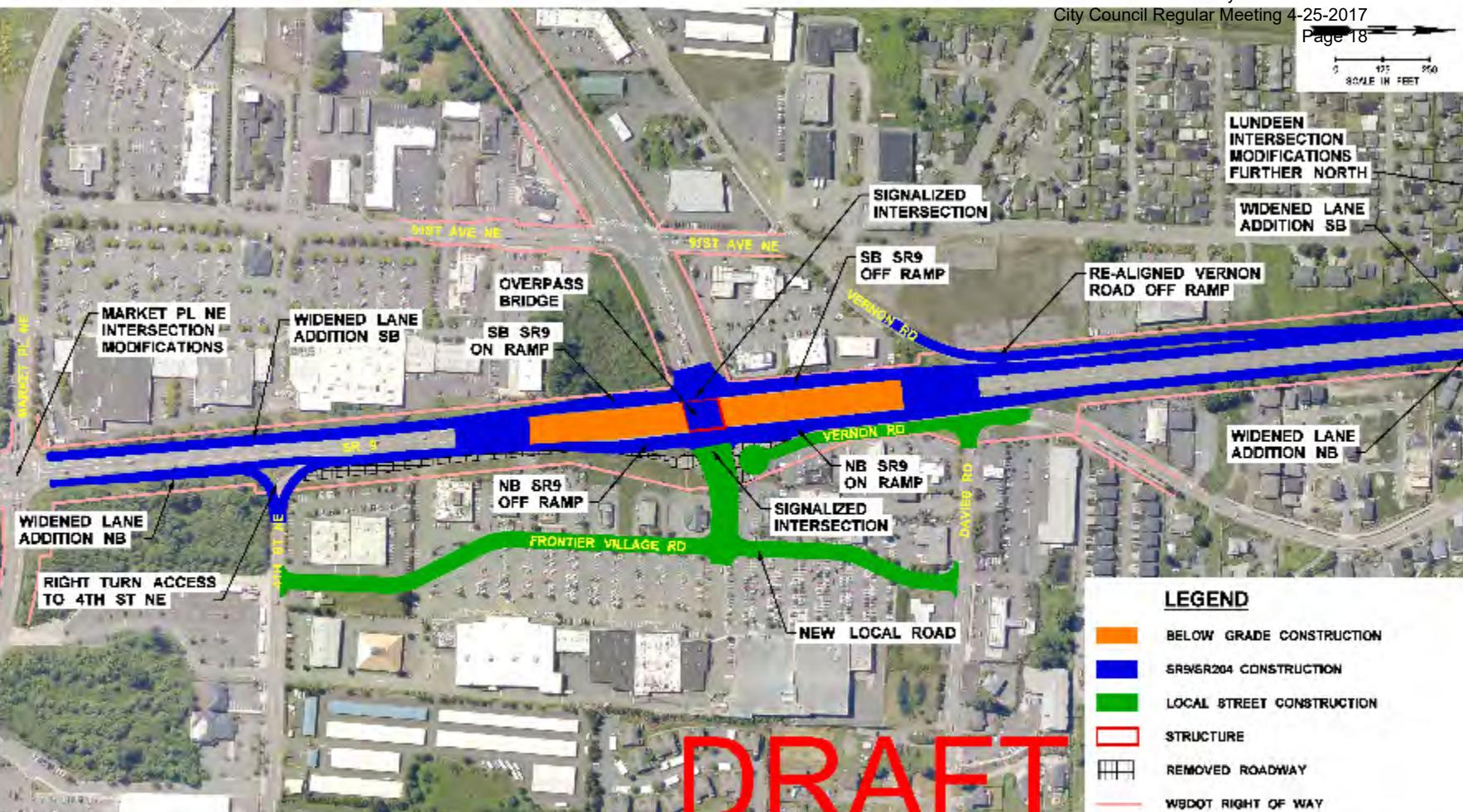
14

0 125 250  
SCALE IN FEET

LUNDEEN  
INTERSECTION  
MODIFICATIONS  
FURTHER NORTH

WIDENED LANE  
ADDITION SB

RE-ALIGNED VERNON  
ROAD OFF RAMP



Washington State  
Department of Transportation

SR 9 / SR 204  
INTERSECTION  
IMPROVEMENTS

**PARSONS**

PARSONS  
TECHNICAL  
CONSULTANTS INC  
VAN NUYS  
BIRMINGHAM  
DALLAS  
FORT WORTH  
HOUSTON  
KNOXVILLE  
MEMPHIS  
MIAMI  
MINNEAPOLIS  
NEW ORLEANS  
NORFOLK  
OKLAHOMA CITY  
ORLANDO  
PHILADELPHIA  
PITTSBURGH  
SAN ANTONIO  
SAN FRANCISCO  
SEATTLE  
ST. LOUIS  
TAMPA  
TULSA  
WICHITA

CONCEPT E  
TIGHT DIAMOND INTERCHANGE

DRAFT

## Design Option E – Tight Diamond interchange



Washington State  
Department of Transportation

**SR 9 / SR 204  
INTERSECTION  
IMPROVEMENTS**

**PARSONS**  
PARSONS  
ENGINEERS  
DESIGNERS  
CONSTRUCTORS  
MANUFACTURERS  
MANAGERS  
CONSULTANTS

**CONCEPT H  
ROUNDABOUT INTERCHANGE**

APRIL 6, 2017

DRAFT



## Design Option H – Roundabout interchange



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Washington State  
Department of Transportation

**SR 9 / SR 204  
INTERSECTION  
IMPROVEMENTS**

**PARSONS**  
PARSONS  
A DIVISION OF CH2M HILL  
VAN DER HORST  
BENNETT & WILSON  
LLC & ASSOCIATES

**CONCEPT B  
LOCAL CONNECTIVITY IMPROVEMENTS**  
APRIL 6, 2017

DRAFT

## Design Option B – Local Connectivity Improvements

17



**CONNECTING  
WASHINGTON**  
Moving people, business, goods.



## Next steps

- Select a preferred alternative
- Refine design
- Conduct environmental review
- Acquire right of way (TBD)
- Advertise to the construction industry
- Start construction

## Upcoming Events

### Stakeholder Advisory Group meetings

- Meeting #5 on April 27
- Meeting #6 on June 20

### Open houses

- May 11 and July 13 from 6-8 p.m. at Hillcrest Elementary



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 25, 2017

**Subject:** Adopt Ordinance No. 996 Establishing the City of Lake Stevens Veterans' Commission

**Contact** Kurt Hilt, City Councilman      **Budget Impact:** N/A  
**Person/Department:** \_\_\_\_\_

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Adopt Ordinance No. 996, an ordinance of the City of Lake Stevens, Washington establishing the City of Lake Stevens Veterans Commission, adding a new Chapter 2.70 to the Lake Stevens Municipal Code entitled Veterans Commission", providing for severability and providing for an effective date.**

**SUMMARY/BACKGROUND:** At the Special Meeting/Retreat in January 2017 the Council discussed establishing a Veterans Commission for the purpose of providing support and opportunities to veterans and their families in the Lake Stevens community. Following that meeting, Mike Shindler of Operation Military Family ("OMF") attended a City Council meeting and provided an overview of the services OMF provides, as well as reviewing the benefits to the Lake Stevens community and to its active military and veteran families of having an active Veterans Commission in the city.

Tonight's requested action is to approve Ordinance 996, establishing a Veterans Commission. The ordinance provides that the Veterans Commission would in turn establish a Veterans Foundation organized as 501(c)(3) nonprofit corporation to raise funds to support the mission and goals of the Veterans Commission.

Staff anticipates returning to Council at a later date for approval of a Direct/Manager position to actively work with the Veterans Commission to develop and implement its goals and missions, and also for approval of a professional services agreement with Operation Military Family to work with the Veterans Commission and Lake Stevens veterans community to identify goals, needs and resources.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- Exhibit A: Ordinance No. 996

## EXHIBIT A

### CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

#### ORDINANCE NO. 996

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, ESTABLISHING THE CITY OF LAKE STEVENS VETERANS COMMISSION, ADDING A NEW CHAPTER 2.70 TO THE LAKE STEVENS MUNICIPAL CODE ENTITLED "VETERANS COMMISSION", PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens has a significant Veteran, active duty and young military family population; and

WHEREAS, the City of Lake Stevens is host to Constitution Park, a premiere Navy housing community; and

WHEREAS, the Lake Stevens community recognizes the value of the Veterans' experiences, knowledge, skills and abilities; and

WHEREAS, the City of Lake Stevens is vulnerable to natural, technological and man-made disasters; and

WHEREAS, it is widely recognized that transition from military to civilian life is challenging; and

WHEREAS, the City of Lake Stevens desires to be an incubator of services, businesses and innovation that utilizes, supports and promotes opportunities for our Veterans ; and

WHEREAS, the Veteran community is a rich vein of diversity and special talents; and

WHEREAS, the Lake Stevens Family Center is a resource providing broad services to Lake Stevens residents; and

WHEREAS, the City Council hereby finds that establishment of Veterans Commission provides not only benefit to Veterans and their families but also general benefit and economic and social benefit to the greater Lake Stevens community, its businesses, schools and community – based organizations and clubs; and

WHEREAS, the City of Lake Stevens finds it to be in the public interest that opportunity should be promoted to Veterans and their skills and knowledge be harnessed for the greater good of the community and the public health safety and welfare;

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

Section 1. A new Chapter 2.70 entitled “Veterans Commission” is hereby added to the Lake Stevens Municipal Code which shall read as follows:

2.70.010. Purpose. The Lake Stevens Veterans Commission is hereby established for the purpose of:

- A. Understanding the needs of regional employers who do employ or may consider the employment of Veterans;
- B. Understanding the breadth and quality of the overall training and talent of resident Veterans, and the training and talent of Veterans in emerging technologies;
- C. Understanding specific needs of regional employers that lead Veterans to meaningful civilian employment;
- D. Promoting and organizing community emergency preparedness using the Veterans’ experiences, knowledge, skills and abilities;
- E. Promoting opportunities for resident Veterans to pursue civic and community service with local service organizations;
- F. Connecting resident Veterans to Veterans Administration and other related government and non-governmental organizations that recognize and support the contributions of Veterans to our community;
- G. Promoting public awareness of the Veteran culture;
- H. Standing as a resource for the Lake Stevens Family Center;
- I. Promoting resources available to support and assist resident Veterans; and
- J. Measuring City and Commission initiatives to contribute to the body of evidence for the improvement of the Veterans’ quality of life.,
- K. To establish a Veterans Commission that will promote and encourage the above –stated purposes

2.70.020. Created – Membership, appointment, compensation, term.

- A. The Lake Stevens Veterans Commission (“Veterans Commission” or “Commission”) is hereby created. The Commission shall consist of eleven members, to be appointed by the Mayor and confirmed by the City Council. The Commission shall represent the U.S.

military veteran constituency of the City, and should have a balanced membership reflecting in-depth knowledge of Veterans' concerns. A member appointed to the Commission should be knowledgeable in the area of Veterans' affairs, affiliated with a provider of services to Veterans, or a Veteran of the United States. The Commission as a whole should represent a diversity of ethnicity, race and gender.

- B. At least eight members shall be Veterans, Active Military Service members, or immediate family members, such as spouse, parent, or adult child of a Veteran or an Active Military Service member, and at least two of these eight members should have actively served in the United States military. Up to three members may be members of the City Council. The Mayor may appoint members who reside or own real property within the City or the City's Urban Growth Area. At least seven (7) members shall be residents or property owners within the City. The members of the Veterans Commission shall serve without compensation.
- C. All members of the Commission shall be a US citizen and a resident of the City or the City's Urban Growth Area. The initial members shall be appointed for staggered terms of one, two or three years, with three members being appointed for one year, four members being appointed for two years, and four members being appointed for three years. All terms shall end at midnight on December 31, of the final year of appointment.
- D. With the exception of the City Council appointees, a member of the Commission shall not be an officer, official, or employee of the City. Without exception a member of the Commission shall not be an immediate family member of an officer, official, or employee of the City. For purposes of this section, "immediate family member" means the parents, spouse, siblings, children or dependent relatives of an officer, official, or employee of the City, whether or not living in the household of the officer, official, or employee.

#### 2.70.030. Vacancies.

In the event of a vacancy in office of the Commission, the Mayor shall nominate, and the City Council shall confirm, a person to serve the unexpired portion of the term that is vacated.

#### 2.70.040. Removal.

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council, only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from three (3) consecutive meetings of the Commission shall also constitute relinquishment of that person's membership on the Commission.

#### 2.70.050 Duties.

In addition to fulfilling the purposes set forth in LSCM 2.70.010, the purposes of the Commission shall be:

- A. The Commission shall serve as an advisory board to the City Council concerning the wellbeing of military veterans in the Lake Stevens area.
- B. The Commission shall evaluate and recommend programs, policies, and practices designed to alleviate Veterans' difficulties in meeting basic needs, obtaining housing, employment, and comprehensive mental health assistance.
- C. The Commission shall act as a central clearinghouse for information relating to the status of Veterans in the Lake Stevens community.
- D. The Commission shall accumulate information concerning the needs of Veterans in the Lake Stevens community, including available services and legal rights, and shall serve as an advocate to City Council regarding those needs.
- E. The Commission shall recommend ways to:
  - (1) Educate the community on the status of Veterans' rights and needs, and Veterans' contributions to our community; and
  - (2) Stimulate an awareness among the public and private sector of Veterans' full potential and of the importance of Veterans' contributions to the development of the community.
- F. The Commission shall identify and review the entire range of services available to Veterans, and recommend ways to:
  - (1) Strengthen and review the entire range of services available to Veterans, and pursue new services for veterans;
  - (2) Promote collaboration between service providers, employers and the Veteran community; and
  - (3) Expand resources available to Veterans.
- G. A separate nonprofit corporation with IRS section 501(c)(3) status organized in accordance with the laws of the State of Washington may be established for the primary purpose of raising funds and acquiring grants and other monies from available funding sources and for providing other functions and services as authorized by law. Funds are to be used in support of programs that are recommended and/or developed and approved by the Veterans' Commission.

#### 2.70.060 Veterans Commission Manager.

The City Council is hereby authorized to create and establish a Veterans Commission Manager position to carry out administrative, communication and implementation of the Commissions activities. Said manager may be an employee of the City or an independent contractor with duties, responsibilities and salary or other compensation as established by the City Council.

**2.70.070 Rules of Procedure.**

The Commission is hereby directed to adopt rules of procedures for the orderly and fair conduct of matters coming before the Commission. The Veterans' Commission shall review and revise the adopted rules of procedures, as necessary, forwarding a copy to the Mayor, City Council and City Administrator.

**2.70.080 Meetings to be open.**

All meetings, actions, hearings and business of the Lake Stevens Veterans' Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act. Notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

**Section 2. Effective date.** This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

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

PASSED by the City Council of the City of Lake Stevens this 25<sup>th</sup> day of April, 2017.

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John Spencer, Mayor

ATTEST/AUTHENTICATION:

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Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

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Grant K. Weed, City Attorney

First Reading and Adoption: April 25, 2017

Published: \_\_\_\_\_, 2017

Effective Date: \_\_\_\_\_, 2017

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 996

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- C. Understanding specific needs of regional employers that lead Veterans to meaningful civilian employment;
- D. Promoting and organizing community emergency preparedness using the Veterans’ experiences, knowledge, skills and abilities;
- E. Promoting opportunities for resident Veterans to pursue civic and community service with local service organizations;
- F. Connecting resident Veterans to Veterans Administration and other related government and non-governmental organizations that recognize and support the contributions of Veterans to our community;
- G. Promoting public awareness of the Veteran culture;
- H. Standing as a resource for the Lake Stevens Family Center;
- I. Promoting resources available to support and assist resident Veterans; and
- J. Measuring City and Commission initiatives to contribute to the body of evidence for the improvement of the Veterans’ quality of life.,
- K. To establish a Veterans Commission that will promote and encourage the above –stated purposes

2.70.020. Created – Membership, appointment, compensation, term.

- A. The Lake Stevens Veterans Commission (“Veterans Commission” or “Commission”) is hereby created. The Commission shall consist of eleven members, to be appointed by the Mayor and confirmed by the City Council. The Commission shall represent the U.S. military veteran constituency of the City, and should have a balanced membership reflecting in-depth knowledge of Veterans’ concerns. A member appointed to the Commission should be knowledgeable in the area of Veterans’ affairs, affiliated with a provider of services to Veterans, or a Veteran of the United States. The Commission as a whole should represent a diversity of ethnicity, race and gender.
- B. At least eight members shall be Veterans, Active Military Service members, or immediate family members, such as spouse, parent, or adult child of a Veteran or an Active Military Service member, and at least two of these eight members should have

actively served in the United States military. With the exception of the first appointments, members shall serve a three year term, with the term of office expiring on December 31 of each year. Up to three members may be members of the City Council. The Mayor may appoint members who reside or own real property within the City or the City's Urban Growth Area. At least seven (7) members shall be residents or property owners within the City. The members of the Veterans Commission shall serve without compensation.

- C. All members of the Commission shall be a US citizen and a resident of the City or the City's Urban Growth Area. The initial members shall be appointed for staggered terms of one, two or three years, with three members being appointed for one year, four members being appointed for two years, and four members being appointed for three years. All terms shall end at midnight on December 31, of the final year of appointment.
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- C. The Commission shall act as a central clearinghouse for information relating to the status of Veterans in the Lake Stevens community.

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- E. The Commission shall recommend ways to:
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  - (2) Stimulate an awareness among the public and private sector of Veterans' full potential and of the importance of Veterans' contributions to the development of the community.
- F. The Commission shall identify and review the entire range of services available to Veterans, and recommend ways to:
  - (1) Strengthen and review the entire range of services available to Veterans, and pursue new services for veterans;
  - (2) Promote collaboration between service providers, employers and the Veteran community; and
  - (3) Expand resources available to Veterans.

- G. A separate nonprofit corporation with IRS section 501(c)(3) status organized in accordance with the laws of the State of Washington may be established for the primary purpose of raising funds and acquiring grants and other monies from available funding sources and for providing other functions and services as authorized by law. Funds are to be used in support of programs that are recommended and/or developed and approved by the Veterans' Commission.

#### 2.70.060 Veterans Commission Manager.

The City Council is hereby authorized to create and establish a Veterans Commission Manager position to carry out administrative, communication and implementation of the Commissions activities. Said manager may be an employee of the City or an independent contractor with duties, responsibilities and salary or other compensation as established by the City Council.

#### 2.70.070 Rules of Procedure.

The Commission is hereby directed to adopt rules of procedures for the orderly and fair conduct of matters coming before the Commission. The Veterans' Commission shall review and revise the adopted rules of procedures, as necessary, forwarding a copy to the Mayor, City Council and City Administrator.

#### 2.70.080 Meetings to be open.

All meetings, actions, hearings and business of the Lake Stevens Veterans' Commission shall be undertaken in compliance with the Open Public Meetings Act, Chapter 42.30 RCW as if the Commission was a "governing body" as defined in that Act. Notice of all meetings of the Commission shall be issued pursuant to RCW 42.30.080.

Section 2. Effective date. This ordinance shall take effect and be in full force five days from and after its passage, approval and publication, as required by law.

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

PASSED by the City Council of the City of Lake Stevens this 25<sup>th</sup> day of April, 2017.

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John Spencer, Mayor

ATTEST/AUTHENTICATION:

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Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

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Grant K. Weed, City Attorney

First Reading and Adoption: April 25, 2017

Published: \_\_\_\_\_, 2017

Effective Date: \_\_\_\_\_, 2017



## CITY DEPARTMENT REPORT APRIL 25, 2017 CITY COUNCIL MEETING

### Planning Department

- Nourse development
  - Staff met with legal counsel this week to begin conflict resolution with the developer, based on community comments related to the proposed development.
  - The applicant has submitted a site plan application, right-of way vacation application, revised construction plans, building permits for onsite walls, vaults and a home permit.
  - The city has issued a right-of-way permit to establish a construction entrance into the development. Erosion control measures and site clean-up has begun as first phase of construction.

### Police Department

- The Public Safety Subcommittee is touring other police departments in preparation for new LSPD.
  - toured Arlington Police Department
  - next visit possibly Ferndale Police Department.

### Public Works Department

- **Catherine Creek Enhancements/ City Hall building**
  - Grade work completed
  - New water services installed
  - New electrical vault installed for the new city hall building.
- **Eagle Ridge Park/ Food Bank Storage Building Power**
  - New parking area
  - New water lines and Bury hydrants installed to accommodate the future community garden.
  - Power to the food bank is completed
- **Lundeen Park Tree Removal**
  - Dangerous trees removed
  - Final grading, landscaping, and planting once ground has dried
- **Lake Management**
  - Lake level management begins in April
  - Water surface as of mid-April is about 1.2 feet above the targeted level. The weir will not be installed until the lake level drops this distance.

### Human Resources Department

- New Senior Engineer Cory Nau begins May 1



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BLANKET VOUCHER APPROVAL  
**2017**

Payroll Direct Deposits	<b>4/14/2017</b>	<b>\$181,988.35</b>
Payroll Checks	<b>42349-42351</b>	<b>\$6,705.25</b>
Tax Deposit(s)	<b>4/14/2017</b>	<b>\$76,726.18</b>
Electronic Funds Transfers	<b>ACH</b>	<b>\$4,772.46</b>
Claims	<b>42348, 42352-42466</b>	<b>\$242,794.74</b>
Void Checks	<b>41071, 42218</b>	<b>(\$307.48)</b>
<b>Total Vouchers Approved:</b>		<b>\$512,679.50</b>

**This 25th day of April 2017:**

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

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Finance Director/Auditing Officer

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Mayor

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

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Councilmember

April 25th, 2017

CITY OF LAKE STEVENS



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**City Expenditures by Type on this voucher packet**

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Personnel Costs	\$	188,694	37%
Payroll Federal Taxes	\$	76,726	15%
Retirement Benefits - Employer	\$	-	0%
Medical Benefits - Employer	\$	-	0%
Employer paid Benefits - By Check	\$	181	0%
Employee paid benefits - By Payroll	\$	6,495	1%
Supplies	\$	42,249	8%
Professional Services*	\$	91,896	18%
Intergovernmental Services***	\$	64,864	13%
Capital**	\$	41,883	8%
Void Checks	\$	(307)	0%
<b>Total</b>		<b>\$512,679.50</b>	<b>100%</b>

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Large Purchases

\* PUD Street lighting \$10,183. Hotel costs NLC \$6,776.

\*\* Excavator rental for temp City Hall project \$7,351. Flashing Beacons \$4,403

\*\*\* SNOPAC Dispatch costs \$28,355



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Ace Hardware	42359	4/20/2017	54130	001-008-521-20-31-02	LE-Minor Equipment	Keys & wash brush	\$43.53	
			54179	001-008-521-50-30-00	LE-Facilities Supplies	Gutter screws & spikes-N Lakeshore drive	\$22.55	
			54212	001-013-518-20-31-00	GG-Operating	4 chisels for work at Food Bank	\$9.79	
			54217	001-013-594-18-60-02	GG - City Hall Demo	Duct Tape/Masking tape/Poly film	\$60.94	
			54220	001-008-521-21-31-00	LE-Boating Minor Equipment	Square head plug	\$7.50	
			54221	410-016-531-10-31-02	SW-Operating Costs	Metal cutoff blades	\$11.97	
			54228	001-013-518-20-31-00	GG-Operating	Keys and Multiblades for new door at Food Bank	\$54.37	
			54236	001-008-521-21-31-00	LE-Boating Minor Equipment	Return Square head plug	(\$1.42)	
			54288	001-008-521-20-31-02	LE-Minor Equipment	Extension cord	\$4.89	
			54304	410-016-531-10-31-02	SW-Operating Costs	Brass coupling for water line	\$8.47	
			54353	001-008-521-20-31-02	LE-Minor Equipment	Rain X Car wash	\$17.40	
ACES	42360	4/20/2017	12496VM	001-005-517-60-31-00	HR-Safety Program	Safety mtg:Respiratory Safety	\$104.44	
				101-016-517-60-31-00	ST-Safety Program	Safety mtg:Respiratory Safety	\$112.28	
				410-016-517-60-31-00	SW-Safety Program	Safety mtg:Respiratory Safety	\$112.28	
Advance Auto Parts	42361	4/20/2017	2421-252278	101-016-544-90-31-02	ST-Operating Cost	Pump kit	\$962.42	
				410-016-531-10-31-02	SW-Operating Costs	Pump kit	\$962.43	
			2421-254650	101-016-544-90-31-02	ST-Operating Cost	Lube returned	(\$4.73)	
				410-016-531-10-31-02	SW-Operating Costs	Lube returned	(\$2.36)	
			2421-254965	101-016-544-90-31-02	ST-Operating Cost	Wiper blades for PW47	\$9.76	
				410-016-531-10-31-02	SW-Operating Costs	Wiper blades for PW47	\$9.77	
			2421-255220	001-007-559-30-31-01	PB-Operating Cost	Oil for PW22	\$31.02	
			2421-255305	101-016-544-90-31-02	ST-Operating Cost	Battery for PW43	\$55.54	
				410-016-531-10-31-02	SW-Operating Costs	Battery for PW43	\$55.53	
			2421-255428	101-016-544-90-31-02	ST-Operating Cost	Fuel filter and battery core charge	(\$18.63)	
				410-016-531-10-31-02	SW-Operating Costs	Fuel filter and battery core charge	(\$18.64)	
			2421-255442	101-016-544-90-31-02	ST-Operating Cost	Oil for PW50	\$23.95	
				410-016-531-10-31-02	SW-Operating Costs	Oil for PW50	\$23.94	
			2421-255554	101-016-544-90-31-02	ST-Operating Cost	Paint for bracket on PW50	\$11.43	
				410-016-531-10-31-02	SW-Operating Costs	Paint for bracket on PW50	\$11.42	



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advance Auto Parts	42361	4/20/2017	2421-255656	001-010-576-80-31-00	PK-Operating Costs	Drain plug for PW33	\$0.75
				101-016-544-90-31-02	ST-Operating Cost	Drain plug for PW33	\$0.76
				410-016-531-10-31-02	SW-Operating Costs	Drain plug for PW33	\$0.76
			2421-256030	001-010-576-80-31-00	PK-Operating Costs	Oil filters for fleet	\$6.98
				101-016-544-90-31-02	ST-Operating Cost	Oil filters for fleet	\$6.99
				410-016-531-10-31-02	SW-Operating Costs	Oil filters for fleet	\$6.99
			2421-256145	101-016-544-90-31-02	ST-Operating Cost	Oil cooler lines PW43 and PW20	\$29.75
				410-016-531-10-31-02	SW-Operating Costs	Oil cooler lines PW43 and PW20	\$29.75
			2421-256148	101-016-544-90-31-02	ST-Operating Cost	Oil PW43 and PW20	\$31.10
				410-016-531-10-31-02	SW-Operating Costs	Oil PW43 and PW20	\$31.10
			2421-256160	101-016-544-90-31-02	ST-Operating Cost	Wiper blades for PW43 and PW20	\$19.58
				410-016-531-10-31-02	SW-Operating Costs	Wiper blades for PW43 and PW20	\$19.58
			2421-256162	001-010-576-80-31-00	PK-Operating Costs	Fuses for fleet	\$7.90
				101-016-544-90-31-02	ST-Operating Cost	Fuses for fleet	\$7.90
				410-016-531-10-31-02	SW-Operating Costs	Fuses for fleet	\$7.90
Advantage Building Services	42362					Check Total	\$793.25
		4/20/2017	2942	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$30.00
				001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$30.00
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Janitorial Services	\$315.00
				001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$20.00
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$120.00
				001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$280.00
				101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$20.00
				410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$20.00
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$41.75)
Airport Way Service Glass	42363					Check Total	\$525.44
		4/20/2017	A0023812	101-016-544-90-31-02	ST-Operating Cost	Window glass for PW49	\$262.72
				410-016-531-10-31-02	SW-Operating Costs	Window glass for PW49	\$262.72
Alexander Printing	42364					Check Total	\$179.91
		4/20/2017	50662	001-004-514-23-31-00	FI-Office Supplies	#10 Window security envelopes	\$179.91
Jerome A Bayha	42352					Check Total	\$300.00
		4/18/2017	temp easement	101-016-544-90-31-02	ST-Operating Cost	Additional pmt for Temporary Construction Easement	\$300.00



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total		
Bickford Motors Inc	42365	4/20/2017	1112909	101-016-544-90-31-02	ST-Operating Cost	Rear door latch rods for PW43	\$14.50		
				410-016-531-10-31-02	SW-Operating Costs	Rear door latch rods for PW43	\$14.49		
Big O Tires	42366					Check Total		\$16.28	
		4/20/2017	1-53654	001-007-559-30-48-00	PB-Repair & Maintenance	Flat tire repair	\$16.28		
Gene Brazel	42353					Check Total		\$143.98	
		4/18/2017	022217	001-002-513-11-43-00	AD-Travel & Meetings	Parking at Thriving Cities/Uber for AWC Action Days-Brazel	\$29.69		
			031717	001-002-513-11-43-00	AD-Travel & Meetings	Uber charges for NLC - Council and Brazel	\$114.29		
Bruce C Allen & Assoc Inc	42367					Check Total		\$4,000.00	
		4/20/2017	17-0009A	001-013-518-20-41-00	GG-Professional Service	Duskin Property Appraisal	\$4,000.00		
Business Card	42368					Check Total		\$21,150.29	
		4/20/2017	1923 0417	001-006-518-80-31-00	IT-Office Supplies	Flash drives	\$57.98		
		4396 0417	001-001-511-60-43-00	Legislative - Travel & Mtgs	Annual State of the Station - Tageant		\$30.00		
				Legislative - Travel & Mtgs	Annual State of the Station - Welch		\$30.00		
				Legislative - Travel & Mtgs	Annual State of the Station - McDaniel		\$30.00		
				Legislative - Travel & Mtgs	Annual State of the Station - Hilt		\$30.00		
				Legislative - Travel & Mtgs	March 2017 Membership SSSC mtg		\$70.00		
				Legislative - Travel & Mtgs	SCA dinner - T Welch		\$60.00		
				Legislative - Travel & Mtgs	Annual State of the Station - Petershagen/Daughtry		\$60.00		
		001-001-513-10-43-00	Executive - Travel & Mtgs	Annual State of the Station - Spencer		\$30.00			
			001-002-513-11-43-00	AD-Travel & Meetings	Annual State of the Station - Brazel		\$30.00		
			001-003-514-20-43-00	CC-Travel & Meetings	Hotel - WMCA Conference- B Stevens		\$314.94		
		001-003-514-20-43-00		CC-Travel & Meetings	Hotel - WPTA Conference- B Stevens cancellation		(\$225.00)		
				CC-Travel & Meetings	Hotel - WMCA Conference- Pugh		\$419.92		
		001-003-514-20-49-02	CC-Staff Development	WMCA Conference - Pugh		\$500.00			
			001-004-514-23-31-00	FI-Office Supplies	Messenger Bag for Case Crown MacBook Pro		\$39.99		
		001-013-518-20-49-00	GG-Miscellaneous	2017 Membership Dues		\$145.00			
		6863 0417	001-008-521-20-31-02	LE-Minor Equipment	Molle Rampage Admin Pouch		\$134.97		
			001-008-521-20-41-00	LE-Professional Services	Lexis Nexis service fee		\$14.00		
		7530 0417	001-001-513-10-31-00	Executive - Supplies	Whiteboard for Mayor		\$129.50		
			101-016-543-30-41-02	ST-Software Maint & Support	progeCAD Professional software upgrade		\$187.50		



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42368	4/20/2017	7530 0417	101-016-543-30-43-00	ST-Travel & Meetings	Parking ICC mtg	\$6.00
				101-016-544-90-31-01	ST-Office Supplies	Fibreboard spiral wound mailing tube	\$22.82
					ST-Office Supplies	P-touch tape	\$59.00
					ST-Office Supplies	Paper bowls	\$9.05
				101-016-544-90-31-02	ST-Operating Cost	National Electrical Code	\$45.50
					ST-Operating Cost	Electrical Reference book/Document folder	\$51.38
					ST-Operating Cost	Holding Tank treatment/bath tissue	\$42.94
					ST-Operating Cost	Danger Herbicides sign	\$9.00
					ST-Operating Cost	Office chair	\$103.31
				410-016-531-10-31-01	SW-Office Supplies	P-touch tape	\$58.98
					SW-Office Supplies	Paper bowls	\$9.05
					SW-Office Supplies	Fibreboard spiral wound mailing tube	\$22.81
				410-016-531-10-31-02	SW-Operating Costs	National Electrical Code	\$45.50
					SW-Operating Costs	Electrical Reference book/Document folder	\$51.37
					SW-Operating Costs	Danger Herbicides sign	\$9.00
					SW-Operating Costs	Office chair	\$103.32
					SW-Operating Costs	Holding Tank treatment/bath tissue	\$42.94
				410-016-531-10-41-04	SW-Software Maint & Support	progeCAD Professional software upgrade	\$187.50
			8026 0417	001-007-558-50-43-00	PL-Travel & Mtgs	Meeting with Developer	\$8.96
					PL-Travel & Mtgs	Airfare - Las Vegas - Ashe	\$262.90
				001-007-558-50-49-00	PL-Miscellaneous	ICSC membership - Ashe	\$100.00
			8232 0417	001-001-511-60-43-00	Legislative - Travel & Mtgs	Hotel at NLC in Wash DC - Council members	\$6,776.22
				001-001-513-10-43-00	Executive - Travel & Mtgs	Hotel at NLC in Wash DC - Spencer	\$924.03
				001-002-513-11-31-00	AD-Office Supply	Computer carry bag - Brazel	\$54.59
				001-002-513-11-43-00	AD-Travel & Meetings	Hotel at WOW conference in Spokane-Brazel	\$410.37
					AD-Travel & Meetings	VIP cab from airport at NLC	\$28.16
					AD-Travel & Meetings	Parking at NLC	\$56.94
					AD-Travel & Meetings	Parking at WOW conference in Spokane-Brazel	\$9.00
					AD-Travel & Meetings	Chamber lunch mtg - Brazel	\$15.00
					AD-Travel & Meetings	Hotel at NLC in Wash DC - Brazel	\$1,232.04
				001-013-518-20-41-00	GG-Professional Service	Hotel at NLC in Wash DC - Swenson	\$1,232.04
				001-013-518-90-49-03	GG-Visitor Center - SnoCo Contr	Inspection fee - VIC monument	\$125.80



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42368	4/20/2017	8484 0417	001-007-558-50-41-03	PL-Advertising	LUA2016-0198	\$27.90
					PL-Advertising	LUA2017-0030	\$11.41
					PL-Advertising	LUA2017-0034	\$23.35
					PL-Advertising	LUA2016-0191	\$477.46
					PL-Advertising	LUA2017-0045	\$31.96
					PL-Advertising	LUA2017-0019	\$26.32
					PL-Advertising	LUA2016-0174	\$16.88
					PL-Advertising	LUA2017-0042	\$170.80
					PL-Advertising	LUA2017-0011	\$20.75
					PL-Advertising	LUA2016-0201	\$17.25
				001-007-558-50-43-00	PL-Travel & Mtgs	Supplies for Downtown Subarea Open House	\$86.88
				001-007-558-50-49-01	PL-Staff Development	Wa Assoc of Permit Technicians - Fenrich	\$150.00
				001-007-559-30-43-00	PB-Travel & Mtgs	Hotel for training in Leavenworth-Williamson	\$233.94
					PB-Travel & Mtgs	Parking for training in SeaTac-Farmer	\$32.28
					PB-Travel & Mtgs	Hotel for training in SeaTac-Farmer	\$379.42
			8877 0417	001-008-521-20-31-00	LE-Office Supplies	USB drives	\$100.10
					LE-Office Supplies	Laminating pouches	\$45.43
				001-008-521-20-31-02	LE-Minor Equipment	Motorcycle uniforms	\$702.95
					LE-Minor Equipment	Lithium Battery/Charger/Grinder/Cut off wheels	\$168.07
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Transcription services	\$28.00
				001-008-521-20-42-00	LE-Communication	Postage	(\$13.65)
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Sgt Academy-Thomas	\$503.70
				001-008-521-20-43-01	LE-Business Meetings	Meeting with Ofc Katzer Mobil Training	\$20.41
				001-008-521-21-31-00	LE-Boating Minor Equipment	Bungee TackleWebs	\$60.26
				001-008-521-22-31-00	LE- Investigation Ops Costs	4 Fujitsu ScanSnap Document Scanner	\$1,718.52
					LE- Investigation Ops Costs	2 Fujitsu ScanSnap Document Scanner	\$903.84
					LE- Investigation Ops Costs	External USB Slim DVD Optical Drive	\$71.74
				111-008-521-20-31-00	Drug Seize - Op Supplies	Storage Rack/Rolling Car Dollies/Jacks	\$615.00
			9185 0417	001-007-558-50-41-03	PL-Advertising	Help Wanted - Building Official	\$45.00
				101-016-542-30-41-01	ST-Advertising	Help Wanted - Engineering Tech	\$112.50
					ST-Advertising	Help Wanted - Engineering Technician	\$22.50
				410-016-531-10-41-05	SW-Advertising	Help Wanted - Engineering Tech	\$112.50



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42368	4/20/2017	9185 0417	410-016-531-10-41-05	SW-Advertising	Help Wanted - Engineering Technician	\$22.50
Canon Financial Services Inc	42369					Check Total	\$34.13
		4/20/2017	17129619	101-016-542-30-45-00	ST-Rentals-Leases	Canon copier rental - City Shop	\$17.07
				410-016-531-10-45-01	SW-Rentals-Leases	Canon copier rental - City Shop	\$17.06
CDW Government Inc	42370					Check Total	\$257.60
		4/20/2017	HGX8362	510-006-594-18-64-00	Capital - Purch Computer Equip	MS Surface Pro Extended warranty	\$257.60
Cemex Inc	42371					Check Total	\$10,478.99
		4/20/2017	9435307656	101-016-544-90-31-02	ST-Operating Cost	Liquid Asphalt for 91st street repair	\$469.68
			9435321467	101-016-542-67-41-00	ST-Street Cleaning	Street sweepings disposal	\$5,004.66
				410-016-531-10-41-03	SW-Street Cleaning	Street sweepings disposal	\$5,004.65
City of Everett	42372					Check Total	\$1,850.00
		4/20/2017	I16002975	001-008-554-30-51-00	LE-Animal Control	Animal shelter services Oct 2016	\$1,110.00
			I17000566	001-008-554-30-51-00	LE-Animal Control	Animal shelter services February 2017	\$740.00
	42373					Check Total	\$25.23
		4/20/2017	010340 0317	101-016-543-50-47-00	ST-Utilities	Water services at 9306 20th St SE	\$25.23
City of Marysville	42374					Check Total	\$23,905.40
		4/20/2017	17-005	001-013-512-50-41-00	GG-Municipal Court Fees	Municipal court fees March 2017	\$11,768.58
			POLIN11-0775	001-008-523-60-51-00	LE-Jail	Prisoner Medical - Feb 2017	\$100.00
			POLIN11-0777	001-008-523-60-51-00	LE-Jail	Prisoner Housing Yakima - Jan 2017	\$686.40
			POLIN11-0780	001-008-523-60-51-00	LE-Jail	Prisoner Housing - Jan 2017	\$11,350.42
Co Op Supply	42375					Check Total	\$78.34
		4/20/2017	614561/4	410-016-531-10-31-02	SW-Operating Costs	Straw bales	\$78.34
Code Publishing Co Inc	42376					Check Total	\$74.98
		4/20/2017	56055	001-003-514-20-41-00	CC-Professional Services	Code publishing Ords 972/ 975-983/ 987	\$74.98
Comcast	42377					Check Total	\$145.68
		4/20/2017	0991976 0317	001-013-518-90-49-03	GG-Visitor Center - SnoCo Contr	Internet services - VIC	\$145.68
Comdata Corporation	42378					Check Total	\$242.76
		4/20/2017	20271916	001-008-521-20-32-00	LE-Fuel	Fuel	\$242.76
Crystal and Sierra Springs	42379					Check Total	\$539.76
		4/20/2017	16015194040117	001-008-521-50-30-00	LE-Facilities Supplies	Bottled water	\$100.51



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Crystal and Sierra Springs	42379	4/20/2017	5249844040117	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$99.72	
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$50.95	
				001-013-518-20-31-00	GG-Operating	Bottled water	\$50.95	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$118.82	
				410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$118.81	
Day Wireless Systems	42380	4/20/2017		431420	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Radio repairs	\$433.05
				433383	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Radio repairs	\$160.85
							Check Total	\$593.90
Dell Marketing LP	42381	4/20/2017	10160680299	510-006-594-18-64-00	Capital - Purch Computer Equip	Intel Ethernet X540 DP 10GBASE-T Server Adapter		\$455.94
							Check Total	\$455.94
Dept of Retirement (Deferred Comp)	0	4/20/2017	04/14/17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre		\$2,395.00
							Check Total	\$2,395.00
Dicks Towing Inc	42382	4/20/2017		158779	001-008-521-20-41-00	LE-Professional Services	Towing services Police vehicle 2006 Ford Explorer XLS	\$114.66
				164728	001-008-521-20-41-00	LE-Professional Services	Towing services case 2017-5731	\$125.58
				165623	001-008-521-20-41-00	LE-Professional Services	Towing services case 2017-6547	\$125.58
				166780	001-008-521-20-41-00	LE-Professional Services	Towing services case 2017-4418	\$125.58
							Check Total	\$491.40
Electronic Federal Tax Pmt System EFTPS	0	4/20/2017	04/14/17	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes		\$76,726.18
							Check Total	\$76,726.18
Electronic Business Machines	42383	4/20/2017	AR64700	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & Maint		\$3.33
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & Maint		\$3.33
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & Maint		\$3.33
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & Maint		\$3.31
			AR65849	001-008-521-50-48-00	LE-Facility Repair & Maint	Copier repair & Maint		\$168.54
		AR65850		001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & Maint		\$40.07
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & Maint		\$40.05
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & Maint		\$40.07
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & Maint		\$40.07
		AR66770		001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance		\$241.63
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maintenance		\$241.63
				001-013-518-20-48-00	GG-Repair & Maintenance	Copier repair & maintenance		\$241.64



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$3,000.00
Environmental Coalition of South Seattle	42384	4/20/2017	LS-PSSKIP-2017	410-016-531-50-31-15	DOE EG160393-4 Capacity	Puget Sound Spill Kit Incentive Program	\$3,000.00	
Everett Stamp Works	42385	4/20/2017	21358	001-007-558-50-31-00	PL-Office Supplies	Nameplates - Meyers/Vencente	\$30.33	
Fastenal Company	42386	4/20/2017	WAEV134672	101-016-544-90-31-02	ST-Operating Cost	Paint	\$54.48	
				410-016-531-10-31-02	SW-Operating Costs	Paint	\$54.47	
Brandon Fiske	42387	4/20/2017	010917	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem for Boating Marine Law Enforcement training- Fiske	\$240.00	
FloHawks Plumbing	42388	4/20/2017	3065732	001-013-594-18-60-02	GG - City Hall Demo	Pump out old septic in prep for Temp City Hall	\$1,063.41	
Donna Foster	42389	4/20/2017	37955	001-008-521-20-31-00	LE-Office Supplies	Envelopes/business cards	\$68.38	
Glens Welding and Machine Inc	42390	4/20/2017	S9687	101-016-542-30-45-00	ST-Rentals-Leases	Tractor rental	\$120.22	
				410-016-531-10-45-01	SW-Rentals-Leases	Tractor rental	\$120.21	
			S9761	001-010-576-80-31-00	PK-Operating Costs	Carburator	\$16.56	
				101-016-544-90-31-02	ST-Operating Cost	Carburator	\$16.55	
				410-016-531-10-31-02	SW-Operating Costs	Carburator	\$16.55	
Grainger	42391	4/20/2017	9375634749	001-010-576-80-31-00	PK-Operating Costs	Corn brooms	\$13.18	
				101-016-544-90-31-02	ST-Operating Cost	Corn brooms	\$13.18	
				410-016-531-10-31-02	SW-Operating Costs	Corn brooms	\$13.17	
			9397671067	101-016-544-90-31-02	ST-Operating Cost	Entrance Mat	\$34.26	
				410-016-531-10-31-02	SW-Operating Costs	Entrance Mat	\$34.26	
			9398351750	001-013-594-18-60-02	GG - City Hall Demo	Window for Steel doors	\$673.44	
			9400596749	001-010-576-80-31-00	PK-Operating Costs	Safety glasses	\$8.43	
				101-016-544-90-31-02	ST-Operating Cost	Safety glasses	\$8.42	
				410-016-531-10-31-02	SW-Operating Costs	Safety glasses	\$8.42	
			9402275839	101-016-544-90-31-02	ST-Operating Cost	Floor mat	\$51.42	
				410-016-531-10-31-02	SW-Operating Costs	Floor mat	\$51.43	



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Grainger	42391	4/20/2017	9402854450	001-007-558-50-31-01	PL-Operating Costs	Trash bags	\$126.81
				001-008-521-50-30-00	LE-Facilities Supplies	Trash bags	\$535.40
				001-010-576-80-31-00	PK-Operating Costs	Trash bags	\$281.79
				001-012-575-50-31-00	CS-Community Center-Ops	Trash bags	\$169.07
				101-016-544-90-31-02	ST-Operating Cost	Trash bags	\$154.98
				410-016-531-10-31-02	SW-Operating Costs	Trash bags	\$140.90
			9407691469	101-016-544-90-31-02	ST-Operating Cost	NFPA flip placard sign	\$101.61
				410-016-531-10-31-02	SW-Operating Costs	NFPA flip placard sign	\$101.60
			9410633482	001-010-576-80-31-00	PK-Operating Costs	Trash bags & gloves	\$172.70
			9413598625	001-010-576-80-31-00	PK-Operating Costs	Splitting wedge	\$15.83
				101-016-544-90-31-02	ST-Operating Cost	Splitting wedge	\$15.83
				410-016-531-10-31-02	SW-Operating Costs	Splitting wedge	\$15.82
			9413598633	001-010-576-80-31-00	PK-Operating Costs	Axe	\$35.69
				101-016-544-90-31-02	ST-Operating Cost	Axe	\$35.70
				410-016-531-10-31-02	SW-Operating Costs	Axe	\$35.70
Granite Construction Supply	42392					Check Total	\$1,691.11
		4/20/2017	262_00066914	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic sign	\$42.47
			262_00066915	301-010-576-80-61-00	Park Mitigation Funds Exp	Straw wattle for community garden	\$452.12
			262_00066939	301-010-576-80-61-00	Park Mitigation Funds Exp	Straw Wattle for community garden	\$64.59
			262_00066946	101-016-544-90-31-02	ST-Operating Cost	Flashlight	\$19.06
				410-016-531-10-31-02	SW-Operating Costs	Flashlight	\$19.06
			262_00066947	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic signs	\$65.52
			262_00066975	001-010-576-80-31-01	PK-Ops-Clothing	Jacket & Windbreaker	\$62.70
				101-016-542-90-31-01	ST-Clothing	Jacket & Windbreaker	\$62.71
				410-016-531-10-31-00	SW-Clothing	Jacket & Windbreaker	\$62.71
			262_00066976	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic signs	\$639.79
			262_00066991	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic signs	\$200.38
Chris L Griffen	42393					Check Total	\$300.00
		4/20/2017	6Z0235065	001-011-515-91-41-00	LG-General Indigent Defense	Credit for invoice paid to wrong attorney	(\$300.00)
			6Z0480702	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services	\$300.00
			6Z0654205	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services	\$300.00



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
HB Jaeger Co LLC	42394	4/20/2017	183828/1	301-010-576-80-61-00	Park Mitigation Funds Exp	Irrigation supplies for community garden	\$2,441.39	
			183829/1	301-010-576-80-61-00	Park Mitigation Funds Exp	Return for exchange pressure detector for community garden	(\$165.42)	
			184617/1	001-013-594-18-60-02	GG - City Hall Demo	Plumbing supplies for temp City Hall project	\$116.65	
			184618/1	001-013-594-18-60-02	GG - City Hall Demo	Plumbing supplies for temp City Hall project	\$419.03	
							<b>Check Total</b>	<b>\$2,811.65</b>
HERC Rentals Inc	42395	4/20/2017	29107288-001	001-013-594-18-60-02	GG - City Hall Demo	Excavator rental for temp City Hall project	\$7,350.76	
			29120007-002	001-013-594-18-60-02	GG - City Hall Demo	Excavator bucket rental for temp City Hall project	\$364.83	
							<b>Check Total</b>	<b>\$7,715.59</b>
Honey Bucket	42396	4/20/2017	0550278680	001-010-576-80-45-00	PK-Equipment Rental	Honey bucket rental - Boat Launch	\$214.00	
							<b>Check Total</b>	<b>\$214.00</b>
Theodore Hunter	42397	4/20/2017	1935	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing Examiner services - LUA2016-0145	\$2,000.00	
					PL-Prof Serv-Hearing E	Hearing Examiner services - LUA2016-0197	\$2,600.00	
					PL-Prof Serv-Hearing E	Hearing Examiner services - LUA2016-0071	\$2,000.00	
			1945	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing Examiner services - LUA2016-0191	\$1,302.00	
					PL-Prof Serv-Hearing E	Hearing Examiner services - LUA2016-0174	\$2,000.00	
							<b>Check Total</b>	<b>\$9,902.00</b>
James Inhot	42398	4/20/2017	LUA2016-0199	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund unused consultant fees LUA2016-0199	\$611.76	
							<b>Check Total</b>	<b>\$611.76</b>
Iron Mountain Quarry LLC	42399	4/20/2017	0262746	101-016-544-90-31-02	ST-Operating Cost	Gravel	\$90.00	
				410-016-531-10-31-02	SW-Operating Costs	Gravel	\$90.00	
			0262776	101-016-544-90-31-02	ST-Operating Cost	Gravel	\$220.81	
				410-016-531-10-31-02	SW-Operating Costs	Gravel	\$220.81	
							<b>Check Total</b>	<b>\$621.62</b>
Dennis Irwin	42400	4/20/2017	010917	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem for BUI training - Irwin	\$126.00	
			033117	001-008-521-20-31-02	LE-Minor Equipment	Lumber for barricades at firearms training	\$13.69	
							<b>Check Total</b>	<b>\$139.69</b>
J Thayer Company Inc	42401	4/20/2017	1125979-0	001-008-521-20-31-00	LE-Office Supplies	Paper	\$250.42	
			1128644-0	001-007-558-50-31-00	PL-Office Supplies	Paper/organizer	\$22.30	
				001-007-559-30-31-00	PB-Office Supplies	Paper/organizer	\$22.29	
				101-016-544-90-31-01	ST-Office Supplies	Paper/organizer	\$22.30	
							<b>Check Total</b>	<b>\$1,073.72</b>



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
J Thayer Company Inc	42401	4/20/2017	1128644-0	410-016-531-10-31-01	SW-Office Supplies	Paper/organizer	\$22.30
			1130453-0	001-008-521-20-31-00	LE-Office Supplies	Accu stamps	\$77.76
			1131404-0	001-008-521-20-31-00	LE-Office Supplies	Tape/pens	\$81.61
			1131799-0	001-008-521-20-31-00	LE-Office Supplies	Staple remover/paper clips	\$31.33
			1132469-0	001-007-558-50-31-00	PL-Office Supplies	Folders/postit flags/lamination pouches/paper	\$145.74
				001-007-559-30-31-00	PB-Office Supplies	Folders/postit flags/lamination pouches/paper	\$145.74
			1134078-0	001-002-513-11-31-00	AD-Office Supply	organizer file/Monitor riser	\$60.27
				001-004-514-23-31-00	FI-Office Supplies	Filebox	\$33.43
				001-013-518-20-31-00	GG-Operating	Pens/paper	\$26.09
			1134405-0	101-016-544-90-31-01	ST-Office Supplies	Index tabs/tape	\$28.29
				410-016-531-10-31-01	SW-Office Supplies	Index tabs/tape	\$28.29
			1136111-0	001-007-558-50-31-00	PL-Office Supplies	Copy Paper/calculator	\$18.89
				001-007-559-30-31-00	PB-Office Supplies	Copy Paper/calculator	\$18.89
				101-016-544-90-31-01	ST-Office Supplies	Copy Paper/calculator	\$18.89
				410-016-531-10-31-01	SW-Office Supplies	Copy Paper/calculator	\$18.89
Kaiser Permanente	42402					Check Total	\$184.00
		4/20/2017	65721188	101-016-542-30-41-02	ST-Professional Service	New employee vaccinations	\$92.00
				410-016-531-10-41-01	SW-Professional Services	New employee vaccinations	\$92.00
Jamie Kim PS Inc	42354					Check Total	\$300.00
		4/18/2017	6Z0235065	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$300.00
Kroesens Uniforms	42403					Check Total	\$264.83
		4/20/2017	41380	001-008-521-20-31-02	LE-Minor Equipment	Bike pants	\$83.84
			42406	001-008-521-21-26-00	LE-Boating Clothing	Boating pants/shirt	\$180.99
Lake Industries LLC	42404					Check Total	\$120.00
		4/20/2017	32887	101-016-544-90-31-02	ST-Operating Cost	Asphalt hauled in by the yard	\$30.00
				410-016-531-10-31-02	SW-Operating Costs	Asphalt hauled in by the yard	\$30.00
			32892	101-016-544-90-31-02	ST-Operating Cost	Asphalt hauled in by the yard	\$30.00
				410-016-531-10-31-02	SW-Operating Costs	Asphalt hauled in by the yard	\$30.00
Lake Stevens Fire	42405					Check Total	\$300.00
		4/20/2017	10055	001-010-576-80-41-00	PK-Professional Services	2017 Annual Fire Inspection - City Shop	\$100.00
				101-016-542-30-41-02	ST-Professional Service	2017 Annual Fire Inspection - City Shop	\$100.00
				410-016-531-10-41-01	SW-Professional Services	2017 Annual Fire Inspection - City Shop	\$100.00



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Lake Stevens Police Guild	42355							\$1,028.00
		4/18/2017	04/14/17	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues		\$1,028.00
Lake Stevens School District	42406							\$1,751.14
		4/20/2017	0016170082	001-007-559-30-32-00	PB-Fuel	Fuel		\$111.51
				001-008-521-20-32-00	LE-Fuel	Fuel		\$32.66
				101-016-542-30-32-00	ST-Fuel	Fuel		\$749.66
				410-016-531-10-32-00	SW-Fuel	Fuel		\$857.31
Lake Stevens Sewer District	42407							\$1,032.00
		4/20/2017	040117	001-008-521-50-47-00	LE-Facility Utilities	Utilities - Sewer		\$172.00
				001-010-576-80-47-00	PK-Utilities	Utilities - Sewer		\$172.00
				001-012-572-20-47-00	CS-Library-Utilities	Utilities - Sewer		\$86.00
				001-013-518-20-47-00	GG-Utilities	Utilities - Sewer		\$516.00
				101-016-543-50-47-00	ST-Utilities	Utilities - Sewer		\$86.00
Lakeside Industries	42408							\$1,579.05
		4/20/2017	3266933MB	101-016-544-90-31-02	ST-Operating Cost	Cold patch asphalt		\$1,579.05
Land Pro Group	42409							\$1,050.00
		4/20/2017	LUA2017-0066	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund for withdrawn application-Receipt 16190		\$1,050.00
Language Line Svc Inc	42410							\$11.21
		4/20/2017	4042683	001-008-521-20-41-00	LE-Professional Services	Online translation services		\$11.21
Law Enforcement Seminars LLC	42411							\$680.00
		4/20/2017	84721492455420	001-008-521-40-49-01	LE-Registration Fees	Registration for Background Investigations-Miner/Wachtveitl		\$680.00
Lemay Mobile Shredding	42412							\$9.30
		4/20/2017	4515975	001-008-521-20-41-00	LE-Professional Services	Shredding services		\$4.65
			4515976	001-013-518-20-31-00	GG-Operating	Shredding services		\$4.65
LN Curtis & Sons	42413							\$326.37
		4/20/2017	INV85989	001-008-521-20-31-02	LE-Minor Equipment	Carrier and accessories-Miner		\$326.37
Gilbert P Mabrey	42414							\$145.00
		4/20/2017	6Z0786916	001-013-518-20-41-00	GG-Professional Service	Consult for Expert Review in case 6Z0786916		\$145.00
Miles Sand & Gravel	42415							\$1,143.45
		4/20/2017	1536877	101-016-544-90-31-02	ST-Operating Cost	Ecology blocks		\$81.68
				410-016-531-10-31-02	SW-Operating Costs	Ecology blocks		\$81.67



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Miles Sand & Gravel	42415	4/20/2017	1537068	101-016-544-90-31-02	ST-Operating Cost	Ecology blocks	\$408.37
				410-016-531-10-31-02	SW-Operating Costs	Ecology blocks	\$408.38
			1537692	101-016-544-90-31-02	ST-Operating Cost	Ecology blocks	\$81.68
				410-016-531-10-31-02	SW-Operating Costs	Ecology blocks	\$81.67
Monroe Correctional Complex	42416						
		4/20/2017	MCC1703.588	001-010-576-80-48-00	PK-Repair & Maintenance	DOC work crew services	\$169.89
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC work crew services	\$246.86
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC work crew services	\$315.81
NASRO	42417						
		4/20/2017	Carter	001-008-521-20-49-00	LE-Dues & Memberships	NASRO dues - Carter	\$40.00
				001-008-521-20-49-00	LE-Dues & Memberships	NASRO dues - Irwin	\$40.00
Nationwide Retirement Solution	0						
		4/20/2017	04/14/17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,975.00
North Sound Hose Fittings Inc	42418						
		4/20/2017	79813	101-016-544-90-31-02	ST-Operating Cost	Fitting for PW29	\$1.76
				410-016-531-10-31-02	SW-Operating Costs	Fitting for PW29	\$1.76
Northwest Assessment Services PLLC	42419						
		4/20/2017	1820	001-008-521-20-41-00	LE-Professional Services	Critical Incident Stress Debriefing-Shein	\$225.00
O Reilly Auto Parts	42420						
		4/20/2017	2960-331039	101-016-544-90-31-02	ST-Operating Cost	ME-Impact adapter	\$7.61
				101-016-544-90-31-02	ST-Operating Cost	ME-Adapter	\$19.59
			2960-331241	001-010-576-80-31-00	PK-Operating Costs	Replacement starter for PW33	\$93.75
				101-016-544-90-31-02	ST-Operating Cost	Replacement starter for PW33	\$93.75
				410-016-531-10-31-02	SW-Operating Costs	Replacement starter for PW33	\$93.75
		2960-332790	001-010-576-80-31-00	PK-Operating Costs	RTV Silicon		\$2.44
				101-016-544-90-31-02	ST-Operating Cost	RTV Silicon	\$2.45
				410-016-531-10-31-02	SW-Operating Costs	RTV Silicon	\$2.45
Office of The State Treasurer	42421						
		4/20/2017	0317	633-000-589-30-00-03	State Building Permit Remit	March 2017 State Court Fees	\$281.00
				633-000-589-30-00-07	Public Safety And Ed. 1986	March 2017 State Court Fees	\$7,686.84
				633-000-589-30-00-08	Public Safety And Education	March 2017 State Court Fees	\$4,553.56



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Office of The State Treasurer	42421	4/20/2017	0317	633-000-589-30-00-09	Judicial Information System-Ci	March 2017 State Court Fees	\$2,197.61
				633-000-589-30-00-12	Trauma Care	March 2017 State Court Fees	\$684.06
				633-000-589-30-00-13	School Zone Safety	March 2017 State Court Fees	\$155.62
				633-000-589-30-00-14	Public Safety Ed #3	March 2017 State Court Fees	\$149.18
				633-000-589-30-00-15	Auto Theft Prevention	March 2017 State Court Fees	\$972.71
				633-000-589-30-00-16	HWY Safety Act	March 2017 State Court Fees	\$48.51
				633-000-589-30-00-17	Death Inv Acct	March 2017 State Court Fees	\$33.26
				633-000-589-30-00-18	WSP Highway Acct	March 2017 State Court Fees	\$188.72
Ogden Murphy Wallace	42422						Check Total \$272.18
		4/20/2017	733282	001-011-515-30-41-00	LG-Professional Service	Attorney services - Mobilities Consortium	\$272.18
Pacific Power Batteries	42423						Check Total \$115.37
		4/20/2017	11352353	001-008-521-20-31-02	LE-Minor Equipment	Car battery	\$58.03
			12238454	101-016-544-90-31-02	ST-Operating Cost	Iphone cable	\$57.34
Kristen Parnell	42424						Check Total \$240.00
		4/20/2017	010917	001-008-521-20-43-00	LE-Travel & Per Diem	Per diem for Boating Marine Law Enforcement training- Parnell	\$240.00
Partsmaster	42425						Check Total \$173.89
		4/20/2017	23128428	001-010-576-80-31-00	PK-Operating Costs	Machine screws for shop kit	\$57.97
				101-016-544-90-31-02	ST-Operating Cost	Machine screws for shop kit	\$57.96
				410-016-531-10-31-02	SW-Operating Costs	Machine screws for shop kit	\$57.96
Pat McCarthy Productions Inc	42426						Check Total \$798.00
		4/20/2017	17034	001-008-521-40-49-01	LE-Registration Fees	Registration for Street Crimes Seminar Bassett/Parnell	\$798.00
Pitney Bowes	42427						Check Total \$103.29
		4/20/2017	3303250690	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$103.29
Public Safety Testing Inc	42428						Check Total \$425.00
		4/20/2017	2017-7403	001-005-521-11-41-00	HR-Civil - Professional Srv	Q1 2017 Recruiting assistance	\$425.00
Puget Sound Clean Air Agency	42429						Check Total \$4,908.50
		4/20/2017	Q2 2017	001-013-553-70-51-00	GG-Air Pollution	Q2 2017 Clean Air Assessment	\$4,908.50
Puget Sound Energy	42430						Check Total \$238.72
		4/20/2017	24316495 0417	001-010-576-80-47-00	PK-Utilities	Natural gas - City Shop	\$79.57
				101-016-543-50-47-00	ST-Utilities	Natural gas - City Shop	\$79.57
				410-016-531-10-47-00	SW-Utilities	Natural gas - City Shop	\$79.58



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$187.04
Puget Sound Energy	42431	4/20/2017	3723810 0417	001-008-521-50-47-00	LE-Facility Utilities	Natural gas - N Lakeshore drive		\$187.04
Republic Services 197	42432	4/20/2017	0197-002072243	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop		\$1,132.79
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop		\$108.07
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop		\$1,132.78
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop		\$1,132.78
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop		\$108.06
	42433	4/20/2017	0197-002072885	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall		\$116.52
				001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall		\$16.20
	42434	4/20/2017	0197-002072078	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park		\$250.96
				001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park		\$13.91
Right On Heating & Sheet Metal Inc	42435	4/20/2017	22296	001-013-518-20-48-00	GG-Repair & Maintenance	HVAC services		\$500.00
Safeguard Pest Control Inc	42436	4/20/2017	56921	001-013-518-20-41-00	GG-Professional Service	Pest control - Family center/Permit Center		\$105.25
			56947	001-008-521-20-41-00	LE-Professional Services	Pest control - Police Station		\$49.14
			56950	001-008-521-20-41-00	LE-Professional Services	Pest control - Police Station		\$49.14
Safety Source LLC	42437	4/20/2017	874601	101-016-544-90-31-02	ST-Operating Cost	Steel Plate		\$2,131.99
				410-016-531-10-31-02	SW-Operating Costs	Steel Plate		\$2,131.99
SCCFOA	42438	4/20/2017	April 27	001-003-514-20-43-00	CC-Travel & Meetings	SCCFOA mtg - April 27 2017		\$40.00
Sherwin-Williams Co	42439	4/20/2017	7141-6	001-010-576-80-31-00	PK-Operating Costs	Highway white paint for parking stripes at boat launch		\$130.45
SirennetCom	42440	4/20/2017	0213260-IN	520-008-594-21-63-00	Capital Equipment	Lights for traffic vehicle		\$248.65
			0213750-IN	520-008-594-21-63-00	Capital Equipment	Lights for traffic vehicle		\$213.28
			2013614-IN	520-008-594-21-63-00	Capital Equipment	Lights for traffic vehicle		\$754.49



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$179.51
Six Robblees Inc	42441	4/20/2017	14-347108	001-010-576-80-31-00	PK-Operating Costs	Parts for PW29 and PW50	\$59.83	
				101-016-544-90-31-02	ST-Operating Cost	Parts for PW29 and PW50	\$59.84	
				410-016-531-10-31-02	SW-Operating Costs	Parts for PW29 and PW50	\$59.84	
Snohomish County Conservation Dist	42442	4/20/2017	2663	410-016-531-50-31-15	DOE EG160393-4 Capacity	Q4 2016 Salaries & Benefits	\$4,131.80	
Snohomish County PUD	42348	4/7/2017	150880391	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$693.66	
	42356	4/18/2017	New Svc	001-013-594-18-60-02	GG - City Hall Demo	Installation of new power line for temp City Hall	\$21,238.00	
	42443	4/20/2017	104639942	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$205.79	
			104650647	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$85.04	
			104653565	001-013-518-20-47-00	GG-Utilities	201783685 Annex	\$154.76	
			104653806	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal	\$146.43	
			104654562	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$649.44	
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$130.64	
			111288653	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$68.20	
			111294388	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial	\$26.62	
			114611176	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights	\$237.21	
			114612778	001-010-576-80-47-00	PK-Utilities	200748721 Parks	\$51.11	
			114613086	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$627.27	
			117927851	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$370.13	
			117927932	001-013-518-20-47-00	GG-Utilities	200245215 Family Center	\$300.35	
			124554404	001-010-576-80-47-00	PK-Utilities	202340527 Yard	\$8.48	
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$8.48	
				410-016-531-10-47-00	SW-Utilities	202340527 Yard	\$8.47	
			124554630	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights	\$83.51	
			124556783	001-010-576-80-47-00	PK-Utilities	205395999 Visitor Center	\$216.43	
			124560126	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights	\$44.73	
			127862435	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal	\$74.55	
			131164834	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$64.61	



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	42443	4/20/2017	131164836	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$73.91
			137670664	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$0.03
			137672377	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting	\$17.28
			140964515	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$15.58
			140971862	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$21.42
			144293999	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$74.32
			144301470	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$220.64
			147584354	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$52.08
			147590408	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$83.03
			150880391	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$272.06
Snohomish County PW S	42444	4/20/2017				Check Total	\$14,043.64
			154133082	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter	\$148.75
			154135177	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$42.94
			157325965	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric	\$638.23
			157326881	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$159.04
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$159.04
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$159.09
			160521335	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$49.16
			160522817	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$59.65
			160523512	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$67.83
			160531483	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum	\$33.39
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237 Grimm House	\$33.39
			163736861	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$52.90
			167001042	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$10,182.94
			167001120	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,076.17
			167001192	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,181.12
Snohomish County PW S	42445	4/20/2017				Check Total	\$4,402.99
			I000430620	101-016-542-64-48-00	ST-Traffic Control - R&M	Traffic signal & sign repair	\$634.50
			I000433192	101-016-542-64-48-00	ST-Traffic Control - R&M	Traffic signal & sign repair	\$3,768.49
Snohomish County Treasurer	42446	4/20/2017				Check Total	\$277.99
			022017	633-000-589-30-00-06	Crime Victims Compensation	March 2017 Crime Victims Compensation	\$277.99



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Snopac	42447	4/20/2017	8972	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,988.62	
			8991	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly assessment	\$1,366.76	
Sonsray Machinery LLC	42448	4/20/2017	P06216-09	101-016-544-90-31-02	ST-Operating Cost	Parts for PW45	\$739.84	
				410-016-531-10-31-02	SW-Operating Costs	Parts for PW45	\$739.83	
Sound Publishing Inc	42449	4/20/2017	1830294	101-016-542-30-41-01	ST-Advertising	Help wanted - Seasonal parks worker	\$149.50	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Seasonal parks worker	\$149.50	
			1841609	101-016-542-30-41-01	ST-Advertising	Help wanted - Senior engineer	\$152.19	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Senior engineer	\$152.19	
			1842410	001-007-558-50-41-03	PL-Advertising	Help wanted - Building Official	\$261.66	
				001-007-559-30-41-01	PB-Advertising	Help wanted - Building Official	\$261.66	
			EDH749704	001-007-558-50-41-03	PL-Advertising	LUA2017-0045	\$87.84	
			EDH750010	001-007-558-50-41-03	PL-Advertising	LUA2016-0198	\$127.40	
			EDH750645	001-007-558-50-41-03	PL-Advertising	LUA2017-0030	\$82.68	
			EDH750649	001-007-558-50-41-03	PL-Advertising	LUA2016-0191	\$99.88	
			EDH750665	001-013-518-30-41-01	GG-Advertising	Ordinances 989 991 992	\$60.32	
			EDH751365	001-007-558-50-41-03	PL-Advertising	LUA2017-0014	\$75.80	
			EDH751661	001-007-558-50-41-03	PL-Advertising	LUA2017-0002	\$117.08	
			EDH752893	001-013-518-30-41-01	GG-Advertising	Ordinance 933	\$27.64	
			EDH753003	001-013-518-30-41-01	GG-Advertising	Cancellation of Library Special Mtg	\$31.08	
Southwest Washington Chapter ICC	42357	4/18/2017	Fall 2016	001-007-559-30-49-01	PB-Staff Development	Training IRC Inspection - Farmer	\$195.00	
Stericycle Inc	42450	4/20/2017	3003789322	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Hazardous waste disposal	\$47.84	
Steuber Distributing Co	42451	4/20/2017	2832883	001-010-576-80-31-00	PK-Operating Costs	Rye grass	\$87.28	
Stilly Auto Parts Napa LLC	42452	4/20/2017	812595	101-016-544-90-31-02	ST-Operating Cost	ME-Battery tester	\$447.30	
			813438	101-016-544-90-31-02	ST-Operating Cost	ME-Battery tester	(\$556.62)	



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Stilly Auto Parts Napa LLC	42452	4/20/2017	819430	101-016-544-90-31-02	ST-Operating Cost	ME-Lubrication kit	\$151.04
			820967	001-010-576-80-31-00	PK-Operating Costs	Parts for chipper PW29	\$18.88
				101-016-544-90-31-02	ST-Operating Cost	Parts for chipper PW29	\$18.89
				410-016-531-10-31-02	SW-Operating Costs	Parts for chipper PW29	\$18.89
Symbol Arts	42453	4/20/2017	0278824-IN	001-008-521-20-31-02	LE-Minor Equipment	Badges	Check Total \$345.00
							\$345.00
Tab Products Co LLC	42454	4/20/2017	2365065	001-008-521-20-31-00	LE-Office Supplies	Case file labels	Check Total \$532.53
							\$532.53
Tacoma Screw Products Inc	42455	4/20/2017	18152947	001-010-576-80-31-00	PK-Operating Costs	Nuts/Bolts and screws	Check Total \$609.11
				101-016-544-90-31-02	ST-Operating Cost	Nuts/Bolts and screws	\$155.24
				410-016-531-10-31-02	SW-Operating Costs	Nuts/Bolts and screws	\$155.24
			18154168	101-016-544-90-31-02	ST-Operating Cost	Steel Hex Cap screws	\$71.70
				410-016-531-10-31-02	SW-Operating Costs	Steel Hex Cap screws	\$71.69
Tandem Service Corp Inc	42456	4/20/2017	1148424	301-010-576-80-61-00	Park Mitigation Funds Exp	Irrigation construction at community garden	Check Total \$1,469.94
			1148542	301-010-576-80-61-00	Park Mitigation Funds Exp	Irrigation construction at community garden	\$624.48
							\$845.46
The Seattle Times	42457	4/20/2017	719479	001-007-558-50-41-03	PL-Advertising	Help wanted - Building Official	Check Total \$200.00
				001-007-559-30-41-01	PB-Advertising	Help wanted - Building Official	\$100.00
							\$100.00
The Sharp Shop	42458	4/20/2017	652328	101-016-544-90-31-02	ST-Operating Cost	Chipper knives	Check Total \$43.44
				410-016-531-10-31-02	SW-Operating Costs	Chipper knives	\$21.72
							\$21.72
Vantagepoint Transfer Agents - 307428	42358	4/18/2017	41373084	001-000-282-00-00-00	Payroll Liability Retirement	Deferred Comp Contribution Confirm number 41373084	Check Total \$694.71
							\$694.71
Vermeer Northwest Sales Inc	42459	4/20/2017	S46504	101-016-542-30-48-00	ST-Repair & Maintenance	Chipper repair - PW29	Check Total \$981.82
				410-016-531-10-48-00	SW-Repairs & Maintenance	Chipper repair - PW29	\$490.91
							\$490.91
Jerad Wachtveitl	42460	4/20/2017	011717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem for WHIA - Wachtveitl	Check Total \$38.00
							\$38.00



## Checks to be Approved for 4/7/2017 to 4/20/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$38.00
Steve Warbis	42461	4/20/2017	041217	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem for WHIA - Warbis		\$38.00
Washington State Dept of Enterprise Svcs	42462	4/20/2017	73160743	001-008-521-20-31-00	LE-Office Supplies	Monthly business card order		\$142.44
Washington State Patrol	42463	4/20/2017	I17006199	001-005-518-10-41-00	HR-Professional Services	Potential employee background checks		\$48.00
			I17006895	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons permit background checks		\$384.00
Washington State Support Registry	0	4/20/2017	04/14/17	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support		\$402.46
West Marine Pro	42464	4/20/2017	0004561	001-008-521-21-31-00	LE-Boating Minor Equipment	Garmin Radar for North River Boat		\$1,823.63
Western Systems	42465	4/20/2017	0000032501	101-016-595-64-63-00	ST-Traffic Control-Capital	Flashing beacons		\$4,403.01
WSSO Advanced Training	42466	4/20/2017	Carter	001-008-521-40-49-01	LE-Registration Fees	Registration fees-WSSO School Safety Training-Carter		\$260.00
			Irwin	001-008-521-40-49-01	LE-Registration Fees	Registration fees-WSSO School Safety Training-Irwin		\$260.00
<b>Total</b>								<b>\$324,293.38</b>

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

Tuesday, April 11, 2017

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

**CALL TO ORDER:** 7:00 p.m. by Mayor John Spencer

**ELECTED OFFICIALS PRESENT:** Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

**ELECTED OFFICIALS ABSENT:** None

**STAFF MEMBERS PRESENT:** City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Commander Ron Brooks, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh, City Attorney Emily Guildner, Communications/Administrative Assistant Beth Braun, Senior Planner Stacie Pratschner

**OTHERS:**

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**Pledge of Allegiance:** Council President Kurt Hilt introduced Madelynn Coe, an eighth grader at Cavelero Mid-High, who led the Pledge of Allegiance.

**Roll Call:** All present.

**Approval of Agenda:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve the agenda as presented. On vote the motion carried (7-0-0-0).

**Citizen Comments:**

Laurie Erickson, 10208 7<sup>th</sup> Place SE, Lake Stevens, reminded the Council that she previously expressed concerns regarding the water flows around the Westlake Crossing development. Tonight, she shared photographs of additional areas of concern depicting pond areas where water is being pumped during the night. The neighbors have safety and noise concerns and would appreciate hearing back from the City.

**New Employee Introduction:** Human Resources Director Steve Edin introduced Beth Braun, the new Communications Assistant. Ms. Braun said she is excited to be working with the City during this period of growth.

**Guest Business:** None.

**Council Business:**

- Kim Daughtry: Chamber Leadership Breakfast in May.
- Gary Petershagen: No report.

- Kurt Hilt: Health District, Community Transit, Department of Emergency Management, Veterans Commission.
- Todd Welch: No report.
- Rauchel McDaniel: Battalion Chief Huston's Retirement Party, Coffee with the Chiefs.
- Kathy Holder: Parks Subcommittee, Parks Board, and parks maintenance and development updates.
- Marcus Tageant: Economic Development/Chamber subcommittee.

**Mayor's Business:** Updated that the City is experiencing a number of staffing changes and the City will be moving forward to bring in additional staff.

**City Department Report.**

- City Administrator Brazel reminded of the upcoming Chamber Luncheon, State of the Station.
- Community Development Director Wright recognized Senior Planner Pratschner for her service. With Ms. Pratschner leaving, Director Wright is considering restructuring the department to increase efficiencies; suggestions will be brought back to Council for consideration.

Director Wright provided a detailed update on the history of what is known as the Nourse development, which began in 2006. The project is under a Development Agreement that expires April 25, 2017. Director Wright reviewed benchmarks the developer needs to achieve and applications that have been submitted. Staff determined to hold two public open houses to educate the public on the project and identify community concerns. Director Wright said there are several outstanding matters, including conditions of approval, and there have been numerous discussions with the City's legal counsel and the applicant to address the identified community concerns. Staff plans to respond to the public after the comment period has expired. Director Wright then responded to Councilmembers' questions.

- Public Works Director Durpos thanked the public works crew and said that over 107 work order requests have been fulfilled in the last couple of weeks. Director Durpos reported that the Senior Engineer and Engineer Technician positions are still open and he is working with Human Resources to fill those positions. He added that they have approximately two dozen pending projects they are planning to complete this year.
- Director Edin said he is working to get as many recruitments underway before leaving the City, and he will also return to assist his predecessor. Director Edin added he considers it a privilege to have served the City of Lake Stevens, and he believes he is leaving the City in good shape.
- Director Stevens said the monthly financials for March are being finalized and will be uploaded to the website and SharePoint, the first quarter financial summary is scheduled for the April 25 Council meeting, and the Procurement Policy is being updated.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$166,389.71, Payroll Check Nos. 42254-42256 totaling \$6,350.95, Tax Deposits of \$66,408.27, Electronic Funds Transfers (ACH) in the amount of \$216,282.96, Claims Check Nos. 42251-42253, 42257-42347 totaling \$190,743.57,

Void Check Nos. 41861 and 41753 totaling \$657.40, Total Vouchers Approved: \$645,518.06]; (B) City Council Special Meeting Minutes of March 11-15, 2017, (C) City Council Workshop Meeting Minutes of March 28, 2017, (D) City Council Regular Meeting Minutes of March 28, 2017. On vote the motion carried (7-0-0-0).

**Public Hearings:**

Mayor Spencer opened the public hearings.

**Closed Record Public Hearing: Approve Ordinance 993 re Lyons Gate II Rezone:** Director Wright presented the staff report and said tonight's action is to hold a closed record public hearing and approve Ordinance No. 993 regarding the Lyons Gate II Rezone request. These properties are in the 20<sup>th</sup> Street SE corridor subarea. The parcels would be changed from Urban Residential to High Urban Residential zoning. Director Wright reviewed the history of the application and the process before the Planning Commission. Director Wright noted the Hearing Examiner recommends approval of this rezone and requested Council accept this recommendation. Director Wright invited questions of Council and there were none.

Mayor Spencer then closed the Public Hearing.

**MOTION:** Councilmember Welch moved, Councilmember Hilt seconded, approve Ordinance No. 993, amending the zoning for two parcels totaling five acres as part of the Lyons Gate II Rezone, located at 1615 and 1621 – 8rd Avenue SE, Lake Stevens, WA 98258, and changing the zoning on the subject parcels from Urban Residential (UR) to High Urban Residential (HUR). On vote the motion carried (7-0-0-0).

**Approve 2017 Comprehensive Plan Docket:** Senior Planner Stacie Pratschner presented the staff report and said tonight's requested action is to consider two city-initiated amendments to the land use map and related city-initiated text amendments proposed for inclusion in the 2017 Comprehensive Plan Docket. The proposed land use change for the city-owned and library properties at Chapel Hill would go from their existing land use to a public/semi-public designation. This would support a future city campus function on that property. Staff is requesting that the rezone also be extended to what is known as the Morris properties, located southeast of the city-owned properties on Chapel Hill (after being discussed with the Economic development subcommittee). This could potentially make this site appropriate for supporting a food bank in the future. There is a second request to change the land use designation for two parcels adjacent to Soper Hill Road, which is the Eagle Ridge Park property. The zoning is Residential/Medium Density when in fact it is a park; the request is to amend the zoning designation to Public/Semi-Public designation to support continuing park activities. The final request is to allow staff to review and study the possibility of modifying the description of the Local Commercial land use designation for the purpose to explore and support two citizen-requested code amendments to allow drive-through uses and mini-storage within the Local Business zoning designation, with a focus on parcels adjacent to the highway. Planner Pratschner invited Councilmembers' questions and there were none.

Mayor Spencer invited public comment, and there was none. Mayor Spencer then closed the public comment portion of the Public Hearing and the Public Hearing.

**MOTION:** Councilmember Daughtry moved, Councilmember Welch seconded, to adopt Resolution 2017-07 setting the 2017 Comprehensive Plan Docket.

Responding to Councilmember McDaniels' question, Director Wright explained that a "placeholder" is used to allow Councilmembers to address issues related to the Comprehensive Plan.

VOTE: On vote the motion carried (7-0-0-0).

Before closing, Ms. Pratschner said it has been a privilege and pleasure to serve the Lake Stevens community.

**Action Items:**

**Approve Nomination of John Vincente to the Design Review Board:** Mayor Spencer said that following an interview process to fill the vacancy on the Design Review Board, it is his recommendation that the nomination of John Vincente to fill that vacancy be approved, for a term expiring December 31, 2019.

**Approve Nomination of Tina Decker to Parks Board:** Mayor Spencer said that following an interview process to fill the vacancy on the Parks Board, it is his recommendation that the nomination of Tina Decker to fill that vacancy be approved, for a term expiring December 31, 2019.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Holder, to approve the nomination of John Vincente to the Design Review Board to fill a vacant position with a term expiring December 31, 2019 and to approve the nomination of Tina Decker to fill a vacant position on the Parks Board for a term expiring December 31, 2019. On vote the motion carried (7-0-0-0).

Mayor Spencer then administered the Oath of Office to new Board members Tina Decker and John Vincente.

**Approve Amendment No. 1 to Professional Services Agreement with ISOOutsource:** IT Manager Troy Stevens presented the staff report and said that with Council's approval of this amendment will assist in mitigation of some of the findings outlined in the Business Technical Assessment and Plan and the IT survey outcomes, as well as augmenting the IT staffing levels. Mr. Stevens added it has been determined that ISOOutsource will also support the Fire Department, allowing City staff to support the growing IT needs of the City. He then invited Councilmembers' questions and there were none.

**MOTION:** Moved by Councilmember McDaniel, seconded by Councilmember Welch, to approve Amendment No. 1 to the Professional Services Agreement with ISOOutsource. On vote the motion carried (7-0-0-0).

**Approve Supplement No. 1 to Professional Services Agreement with AquaTechnex for Treatment of Eurasian Milfoil:** Public Works Director Eric Durpos presented the staff report and briefly reviewed the history of addressing Eurasian Milfoil in Lake Stevens. Treatment of the lake to control and eradicate the milfoil has proven to be very successful but continued treatment is necessary to continue to deter milfoil growth. He then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Petershagen, to approve Supplement No. 1 to the Professional Services Agreement with AquaTechnex for treatment of Eurasian Milfoil. On vote the motion carried (7-0-0-0).

**Approve Concession Agreement with PaddleBroz, Inc.:** Parks Coordinator Jim Haugen introduced Angela Albriktsen, Paddle Broz owner, and presented the staff report. Mr. Haugen said that PaddleBroz has applied to the City to operate a standup paddleboard concession in Lundein Park during the summer months of 2017. He reviewed the success of last year's paddleboard concession and responded to Councilmembers' questions.

Ms. Albriktsen provided a recap of the previous summer's activities. She said they met people from all over the country who were visiting Lake Stevens and came to the paddleboard concession. She also said there were many first timers. Ms. Albriktsen said they are looking forward to having an opportunity to advertise their concession this year, and also that they have been invited to participate in the Lake Stevens School District sponsored summer activities and classes.

Councilmember Tageant said this concession has the approval of the Economic Development/ Chamber subcommittee.

Mayor Spencer commented it is recommended the City go out to bid for concessions for 2018.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Holder, to approve the Concession Agreement with PaddleBroz, Inc. On vote the motion carried (7-0-0-0).

**Approve Affordable Housing Agreement Funding:** Director Wright presented the staff report and reviewed the history of Lake Stevens' participation in establishing the Affordable Housing Authority. He said the requested amount is Lake Stevens' contribution, calculated on a formula based on population. He also commented that the Affordable Housing Authority has started preliminary discussions to strategize how to establish a funding source to assist with construction of new affordable housing in the future, which is a long-term goal. He then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to approve funding in the amount of \$2,836 for the Alliance for Housing Affordability. On vote the motion carried (7-0-0-0).

**Establish a Salary Range for Human Resources Director:** City Administrator Brazel presented the staff report and reviewed how the recommended salary range was determined. He said it is recommended the salary range for the Human Resources Director be adjusted so as to be competitive with similar-sized cities. This will be especially important as the City moves forward in filling this vacant position.

**MOTION:** Moved by Councilmember Holder, seconded by Councilmember Petershagen, to approve the salary range for Human Resources Director as \$8,213.05 to \$10,287.38.

Councilmember Hilt has heard concerns about how the comparable numbers were arrived at and suggested that the City needs to determine one way to establish comparable salaries.

Mayor Spencer responded he will work on this with the City Administrator and bring a recommendation to the Administration subcommittee.

Councilmember Tageant suggested a consistent normal comparison group, and also a local component.

VOTE: On vote the motion carried (7-0-0-0).

**Approve Services Agreement with Strategies 360:** City Administrator Brazel presented the staff report and said that authorization of this Services Agreement will allow the City to continue to move forward in its efforts to obtain federal funding for needed improvements to the U.S. 2 Trestle. Strategies 360 will continue lobbying efforts with the City's elected officials in Washington DC to strategize and obtain this funding. He then responded to Councilmembers' questions.

Councilmember Tageant said this has been reviewed by the Economic Development/Chamber subcommittee and they recommended it be brought forward.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to authorize the Mayor to enter into a Services Agreement with Strategies 360 to assist City officials and staff to develop and implement a federal advocacy and communications strategy tailored to its federal policy and funding priorities, with a special focus on activities in pursuit of funding the U.S. 2 Everett Trestle project, in the amount of \$4,000 per month. On vote the motion carried (7-0-0-0).

**Executive Session:** None.

**Study Session:** None.

**Adjourn:**

Moved by Councilmember Tageant, seconded by Councilmember Daughtry to adjourn the meeting at 8:17 p.m. On vote the motion carried (7-0-0-0).

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John Spencer, Mayor

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Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** April 25, 2017

**Subject:** Authorize Mayor to Enter into a Professional Services Agreement with Feldman & Lee, P.S. for Public Defense Social Services Program

<b>Contact Person/Department:</b>	Barb Stevens, Finance Director/ City Clerk	<b>Budget Impact:</b> N/A
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize Mayor to Enter into a Professional Services Agreement with Feldman & Lee, P.S for Public Defense Social Services Program for 2017.

**SUMMARY/BACKGROUND:** The City contracts with Feldman & Lee, P.S. for public defender services. This is a separate agreement that would allow for a Social Services program to be managed by Feldman & Lee from January 1, 2017 through December 31, 2017. The program is partially funded by a grant from the State Office of Public Defense; the remainder of the funding is included in the approved 2017 budget.

At the request of our Public Defender, the City of Lake Stevens applied for a grant through Office of Public Defense for Social Services on behalf of the City of Lake Stevens and the City of Arlington. This is a collaborative program to help defendants in need of social services who cannot afford them. This program seeks to improve the quality of public defense in our cities by allowing our public defenders to work on more issues of law rather than social service and case management.

The City requested \$80,000 to enable the Public Defender's office to hire a full-time Case Manager. The City received and accepted the grant in a much lesser amount of \$20,000. In addition to the grant funding, the City of Lake Stevens and the City of Arlington made local contributions to the program. With this level of funding, the Public Defender's Office has assigned one of their staff investigators to run the program.

This program began in early 2017, and this agreement is written to be retroactively effective January 1, 2017. In the first quarter of 2017, the Social Services program has helped 69 clients from Lake Stevens and Arlington.

Recently, the City was notified by Office of Public Defense that there was additional funding available to expand the work being done under the original grant. The City has applied for the additional \$12,500 to help indigent defense clients pay for mitigating services pre-trial. These services include but are not limited to alcohol and drug evaluations, domestic violence evaluations, anger management, and mental health evaluations.

As the lead agency on this grant, the City of Lake Stevens will be receiving invoices from Feldman & Lee for social work performed with indigent defendants for both cities. These invoices will show separately, by agency, work performed and amounts due. The City will then make payments from the grant funding on behalf of the City of Arlington as well as Lake Stevens own payments. At yearend, the City of

Arlington will receive an accounting of grant funds utilized on their behalf for reconciliation and reporting.

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**APPLICABLE CITY POLICIES: N/A**

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**BUDGET IMPACT:** A budget amendment will be needed to equally increase the grant revenues and grant expenditures for this program. The 2017 budget already includes a city contribution of \$10,000 to help support this program.

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**ATTACHMENTS:**

- Attachment A: Professional Services Agreement for Public Defender Social Services Program
- Exhibit A: Application for RCW 10.101 City Grants (Section 3.2)
- Exhibit B: Application for RCW 10.101 City Grants – Additional Request for Funds
- Exhibit C: Grant Agreement GRT17360

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF LAKE STEVENS, WASHINGTON  
AND FELDMAN & LEE, P.S.  
FOR PUBLIC DEFENSE SOCIAL SERVICES PROGRAM**

**THIS AGREEMENT** (“Agreement”) is entered into as of the Effective Date specified below between the City of Lake Stevens, a Washington municipal corporation having its principal place of business at 1812 Main Street, Lake Stevens, Washington 98258 (“City”), and Feldman & Lee, P.S., a corporation organized under the law of the State of Washington located and doing business at 19303 44<sup>th</sup> Ave West, Lynnwood, WA 98036, hereafter (“The Attorney”).

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

**ARTICLE I. PURPOSE**

The City desires to obtain Social Services as part of a grant from Washington State Office of Public Defense to improve public defense services in the Cities of Arlington and Lake Stevens.

**ARTICLE II. SCOPE OF SERVICES**

The Attorney will provide these services to indigent defendants who are appointed to the Attorney for Public Defense Services in the Cities of Arlington and Lake Stevens.

The Attorney agrees to perform the work and services specified herein in accordance with the terms and conditions of this Agreement and the grant agreement which is attached hereto and incorporated by this reference. Attorney will provide services that are outlined in the City’s application for funds through the Washington State’s Office of Public Defense. Specifically, the services that Attorney agrees to provide are in section 3.2 (**Improvement of Indigent Defense Services**) of the City’s Application for City Grants and Section B (**Scope of Additional Services**) of the Additional Request for Funds under grant Agreement No GRT17360 under RCW 10.101 grant applied for in 2016 and additionally in 2017. The Attorney represents that it is available and able to provide sufficient qualified personnel and facilities necessary for the work and services contemplated herein, and can accomplish the work and services for the required time period in accordance with the City’s specifications and the grant agreement requirements.

**ARTICLE III. OBLIGATIONS**

**III.1 PAYMENTS.**

- a. Payments to Attorney are to be rendered within 30 days of issuance of an invoice to the City.
- b. The City shall pay the Attorney for services rendered for Lake Stevens cases in the amount of \$1325 per month plus actual documented costs related to pre-trial programs.

c. The City shall pay the Attorney for services for the City of Arlington from monies only allocated in the grant from the Office of Public Defense at the rate of \$1325 per month, plus actual documented costs related to pre-trial programs.

d. The Attorney will provide an invoice specifying separately, the number of clients served for the City of Lake Stevens and the City of Arlington.

e. The City is not responsible financially for services for the City of Arlington beyond the scope of the grant from the Office of Public Defense.

**III.2 MAINTENANCE/INSPECTION OF RECORDS.** The Attorney shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

**III.3 TIME OF PERFORMANCE.** Unless terminated earlier pursuant to Section 3.6, the Attorney agrees that the Services shall be provided from January 1<sup>st</sup> 2017 at 12:01am through December 31<sup>st</sup>, 2017 at 11:59pm.

**III.4 RELATIONSHIP OF PARTIES.** The Attorney is an independent contractor under this Agreement, and the parties intend that an independent contractor-client relationship is the only City of Lake Stevens relationship created by this agreement. No employee, agent, representative, or by Attorney's representative of Attorney shall be or shall be deemed to be the employee, agent representative or sub consultants of City. Attorney has no authority, and will not represent itself to have authority, to legally bind City or otherwise act for, or on City's behalf. None of the compensation or other benefits provided by City to its employees shall be available to the Attorney's employees, agent representative or by Attorney's representatives. The Attorney shall be solely responsible for all compensation, taxes, withholding, and other benefits due to its employees agents, representatives, subcontractors, and by Attorney's representatives. The attorney shall be solely responsible for its acts and omissions and for the acts and omissions of the Attorney's performance of this Agreement. On or before the Effective Date, the Attorney shall file, maintain and/or open all necessary records with the Internal Revenue Service and that State of Washington, and as may be required by RCW 51.08.195, to establish the Attorney's status as an independent contractor.

### **III.5 INDEMNITY.**

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

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

### **III.6 INSURANCE.**

a. **Insurance Term.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

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

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

(1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

(2) Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.

(3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

(4) Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows - Consultant shall maintain the following insurance limits:**

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.

(3) **Workers' Compensation.** Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) **Professional Liability/Consultant's Errors and Omissions Liability.** \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

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

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

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

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

### **III.7 DISCRIMINATION.**

When hiring of employees to perform Services, the Attorney, its representative, or any person acting on behalf of the Attorney or their representatives shall not, by reason of race, religion, color,

age, sex, national origin, or the presence of any sensory, mental, or physical handicap, or sexual orientation, discriminate against any person who is qualified and available to perform the Services to which the employment relates.

### **III.8 CONFLICTS OF INTEREST.**

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

### **III.9 CITY CONFIDENCES.**

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

## **IV. GENERAL**

### **VI.1 NOTICES.** Notices to the City and Consultant shall be sent to the following addresses:

To the City:

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

To the Attorney:

James A. Feldman  
19303 44th Avenue West  
Lynnwood, WA 98036

### **VI.2 TERMINATION OF AGREEMENT.**

- a. The City may terminate this Agreement, in whole or in part and at any time, in writing if the Attorney substantially fails to fulfill any or all of its material obligations through no fault of City.
- b. The City may terminate this agreement, in whole or in part and at any time with 14 days notice for the convenience of City. City shall terminate by delivery to the Attorney a written notice of termination specifying the extent of the termination and the effective date of termination. If City terminates this agreement for convenience, City shall pay the Attorney the amount otherwise due in accordance with this agreement for services satisfactorily performed to the date of termination.
- c. The Attorney may terminate this Agreement in the case of a material breach and upon failure of City to remedy said breach within 14 days of written notice by the Attorney of such breach. The Attorney may also terminate the Agreement if key personnel of Attorney are lost by no fault of the Attorney with 14 days notice. The Attorney's notice of termination shall be in writing.

### **I.3 DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

**VI.4 PRIORITY OF DOCUMENTS.** In the event that the language and provisions of this Agreement are contrary to or conflict with any language or provisions set forth in any exhibit to this Agreement, the language and provisions of this Agreement shall control, and the contrary or conflicting language or provisions of the Exhibit(s) shall be disregarded and shall be considered void.

**VI.5 MODIFICATION.** No waiver, alterations, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of City and the Attorney.

**VI.6 WAIVER.** A waiver of any breach by either party shall not constitute a waiver of any subsequent breach.

**VI.7 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.<sup>4.8</sup>

**VI.8 EFFECTIVE DATE.** The Agreement shall be effective January 1<sup>st</sup>, 2017 at 12:01am

**VI.9 ENTIRE AGREEMENT.** This written terms and provisions of this Agreement, together with all reference Exhibits, which are incorporated herein by this reference, supersede all prior verbal statement of any officer or their representative of the City, and such statement shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the referenced Exhibits.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

CITY OF LAKE STEVENS

FELDMAN & LEE, P.S.

By: \_\_\_\_\_  
John Spencer, Mayor

By: \_\_\_\_\_  
James A. Feldman \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_  
Grant K. Weed, City Attorney

Exhibit A

## APPLICATION FOR RCW 10.101 CITY GRANTS

### 3.2 IMPROVEMENT OF INDIGENT DEFENSE SERVICES

The requested amount of money for grant funding is \$80,000 USD (see appendix 3). This is for the city to provide social work services to clients of indigent defense services in the cities of Marysville, Arlington and Lake Stevens.

#### Expected outcome of indigent defense social work services

Public defenders on the municipal level spend considerable time assisting their criminal defense clients on non-legal issues. This grant would enable our contractor Feldman and Lee to initiate a social work program at their practice. Feldman and Lee would be the subcontractor providing these services. The services would be based on a logic model outlined in appendix 1. This would allow Feldman and Lee to implement improved defense services with the expected following improved outcomes:

1. *Reduced attorney hours on social work and case management.* The attorney will have more time to practice the complex matters of law such as: legal research, negotiating with the prosecutor, trials, and writing motions instead of case managing their clients.
2. *Decreased jail time revocations and sanctions secondary to noncompliance.* A client having access to a social worker program that can case manage them will help decrease the amount of barriers to compliance with court sanctions.
3. *Decreased jail time on initial sentencing.* A social work program would include engaging a client with mitigating interventions. This would help the attorneys negotiate for better deals.
4. *Increased dismissal of cases.* For clients whose cases might be dismissed pre-trial a social work program might assist a client to remove barriers. For example, assisting a client to get relicensed and getting a dismissal on a driving while license suspended in the 3<sup>rd</sup> degree charge.
5. *Decreased new crimes and recidivism.* Many of the crimes of indigent defendants are crimes of poverty, and having some intervention of providing resources for clients could help stop the continued cycle of poverty, incarceration, and homelessness.

#### Mechanics of social work program

The grant would allow the contractor Feldman and Lee to hire a full time Case Manager. They will have an office within Feldman & Lee's Marysville office. The Case Manager will also have office hours in Arlington and Lake Stevens at the Arlington Resource Center, and Lake Stevens Family Services. The case manager would work directly with the attorneys, clients, support staff, and community resources.

The employee would be the main aspect of the program applying the interventions, but included would be an evaluation of the interventions, and collaboration with the Arlington Community Resource Center and Lake Steven's Family Services. The program is outlined below as having eight parts:

- 1) Quasi-Clinical Interventions

- 2) Case management
- 3) Mitigation Services
- 4) Expert Services
- 5) Outreach
- 6) Wrap Around Services
- 7) Evaluation and Refinement of Program
- 8) Seeking Future Funding

***Expected Quasi-Clinical Interventions:***

The expected quasi-clinical interventions of the staff social worker will be:

1. Basic assessments - to determine what referrals might be needed for the client, for example, referring a client to appropriate services for comorbid conditions.
2. Motivational interviewing\* – Often clients are pre-contemplative or ambivalent when it comes to cessation of drug and alcohol addiction. This process may help clients along the way to starting the journey of recovery from drug and alcohol addiction
  - \* Motivational Interviewing is a method that works on facilitating and engaging intrinsic motivation within the client in order to change behavior. MI is a goal-oriented, client-centered counseling style for eliciting behavior change by helping clients to explore and resolve ambivalence.
3. Competency Assessment – The case manager will offer attorney's more insight about if the client should be referred to have a competency evaluation. These referrals can have a large impact on the way a client's case can proceed being that a client might wait months out of custody to be evaluated or weeks in custody. A case manager would help attorneys better assist clients in their defense by avoiding unnecessary evaluations or by missing a necessary referral.

***Expected Mitigation and Case Management Duties:***

The expected mitigating and case management duties of the case manager will include:

1. The case manager will assist the attorneys in **gathering information** for client compliance when needed, for example in the case of Failure to Comply summons this can help free much of the attorney's time for these matters.
2. The case manager will work to **identify high utilizers** of the Marysville Municipal Court and the Jail and work on intervening more specifically with these clients. This is to provide these clients the extra care that they need to be successful while removing burden from the attorney to case manage these clients.
3. The case manager will help assist clients in **finding the community resources** to comply with court orders for treatment, and community service.
4. The case manager will help clients accomplish **mitigating acts** pre-trial for example referring: getting an alcohol and drug assessment, attending anger management classes, and performing community service.
5. The case manager will help with fulfilling the requirements of **Blazina**. In light of the court's recent finding in Blazina the case manager can assist in getting more in-depth

information regarding a client's current and future ability to pay legal financial obligations. Being able to present to the court more detailed information will likely lead to indigent defense client's owing less money to the court.

6. The case manager would help with **contacting the defendant's families on bail matters.** Often defendants who are incarcerated have family systems that are dysfunctional. A case manager can help navigate these family systems to assist clients in getting bailed out of Jail.

***Expected Expert Services:***

The staff case manager will help attorneys on some of the complex social phenomenon, and can help serve as an expert in court in regards to a client's specific situation.

For example, clients who are charged with crimes of domestic violence are sometimes what is called Victim-Defendants where they are a defendant who is the victim of on-going abuse. The case manager could offer testimony about why a client would fit this definition.

***Outreach Services:***

Often indigent defense clients are being engaged for the first time by the government when they are charged with a crime. The case manager could serve to help outreach to these clients with various social and physical ailments.

The case manager would be expected to outreach clients expected to be suffering from an undiagnosed mental health problem, by referring the clients to seek help, and help remove barriers for the client to get that help. These barrier might include:

- 1) Knowledge of a problem
- 2) Transportation
- 3) Where to get help
- 4) Health Insurance

These services would serve to help the amount of recidivism that a client might experience by preventing future problems.

***Wraparound Services:***

Also, as part of the Outreach services the case manager would work as part of a wraparound program with the Arlington Resource Center and Lake Stevens Family Services which are subsidiary groups of the Family Support Centers of Lutheran Community Services Northwest. These services offered are explicitly non-religious in their operations. **See attached letter of support.**

These centers offer the following interventions and services:

These centers operate a program called, "Journeys out of Poverty". This is a service connecting low-income and homeless individuals and families with the resources and support needed to escape poverty and achieve lasting health, stability, and self-sufficiency. They help participants find permanent housing, full-time employment, educational, training opportunities for living

wage jobs, access to mental health counseling, drug/alcohol rehabilitation, health care, domestic violence intervention, parenting education, and financial literacy.

These centers offer interventions by connecting participants with Resource Support Specialists (RSS). The RSS provide their interventions in four ways:

1. RSS's begins listening closely to participants, making them feel safe, welcome, and respected. Providing empathy and support is incredibly important so the person feels cared for and valued. This builds trust, rekindles hope and being to open possibilities that previously felt impossible.
2. Connection to basic needs and services such as housing, counseling, and rehab that stabilize participants' situation. This moves them out of a crisis and into a place where through working with the RSS they can assess their situation, identify strengths, and develop individualized plans for achieving self-sufficiency.
3. Regular one-on-one follow up, advocacy and coaching teaches participants new skills, behaviors and ways of approaching problems that build their "middle class toolbox." These include life skills, hard and soft job skills (interviewing, computer skills, and customer service), managing finances, and parenting skills, all of which can be transferred to children and the whole family, thus breaking cycles of generational poverty.
4. Connection to support groups, counselors, faith communities and other groups to increase their sense of belonging and community connectedness which numerous studies have shown increases family resilience.

These two centers have agreed to have the case manager hold office hours at their locations in Lake Stevens and Arlington. This would serve two purposes: (1) remove the geographic barrier for clients who live in Arlington and Lake Stevens having to come to Marysville to engage with the case manager; (2) allow a referral to the services offered at the centers to immediately engage the client in other services.

#### ***Evaluation and Refinement:***

The backbone of any good social services program is an evaluation of the provided interventions and possible attunement to get the desired results.

The evaluation of the services will be guided by the provided logic model and the expected outcomes.

The program will collect data on the interventions it is performing and the activities that it is performing in the community. Specifically, the program will collect data for the monthly reports in its day to day function.

Measures of effectiveness will include:

#### **Monthly Reports**

- 1) Number of hours of work diverted from attorneys reported monthly
- 2) Number of clients the case manager has engaged with reported monthly

- 3) Number of clients referred to Arlington Community Resources and Lake Steven's Family Center reported monthly.

Half Year Report:

- 1) Aggregate of the Monthly reports

Year Report:

- 1) Aggregate of Monthly and Half year reports.

Current Data:

The reports will appear in the same form as the current data reports are given. (See appendix 2) The data will be taken from the Defender Data Justice Works Software, and gathered by the case manager.

Anecdote and Narrative Evaluation:

The evaluation of the services will include a qualitative evaluation by the case manager and an associate attorney of the programs progress and areas of improvement. This evaluation will include an anecdotal evidence of the effectiveness of the program, and way that the program can improve.

***Seeking Future Funding:***

The case manager interventions in this program hope to provide the cities with enough savings that the cities themselves would want to continue to self-fund or to seek future funding to continue and expand the services.

The program hopes to be able to locate and identify high utilizers of the Marysville Municipal Court and jail. The program seeks to work with these high utilizers to act as an interrupt in the constant cycle of incarceration, to improve the life the individual, and to show the value of self-funding this program.



### APPENDIX 3: ITEMIZED BUDGET

Budget Item	Explanation
Case Manager Salary	\$40,000 - \$60,000
Health Insurance and Premiums	10%, \$4,000 - \$6,000
Administrative fees	10%, \$4,000 - \$6,000
Equipment	\$1,500
Recruitment and Program Evaluation	\$1,500
Total	Approximately: \$80,000

#### **Case Manager Salary:**

This is predicted looking at the market to be 40k to 60k. This is because this person would be an unsupported employee in terms of social work supervision that a more experienced person is required for this program to be successful. This position would involve a continuous development of the programs interventions and evaluations.

#### **Health Insurance and Benefits:**

To pay for the various part of a benefited position including health insurance, retirement, paid days off, vision, and dental.

#### **Administrative Fees:**

This would involve the cost of insurance for the employee, L&I, unemployment insurance, payroll tax, office space, accounting, internet, printing and other expenses.

#### **Equipment:**

The program would require equipment such a computer, phone, and furniture.

#### **Evaluation, continuing education, and supervision:**

There is a certain expense on evaluating the program, and the price of keeping the social worker educated on current interventions. This would include seed money to apply to other grants and sources of funding.

**APPLICATION FOR RCW 10.101 CITY GRANTS**

Additional Request for Funds  
Grant Agreement Number GRT17360

Applying City: City of Lake Stevens and City of Arlington

Contact Name: John Dyer

Title: Public Safety Director – City of Lake Stevens

Mailing Address: 2211 Grade Road

City: Lake Stevens State: WA Zip Code: 98259

Phone: 425-334-9537

Email Address: jdyer@lakestevenswa.gov

State Vendor Number to be used if city is awarded a grant: SWV0032526-01

This is a request for additional funds for services regarding the grant from the Office of Public Defense to the City of Lake Stevens and Arlington for 2017. This request is meant to supplement the Social Services provided through this grant by the Law Offices of Feldman and Lee.

This additional fund request will cover the following topics:

- A. PROBLEM THE ADDITIONAL FUNDS SEEK TO ADDRESS
- B. SCOPE OF ADDITIONAL SERVICES AND FUNDS
- C. CONFIDENTIALITY
- D. METRICS AND REPORTING (efficacy of the interventions)

#### SUMMARY

The current grant funds a Social Service Program for indigent defense clients for the Cities of Arlington and Lake Stevens. This program seeks to improve the quality of public defense in these cities by allowing attorney to work on more issues of the law rather than social service and case management, advise attorney's about social problems so that they can help clients make the best legal decisions, and work for gather mitigating information for clients. For example under State of Washington v. Blazina (2015) an indigent client can have their legal financial obligations waived.

There is still an inequality between indigent defense clients and those who are not indigent in their ability to pay for mitigating service pre-trial. These services include but are not limited to: Alcohol and Drug Evaluations, Domestic Violence Evaluations, Anger Management, and Mental Health evaluations. These service often carry a lot of weight with the judge and prosecutors when it comes to improved plea deals, and lessened sanctions.

Indigent defendants often cannot afford these mitigating services pre-trial because they are on a fixed income, and to afford them would be an economic hardship.

## APPLICATION FOR RCW 10.101 CITY GRANTS

Additional Request for Funds  
Grant Agreement Number GRT17360

This request is to help bridge this gap between indigent and private clients and their access to these pre-trial mitigating services. Currently, an amount of **\$12,500 USD** or amount deemed appropriate by the Office of Public Defense is requested as an additional resources for funding these services.

It is face valid to assume that to bridge inequity of access to these service would inherently improve the outcomes for indigent clients. Working in conjunction with the Social Service Program would further these funds efficacy.

### A. PROBLEM THE ADDITIONAL FUNDS SEEK TO ADDRESS

Negotiation is and has been a pinnacle part of criminal defense cases in the state of Washington. Often defendants are recommended to seek help for the root cause of their crimes to help mitigate sentencing recommendation of the prosecutor and the judge.

Money is a barrier to indigent clients to seek out these mitigation services pre-trial. The affordable care act has helped with drug and alcohol and mental health treatment. However, often wait-lists for the agencies who do this type of treatment are long. This makes drug and alcohol treatment pre-trial is impractical for indigent clients.

Also, domestic violence treatment, moral recognition therapy, sexual deviance counseling, and anger management are not regularly covered by insurance or only partially covered by insurance. Further making accessing these services impractical for these indigent clients pre-trial.

The problem is that indigent client's cannot afford to enter these programs pre-trial.

### B. SCOPE OF ADDITIONAL SERVICES AND FUNDS

The additional funds are requested to bolster the ability of clients to financially enter these services. Clients can get a drug and alcohol evaluation more readily if they have even \$80 dollars pre-trial. Post-conviction these clients can take that evaluation to other providers that are covered by their insurance company after they have plead guilty.

Additionally, these funds would serve to help clients enter domestic violence treatment. This would be effective because domestic violence services are often on a sliding scale with the cost of the initial evaluation being the highest one-time expense. These evaluations usually do not allow for payments. However, the clients are allowed to make payments on the treatment side of these programs.

The scope of this additional use of these funds and additional services seeks to address this pre-trial period. It is believed this would have the greatest effect on client's outcomes. These funds are going to be used for but not limited to the following mitigation services:

- Drug and Alcohol Evaluation
- Intake Mental Health
- Intake Domestic violence treatment
- Anger management 8 – 16 hour classes
- Sexual deviance treatment intake
- Moral Recognition therapy

## APPLICATION FOR RCW 10.101 CITY GRANTS

Additional Request for Funds  
Grant Agreement Number GRT17360

### C. CONFIDENTIALITY

It is acknowledged that confidentiality is an issue for the use of grant monies and accounting. To overcome this issue the following protocol will be used.

- 1.) All clients who use funds from this grant will be assigned an arbitrary number for the track of use of funds. The number will track the type of service and agency the funds go to.
- 2.) A master list will be kept at the law firm of the clients, and the monies spent on services, a justification, and where the money went. This list will be protected by client attorney privilege.
- 3.) An audit of this list would only be allowed under a protection order restricting that this list never become made public, the audit is allowable under HIPAA law, and that the prosecutor, law enforcement, or similar entities are restricted from viewing the list to use against the persons on the list.
- 4.) The agency will be paid for the client and the agency will issue a receipt. This receipt will be redacted by the law firm and the client's unique ID number substituted, and reported appropriately.

### D. METRICS AND REPORTING (efficacy of the interventions)

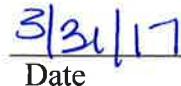
The metrics for this program will be measured as follows for each defendant. This will be reported in a table and graphs if appropriate and useful.

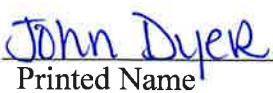
- 1.) Charge and Year of Charge
- 2.) Original Offer, including jail time, fines, other sanctions Mitigation service received
- 3.) Change in offer after mitigating services
- 4.) Final disposition, if known at the time of reporting
- 5.) If the client reoffends similarly, if known and doesn't compromise client confidentiality

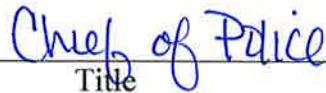
### Declaration

*I respectfully request to amend the current grant application with these additional services. I declare under penalty of perjury under the laws of the State of Washington that the foregoing information is true and correct.*

  
Signature

  
Date

  
Printed Name

  
Title

  
Place

Exhibit C

**Grant Agreement No. GRT17360**

**FACE SHEET**

**WASHINGTON STATE OFFICE OF PUBLIC DEFENSE**

<b>1. Grantee</b> City of Lake Stevens 2211 Grade Rd Lake Stevens, WA 98259	<b>2. Grantee Representative</b> John Dyer Chief of Police 2211 Grade Rd Lake Stevens, WA 98259
<b>3. Office of Public Defense (OPD)</b> 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957	<b>4. OPD Representative</b> Joanne I. Moore Director Office of Public Defense 711 Capitol Way South, Suite 106 PO Box 40957 Olympia, WA 98504-0957
<b>5. Grant Amount</b> \$20,000	<b>6. Grant Period</b> January 1, 2017 through December 31, 2017
<b>7. Grant Purpose</b> The Chapter 10.101 RCW city grants are competitive grants for the purpose of improving the quality of public defense services in Washington municipalities. (See Chapter 10.101 RCW.)	
The Office of Public Defense (OPD) and Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start January 1, 2017 and end December 31, 2017. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Special Terms and Conditions of the City Grant and General Terms and Conditions of City Grant.	
<b>FOR THE GRANTEE</b>  Name, Title JOHN DYER CHIEF OF POLICE 11-4-16 Date	<b>FOR OPD</b>  Joanne I. Moore, Director 12-1-16 Date

## SPECIAL TERMS AND CONDITIONS OF THE CITY GRANT

### 1. GRANT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Grant.

- a. The Representative for OPD and their contact information are identified on the Face Sheet of this Grant.
- b. The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

### 2. GRANT AWARD AMOUNT

The Grantee is awarded twenty thousand and 00/100 Dollars (\$20,000) to be used for the purpose(s) described in the USE OF GRANT FUNDS below.

### 3. PROHIBITED USE OF GRANT FUNDS (as adopted in OPD Policy County/City Use of State Public Defense Funding)

- a. Grant funds cannot be used to supplant local funds that were being spent on public defense prior to the initial disbursement of state grant funds.
- b. Grant funds cannot be spent on purely administrative functions or billing costs.
- c. Grant funds cannot be used for cost allocation.
- d. Grants funds cannot be used for indigency screening costs.
- e. Grant funds cannot be used for city or court technology systems or administrative equipment.
- f. Grant funds cannot be used for city attorney time, including advice on public defense contracting.

### 4. USE OF GRANT FUNDS

- a. Grantee agrees to use the grant funds for the following purpose:
  - i. Social work services to assist public defense attorneys
- b. Grantee agrees to obtain OPD's written permission before funds are used for any purpose other than those listed in Section 4a above.
- c. Grantee agrees to use the funds in calendar year 2017. If Grantee is unable to use the funds in 2017, the Grantee agrees to notify OPD to determine what action needs to be taken.
- d. Grantee agrees to deposit the grant check within fourteen days of receipt.

### 5. REPORT

Grantee agrees to submit a written mid-year report to OPD no later than July 31, 2017 using the template found in Exhibit A. The mid-year report must be submitted along with the Grantee City's public defense attorneys' 2017 certifications of compliance.

### 6. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes, regulations, and court rules
- Special Terms and Conditions Of the City Grant
- General Terms and Conditions of the City Grant

## GENERAL TERMS AND CONDITIONS OF THE CITY GRANT

### 1. ALL WRITINGS CONTAINED HEREIN

This Grant contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Grant shall be deemed to exist or to bind any of the parties hereto.

### 2. AMENDMENTS

This Grant may be amended by mutual agreement of the parties. Such amendment shall not be binding unless it is in writing and signed by personnel authorized to bind each of the parties.

### 3. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 29 CFR Part 35.

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

### 4. ASSIGNMENT

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of OPD.

### 5. ATTORNEY'S FEES

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorneys fees and costs.

### 6. CONFORMANCE

If any provision of this Grant violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

### 7. ETHICS/CONFLICTS OF INTEREST

In performing under this Grant, the Grantee shall assure compliance with the Ethics in Public Service, Chapter 42.52 RCW and any other applicable court rule or state or federal law related to ethics or conflicts of interest.

### 8. GOVERNING LAW AND VENUE

This Grant shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

### 9. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, OPD, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the performance or failure to perform the Grant.

### 10. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, court rules, policies of local and state and federal governments, as now or hereafter amended.

### 11. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part.

### 12. RECAPTURE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of the Grant, OPD reserves the right to recapture funds in an amount to compensate OPD for the noncompliance in addition to any other remedies available at law or in equity.

### 13. RECORDS MAINTENANCE

The Grantee shall maintain all books, records, documents, data and other evidence relating to this Grant. Grantee shall retain such records for a period of six (6) years following the end of the grant period. If any litigation, claim or audit is started before the expiration of the six (6) year period, the

records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

**14. RIGHT OF INSPECTION**

At no additional cost all records relating to the Grantee's performance under this Grant shall be subject at all reasonable times to inspection, review, and audit by OPD, the Office of the State Auditor, and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Grant. The Grantee shall provide access to its facilities for this purpose.

**15. SEVERABILITY**

If any provision of this Grant or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Grant that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Grant and to this end the provisions of this Grant are declared to be severable.

**16. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing.

**Exhibit A**  
**Washington State Office of Public Defense**  
**2017 Mid-Year Grant Report**

All cities that receive Chapter 10.101 RCW public defense improvement grant funding must submit a mid-year report to the Washington State Office of Public Defense (OPD) no later than July 31, 2017. Please complete the following fields, attaching additional pages if necessary. Submit the completed report with copies of public defense attorneys' 2017 quarterly Certificates of Compliance by postal mail or email to:

**Postal Mail:**

OPD – Trial Level Program  
711 Capitol Way, South, Suite 106  
PO Box 40957  
Olympia, WA 98504-0957

**Email:** [opd@opd.wa.gov](mailto:opd@opd.wa.gov)

<b>City:</b>	
<b>Report Date:</b>	
<b>Contact - Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>Address:</b>	
<b>Full Award Amount:</b>	
<b>Amount Spent to Date:</b>	
<b>Permissible Use(s) of Grant Funds (See Section 4 of Grant Agreement Special Terms and Conditions)</b>	
<b>Description of How Grant Funds Have Been Used to Date:</b>	

**Exhibit A**  
**Washington State Office of Public Defense**  
**2017 Mid-Year Grant Report**

<b>Plans for Utilizing Remaining Funds by End of Calendar Year (If Applicable)</b>	
<b>Description of Impact State Funds Have Had on Local Public Defense Services</b>	
<b>Technical Assistance Requested of OPD (If Applicable)</b>	



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda** April 25, 2017  
**Date:**

**Subject:** Revised Amendment No. 1 to Professional Services Agreement with ISOOutsource for Consultant Services

<b>Contact</b>	Troy Stevens, IT Manager	<b>Budget</b>	N/A
<b>Person/Department:</b>		<b>Impact:</b>	

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve a revised Amendment No. 1 to Professional Services Agreement with DAH Corporation dba ISOOutsource to provide consulting services with respect to implementing the Business Technology Assessment and Plan for the City of Lake Stevens.

**SUMMARY/BACKGROUND:** On May 10, 2016, Council approved the Professional Services Agreement with DAH Corporation dba ISOOutsource for a Business Technology Assessment Plan (“BTAP”). The original agreement was not to exceed \$14,025 and expired on December 31, 2016. The City has continued to consult with ISOOutsource to assist with coordinating and improving technology and will continue to utilize these services as it moves forward in installing a new temporary City Hall and improving technology throughout the City’s various sites including Police and Public Works.

On February 28, 2017, Council approved Ordinance 988 amending the 2017 budget, which included an additional \$70,000 toward IT consulting services, bringing that total approved budget to \$80,000.

On March 28, 2017 Council approved Amendment No. 1 to the ISOOutsource Professional Services Agreement. The approved amendment did not contain an updated Scope of Services. The revised amendment sets out a scope of services based on the BTAP that was previously completed. Also, staff wishes to bring to Council’s attention that the fee schedule that was included with the amendment is ISOOutsource’s fee schedule for 2017 and represents a small rate increase of 1%.

Revised Amendment No. 1 will extend the contract period through December 31, 2017, and will increase the allowable contract amount to \$80,000, to be utilized on an as needed basis.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$80,00 was previously approved by Council and no additional budget amendment is needed.

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**ATTACHMENTS:**

- Exhibit A: Amendment No. 1 to Professional Services Agreement

**AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE  
STEVENS, WASHINGTON AND DAH CORPORATION DBA ISOUTSOURCE  
FOR CONSULTANT SERVICES**

This Amendment No. 1 to Professional Services Agreement with between City of Lake Stevens, Washington (“City”) and DAH Corporation dba ISOOutsource (“Consultant”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

WITNESSETH THAT:

WHEREAS, the City and Consultant entered into a Professional Services Agreement dated May 17, 2016 wherein Consultant agreed to provide consulting services regarding a Business Technology Assessment and Plan (BTAP) for both the City and Lake Stevens Fire, and

WHEREAS, the City and Consultant wish to continue and extend the term of Professional Services Agreement,

NOW, THEREFORE,

1. Paragraph II, Scope of Services is amended to reflect those tasks identified in Exhibit A attached hereto and incorporated herein by this reference.
2. Paragraph III.3 of the Professional Services Agreement is amended to extend the term of the agreement through December 31, 2017.
3. Paragraph IV.1(a) is amended to increase the amount of compensation paid by City to Consultant in an amount not to exceed \$80,000.
4. The parties confirm and ratify that all provisions of the original agreement dated May 17, 2016 have continued in effect retroactively until the execution of this Amendment No. 1.
5. Except as expressly amended by this Amendment No. 1, all other terms and conditions of the original Professional Services Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 1 to Professional Services Agreement as of the date first above written.

CITY OF LAKE STEVENS

DAH CORPORATION DBA ISOUTSOURCE

By: \_\_\_\_\_  
John Spencer, Mayor

By: \_\_\_\_\_  
Richard Brunke, President

Approved as to Form:

---

Grant K. Weed, City Attorney



Corporate Headquarters  
19119 North Creek Parkway, Suite 200  
Bothell, WA 98011  
Tel 425.646.6004 Fax 425.420.9002  
[1.800.240.2821 www.ISOutsource.com](http://www.ISOutsource.com)

## Scope of Work

ISOOUTSOURCE will perform the following; working with the City of Lake Stevens ITD

- Develop written Security Policies
- Implementation of Group Policies and Centralized Management Procedures
- Develop Focus Groups with Internal Departments
- Develop Management Reporting Template
- Revise the IT Security Guidelines for staff
- Develop/Review/Revise Archival Policies
- Develop/Review/Revise Strategic Backup Policy and Implementation
- Review current Projects and prioritize in accordance with Stake Holders and budget
- Implement standard project management documentation and toolsets
- Scope, Assess and Deploy Remote Monitoring and Management toolsets
- Scope, Assess and Deploy Management Ticketing System
- Mentoring and Knowledge Transfer to IT Staff
- Review status of old and inactive Active Directory Users, Computers and Servers
- Review and Revise (as applicable) Security for accessibility of remote users
- Review and update documentation to include additional information for Networking
- Review Workstation Auditing for standardization and compliance
- Review benefits of upgrading all “Core” Servers to fully functional servers
- Deploy standard toolsets on servers for Monitoring, Management and Reporting
- Work to standardize OS and Application Software - including Anti-Virus on servers
- Develop hardware replacement schedule for budgeting
- Other tasks as identified

## SCHEDULE 1

## SCHEDULE OF RATES

Effective 1/1/2017

### ***Services:***

Work Role Resource	Regular Hourly Rate	Prepaid Block Hourly Rate*
Support Tech	\$138	\$128
Consultant / Systems Engineer	\$170	\$160
Senior Consultant / Senior Systems Engineer	\$190	\$180
Managing Consultant / Solutions Architect	\$208	\$198
Virtual Chief Information Officer(vCIO) / Subject Matter Expert(SME)	\$228	\$218

### ***Business Hours:***

Work Type	Time of Day	Hourly Rate
Regular Weekday	6:00AM through 6:00PM (Mon-Fri)	Regular/Prepaid Block Rate
Evening Weekday	6:00PM through 6:00AM (Mon-Fri)	1.25 x Regular/Prepaid Block Rate
Weekend	Friday 6:00PM through Monday 6:00AM	1.50 x Regular/Prepaid Block Rate
Company Holiday	12:00AM through 11:59PM	1.50 x Regular/Prepaid Block Rate

### ***Remote Monitoring, Management and Support Services:***

Service	Monthly Rate
Remote Server Health Checks	\$100.00 per server
Server Monitoring, Anti-Virus and Patch Management	\$25.00 per server
Desktop/Laptop Monitoring, Inventory, Anti-Virus and Patch Mgt	\$5.00 per desktop/laptop
Remote Desktop Support	Contact Us for Pricing

### ***Minimum Time Billed, Travel Time, Parking and Mileage:***

Minimum time billed is 15 minutes.

Travel time is billed door to door.

There are NO additional charges for parking and mileage.

### ***Sales Tax:***

Rates EXCLUDE applicable state and local sales tax.

#### ***\*Rate Discounts Available via our Prepaid Block of Support Program***

Purchasing a Prepaid Block of Support (BOS) discounts the Regular Hourly Rate by **\$10 per hour**. The Prepaid BOS must be paid in advance and used within 12 months of purchase. The size of the BOS is based on your monthly IT Support Plan and budget. Renewal invoices will be automatically sent once the BOS balance drops below \$500. Your real time BOS balance can be accessed at any time via our Customer Portal. The BOS size is reviewed quarterly to ensure that it is in sync with your budgeted level of service provided monthly.



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 25, 2017

**Subject:** Design Review Board Membership

<b>Contact Person/Department:</b>	<u>Russ Wright, Planning &amp; Community Development</u>	<b>Budget Impact:</b>	<u>None</u>
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Affirm Sammie Thurber as Design Review Board Member and Diana Hale as DRB Alternate

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**SUMMARY/BACKGROUND:**

Staff is recommending that the City Council change the following Design Review Board appointments:

1. Affirm Sammie Thurber as a full member instead of an alternate.
2. Change Diana Hale's membership to alternate.

Both Ms. Thurber and Ms. Hale to continue serving on the board and have expressed a desire to change their roles on the board.

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**BUDGET IMPACT:** None.

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**ATTACHMENTS:** None.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 25, 2017

**Subject:** LUA2017-0043 – Nourse 107<sup>th</sup> Ave NE Right-of-Way Vacation (Ordinance No. 995)

<b>Contact</b>	Eric Durpos, Public Works Director	<b>Budget Impact:</b>	There is no budget impact.
<b>Person/Department:</b>	Russ Wright, Community Development Director		

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve the proposed Right-of-Way Vacation subject to the conditions of approval by the adoption of Ordinance 995 (**Attachment 1**).

**BACKGROUND/HISTORY:**

The applicant proposes to construct a 288-unit single-family detached subdivision with associated improvements east of Callow Road and south of SR-92 in Lake Stevens. The subdivision is proposed to include a public park, two private parks, public roads, a trail system, sidewalks and street trees, and preservation of critical areas. Off-site improvements proposed include installation of sewer up Callow Road, improvements to the intersection of SR-92 and Callow Rd, improvements to Oak Road, 107<sup>th</sup> Ave NE, and possibly 30<sup>th</sup> St NE. To date, the project proponents have also applied for a binding site plan approval and a second right-of-way vacation (ROW) along 109<sup>th</sup> Ave NE in support of their proposed development as separate actions.

The applicant has applied for a right-of-way vacation for the purpose of utilizing and incorporating the northern portion of the unopened right-of-way into the residential subdivision being planned. The southern portion of the right-of-way is comprised of wetlands and steep slopes and would be added into the critical areas tracts for the subdivision. The requested ROW vacation section is currently unopened, approximately 450 feet in length, and has connection to an existing roadway along the south (Oak Road). It is not planned by the City as a future circulation connection.

In return for the ROW vacation, the City would receive a public benefit whereby the cost of the right-of-way to be vacated would be credited towards off-site street improvements on 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE. A drawing that illustrates the proposed vacation is shown in **Attachment 2**. Subject to Lake Stevens Municipal Code 14.16C.095, the applicant has provided a cost summary of adjacent properties estimated to be between \$5.42 per square foot and \$0.19 per square foot, with the average assessed value at \$0.48 per square foot, to determine a value for the proposed vacations (**Attachment 3**).

The requested project is a legislative decision subject to a Type V permit and public hearing with City Council. Before city staff can approve a binding site plan application, City Council would need to approve the ROW vacation.

**ANALYSIS:**

1. The city received a Type V application and supporting materials on March 16<sup>th</sup> and March 22<sup>nd</sup>, 2017, identified as File No. LUA2017-0043, which staff deemed complete on March 22, 2017.
2. The city provided public notice for the land use application by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on March 24, 2017 in accordance with Chapter 14.16B LSMC, Part V.
3. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on April 14, 2017 in accordance with Chapter 14.16B LSMC, Part V.
4. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative with the right-of-way application.
  - a. Mr. Patrick McCourt, on behalf of Mr. Tim Kaintz, petitioned the city to consider a right-of-way vacation of approximately 13,661 square feet.
  - b. The application contains the signature of Mr. Tim Kaintz, the property owner of all four parcels surrounding the right-of-way to be vacated.
  - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.
  - d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey, except a label for 15 feet of right-of-way when it should be 30 feet. This comment has subsequently been addressed by the applicant and revised in the attached survey (**Attachment 2**).
  - e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
  - f. Decision Criteria pursuant to LSMC 14.16C.095(f):
    - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
    - 2) The City Council shall use the following criteria for deciding upon the petition:
      - (i) *The vacation will provide a public benefit, and/or will be for a public purpose;* This was not addressed in the vacation request by the applicant and the northern portion of the property is intended to be used for private benefit. The southerly portion of the right-of-way vacation request would, however, provide a public benefit in that the critical areas and steep slopes would be protected in perpetuity by being incorporated into the native growth protection tracts of the subdivision. The City has contacted the applicant to propose a public benefit for consideration on the northern portion of the right-of-way request. The applicant is willing to apply the cost of the right-of-way to be vacated towards the off-site street improvements on 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE (**Attachment 4**). The improvements would

be the construction of the extension of 30<sup>th</sup> Street NE, just east of the applicant's proposed plat, to connect into the existing intersection of 30<sup>th</sup> Street NE at Cedar Rd. Specifically, 30<sup>th</sup> St. SE shall be constructed of a half-street improvement with a minimum pavement width of 24 feet and sidewalk along the northern side of the roadway. Total credits allowed by the City for this would not exceed the value of the ROW to be vacated.

*(ii) The right-of-way vacation shall not adversely affect the street pattern or circulation of the immediate area or the community as a whole;*

The requested ROW vacation section is currently unopened, approximately 450 feet in length, and has connection to an existing roadway along the south (Oak Road). It is not planned by the City as a future circulation connection. The southerly portion crosses critical areas and steep slopes. To the south, this ROW intersects with Oak Road and the remainder of this ROW abuts undeveloped land owned by the applicant. Therefore, the vacation of this ROW would not adversely affect the City's street pattern or circulation.

*(iii) The public need shall not be adversely affected;*

This ROW is currently not serving any public purpose.

*(iv) The right-of-way is not contemplated or needed for future public use; and*

Future use by the public is not practical due to the critical areas along the southerly portion of the ROW and it is not part of the City's plan for any future uses.

*(v) No abutting owner will become landlocked or its access will not be substantially impaired (i.e., there must be an alternative mode of ingress and egress, even if less convenient); provided, that the City Council may, at the time of its public hearing, determine that the City may retain an easement or right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services.*

No impairment to abutting private property will result from this ROW vacation. Private lands abutting this ROW are undeveloped and owned by the applicant who currently has other access proposed for the developable lands.

3) The City Council will, at the time of the public hearing, determine the amount of compensation to be paid to the City by the petitioners as a condition of the vacation, consistent with the following:

*(ii) Where the street or alley has not been part of a dedicated public right-of-way for 25 years or more, an amount which equals one-half of the appraised value of the area vacated.*

The total assessed value of the area proposed to be vacated (less the wetland and wetland buffer area) is \$3,101.

g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

## **CONCLUSIONS:**

1. The proposal has met the procedural and noticing requirements for Type V permits per Chapters 14.16A and 14.16B LSMC.
2. The proposal as conditioned meets the criteria to approve a Right-of-Way vacation per LSMC 14.16C.095.
3. The Public Works Department has verified that the assessed values are fair and accurate.
4. The city's consulting engineer has verified that no substantive discrepancies exist in the legal descriptions or survey.

**CONDITION OF APPROVAL:**

1. The applicant shall participate in the construction of the off-site street improvements to 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE, to the extent of the cost of the right-of-way to be vacated. Specifically, 30<sup>th</sup> St. SE shall be constructed of a half-street improvement with a minimum pavement width of 24 feet and sidewalk along the northern side of the roadway. Total credits allowed by the City for this would not exceed the value of the ROW to be vacated.

**RECOMMENDATION**

Staff recommends that the City Council **APPROVE** the proposed Right-of-Way Vacation (LUA2017-0043) subject to the condition listed above and referenced in Ordinance No. 995.

**APPEALS**

The decision of the City Council on a Type V application is the final decision and may be appealed to Snohomish County Superior Court by filing a land use petition which meets the requirements set forth in Chapter 36.70C RCW. The petition must be filed and served upon all necessary parties as set forth in State law and within the 21-day time period as set forth in RCW 36.70C.040. The appeal period shall commence upon the City Council's final decision and not upon expiration of the reconsideration period.

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**APPLICABLE CITY POLICIES:** Lake Stevens Municipal Code 14.16C.095 – Right-of-Way Vacation and Chapter 14.16B LSMC, Part V – Type V Review - Quasi-Judicial, City Council Decisions

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**BUDGET IMPACT:** There is no budget impact.

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**ATTACHMENTS:**

1. Ordinance No. 995
2. Survey
3. Value Assessment
4. Public Benefit Letter from Applicant

## ATTACHMENT 1

**CITY OF LAKE STEVENS  
Lake Stevens, Washington  
ORDINANCE NO. 995**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS PROVIDING FOR A  
RIGHT-OF-WAY VACATION OF APPROXIMATELY 13,661 SQUARE FEET  
OF LAND ALONG, APPROXIMATELY 450 FEET IN LENGTH, ALONG  
107<sup>TH</sup> AVE NE OFF OAK ROAD.**

**WHEREAS**, the City of Lake Stevens is the owner of public right-of-way located on 107<sup>th</sup> Ave NE; and

**WHEREAS**, Tim Kaintz of KR-N9 LLC, is the owner of adjacent Parcel Numbers 00385700200100, 29060600403000, 29060600402900, and 29060600402800 and did petition the City Council to vacate a portion of 107<sup>th</sup> Ave NE, described and shown in **Exhibit A**, in accordance with the provisions of Lake Stevens Municipal Code (LSMC) 14.16C.095; and

**WHEREAS**, Tim Kaintz proposed to apply the cost of the right-of-way to be vacated towards the off-site street improvements on 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE to compensate the city for the proposed vacation northern portion of 107<sup>th</sup> Ave NE, described and shown in **Exhibit A**; and

**WHEREAS**, Right-of-way vacations are Type V (quasi-judicial) land use permits subject to public notice and a public hearing before the City Council; and

**WHEREAS**, Planning and Community Development staff prepared a staff report for City Council's consideration describing the project and provided an analysis, conclusions and recommendations in coordination with the Public Works Department; and

**WHEREAS**, Public notice for the land use application was provided via publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on March 24, 2017 in accordance with Chapter 14.16B LSMC, Part V; and

**WHEREAS**, Public notice for the land use action and hearing was provided via publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on April 14, 2017 in accordance with Chapter 14.16B LSMC, Part V; and

**WHEREAS**; The Lake Stevens City Council held a public hearing on April 25, 2017 to receive public comment and testimony, in accordance with Chapter 14.16B LSMC, Part V; and

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

**Section 1.** The City Council hereby adopts the following findings and conclusions, in addition to the analysis, conclusions and recommendations contained in the staff report dated April 25, 2017 in support of the proposed request:

**ANALYSIS:**

1. The city received a Type V application and supporting materials on March 16<sup>th</sup> and March 22<sup>nd</sup>, 2017, identified as File No. LUA2017-0043, which staff deemed complete on March 22, 2017.
2. The city provided public notice for the land use application by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on March 24, 2017 in accordance with Chapter 14.16B LSMC, Part V.
3. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on April 14, 2017 in accordance with Chapter 14.16B LSMC, Part V.
4. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative with the right-of-way application.
  - a. Mr. Patrick McCourt, on behalf of Mr. Tim Kaintz, petitioned the city to consider a right-of-way vacation of approximately 13,661 square feet.
  - b. The application contains the signature of Mr. Tim Kaintz, the property owner of all four parcels surrounding the right-of-way to be vacated.
  - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.
  - d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey, except a label for 15 feet of right-of-way when it should be 30 feet. This comment has subsequently been addressed by the applicant and revised in the attached survey (**Exhibit A**).
  - e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
  - f. Decision Criteria pursuant to LSMC 14.16C.095(f):
    - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
    - 2) The City Council shall use the following criteria for deciding upon the petition:

*(i) The vacation will provide a public benefit, and/or will be for a public purpose;*

This was not addressed in the vacation request by the applicant and the northern portion of the property is intended to be used for private benefit. The southerly portion of the right-of-way vacation request would, however, provide a public benefit in that the critical areas and steep slopes would be protected in perpetuity by being incorporated into the native growth protection tracts of the subdivision. The City has contacted the applicant to propose a public benefit for consideration on the northern portion of the right-of-way request. The applicant is willing to apply the cost of the right-of-way to be vacated towards the off-site street improvements on 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE. The improvements would be the construction of the extension of 30<sup>th</sup> Street NE, just east of the applicant's proposed plat, to connect into the existing intersection of 30<sup>th</sup> Street NE at Cedar Rd. Specifically, 30<sup>th</sup> St. SE shall be constructed of a half-street improvement with a minimum pavement width of 24 feet and sidewalk along the northern side of the roadway. Total credits allowed by the City for this would not exceed the value of the ROW to be vacated.

*(ii) The right-of-way vacation shall not adversely affect the street pattern or circulation of the immediate area or the community as a whole;*

The requested ROW vacation section is currently unopened, approximately 450 feet in length, and has connection to an existing roadway along the south (Oak Road). It is not planned by the City as a future circulation connection. The southerly portion crosses critical areas and steep slopes. To the south, this ROW intersects with Oak Road and the remainder of this ROW abuts undeveloped land owned by the applicant. Therefore, the vacation of this ROW would not adversely affect the City's street pattern or circulation.

*(iii) The public need shall not be adversely affected;*

This ROW is currently not serving any public purpose.

*(iv) The right-of-way is not contemplated or needed for future public use; and*  
Future use by the public is not practical due to the critical areas along the southerly portion of the ROW and it is not part of the City's plan for any future uses.

*(v) No abutting owner will become landlocked or its access will not be substantially impaired (i.e., there must be an alternative mode of ingress and egress, even if less convenient); provided, that the City Council may, at the time of its public hearing, determine that the City may retain an easement or right to*

*exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services.*

No impairment to abutting private property will result from this ROW vacation. Private lands abutting this ROW are undeveloped and owned by the applicant who currently has other access proposed for the developable lands.

3) The City Council will, at the time of the public hearing, determine the amount of compensation to be paid to the City by the petitioners as a condition of the vacation, consistent with the following:

*(ii) Where the street or alley has not been part of a dedicated public right-of-way for 25 years or more, an amount which equals one-half of the appraised value of the area vacated.*

The total assessed value of the area proposed to be vacated (less the wetland and wetland buffer area) is \$3,101.

g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

#### CONCLUSIONS:

1. The proposal has met the procedural and noticing requirements for Type V permits per Chapters 14.16A and 14.16B LSMC.
2. The proposal as conditioned meets the criteria to approve a Right-of-Way vacation per LSMC 14.16C.095.
3. The Public Works Department has verified that the assessed values are fair and accurate.
4. The city's consulting engineer has verified that no substantive discrepancies exist in the legal descriptions or survey.

**Section 2.** Conditioned on the compensatory vacation of land required in Section 3 hereof, the city of Lake Stevens does hereby vacate the portions of 107<sup>th</sup> Ave SE, described and shown in **Exhibit A** to Tim Kaintz, the adjacent landowner, to become part of his parcels. Recording of this ordinance in accordance with Section 5 hereof shall confirm satisfaction of the condition to this right-of-way vacation; and

**Section 3.** Tim Kaintz or successor agrees to the construction of the off-site street improvements to 30<sup>th</sup> St SE, east of 109<sup>th</sup> Ave NE, to the extent of the cost of the right-of-way to be vacated along on 107<sup>th</sup> Ave SE totaling approximately 13,661 square feet. Total credits allowed by the City for this would not exceed the value of the right-of-way to be vacated; and

**Section 4.** Reservation of Utility and Access Easement. The above-described property shall be vacated subject to reservation of a utility and access easement under and through the property for all existing utilities connecting to the public right-of-way.

**Section 5.** Pursuant to LSMC 14.16C.095 (g) the City Clerk or designee will confirm that Tim Kaintz or successor shall and has recorded the record of survey for the right-of-way vacation and certified ORDINANCE – 995

copy of Ordinance 995 and any part thereof and returned conformed copies of the same to the Lake Stevens Planning and Community Development Department. Tim Kaintz or successor shall be responsible for all recording costs; and

**Section 6.** Severability. If any section, subsection, sentence, clause, phrase or work of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance; and

**Section 7.** Effective Date. This Ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

**ADOPTED** by the City Council and **APPROVED** by the Mayor this 25<sup>th</sup> day of April, 2017.

CITY OF LAKE STEVENS

By: \_\_\_\_\_  
John Spencer, Mayor

ATTEST/AUTHENTICATED:

By: \_\_\_\_\_  
Barbara Stevens, City Clerk/Finance Director

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Grant K. Weed, City Attorney

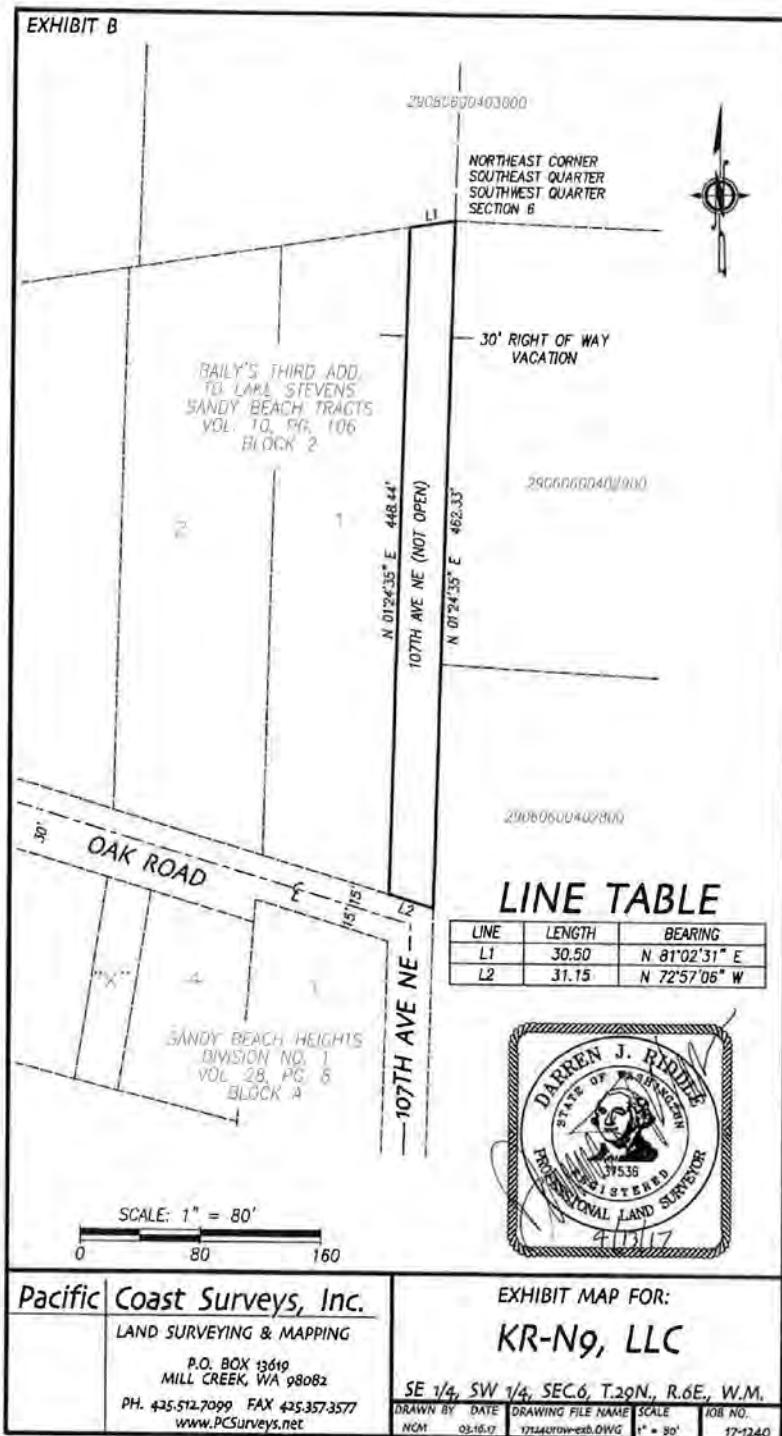
1st and Final Reading: April 25, 2017

Date of Publication:

Effective Date:

## EXHIBIT A

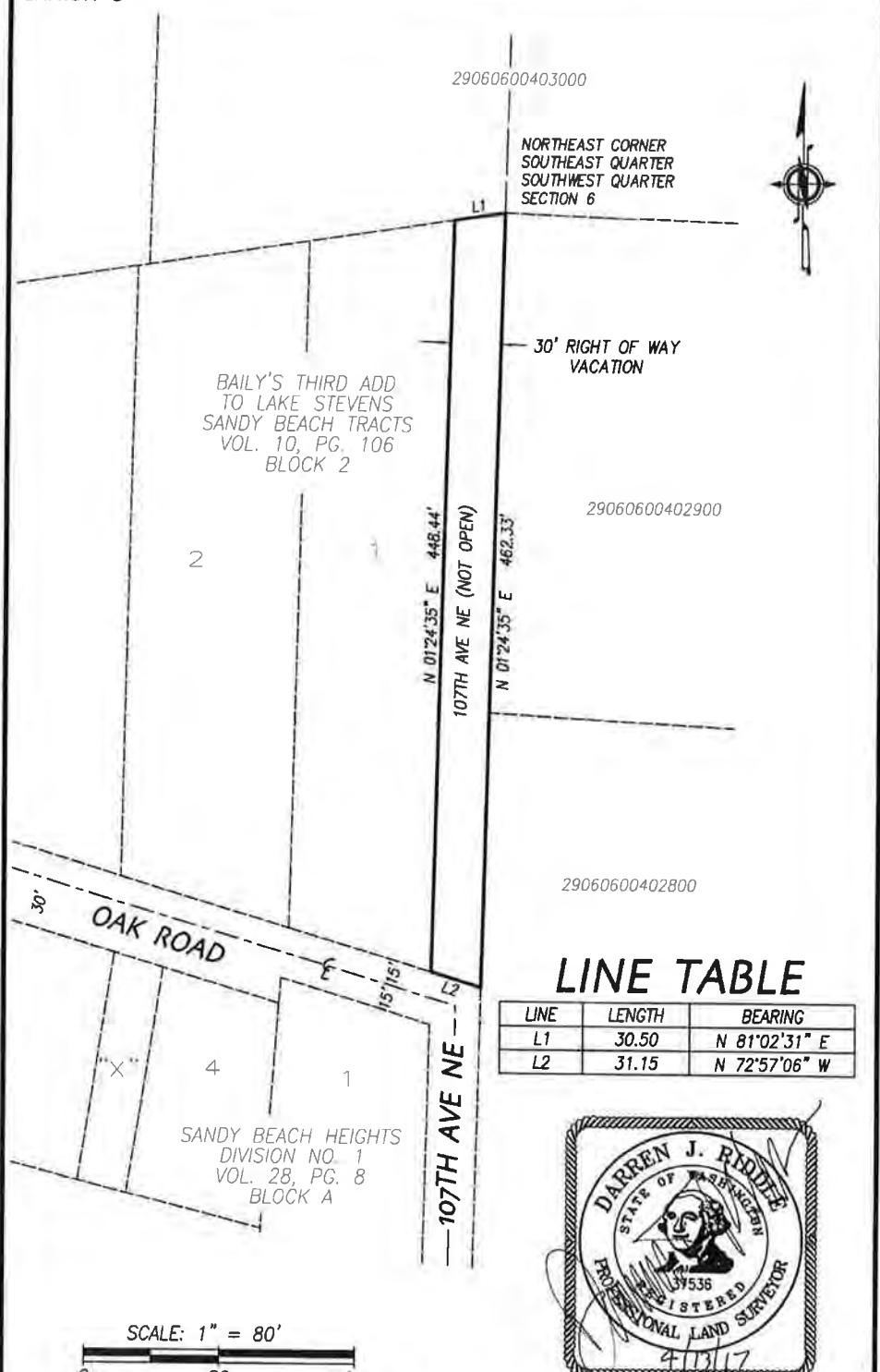
### RECORD OF SURVEY FOR RIGHT-OF-WAY VACATION



# ATTACHMENT 2

City of Lake Stevens  
City Council Regular Meeting 4-25-2017  
Page 104

## EXHIBIT B



## LINE TABLE

LINE	LENGTH	BEARING
L1	30.50	N 81°02'31" E
L2	31.15	N 72°57'06" W



Pacific Coast Surveys, Inc.

LAND SURVEYING & MAPPING

P.O. BOX 13619  
MILL CREEK, WA 98082  
PH. 425.512.7099 FAX 425.357.3577  
www.PCSurveys.net

EXHIBIT MAP FOR:

KR-N9, LLC

SE 1/4, SW 1/4, SEC.6, T.29N., R.6E., W.M.

DRAWN BY	DATE	DRAWING FILE NAME	SCALE	JOB NO.
NCM	03.16.17	171240row-exb.DWG	1" = 80'	17-1240

## ATTACHMENT 3

# LAND USE DEVELOPMENT APPLICATION

NOURSE BSP

ROW VACATION VALUATION REPORT

PORTION OF UNUSED RIGHT OF WAY

107<sup>th</sup> Ave NE & Oak Rd

Lake Stevens, WA 98258

Submitted

March 22, 2017

## Table of Contents

1.0	VALUATION SUMMARY.....	2
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4.0	LEGAL DESCRIPTION OF RIGHT OF WAY .....	5
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6.0	OWNERSHIPS OF ADJACENT PARCELS .....	7
7.0	VALUATION.....	8

## 1.0 VALUATION SUMMARY

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

RE: ROW Vacation Area Valuation – Nourse Project

Dear Ms. Place,

An application for a Binding Site Plan has been submitted to the City of Lake Stevens on behalf of KR-N9, LLC under LUA20147-0042.

In conjunction with the Binding Site Plan, an application for Right-of-Way Vacation has been submitted to the City of Lake Stevens on behalf of KR-N9, LLC under LUA20147-0043.

Pacific Coast Survey, Mr. Darren Riddle, P.L.S., was retained by KR-N9, LLC to draft the binding site plan for the development as well as a survey for the right of way to be vacated.

Per the survey, the total square feet of ROW for which the vacation is requested is 13,661 square feet.

The Lake Stevens Municipal Code, Section 14.16C.095 provides specific procedures and requirements including methods for establishing a value for the ROW. KR-N9, LLC elected to use the Assessor Method of the comparable abutting properties method to establish the value.

Procedures set forth in the code were followed, which included identification of the abutting properties and the 2017 assessed values for those properties.

A Tax Assessor Value for the Abutting Property Valuation Summary for the properties was prepared to determine the average assessed value. The average assessed value is \$0.48 per square foot. The size of the subject ROW is approximately 13,661 square feet.

The ROW is encumbered by wetland and wetland buffer. The square footage of the wetland and buffer is approximately 7,200 sf.

The wetlands and buffer have been deducted from the total square footage resulting in 6,461 useable square footage as shown in the table below.

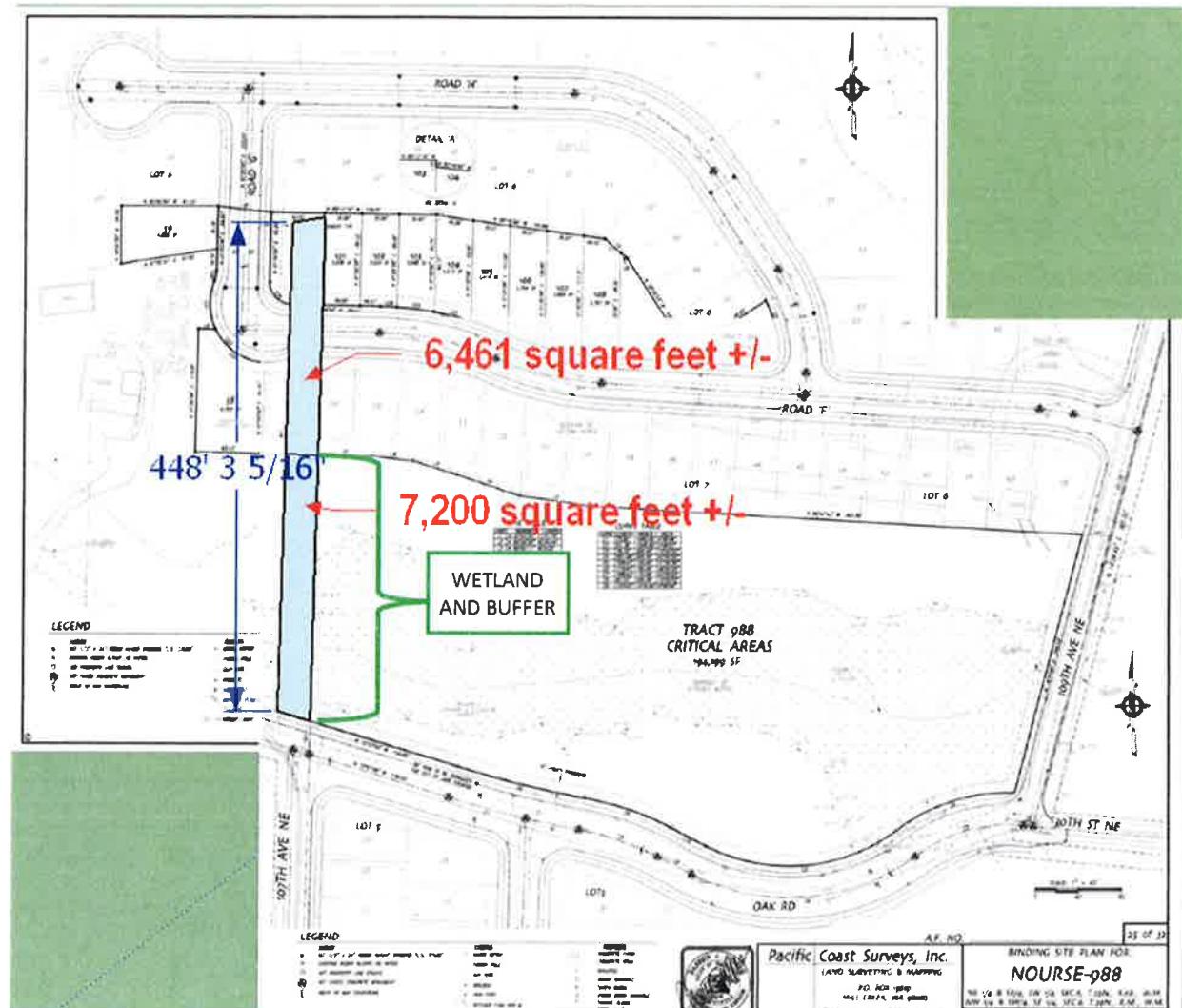
Total square footage of ROW	13,661
Less wetland and buffer	(7,200)
Net useable square footage	6,461

**The useable land of 6,461 square feet a \$0.48 per square foot results in an estimated value for the ROW of \$3,101.28**

## 2.0 DESCRIPTION OF THE RIGHT-OF-WAY TO BE VACATED.

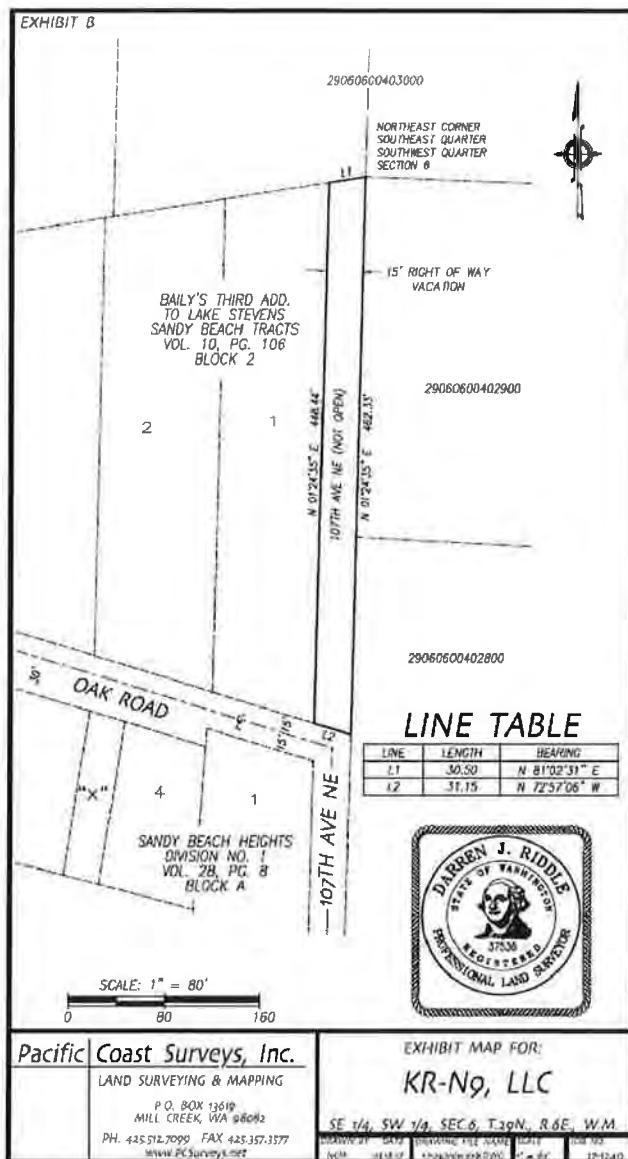
The right-of-way requested to be vacated is currently unused and unopened and has never been utilized. KR-N9, LLC is the owner of all parcels abutting the ROW and is desirous to develop the land.

The southern portion of the right-of-way is comprised of wetlands and steeps slopes, making any access to the northern parcel economically infeasible. The northern portion of the right of way however, can be utilized and incorporated into the residential plat being planned.



### 3.0 SURVEY OF RIGHT-OF-WAY TO BE VACATED

See copy of Survey below. Copy of survey attached to this application.



## 4.0 LEGAL DESCRIPTION OF RIGHT OF WAY

The area has been officially surveyed by Pacific Coast Surveys. Below is the legal description of the parcel to be vacated.

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 6, TOWNSHIP 29 NORTH, RANGE 6 EAST, W.M., DESCRIBED AS FOLLOWS;

**BEGINNING AT THE NORTHEAST CORNER OF SAID SOUTHEAST QUARTER;  
THENCE SOUTH 81°02'31" WEST ALONG THE NORTH LINE OF SAID SUBDIVISION A DISTANCE OF 30.50 FEET TO THE NORTHEAST CORNER OF LOT 1, BLOCK 2, PLAT OF BAILEY'S THIRD ADDITION TO LAKE STEVENS SANDY BEACH TRACTS AS RECORDED IN VOLUME 10 OF PLATS, PAGE 106, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;**

**THENCE SOUTH 01°24'35" WEST ALONG THE EAST LINE OF SAID LOT 1 A DISTANCE OF 448.44 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1;**

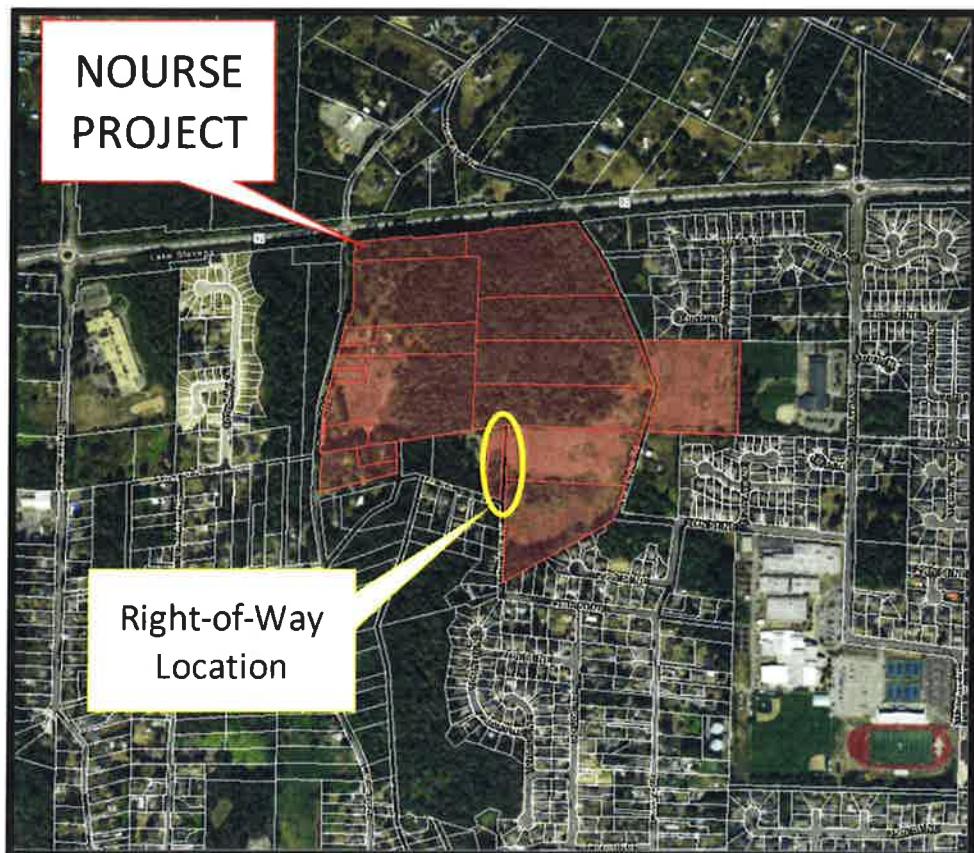
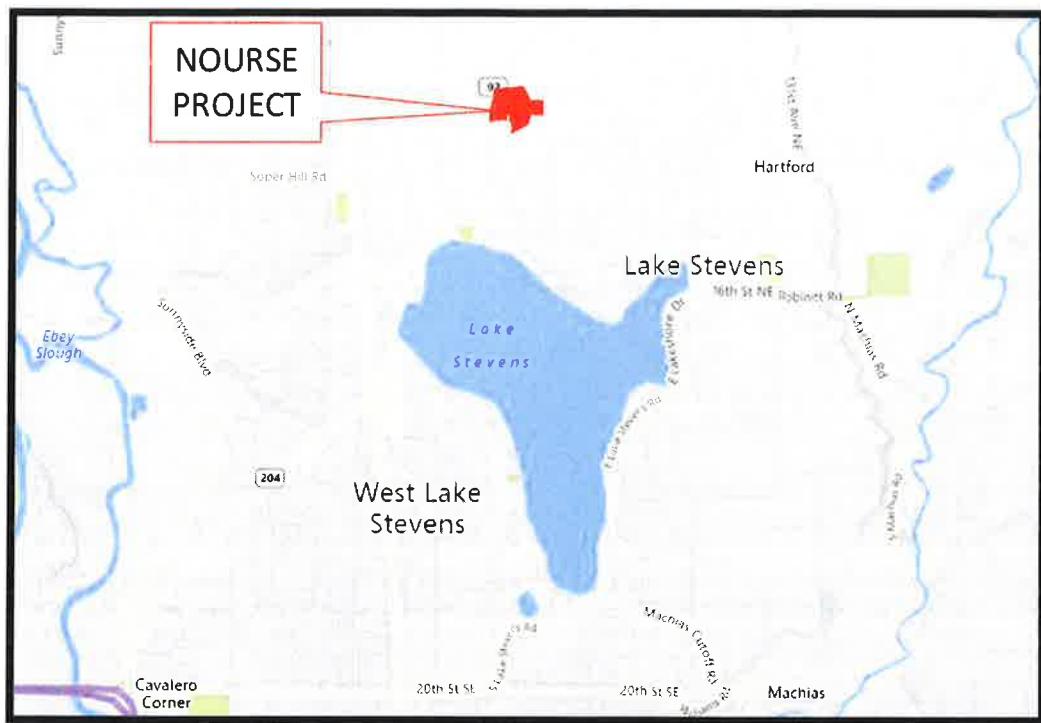
**THENCE SOUTH 72°57'06" EAST A DISTANCE OF 31.15 FEET TO THE EAST LINE OF SAID SOUTHEAST QUARTER;**

**THENCE NORTH 01°24'35" EAST ALONG SAID EAST LINE A DISTANCE OF 462.33 FEET TO THE POINT OF BEGINNING;**

CONTAINING 13,661 SQUARE FEET;

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON

## 5.0 VICINITY MAPS



## 6.0 OWNERSHIPS OF ADJACENT PARCELS

The property to be vacated is surrounded on three sides by three different parcels. All three parcels are owned by KR-N9, LLC. See image below.



## 7.0 VALUATION

The first table below outlines the adjacent ownerships and their assessed land values per the Snohomish County records found on their website. The property records of the parcels are attached.

The second table uses the average value of the adjoining property and applies it to the square footage of the ROW to be vacated. Overall valuation for the ROW (less wetland) is estimated at \$3,101.

### ADJACENT PROPERTIES

ID	PARCEL#	OWNERNAME	ACREAGE	SQ FT	VALUE /	
					LAND VALUE	SQ.FT
A	00385700200100	KR-N9 LLC	0.84	36,437	\$ 16,000	\$ 0.44
B	29060600403000	KR-N9 LLC	6.17	268,804	\$ 109,600	\$ 0.41
C	29060600402900	KR-N9 LLC	5.71	248,939	\$ 103,000	\$ 0.41
D	29060600402800	KR-N9 LLC	6.22	270,753	\$ 52,200	\$ 0.19
E	00564400100400	HOLSCHER, LEO R	0.56	24,191	\$ 131,000	\$ 5.42
<b>TOTALS</b>			<b>19.49</b>	<b>849,124</b>	<b>\$ 411,800</b>	<b>\$ 0.48</b>

### ROW TO BE VACATED

	ACREAGE	SQ FT	LAND VALUE	VALUE /
Wetland/Unbuildable	0.17	7,200	\$ -	\$ -
Developable	0.15	6,461	\$ 3,101	\$ 0.48
<b>Overall Value</b>	<b>0.17</b>	<b>13,661</b>	<b>\$ 3,101</b>	<b>\$ 0.23</b>

The tables below are excerpts from the City of Lake Stevens code that outlines the decision criteria and standards as it pertains to ROW Vacations valuation and appraisals.

<b>Chapter 14.16C</b>	
LAND USE ACTIONS, PERMITS AND DETERMINATIONS - DECISION CRITERIA AND STANDARDS	
<b>14.16C.095 Right-of-Way Vacation.</b>	
<p>(a) The purpose of this section is to provide procedures and requirements for the vacation of public rights-of-way and streets. The owners of an interest in any real estate abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the City Council for the vacation, or the City Council may initiate, by resolution, such vacation procedure.</p>	
<p><i>Appraisal. In all cases where the City Council requires compensation for the vacated right-of-way, an appraisal of the right-of-way proposed for vacation shall be made by one or more of the following methods:</i></p> <ol style="list-style-type: none"> <li>(1) The assessed value of comparable abutting property shall be obtained from the records of the Snohomish County assessor. The average of said values, on a square foot basis, shall be applied to the right-of-way which is proposed for vacation.</li> <li>(2) The petitioner shall be required to submit a report of a professional appraiser to the City, stating the fair market value of the right-of-way proposed for vacation.</li> <li>(3) The City shall obtain a report from one or more professional appraisers stating the fair market value of the right-of-way proposed for vacation. The cost of said report or reports shall be paid by the petitioner prior to the time of the public hearing.</li> </ol>	

# ATTACHMENT 4

City of Lake Stevens  
City Council Regular Meeting 4-25-2017  
Page 114



April 18, 2017

City of Lake Stevens  
Planning & Community Development  
1812 Main Street  
PO Box 257  
Lake Stevens, WA 98258

Project Name / File No.: Nourse Right of Way (LUA2017-0043)  
Address: 107<sup>th</sup> Ave NE  
Applicant: KR-N9, LLC  
RE: Nourse ROW Vacation Application-Public Benefit

Dear Ms. Place,

The value for the ROW to be vacated was estimated to be \$3,101.28.

In Lieu of payment of the \$3,101.28 to the City of Lake Stevens for the ROW, the Applicant will apply the amount of \$3,101.28 to the costs for the improvements to be made to that section of Oak Road to be extended to 30<sup>th</sup> St. as shown on the attached Exhibit A.

Sincerely

KR-N9, LLC  
By: Land Pro Group, Inc., Authorized Representative

By: Patrick McCourt, CEO

cc: Mick Monken, City Engineer

# EXHIBIT A

LDC

www.LDCorp.com

NOURSE

## PROJECT OVERVIEW

TOTAL LOTS: 288

SINGLE FAMILY DETACHED DEVELOPMENT

PHASE 1 LOTS: 30  
PHASE 2 LOTS: 119  
PHASE 3 LOTS: 91  
PHASE 4 LOTS: 48

PROJECT SIZE: ~ 70 ACRES

THREE COMMUNITY PARKS  
TOTAL PARK SPACE: 4.8 ACRES

TOTAL OPEN SPACE: 32 ACRES

NATURE TRAIL LENGTH: 2,250 FT

PUBLIC ROAD IMPROVEMENTS TO CALLOW RD, OAK  
RD, 109TH AVE, 107TH AVE AND SR-92. MANY NEW  
PUBLIC ROADS WITH STREET AND DRIVEWAY  
PARKING WILL BE PROVIDED ON THE PROJECT SITE.

## DISCLAIMER

DRAWING IS NOT TO SCALE AND IS FOR DEMONSTRATION  
PURPOSES ONLY.





LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 25, 2017

**Subject:** 24<sup>th</sup> Street SE Extension – Design Authorization

<b>Contact</b>	Eric Durpos, Public Works	<b>Budget</b>	\$541,021.00
<b>Person/Department:</b>		<b>Impact:</b>	

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to execute a Professional Services Agreement with Lochner to survey, conduct an environmental review, and design the 24<sup>th</sup> Street SE extension for an amount of \$511,021 and approve a management reserved of \$30,000.

**SUMMARY/BACKGROUND:** This project will construct a new street approximately 1,350 feet in length across undeveloped terrain between SR-9 and 91<sup>st</sup> Avenue SE along the alignment of 24<sup>th</sup> Avenue SE. The completed roadway will generally consist of one eastbound lane and one westbound lane with a planter strip and ten-foot wide shared use path on the north side. One roundabout is planned to reconfigure the SR 9 and the South Lake Stevens Road intersection and will be located west of the existing intersection. A regional pond located south of the future 24<sup>th</sup> Street SE and 91<sup>st</sup> Avenue SE intersection is also included.

24<sup>th</sup> Street SE was identified as a key connecting roadway in the 20<sup>th</sup> Street SE Corridor subarea plan. This roadway is also identified in the City's Capital Improvement Plan and as such, is included in the current Traffic Impact Fee Schedule. 24<sup>th</sup> Street SE's role is to provide an alternate route to support growth along the south side of 20<sup>th</sup> Street SE and to reduce congestion along 20<sup>th</sup> Street SE.

In August 2015 the Lake Stevens City Council approved a Professional Service Agreement with HWA GeoSciences, Inc. to perform preliminary geotechnical review for the alignment of 24<sup>th</sup> Street SE. That study provided information about how to construct a stable road section within the wetlands. Lochner will reference the preliminary geotechnical review in their design work.

The 24<sup>th</sup> Street SE Extension project was identified as a priority project by the Council and included in the 2017 budget for \$550,000. The product provided by Lochner will provide a construction bid ready document. The timing for completion of the bid package is 9 months allowing for this project to be ready for construction in the 2018 season. The \$30,000 management reserve is to allow staff the ability to address changes administratively to keep the project on task.

**APPLICABLE CITY POLICIES:**

**BUDGET IMPACT:** Identified in the 2017 budget for \$550,000.

**ATTACHMENTS:**

- Exhibit A: Professional Services Agreement

## EXHIBIT A

**SUPPLEMENTAL AGREEMENT NO. 1  
TO PROFESSIONAL SERVICES AGREEMENT FOR THE  
24<sup>TH</sup> STREET SE EXTENSION  
ENGINEERING SERVICES  
WITH H.W. LOCHNER INC.**

This Supplemental Agreement No. 1 is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, between the City of Lake Stevens, hereinafter called the "City" and H.W. Lochner Inc., hereinafter called the "Consultant."

This agreement is made pursuant to and in compliance with the Master Professional Services Agreement for On-Call Engineering Services dated 10 February 2016 and RCW 39.80 entitled "Contract for Engineering Consultant Services" following a Request for Qualifications awarded on 12 January 2016.

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into an Agreement for On-Call Engineering Consultant Services, hereinafter called the "Project," said Agreement being dated 10 February 2016; and

WHEREAS, both parties desire to supplement said Agreement, by expanding the Scope of Services to provide planning and engineering services to be used for local, state, and federal permitting as well as design for temporary city hall facilities and to amend the total amount payable for this Agreement,

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

Each and every provision of the Original Agreement for Professional Services dated 10 February 2016, shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement, "SCOPE OF SERVICES", shall be supplemented to include the Scope of Services as described in **Exhibit B1**, attached hereto and by this reference made part of this Supplemental Agreement No. 1.

2. Article IV of the Original Agreement, "OBLIGATIONS OF THE CITY", Paragraph IV.1 Payments section (a) is hereby amended to read as follows:

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$600,000.00 for the two years of the contract through December 31, 2017 ~~75,000.00 per calendar year~~ without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

Paragraph VI.1 Payments, Section (a) as amended above, provides that the Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$ 600,000.00 for the two years of the contract through December 31, 2017 ~~75,000.00 per calendar year~~ without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor,

materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit B1, the City shall pay Consultant a mutually agreed amount. The costs for this Supplemental Agreement No. 1 are not to exceed \$511,021.00 as set forth in **Exhibit B2** attached.

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

Original Agreement Authorized Amount not to exceed per two year contract through December 31, 2017: \$600,000.00

Supplemental Agreement No.1	<u>\$511,021.00</u>
Grand Total	\$511,021.00

3. Article III, Section III.3 of the Original Agreement, Term is amended to add that the parties agree to extend the term of the agreement to terminate at midnight (no change).

IN WITNESS WHEREOF, the parties hereto have executed this SUPPLEMENTAL AGREEMENT NO. 1 as of the day and year first above written.

CITY OF LAKE STEVENS

H.W.LOCHNER, INC.

By: \_\_\_\_\_  
John Spencer, Mayor

By: \_\_\_\_\_  
*Printed Name/Title*

ATTEST/AUTHENTICATED:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kathy Pugh, Deputy City Clerk

By: \_\_\_\_\_  
Grant K. Weed, City Attorney

## EXHIBIT B1 – SCOPE OF SERVICES

# SCOPE OF SERVICES

## 24<sup>TH</sup> ST SE EXTENSION

---

**Prepared for:**

**City of Lake Stevens, Washington**



*April 5, 2017*

*Prepared by:*

**LOCHNER**

906 SE Everett Mall Way, Suite 130  
Everett, WA 98208

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City Of Lake Stevens  
240th Street SE Extension

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## EXHIBIT A – SCOPE OF SERVICES

# City of Lake Stevens

### PROJECT DESCRIPTION

This project will construct a new street approximately 1350-feet in length across undeveloped terrain between SR-9 and 91<sup>st</sup> Avenue SE along the alignment of 24<sup>th</sup> Avenue SE. The completed roadway will generally consist of one eastbound lane and one westbound lane with a planter strip and a ten-foot wide shared used path on the north side. One roundabout is planned to reconfigure the SR 9 and the South Lake Stevens Road intersection and will be located west of the existing intersection. A regional pond located south of the future 24<sup>th</sup> St SE and 91<sup>st</sup> Ave SE intersection is also included.

In addition, survey, environmental, and design services are provided as optional services for the design and permitting of the 91<sup>st</sup> Ave SE alignment between 20<sup>th</sup> St SE and 24<sup>th</sup> St SE.

### GENERAL ASSUMPTIONS

H.W. Lochner, Inc. (CONSULTANT) will provide professional services to the City of Lake Stevens (CITY) as outlined in the tasks descriptions below. The following general provisions/assumptions have been made:

1. The CONSULTANT will maintain communication with the CITY throughout the project.
2. The expected duration for this scope of services is nine (9) months and is premised on a notice-to-proceed date in April 2017.
3. This scope of services generally includes project management, site assessment, environmental permitting, right of way acquisition support, topographic survey, geotechnical evaluation, and roadway design including a regional pond.
4. Reports and drawings developed under this contract will be provided in hardcopy and electronic (pdf) format.
5. Engineering drawings will be prepared using AutoCAD Civil 3d. Files will be provided to the CITY at project close-out.
6. The CONSULTANT will provide the CITY with preliminary plans for review at approximately the Preliminary, Interim, and Final levels of design.
7. Project Bidding and Construction Support Services are not included.
8. It is understood and agreed that tasks may be added or deleted from the scope of services by mutual agreement of the CITY and CONSULTANT. Additional fee may be required for additional tasks.



9. Original permits, approvals, agreements or other obligations will be forwarded to the CITY in hardcopy and electronic form.
10. Federal Funds are not included in the project budget for design. It is also assumed no Federal Funds will be obtained for construction.
11. This Scope of Work includes some "OPTIONAL TASKs" that may be added to the project at a later date at the city's option. Additional fee may be required for "Optional Tasks".

## DESIGN STANDARDS

Plans, specifications, and contract documents, to the extent feasible, will be developed in accordance with the following, as applicable:

1. Washington State Department of Transportation/American Public Works Association, "Standard Specifications for Road, Bridge, and Municipal Construction", M41-10, 2016.
2. Washington State Department of Transportation, "Standard Plans for Road and Bridge Construction", M21-01 last modified date August, 2015.
3. FHWA and Washington State Department of Transportation, "Manual on Uniform Traffic Control Devices for Streets and Highways" 2009.
4. A Policy on Geometric Design of Highways and Streets (AASHTO green book), 6th Edition, 2011.
5. Department of Ecology (Ecology) 2012 "Stormwater Management Manual for Western Washington" (SWMMWW)
6. City of Lake Stevens Municipal Code
7. City of Lake Stevens "Engineering Design and Development Standards" May 2009 or current version.
8. Snohomish County CADD standards will be used for plans development.

## SCOPE OVERVIEW

The goal of this scope of work is to design the corridor improvements, prepare contract plans, specification and an engineer's estimate. The scope is divided into tasks that correspond to the major milestones:

### TASK 1: PROJECT MANAGEMENT

#### 1.1 Team Management

The CONSULTANT will be responsible for on-going management of the consultant team for this project in accordance with the provisions of the Agreement. On-going management will include completion of professional services in a timely manner and within the Agreement budget. The CONSULTANT will be responsible for:

- Strategic management and reporting.
- Developing and maintaining a Project Management Plan (PMP) consisting of:



*Scope of Services*  
City of Lake Stevens  
24th Street N.E. Extension

- Project Description & Objectives
- Scope
- Contract & Budget
- Schedule
- Organizational Chart
- List of Contacts
- QC/QA Plan
- Conducting regular meetings with internal staff and subconsultants.
- Making assignments to project staff and subconsultants.

For the purposes of budgeting, the anticipated duration of the project will be approximately nine (9) months beginning April 2017 and ending December, 2017. The CONSULTANT will also be responsible for coordinating the activities of the subconsultants as necessary to complete the elements of the Agreement. This coordination will include preparing subconsultant agreements, obtaining monthly progress reports and invoices, timely input for meetings, incorporating work into project deliverables and obtaining answers to issues raised by the Management Team. The CONSULTANT's Project Manager will be the contact for questions and requests from the CITY's Project Manager. Discussions, correspondence, or work requested of the CONSULTANT, that impact the scope of work, budget, or products will be directed in writing to the CITY's Project Manager.

*Assumptions:*

- The Project Schedule will be prepared using Microsoft Project and will be delivered at the initial Kick-Off Meeting along with the PMP. The schedule will be updated and provided to the City monthly.

*Deliverables:*

- Project Management Plan (PMP). (Three hard copies with updated documents delivered electronically.) The PMP will be updated as necessary.

**1.2 Kick-off Meeting**

A Kick-off Meeting will be held at the beginning of the project and attended by key team members of the CITY staff, CONSULTANT and subconsultants. The goal will be to enhance commitment by developing ownership within members of the project team, to confirm assignments of project activities to be completed by each team member, and to finalize development of a definitive Project Schedule.

The meeting will also provide opportunities to establish management procedures, lines of communications, identify lines of authority for decision making, provide clear direction to team members, discuss the project schedule and get buy-in from team members, identify stakeholders and provide a general exchange of views and ideas regarding the execution and development of the project.

*Assumptions:*



*Scope of Services*  
City of Lake Stevens  
2009 Street Sign Estimating

- The Kick-off Meeting will be held at City Hall or at Lochner's office in Everett at the CITY's option.
- The Kick-off Meeting will be attended by key members of the project team as appropriate.

*Deliverables:*

- Meeting Agenda and Meeting Summary (1 electronic copy)

**1.3 Project Coordination/Progress Meetings**

The CONSULTANT shall meet with the CITY, and as requested other key stakeholders, at project kickoff and then every two weeks during the project to review the overall project status, schedule, budget and outstanding issues. These meetings will be in the CITY's offices and/or over the phone. For purposes of estimating time required for this sub-element, it is assumed that 18 meetings will be held during the project. In addition to the regular Project Coordination meetings, it is projected that the CONSULTANT team will use the following assumptions for staff at these meetings: The CONSULTANT Project Manager shall be responsible for:

- Maintaining regular contact with the CITY and designated project management team staff through informal office visits, telephone conversations, e-mails, and faxes.
- Maintaining open access to project information by the CITY
- The CITY's Project Manager may contact team members as needed during each phase of the project with the CONSULTANT Project Manager cc'd on emailed correspondence.

*Assumptions:*

- Project meetings with the City Project Manager are anticipated to occur every two weeks. These meetings will be attended by up to two (2) CONSULTANT staff. Other CONSULTANT staff will attend if necessary to provide technical expertise. Other CONSULTANT staff may also attend via conference call if appropriate.
- The CITY will manage public inquiries received via the point of contact and take the lead in preparing responses to questions. The CITY will share these communications, as appropriate.

*Deliverables:*

- Meeting Agendas and Meeting Summary's ( 1 electronic copy)
- Other meeting materials will include work products that convey the current level of progress.



#### **1.4 Project Reports and Invoicing**

The CONSULTANT will provide a monthly status/progress report with invoices every four weeks, itemized by task and subtask, to the City that will describe work performed by the CONSULTANT team members during the current reporting period. The progress reports will be prepared in a format approved by the City Project Manager.

##### *Assumptions:*

- A general summary of activities performed by the CONSULTANT team including meetings held during the reporting period;
- Listing of activities by work element performed by the CONSULTANT team during the reporting period;
- A listing of problems/issues encountered during the reporting period and their resolution; and
- A listing of activities to be accomplished during the next reporting period.

##### *Deliverables:*

- Monthly Status/Progress Reports and Monthly Invoices.

### **TASK 2: SURVEY**

The CONSULTANT will stake the alignment center line and the perimeter of the proposed regional stormwater pond to allow the geotechnical, environmental, and forestry tasks to proceed.

#### **2.1 Survey and Basemapping**

##### **2.1.1 Research and Survey Control**

Research of public records and published survey control data will be undertaken in order to identify and locate controlling monumentation for use in establishing a horizontal and vertical base for topographic surveying, specifically Washington State Plane Coordinate System (WSPCS), North Zone (NAD 83/2011) horizontal datum and North American Vertical Datum (NAVD 88). Existing survey control monumentation will be recovered and auxiliary control established as necessary in order to survey topographic features of the right-of-way corridor as well as streams, wetland locations and Ordinary High Water Mark (OHWM) as delineated by others.

Services also include staking the alignment centerline and pond perimeter.

##### **2.1.2 Topographic Field Survey and Basemap**

Topographic survey mapping will be prepared at a convenient scale with a 1 foot vertical contour interval and spot elevations in digital AutoCAD format, using standard Snohomish County CADD Standards. Final digital files are to be contiguous at a 1 to 1 scale in model space. Point data blocks will include number identifier, elevations and descriptors. Mapping is to be planimetric with digital terrain modeling. The mapping will comply with the National Map Accuracy Standards for 1" = 20' scale mapping, 1-foot contour interval. The



*Scope of Services*  
City Of Lake Stevens  
24th Street SE Extension

CONSULTANT will have a private utility locating company mark the utility locations in the field. The above topography will be supplemented by information provided by the utility owners as requested by the CONSULTANT, which cannot be picked up with the topographic survey. The CONSULTANT will provide traffic control for a "Mobile-Work" configuration and may include a flagger, traffic control signage and cones during the duration of the field operations along the WSDOT SR-9 right-of-way. The CONSULTANT will conduct a field walk through to verify the base mapping.

*Deliverables:*

- Application for Permit to Remove or Destroy a Survey Monument and associated map if necessary.
- AutoCAD Base Map drawing files suitable for the preparation of roadway plans.
- Survey Notes.
- DTM with two-foot contours.

## 2.2 Right-of-Way (ROW) Plans

The CONSULTANT will prepare the following items:

- Coordinate with Preliminary Base Map and proposed ROW alignment and existing Right-of-Way boundary to identify potential property acquisitions.
- Prepare Preliminary Right-of-Way Plan.
- Coordinate with the CITY regarding property and ROW acquisition.
- Prepare Legal Descriptions for all revised properties and new Right-of-Way.
- Right-of Way appraisal and property acquisition services are not included.

*Deliverables:*

- Legal descriptions for revised properties, exhibits depicting existing and new ROW limits, and easements.
- Preliminary Right-of-Way Plan and related digital files in AutoCAD format.

## TASK 3: GEOTECHNICAL EVALUATION

### Geotechnical Engineering Services

The proposed alignment is currently wooded and sections of the alignment will cross several documented wetlands. A significant part of the project will require construction of a stormwater facility that is currently planned near the western terminus of the proposed roadway. Currently, however, up to two other storm water facilities are under consideration. The CONSULTANT will provide geotechnical assistance associated with siting and design of the proposed stormwater facilities and determination of the depth of the wetland soils within the wetland areas along the roadway. Based on this understanding, THE CONSULTANT proposed the following phased geotechnical scope of services.

Phase 1 of the geotechnical engineering services will include field work and analysis associated with siting of a proposed stormwater facility and determining the depth of wetland soils along the roadway alignment.



*Scope of Services*  
*City Of Lake Stevens*  
*24th Street SE Extension*

- **Review Available Geotechnical Information:** THE CONSULTANT will review the work completed during the conceptual phase of the project as well as available geologic maps of the alignment and proposed stormwater facility locations.
- **Conduct Site Reconnaissance and Utility Locates:** THE CONSULTANT will conduct a site reconnaissance of up to 3 proposed stormwater facility locations to evaluate the surficial soils, site topography and geotechnical constraints. The site reconnaissance will be completed by a licensed geologist and geotechnical engineer. During the site reconnaissance THE CONSULTANT's staff will mark the locations of proposed dynamic cone penetration tests within the wetland soils along the road alignment.
- **Conduct Wetland Penetration Tests:** Upon approval and completion of utility locates, THE CONSULTANT will conduct 2 days of dynamic cone penetration testing (DCP), within the wetlands along the alignment to augment the t-probe penetration data developed for the conceptual geotechnical report. The DCP tests will provide the design team with a representation of the wetland thickness along the centerline of each wetland crossing. This data will help to quantify over excavation and replacement quantities for the wetland roadway crossings.
- **Generate Dynamic Cone Penetrometer Logs and Cross Sections:** THE CONSULTANT will generate penetration logs and cross section showing the anticipated depth of wetland soils across the three wetlands that are to be crossed by the roadway.
- **Facility Siting and Wetland Geotechnical Engineering Analysis:** We will evaluate the data derived from our site reconnaissance and DCP testing to provide storm water facility siting recommendations and wetland soil over excavation and replacement recommendations.
- **Stormwater Siting Memo:** THE CONSULTANT will provide a brief memo outlining our reconnaissance of the proposed stormwater facility locations. This memo will include a discussion of the geotechnical constraints associated with each site.

### **3.2 Geotechnical Stormwater Design Services**

Once a preferred stormwater facility location is identified, THE CONSULTANT proposes the following services to provide recommendations for final design of the facility.

- **Plan Field Exploration Program:** THE CONSULTANT will plan an appropriate field exploration program to identify the subsurface soils and groundwater conditions at the preferred location of the proposed storm water facility. The exploration plan will consist of drilling a series of three geotechnical borings within the footprint of the proposed storm water facility. THE CONSULTANT will provide input to the City of Lake Stevens in support of permits required to access the locations of our proposed explorations.
- **Conduct Utility Locates:** Prior to completing any subsurface explorations, THE CONSULTANT will mark the locations of the proposed explorations and call for utility locates.



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City Of Lake Stevens  
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- **Conduct Subsurface Explorations:** Upon approval, THE CONSULTANT will conduct the proposed field exploration program to identify the subsoil and groundwater conditions at the location of the proposed storm water facility. The subsurface explorations will consist of drilling up to three limited access geotechnical borings to depths of 20 to 30 feet below existing ground surface within the footprint of the proposed facility. One of the geotechnical borings will be completed as a groundwater monitoring well to monitor groundwater fluctuations over time. A groundwater monitoring transducer will be placed in the monitoring well to monitor groundwater over a period of 8 months. Each geotechnical boring will be monitored and logged by a THE CONSULTANT geologist of geotechnical engineer.
- **Generate Boring Logs and Conduct Laboratory Testing:** Soil conditions observed in the field and laboratory test information will be presented on summary boring logs that will be generated upon completion of our exploration program. All the soil samples retrieved from our explorations will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Selected soil samples will be tested to determine relevant engineering and classification index properties for our engineering analyses.
- **Groundwater Monitoring:** THE CONSULTANT shall install a groundwater monitoring transducer in the proposed monitoring well. This transducer will be set to take groundwater elevation readings every half an hour for the duration of 8 months. A Hydrogeologist from THE CONSULTANT shall make quarterly site visits to download and process the groundwater data. This data will be used to provide geotechnical design and infiltration recommendations and also to provide prospective contractors with an accurate representation of the seasonal groundwater variations across the site.
- **Stormwater Geotechnical Engineering Analysis:** THE CONSULTANT will evaluate the data derived from our stormwater subsurface explorations program to determine the geotechnical constraints on the proposed storm water facility. This evaluation will include g characterization of the native soils and assessment of local groundwater level fluctuations as they relate to site infiltration potential. If the native soils are determined to be conducive to onsite infiltration and are not glacially over consolidated, grain size data from the borings will be used to determine a design infiltration rate. If the native soils are determined to be conducive to onsite infiltration and are glacially over consolidated, supplemental Pilot Infiltration Testing (PIT) will be required to determine a design infiltration rate.

### 3.3 Geotechnical Report

THE CONSULTANT will generate a draft and final geotechnical report based on the results of the tasks 3.1 and 3.2, field explorations and associated analysis. THE CONSULTANT will also provide geotechnical task management throughout the project.

- **Geotechnical Engineering Report:** THE CONSULTANT will generate a draft and final geotechnical engineering report that will contain the results of the geotechnical engineering investigation, including description of surface, subsurface and



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groundwater conditions; a site plan showing exploration locations and other pertinent features; summary boring logs; and laboratory test results. The report will provide a narrative and geotechnical recommendations for each of the above described geotechnical aspects of the project at this phase and recommendation for earthwork and site preparation.

- **Project Coordination Meetings:** THE CONSULTANT will attend up to one project coordination meeting at with the design team at Lochner's Bellevue Office. This meeting will be held to convey the geotechnical considerations to the design team.
- **Task Management:** THE CONSULTANT will prepare monthly invoices, and progress reports if required. We will correspond with Lochner and the City in the form of emails, fax, and telephone calls, as necessary.

*Assumptions:*

- The CITY will obtain permission to access the proposed site.
- Any required street use, and other permit fees will be paid by others.
- No analytical testing will be conducted to identify potential soil contamination.
- The City will provide a cleared pathway to the proposed storm water design explorations.

*Deliverables:*

- Draft and final geotechnical report

## ASK 4: CULTURAL RESOURCES

### 4.1 Cultural Resources

- Coordination with client, agency, and Tribes (as needed) regarding the project.
- Background Research and Site Files Review. This task includes a review of soils and geomorphological information, development history of the project area, the DAHP Washington Information System for Architectural and Archaeological Records Data (WISAARD) database, previously published reports, and other pertinent data.
- Field Survey and Subsurface Testing. This task includes 100% pedestrian survey of the APE and subsurface testing. Shovel probes will be placed at 40 meter intervals, as feasible.
- Historic Property Inventory. Recording of up to one historic structure (a structure more than 50 years old) is included in the current scope of work.
- Site recording. Recording of up to one archaeological site is included in the current scope of work.
- Report/Graphics Preparation. The report will include all background research, field methods, maps, photographs, and results and will meet State requirements. Tierra will coordinate with the client to submit the report to the DAHP.
- Agency Review/Comment Response. Any agency comments will be addressed and a revised report provided for final review.



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**Assumptions:**

- Identification and/or recording of more than one archaeological site or more than one historic structure (50+ years old) will be considered out of scope.
- Site access and rights of entry will be provided by client in writing prior to fieldwork.
- One set of comments on the report will be received and addressed.

**TASK 5: PHASE 1 ENVIRONMENTAL SITE ASSESSMENT AND TREE SURVEY**

**5.1 Phase 1: Environmental Site Assessment**

The CONSULTANT will perform a site-specific Phase I ESA for the Property. The assessment will follow generally accepted and established practices as promulgated by the American Society for Testing Materials (ASTM), using Method E 1527-13. In addition, this assessment will also incorporate requirements of the United States Environmental Protection Agency (USEPA) *Standards and Practices for All Appropriate Inquiries; Final Rule* published in the Federal Register, Part III, 40 CFR Part 312 dated August 15, 2013. Additional services such as any inquiry with respect to asbestos-containing materials, biological agents, ecological resources, endangered species, health and safety, indoor air quality unrelated to the release of hazardous substances or petroleum products, industrial hygiene, lead-based paint, lead in drinking water, mold, radon, regulatory compliance, or wetlands are not included in this proposed scope of services. Specific tasks for this Phase I ESA include:

A. Review the history of the sites and surrounding area to identify previous activities that might have introduced hazardous materials or petroleum products to the property. Historical documents and records reviewed will cover a period of time as far back in the history of the subject property as it can be shown that the property contained structures or from the time the property was first used for residential, agricultural, commercial, industrial, or governmental purposes. This task involves discretionary review of as many of the following ASTM standard historical sources as are necessary and reasonably ascertainable to meet this objective.

Government Records	Sanborn Fire Insurance Maps
City Directories	Historical Aerial Photographs
Select Building Department Records	Other sources as available

B. Review environmental information regarding the subject property and surrounding area using the following resources. Search distances will be in accordance with ASTM E 1527-13.

- USEPA registry and compliance databases, including the following: National Priorities List (NPL); Comprehensive Environmental Response, Compensation, and Liability Index System (CERCLIS); CERCLA No Further Remedial Action Planned (CERCLA-NFRAP); Resource Conservation and Recovery Index System (RCRIS); RCRA Corrective Action (CORRACTS), Facility Index System (FINDS); and Emergency Response Notification System (ERNS).
- State of Washington, DOE compliance databases including the following: State Superfund (CERCLA), Solid Waste Disposal Facilities (SWD), Leaking



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Underground Storage Tank (LUST), and Registered Underground Storage Tank (UST).

- Other environmental databases and hard copy records available within various City and County offices, as available.

C. Interview appropriate persons concerning history of the site and/or knowledge of hazardous materials or other contaminants on the site or within the immediate vicinity. An interview with the current property owner or representative of the current property owner will be conducted.

D. Recorded environmental cleanup liens.

E. Review available physical setting sources as listed below:

US Geological Survey (USGS) 7.5 Minute Topographic Map  
Groundwater maps  
Bedrock geology maps  
Surficial geology maps  
Soil maps

F. Inspect the site to obtain information related to identifying recognized environmental conditions (as defined in the ASTM standard). Pedestrian survey techniques will be employed to the extent necessary to summarize with confidence the evidence or lack thereof of hazardous materials on the property. Current use of the site and adjoining properties will be discussed. Photographs of the site will be taken to document pertinent features. The inspection will identify the presence or absence of the following features:

- Structures on the Property
- Roads adjoining the Property
- Potable water supply
- Sewage disposal system
- Hazardous substances and petroleum products
- Storage tanks
- Unusual odors
- Drums and other containers
- Suspect PCB containing equipment
- Heating/Cooling system
- Stains or corrosion
- Landfills, dumping
- Floor drains or sumps
- Stained soil or pavement
- Pits, ponds, or lagoons
- Solid waste disposal
- Stressed vegetation
- Utilities, storm drains or wells
- Wastewater disposal
- Pools of liquids

G. The Environmental Professional is required to report any data gaps, i.e. "a lack of or inability to obtain information required...despite good faith efforts by the environmental professional..." and comment regarding the significance of such data gaps on the Environmental Professional's ability to provide an opinion as to whether the inquiry has identified conditions indicative of releases or threatened releases on, at, in, or to the subject property. If a data gap prevents the Environmental Professional from reaching an opinion, the Environmental Professional must specifically identify the concern.

H. After completing our review of the public record and site reconnaissance, Lochner will provide a written report of our ESA findings and recommendations. The report will



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reflect our evaluation of the site and will include a description of the methods, discussion of results and opinions, conclusions, and recommendations. One report will be prepared that assesses both sites comprehensively.

***Phase I Environmental Site Assessment Limitations***

It should be understood that the findings and conclusions of the Phase I ESA will not be scientific certainties, but rather opinions based on our professional judgment concerning the significance of the data gathered during the course of the site assessment. Lochner will not be able to represent that the site contains no hazardous waste or materials, petroleum products, or other latent conditions beyond that detected or observed by our personnel during the site assessment.

***Assumptions***

- One interview with property owner or representative.
- One pedestrian survey

***Deliverables***

- One Phase I Environmental Site Assessment including our findings, conclusions, and recommendations will be provided in electronic format (PDF).

***5.2 Significant Tree Inventory and Condition Assessment***

- A. Conduct an inventory and condition/risk assessment of all significant trees within Right-of-Way of Proposed 24th ST SE (estimate of +/- 50 Trees) Identify all significant trees with a numbered aluminum tag.
- B. Conduct an inventory and condition/risk assessment of significant trees within proposed regional storm water detention pond area (estimate of +/- 250 trees)
- C. Develop a Significant Tree Summary Table to document species, diameter, height, general condition and risk rating
- D. Compile Arborist Report to discuss and summarize tree assessment data.

A significant tree as defined by the City of Lake Stevens is any evergreen species that measures 12" or more in caliper or any deciduous species that measure 8" or more in caliper. Caliper is measured at one foot above the root crown.

**TASK 6: WETLAND MITIGATION**

***6.1 Design Development***

- A. Conduct an initial site visit to evaluate road alignment and general wetland conditions in the impact areas. Complete and provide 2014 Ecology wetland rating forms and figures.
- B. We will work with the project team to assist in developing a permittable roadway plan. Agencies will require the project sufficiently demonstrate avoidance and



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minimization of wetland impacts. On roadway projects this typically involves retaining walls, but may also entail stormwater pond and/or outfall changes, and possibly other minor changes.

C. Up to two project meetings regarding preliminary roadway design are included.

#### **6.2 On-site Mitigation Plan**

- A. We anticipate the design will entail temporary construction impacts to wetlands and buffers that will require a restoration plan. A landscape designer will visit conduct a site assessment for the purpose of developing a mitigation plan.
- B. Restoration plans will include an impacts plan, planting plan, plant installation details, planting notes, performance standards and a monitoring and maintenance plan. Restoration plans will be provided at 30-, 90-, and 100-percent design.
- C. Special provisions at 30-, 90-, and 100-percent design. Materials specifications will be provided on plan sheets. Special provisions pertaining to the mitigation area will be provided for incorporation into the comprehensive special provisions document by others. WSDOT format is assumed (WSDOT 2016, Amended Jan 3, 2017).
- D. Cost estimates at 30-, 90-, and 100-percent design. Line item cost estimates for the mitigation area will be provided for incorporation into a comprehensive project estimate by others.

#### **6.3 Mitigation Bank Assistance**

- A. The CONSULTANT will investigate the options for purchasing credits from a mitigation bank and report our findings in a memo. We will provide pertinent details on up to three mitigation bank options, including cost, credit availability, and timing considerations.
- B. For the selected mitigation bank, we will assist with the preparation of a bank use plan.

#### **6.4 Permitting**

- A. Based on our project understanding, the following local, state, and federal environmental permitting may be required:
  - Section 404 Permit - US Army Corps of Engineers
  - Section 401 Water Quality Certification - WA Dept of Ecology
  - Coastal Zone Management Consistency - WA Dept of Ecology
  - State Environmental Policy Act (SEPA) - City of Lake Stevens
  - Critical area review - City of Lake Stevens
- B. For the above, we will prepare the documentation needed for applications. Major documents expected to be required include the following:
  - Joint Aquatic Resource Permit Application (JARPA)
  - JARPA-format project drawings based on selected sheets of the roadway design (by others)



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- Critical area report
- Biological Evaluation to demonstrate compliance with the Endangered Species Act (required for the JARPA submittal to the Corps of Engineers).

*Assumptions:*

- Since prior mapping has not identified any streams crossing the proposed roadway or detention facility, we have not included any coordination with Washington Department of Fish and Wildlife or Hydraulic Project Approval permitting assistance.
- Wetlands in the project area may be isolated and therefore not under federal jurisdiction. However, it is typically more time- and budget-efficient to concede jurisdiction than to request a formal determination, which is a separate process under a lower priority for the Corps. For time and budget efficiency, a formal jurisdictional determination from the Corps will not be requested.
- This proposal assumes access permission for the subject property will be obtained by the City.
- This proposal does not guarantee issuance of permits.
- The City will develop and process the SEPA checklist.
- Comments on permit submittals from local, state, or federal agencies related to our plans or documentation may be subjective in nature and are therefore not predictable. Revisions to permit documents are not included in this proposal and can be completed on a time and expense basis or under a separate proposal.
- This proposal does not include any permit fees; no City of Lake Stevens permit submittals are included.
- The above-described deliverables will be provided in PDF format.
- No work outside of this contract will be undertaken without prior notification to the client.
- This proposal includes general coordination with you via email and phone. In-person meetings are included only as specified above.
- Up to two meetings (total) with regulatory agencies or the City of Lake Stevens are included. Time includes meetings, preparation and debriefing.

**TASK 7: PRELIMINARY DESIGN**

Under this task, the Consultant will prepare the preliminary roadway and drainage plans based on the conceptual layout and street section developed by the City of Lake Stevens.

The Consultant will prepare preliminary design plans for the 24<sup>th</sup> Street SE alignment using the base map and DTM developed in Task 2. This work will include development of typical sections, 1" = 20' plans and profile sheets, cross sections, channelization plans, intersection layouts, driveway adjustments, utility impacts, landscaping concepts and right-of-way needs. It is anticipated that the horizontal and vertical alignment will be developed as part of this task. This task will also include a conceptual illumination plan.

**7.1 Storm Water Facility Design**

For the storm water system, the CONSULTANT will:



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- A. The CONSULTANT will collect and review available maps, reports and other data to assist in evaluating the stormwater options for the project. The Consultant will develop a conceptual level drainage system design and supporting conveyance and water quality treatment calculation summary. It is anticipated that stormwater flow-control (detention) will be provided by the regional detention pond which is also a project design element of the 24<sup>th</sup> Street SE extension project. Modeling of the regional pond was completed by Tera Tech who published a Technical Memorandum dated September 15, 2016. This memorandum will be used as the basis for the regional pond design, additional flow-control analysis is not anticipated. The Consultant will prepare a preliminary layout of the proposed drainage system showing additional right-of-way needs and/or storm drainage easements.
- B. The preliminary analysis includes development of a Technical Information Report (Hydraulic Report) to document the stormwater system water quality and conveyance design including assumptions, regulatory interpretations, calculations and other design information in compliance with the Department of Ecology Stormwater Management Manual for Western Washington, revised 2014 (DOE Manual).
- C. Services include a feasibility study to relocate the existing WSDOT pond in SR 9 right-of-way at the northwest corner of the SR9 and South Lake Stevens intersection. The feasibility study will include analyzing up to two potential sites for a relocated stormwater detention pond within the same stormwater threshold discharge area as the existing pond. Hydraulic modeling will meet the 2016 WSDOT Highway Runoff Manual criteria and include options for stormwater conveyance from the existing pond site to the proposed sites. Property acquisition or construction cost estimates are not included in the scope.

*Deliverables:*

- Preliminary storm water plans.
- Technical Information Report
- SR 9 Pond Relocation Feasibility Report

### **7.2 TESC Design, Site Preparation Design**

The CONSULTANT will develop cut/fill lines to determine clearing limits. The TESC plans to include silt fencing, construction access BMPs, and construction limits. The CONSULTANT will develop the Site Preparation and Demolition plans and identify objects that must be removed or demolished by the contractor.

### **7.3 Roadway Stabilization Design**

The CONSULTANT will coordinate with the Geotechnical Engineer and use the Preliminary Geotechnical Report for the 24<sup>th</sup> Street SE Extension, dated January 15, 2016, prepared by HWA Geosciences Inc to design 24<sup>th</sup> St SE across the wetland areas. The CONSULTANT will implement design recommendations for roadway subgrade preparation, structural backfill, provisions for utilities, existing soils handling/disposal considerations, and worker safety provisions.



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#### **7.4 Roadway Sections**

The typical roadway section consists of two 14-ft lanes, curb & gutter on both sides of the street, a 4.5-foot planter and 10-foot shared use path on the north side. The CONSULTANT will develop preliminary typical roadway design sections including walkways, landscape areas and transition areas.

#### **7.5 Roadway and Roundabout Design**

This task includes the horizontal layout for the principal roadways 24<sup>th</sup> Street SE Extension through the project site. This task also includes preliminary design of the two roundabouts.

Roundabouts will be in the range of 80 to 100-foot diameter and include splitter islands, truck aprons, and landscape center islands.

#### **7.6 Drainage Conveyance**

The CONSULTANT will develop the stormwater management drawings for conveyance and water quality treatment of runoff from the 24<sup>th</sup> Street SE Extension project. In addition, the CONSULTANT will develop design drawings for the regional pond referenced in section 6.1 and design the wetland water conveyance system of small diameter culverts to maintain hydraulic conductivity across 24<sup>th</sup> Street SE as recommended by HWA GeoSciences in their January 15, 2016 preliminary geotechnical report.

#### **7.7 Channelization and Signage Plans**

The CONSULTANT will develop the channelization drawings and produce signage call-outs and tables. Since the intersection of 24<sup>th</sup> ST SE and SR 9 is within WSDOT jurisdiction a Channelization plan for WSDOT approval is required for pavement marking revisions on SR 9. The Channelization plan will be developed and provided to WSDOT for approval prior to final PS&E plans, the scope includes two channelization plan review iterations.

#### **7.8 Illumination Design**

The CONSULTANT will calculate illumination fixture spacing requirements and confirm illumination fixture models to be used. The CONSULTANT will develop illumination plans and details based on the calculations.

#### **7.9 Planting Design**

The CONSULTANT will prepare plans and details to include street trees, general plant massing plan, irrigation products, and standard details including planting of the center roundabout islands.



#### **7.10 Structural Preliminary Design – Retaining Walls**

The CONSULTANT will design the structures supporting the roadway and detention pond walls in coordination with approved geometric standards and type. Develop design and plans to advance the wall designs consistent with the geotechnical engineer's recommended gravity wall for both the roadway and pond retaining walls. A structures alternatives evaluation is not anticipated.

The CONSULTANT will develop the structural in coordination and incorporation of Roadway Design, Geotechnical and Environmental findings and parameters.

#### **7.11 Opinion of Probable Construction Costs**

The CONSULTANT will develop planning level Opinion of Probable Construction Costs for the various elements based on a square yard or linear foot basis including the following elements:

- Develop a table of unit costs based on the latest, City, County or WSDOT bid tabulations.
- Develop quantities for the various bid elements.
- Prepare an opinion of probable construction cost to include all bid items.

#### **7.12 QA/QC Preliminary Review**

The CONSULTANT will review documents and drawings for quality of design and engineering procedures prior to submittal to the City.

#### **7.13 Prepare and Submit Preliminary Package**

The CONSULTANT will revise documents based on QC review comments and combine all discipline design documents into one PS&E submittal package.

##### *Deliverables:*

- Preliminary Plans, and opinion of construction cost estimate

##### *Assumptions:*

- Traffic Analysis modeling or reports are not necessary
- Illumination foundation design will be a WSDOT standard detail, structural designs are not required.
- Construction staging or traffic control plans are not required.
- Special Provisions are not included with the Preliminary Design submittal.

#### **TASK B: ROADWAY PS&E DESIGN – INTERIM DESIGN**

This task will expand on the preliminary design efforts and will include development of Interim, Plans, Specifications and Opinion of Probable Construction Cost (PS&E) package.

The CONSULTANT will prepare the interim project plans including grading, roadway, channelization, intersection, illumination, signing, driveways, construction staging, traffic



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control, drainage and erosion control plans. The CONSULTANT will also develop special provisions and a cost estimate at this design level.

#### ***Roadway Plans, Profiles and Typical Sections***

The CONSULTANT will develop the project alignment and profile plans, finalize the typical sections, develop cross sections every 25 feet, and develop intersection layouts based on preliminary comments received from the City and the key project stakeholders.

#### ***8.2 Drainage Plans, Profiles and Details***

The CONSULTANT shall prepare a set of drainage plans, profiles, details and structure notes in accordance with the Hydraulics Report. The preliminary drainage design features shall be incorporated into the final PS&E unless deemed inapplicable. Appropriate temporary erosion and sediment control devices shall be designed and incorporated to effectively control project area runoff.

Stormwater facility design will be based on the design alignment and grade of the proposed roadway improvements. Design sheets will be of the same scale and limits of the roadway design plan sheets unless work is needed outside of the roadway areas. Stormwater design will include:

- Alignment, grades and slopes of pipes, catch basins, inlets and other collection and conveyance facilities.
- Location, grade and construction notes, cross sections, and details of stormwater flow-control and treatment structures.
- Regional Pond design with an approximate footprint of 470 ft. x 240 ft. with a live storage depth of 4.5 feet plus 1.0 feet of freeboard.

#### ***8.3 Channelization and Signage Plans***

The CONSULTANT will prepare channelization and signage plans which include the proposed pavement markings, permanent signing and miscellaneous details.

#### ***8.4 Structural Plans - Retaining Wall***

The CONSULTANT will prepare preliminary structural plans for the retaining wall showing location, size, profiles, and details.

#### ***8.5 Illumination Plans***

Illumination design will include pole and mast arm call-outs. CONSULTANT to include design elements in the plan as needed, i.e. underground conduit and pull boxes, luminary foundations, etc.

#### ***8.6 Utility Coordination***

The CONSULTANT will first perform utility conflict assessments of existing overhead and underground utilities against proposed improvements. The Consultant will then coordinate the relocation of existing underground and overhead utilities associated with roadway reconstruction and discuss possible utility extension plans. The Consultant will correspond



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with representatives of the water, sewer, natural gas, telephone, cable, and power to coordinate the planning and design of necessary utility relocation efforts or utility extensions. The Consultant will arrange and facilitate one (1) joint meeting for the affected utilities companies to coordinate their activities.

In addition, the CONSULTANT will coordinate a proposed sanitary sewer lift station design and force main alignment to 20<sup>th</sup> Street SE with the City staff and/or agents. Design of the lift station is not included in the scope of services.

#### **8.7 Landscaping and Irrigation**

The CONSULTANT will prepare landscaping plans. Landscaping will consist of minimal tree plantings. The City will select the tree species and specify the tree locations. The CONSULTANT will include a tree planting detail, a tree schedule, specifications, and cost estimate. Landscaping will also include seeding or sod behind the sidewalks matching existing improvements which may be combined with the Roadway design drawings.

#### **8.8 Opinion of Probable Construction Cost**

The CONSULTANT will update preliminary cost opinions and consistently update quantities and estimates of construction costs using bid items.

#### **8.9 Special Provisions**

The CONSULTANT will review the WSDOT/APWA/City's Standard Construction Specifications and prepare special provisions for those items not included or those requiring modification from standard specifications. The CONSULTANT will prepare the specification package for the project.

#### **8.10 QA/QC Intermediate Design**

The CONSULTANT will conduct an in-house quality review of the plans and specifications before they are submitted to the City for its interim design review.

#### **8.11 Review Meeting**

The CONSULTANT will attend a meeting with the City to review comments from its intermediate design reviews.

#### ***Deliverables:***

- Written responses to City review comments.
- Meeting attendance and participation.
- Exhibits for the Utility Coordination Meeting
- PDF files of the Interim Project Plans (11"x17").
- Quantities will be listed as a total unit bid item and will not include per-sheet quantities.
- PDF copy of the Special Provisions.
- Estimate of Probable Construction Cost.



#### **TASK 9: ROADWAY PS&E DESIGN - FINAL**

Based on City's comments from their review of the interim plans and specifications, comments received and other improvements included in the property negotiations, the CONSULTANT will prepare the 100% project design plans including roadway, structural (retaining wall), channelization, intersection, signing, utility relocation, drainage and erosion control, and landscaping. The CONSULTANT will also develop special provisions and a cost estimate. It is assumed that there are no major design changes from the interim design submittal. The Final submittal will update prevailing wages and WSDOT amendments.

##### ***Roadway and Roundabout Plans, Profiles and Typical Sections***

The CONSULTANT will finalize all roadway and intersection plans.

##### ***9.2 Drainage Plans, Profiles and Details***

The CONSULTANT will finalize all roadway drainage plans, profiles and erosion control plans

##### ***9.3 Channelization and Signage Plans***

The CONSULTANT will finalize the channelization and signage plans, which will include the proposed pavement markings, permanent signing and miscellaneous details.

##### ***9.4 Structural Plans (Retaining Wall)***

The CONSULTANT will finalize the structural plans for the retaining wall.

##### ***9.5 Illumination Plans***

The CONSULTANT will coordinate with PSE to finalize the illumination plans. Conduits and foundation details may be combined with the signage plans.

##### ***9.6 Utility Coordination***

The CONSULTANT will incorporate any public utility or private relocation plans as necessary to implement construction of proposed improvements.

##### ***9.7 Landscaping and Irrigation***

The CONSULTANT will finalize the tree planting details, and schedule.

##### ***9.8 Opinion of Probable Construction Cost***

The CONSULTANT will update quantity take-offs and estimates of probable construction costs.

##### ***9.9 Special Provisions***

The CONSULTANT will finalize the special provisions for those items not included or that require modification from standard specifications.

##### ***9.10 QA/QC Final Design***

The CONSULTANT will conduct an in-house quality review of the final plans and specifications before they are submitted to the City for final review.



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#### **9.11 Review Meeting**

The Consultant will meet with the City to review its comments of the final PS&E plans.

*Deliverables:*

- Written responses to City review comments.
- Meeting attendance and participation.
- Set of 100% PS&E (11"x17" sheet and 8.5"x11" page format).

#### **TASK 10: ROADWAY PS&E DESIGN – BID READY**

***PS&E and Contract Documentation***

It is anticipated that the CONSULTANT will update standard specifications from the Final documents to develop the final, Bid-Ready PS&E set. This set will be camera-ready with the Engineer of Record's stamp affixed for the City to print and distribute to Plan Centers and Contractors. The Construction documents will be provided in electronic format for on-line bidding.

*Deliverables:*

- Bid Ready PS&E with Engineer's stamp (11"x17" sheet and 8.5"x11" page format).
- Electronic (PDF) copy of all drawings, specifications and cost estimate.

#### **TASK 11: OPTIONAL STUDIES AND DESIGN SERVICES**

If requested, optional services for work not included in the Project scope above will be require an amended agreement. The City has the option to select any or none of the additional services listed below:

***Wetland Documentation***

Delineation of the wetlands is included as an optional service because permitting agencies consider wetland studies expired after 5 years. Please note that if redelineation is required and boundaries change (smaller or larger), then changes to all permitting documents will also need revision, included in 11.1.E, below.

- A. Conduct two site visits to the subject properties to screen and flag jurisdictional wetlands (and streams, if applicable) within the project area. For the purposes of this scope, the project area includes the footprint of the proposed roadway and detention pond (see attached figure). Areas outside the footprint and pond will not be screened or evaluated for wetlands or streams. Wetland determinations will be based on the methodology from the *Corps of Engineers Wetland Delineation Manual* (Manual) (U.S. Army Corps of Engineers [Corps] 1987), the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region Version 2.0* (Corps May 2010), and the definition of jurisdictional wetland in the Lake Stevens Municipal Code.



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- B. Prepare a wetland (and stream, if applicable) delineation field sketch showing the approximate location of our delineation flagging for use by the project surveyor in mapping the features. Surveying services are not included in this scope of services.
- C. Classify identified features according to the applicable Lake Stevens regulations. Wetlands in Lake Stevens are currently classified according to the 2004 Western Washington Wetland Rating System (Ecology Publication 04-06-025). However, the City is in the process of updating its critical areas regulations. Under the draft regulations, wetlands in Lake Stevens are proposed to be classified according to the 2014 Western Washington Wetland Rating System (Ecology Publication 14-06-029). This is also the system used by state and federal permitting agencies (Ecology and Army Corps).
- D. Prepare a delineation report that summarizes our findings and details applicable local (Lake Stevens), state and federal implications of our findings.
- E. Revise Bank Use Plan, Critical Areas Report, JARPA, BE and mitigation plans for resubmittal to agencies.

#### **11.2 Small Scale Pilot Infiltration Tests**

Infiltration screening analysis indicate that the soils near the base of the proposed storm water facility are suitable for onsite infiltration and are over consolidated by the glacial advance, the completion of small scale pilot infiltration testing will be required to determine the design infiltration rate. Completion of these tests will include Small Scale Pilot Infiltration tests, laboratory testing, infiltration analysis.

##### *Assumptions:*

- The CITY will obtain permission to access the proposed PIT location.
- Any required street use, and other permit fees will be paid by others.
- No analytical testing will be conducted to identify potential soil contamination.
- The City will provide a cleared pathway to the proposed PIT location
- Water for the PIT test will be obtained from the Hydrant along S Lake Stevens Road.
- PIT testing will be completed in an undeveloped area not requiring extensive restoration upon completion of the test.

#### **11.3 Wetland, Stream, Soil Boring and Ordinary High Water Mark Location Surveying**

Wetland flags within 150 feet of the right-of-way and up to 20 soil borings delineated by THE CONSULTANT will be located and surveyed for inclusion on base mapping. Stream features (if any) including thalweg, Ordinary High Water Mark and channel topo will be surveyed within 250 feet of each of two crossings.

#### **11.4 Public Outreach**

The CONSULTANT shall participate in up to two Public Outreach meetings scheduled and facilitated by the City. The CONSULTANT will develop materials for use during the meeting.



*Scope of Services*  
City Of Lake Stevens  
24th Street SE Extension

*Deliverables*:

- Roll plot of the proposed improvements overlaid on an aerial photograph.
- Typical road sections on 34"x24" sheet(s).
- Meeting attendance, participation, and support to City staff.

**11.5 SEPA Environmental Checklist**

The CONSULTANT shall prepare the SEPA checklist along with necessary exhibits. It is assumed that the City of Lake Stevens is the lead agency and will issue the SEPA determination.

**11.6 91st Street SE Design**

Survey and determine the feasibility of constructing a 91<sup>st</sup> Avenue SE extension south from 20<sup>th</sup> Street SE through the steep slope and appropriate design the 91<sup>st</sup> Street SE alignment.

**A. Feasibility Study**

The Feasibility study will be limited to the northerly 350 foot segment of the potential 91<sup>st</sup> Street SE alignment from 20<sup>th</sup> Street SE, south along the steep slope section. Services will include reviewing intersection location, developing a road profile and cross sections to determine retaining wall or right-of-way needs.

**B. Preliminary Design**

Prepare preliminary design plans for the 91<sup>st</sup> Avenue SE alignment (assume same cross section as 24<sup>th</sup> ST SE) including profiles, cross sections, channelization, stormwater water quality analysis, TESC and intersection layouts, it is anticipated that MSE or gravity walls will be necessary. The Preliminary design will also include illumination and landscape designs as well as an opinion of probable construction cost estimate.

**C. Environmental**

Provide additional project details and information related to the 91st Ave SE roadway alignment from 20th ST SE to 91st Ave SE on the following permit elements:

- Section 404 Permit - US Army Corps of Engineers
- Joint Aquatic Resource Permit Application (JARPA)
- JARPA-format project drawings based on selected sheets of the roadway design (by others)
- Critical area report
- Biological Evaluation to demonstrate compliance with the Endangered Species Act (required for the JARPA submittal to the Corps of Engineers).

**D. Tree Inventory**



*Scope of Services*  
City of Lake Stevens  
24th Street SE Extension

Conduct an inventory and condition/risk assessment of all significant trees within the proposed 91<sup>st</sup> Street SE right-of-way. Identify all significant trees and develop a significant tree summary table.

**E. Geotechnical**

**Plan Field Exploration Program:** the CONSULTANT will plan an appropriate field exploration program that complies with the exploration frequencies dictated in the WSDOT geotechnical design manual for the proposed improvements. We expect that this program will consist of a series of test pits and hand explorations conducted along a City provided access road.

**Conduct Utility Locates and Site Reconnaissance:** Prior to conducting our field exploration program, HWA will conduct a site reconnaissance to evaluate the surficial soils and site topography along the proposed alignment. Proposed locations of field explorations will be marked with wooden stakes, and utility locates using the one-call location service will be completed.

**Conduct Subsurface Explorations:** Upon approval, the CONSULTANT will conduct the proposed field exploration program to identify the subsoil and groundwater conditions along the proposed road alignment. Our proposed exploration activities will likely include test pits and hand borings supplemented with Dynamic Cone Penetrometer (DCP) tests. We understand, that the city intends to clear a path and perform the excavation for the test pits with a small track excavator. Hand borings and DCP tests will be conducted by the CONSULTANT. Exploration will be limited to one day in the field. All exploration activities will be monitored full time by a geotechnical engineer or geologist.

**Generate Boring Logs and Conduct Laboratory Testing:** Soil conditions observed in the field and laboratory test information will be presented on summary boring logs that will be generated upon completion of our exploration program. All of the soil samples retrieved from our explorations will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Selected soil samples will be tested to determine relevant engineering and classification index properties for engineering analyses.

**Evaluate Field and Laboratory Testing:** Based on the exploration data and the laboratory test results of selected samples, the CONSULTANT will generate estimates of the soil strength and other engineering properties as needed.

**Engineering Analysis:** the CONSULTANT will evaluate the data derived from our field investigations and laboratory testing to complete our engineering analysis. Engineering analysis will include preliminary recommendations for the road prism design, including retaining walls, subgrade preparation, identification of areas of anticipated over excavation and replacement and opportunities for onsite stormwater infiltration potential.

**Geotechnical Engineering Report:** the CONSULTANT will generate a draft and final geotechnical engineering report that will contain the results of the geotechnical engineering



*Scope of Services  
City Of Lake Stevens  
24th Street SE Expansion*

investigation, including description of surface, subsurface and groundwater conditions; a site plan showing exploration locations and other pertinent features; summary boring logs; and laboratory test results. The report will provide a narrative and geotechnical recommendations for each of the above described geotechnical aspects of the project at this phase and recommendation for earthwork and site preparation.

**Project Coordination Meetings:** The Geotechnical Engineer will attend up to one project coordination meeting at City of Lake Stevens Office. This meeting will be held to convey the geotechnical considerations of the site to the City.

**Assumptions:**

- The CITY will obtain permission to access the proposed site.
- Any required street use, and other permit fees will be paid by others.
- No analytical testing will be conducted to identify potential soil contamination.
- The City will provide a cleared pathway along the footprint of the proposed alignment of 24th Avenue NE.
- The City will perform the excavation of the test pits as directed by the geotechnical engineer or geologist, using a city provided small track-hoe or rubber tired back-hoe.

**F. Survey**

Topographic survey mapping will be prepared for the 91<sup>st</sup> Street SE alignment as detailed in sections 2.0 and 2.1 above. Survey services include staking the alignment center line to allow the geotechnical, environmental, and forestry tasks to proceed.

**G. Landscape Architecture**

The CONSULTANT will provide 30%, 90% and 100% landscape and irrigation PS&E for 91st Avenue SE per the scope and deliverables outlined above for 24th St. SE PS&E. This task assumes that the cross-section for 91st Avenue SE will match the cross-section developed for 24th St. SE.

**H. Cultural Resources**

The CONSULTANT will expand the services detailed in Task 4.1 above to include the 91<sup>st</sup> Avenue SE alignment.

**I. Interim Design**

This task expands the 91<sup>st</sup> Street preliminary design and includes development of interim, Plans, Specifications, and opinion of probable construction cost. The interim project design includes, grading, roadway, structural, channelization, intersection, illumination, signing, drainage and erosion control plans.

**J. Final Design**



*Scope of Services*  
*City Of Lake Stevens*  
*24th Street SE Extension*

Based on City's comments from their review of the interim plans and specifications, comments received and other improvements included in the property negotiations, the CONSULTANT will prepare the Final project design plans including roadway, structural (retaining wall), channelization, intersection, signing, drainage and erosion control, and landscaping. The CONSULTANT will also develop special provisions and a cost estimate. It is assumed that there are no major design changes from the interim design submittal.

**K. Bid Ready Design**

The Bid Ready submittal will update prevailing wages and WSDOT amendments.

**END SCOPE OF SERVICES**

## EXHIBIT B2 – FEE SCHEDULE

<b>Exhibit B - Fee Estimate</b>						
<b>24th Street SE Extension</b> <b>City of Lake Stevens</b> <b>H. W. Lochner, Inc.</b>						
<b>Classification</b>	<b>Direct Rate</b>	<b>Overhead 1.8277</b>	<b>Fixed Fee 0.3</b>	<b>Loaded Rate</b>	<b>Total Hours</b>	<b>Total Labor</b>
Project Manager/Project Engineer	\$ 70.05	\$ 128.03	\$ 21.02	\$ 219.10	316	\$ 69,234
Sr. Structural Engineer	\$ 63.92	\$ 116.83	\$ 19.18	\$ 199.92	188	\$ 37,585
Sr. Transportation/Traffic Engineer/Planner	\$ 59.17	\$ 108.15	\$ 17.75	\$ 185.07	104	\$ 19,247
Sr. Civil Engineer/Designer	\$ 63.51	\$ 116.08	\$ 19.05	\$ 198.64	169	\$ 33,570
Planner	\$ 37.48	\$ 68.50	\$ 11.24	\$ 117.23	4	\$ 469
Planner	\$ 44.95	\$ 82.16	\$ 13.49	\$ 140.59	40	\$ 5,624
Sr. Transportation/Traffic Engineer/Planner	\$ 56.56	\$ 103.37	\$ 16.97	\$ 176.90	291	\$ 51,479
Sr. Civil Engineer/Designer	\$ 53.54	\$ 97.86	\$ 16.06	\$ 167.46	488	\$ 81,719
Roadway Design Engineer	\$ 45.00	\$ 82.25	\$ 13.50	\$ 140.75	2	\$ 281
Technical Writer	\$ 23.00	\$ 42.04	\$ 6.90	\$ 71.94	2	\$ 144
Civil Engineer/Designer	\$ 36.05	\$ 65.89	\$ 10.82	\$ 112.75	402	\$ 45,327
Jr. Structural Engineer/Designer	\$ 35.79	\$ 65.41	\$ 10.74	\$ 111.94	176	\$ 19,702
Sr. Administration/Project Control	\$ 35.46	\$ 64.81	\$ 10.64	\$ 110.91	14	\$ 1,553
Administration/Project Control	\$ 21.73	\$ 39.72	\$ 6.52	\$ 67.96	70	\$ 4,758
<b>Subtotal Lochner Labor:</b>					<b>2,266</b>	<b>\$ 370,691</b>
2% Annual Salary Escalation @					60% of Project	\$ 4,448
					<b>Total Lochner Labor Cost</b>	<b>\$ 375,140</b>
<b>Lochner Direct Expenses:</b>						
Mileage				\$ 487		
Graphics/Reproduction				\$ 900		
					<b>Total Lochner Direct Expenses:</b>	<b>\$ 1,387</b>
					<b>Firm Total: H.W. Lochner, Inc.</b>	<b>\$ 376,527</b>
<b>Subconsultant Estimates:</b>						
The Watershed Company			Discipline		<b>Cost</b>	
HWA GeoSciences			Environmental		\$ 36,073	
Harmsen and Assoc.			Geotechnical		\$ 32,269	
Russell Lambert			Surveying		\$ 34,620	
Tierra Right of Way			Landscape Architecture		\$ 19,482	
American Forestry			Cultural Resources		\$ 6,550	
			Environmental		\$ 5,500	
					<b>Total Subconsultants:</b>	<b>\$ 134,494</b>
					<b>Subtotal Fee Estimate</b>	<b>\$ 511,021</b>
					Management Reserve	\$ -
					<b>TOTAL FEE ESTIMATE W/O OPTIONAL SERVICES</b>	<b>\$ 511,021</b>
					Wetland Documentation	\$ 12,207
					Small Scale Pilot Infiltration Tests	\$ 9,818
					Wetland, Stream, Soil Boring and OHW Surveying	\$ 5,500
					Public Outreach	\$ 5,458
					SEPA Environmental Checklist	\$ 6,130
					91st Street SE Design	\$ 296,108



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Date:** Agenda 25 April 2017

**Subject:** Temporary City Hall – Site Work

<b>Contact Person/Department:</b>	<u>Eric Durpos Public Works</u>	<b>Budget Impact:</b>	<u><b>\$491,642.94 w/contingency</b></u>
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to execute a change order to the original KCDA Temporary City Hall contract agreement to perform the site work in an amount of \$417,290.94 and approve a construction contingency of \$80,000 for a total project budget of \$497,290.94.

**SUMMARY/BACKGROUND:** In the 2017 Budget, the Council authorized a budget for the purchase and installation of a temporary City Hall facility in an amount of \$1.4 million. The temporary City Hall facility was approved for purchase by the Council in November 2017 under a KCDA purchasing service contract (state approved purchase cooperative). Part of the approved \$1.4 million budget is to perform site work which includes earthwork, improved parking, sidewalks, landscaping, and services to support the installation of the new modular temporary City Hall structure (e.i. utility services, lighting, water quality).

KCDA provides services for the needed site work and can be covered under the existing City contract agreement. This requires the execution of a Change Order. A main advantage to this is that the site and modular installation are coordinated under a single contract helping to ensure coordination and avoiding conflict. Timing of the work is expected to be accelerated under a single contractor for all services.

Once the Change Order is signed the contractor expected to begin site work the first week of May and target for the modular installation in June. The completion site work is expected to be significantly completed in late July 2017.

As with any project that includes earth work, a contingency is desired to address unknown conditions under the surface and for other change conditions. The \$80,000 contingency will allow for administrative authorization to address changes quickly and to avoid delays and potential claims.

Note: Budget tracking is ongoing for the entire site. After site work begins, a better understanding of anticipated future costs can be estimated and an update to the budget forecast will be prepared. In the event that the costs exceed \$1.4 million, an action will be brought before the Council for a budget adjustment at a future meeting.

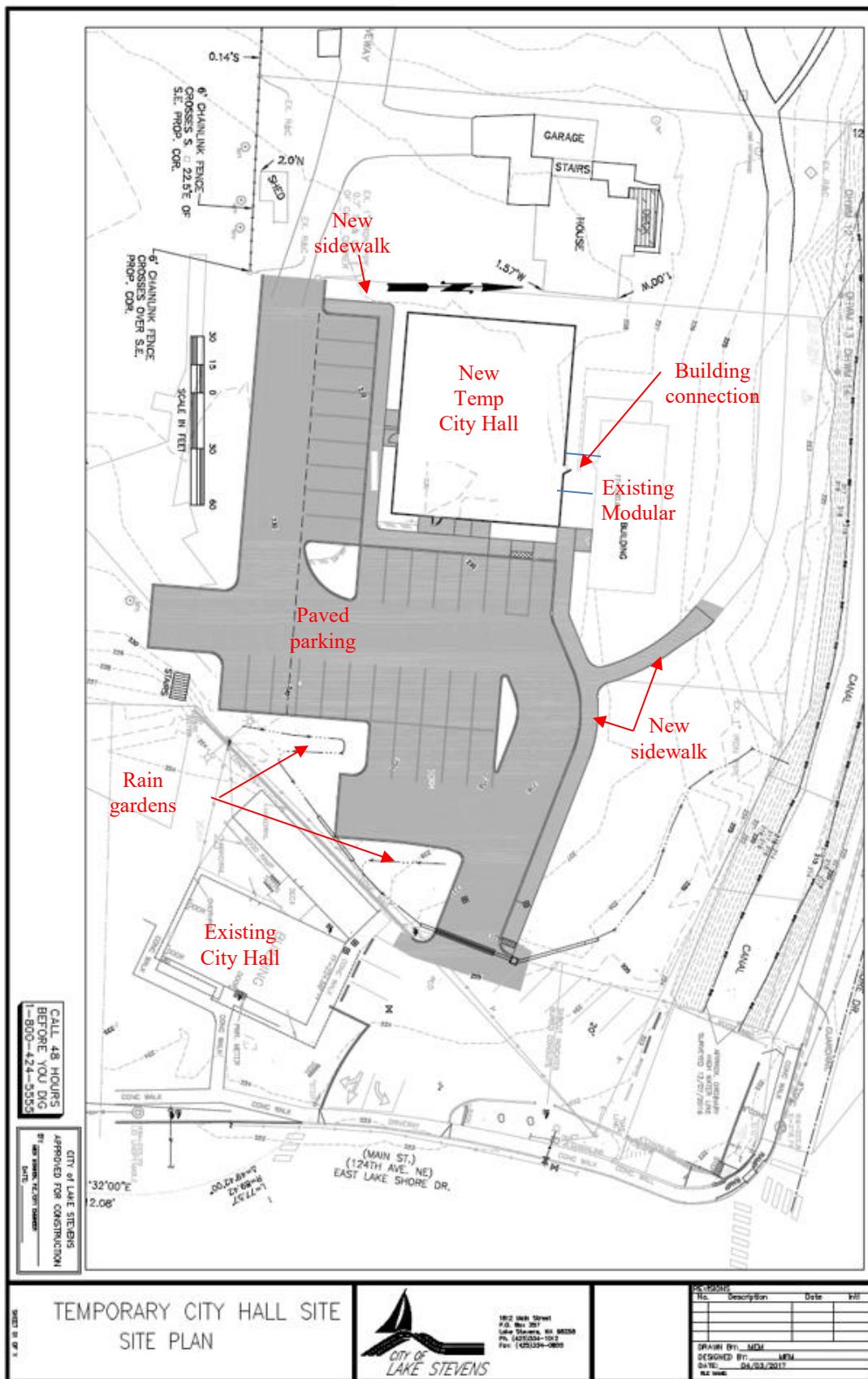
**BUDGET IMPACT: This is budgeted under City Hall Project**

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**ATTACHMENTS:**

- Exhibit A: City hall site plan
- Exhibit B: Change Order

**EXHIBIT A**  
**Temp City Hall Layout**





City of Lake Stevens  
City Campus Phase 1  
PMSI - Scope of Work

PMSI Scope of Work:

- Proposal is based on the plans by City of Lake Stevens dated 4/19/2017 (7 pages) and Geotechnical Memorandum prepared by Robinson-Noble dated 1/9/2016 (5 pages).
- Construction Surveying.
- Private utility locates.
- Install 300 LF of temporary chain link construction fence as needed around area of construction.
- Erosion control per plans.
- Mobilization.
- Traffic control – two flaggers only during mass export/import.
- Both access points will be utilized during construction.
- 1) The entrance at North Lane as shown on the plans.
- 2) The entrance from Main between the city offices and the library.
- Parking will be restricted in these areas during construction.
- Construction entrance, crushed rock access road to property at the west and laydown area in the park area to the south of the site (near library).
- Site demo, saw cutting, clearing and excavation of spoils to city owned site on Grade Road.
- Drainage swale, storm drain pipes, one type 1 catch basin and trench drain system per plan.
- Import and grade crushed rock top course, sidewalk subgrade and compact.
- Import, grade and compact crushed rock for building pad.
- Dewatering not to exceed the need for standard pump and discharge.
- Sleeves for irrigation pipe access to planter areas.
- Standard hot mix asphalt with pavement markings and parking lot signage.
- Site concrete including monolithic curb/sidewalks and extruded curbs curbs.
- Extend existing water and sanitary sewer lines from existing location near the northwest corner of the new building underground, stub up under the new building where required and connect to building below floor level.
- Excavate to reduce the slope of the access road to the south of the site. Restore when construction is complete.
- Work required at the city owned dump site to include maintaining the construction access road and stockpiling spoils. A budget of \$2,500 is included for silt fence at the dump site.
- Compliance with prevailing wage requirements.
- Performance and payment bond included.

**Change Request**

**To:** Mick Monken  
City of Lake Stevens  
1812 Main Street  
P.O. Box 257  
Lake Stevens, WA 98258  
Ph: 425-377-3231

**Number:** 3.1  
**Date:** 4/19/17  
**Job:** 09-17-010N City of Lk Stevens 0000001467  
**Phone:**

**Description:**

We are pleased to offer the following specifications and pricing to make the following changes:

Site Work based on the plans by City of Lake Stevens dated 04-03-2017 (7 pages) per attached scope of work \$371,199.20

Add for pressure treated rim joists for building and pit-set foundation \$4,324.32

Bond \$7,663.75

The total amount to provide this work is ..... \$383,187.27

Washington State Sales Tax 8.9% \$34,103.67

If you have any questions, please contact me at .

Total Sales Price \$417,290.94

Submitted by:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc:



Exclusions:

- Excessive weather conditions.
- Engineering / soils engineering.
- City mandated changes to bid plans.
- Traffic control beyond flaggers provided during the earthwork import / export process.
- All landscaping and irrigation.
- Restoration of the park area after construction.
- Traffic control and erosion control at the dump site.
- City is responsible for permitting as needed at the dump site. The city is to provide an erosion control plan for this site.
- Any and all electrical work is excluded from this proposal.
- This proposal assumes the grade elevations shown on the plans work for adequate ADA access to both buildings. Some Welcome Ramp components are in the original building order, but a change order will likely be required once access to the buildings is designed.
- All permits for work that is done on site.
- Additional export beyond 1,900 CY will be charged at \$27 per CY (to the city dump site).
- Unforeseen conditions.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** April 25, 2017

**Subject:** Adopt Revised Council Procedures

<b>Contact</b>	Kathy Pugh, Deputy City Clerk	<b>Budget Impact:</b>	N/A
<b>Person/Department:</b>	<hr/>		

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Adopt Revised Council Rules of Procedure**

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**SUMMARY/BACKGROUND:** Council Procedures provide a framework and direction on a wide variety of Council-related topics, including conduct of Council meetings, agenda preparation and distribution, filling of Council vacancies, filling of board and commission vacancies and other Council-related topics. The Council Procedures were last reviewed and adopted July 10, 2006.

The proposed revisions to Council Procedures are primarily updates that reflect current practices followed by and affecting Council. These include the structure of the meeting agenda and packet distribution/publication, the process for appointing board and commission members and legal requirements of the Open Public Meetings Act. Additionally, the Council Procedures have been reorganized for ease of reference. In the future it is Staff's recommendation that the Council Procedures be reviewed and updated every two years.

The Council Procedures have been reviewed by the City Attorney and changes have been made that reflect current legal requirements; additionally, the Administration subcommittee has reviewed and provided input to the proposed revisions.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- Council Procedures, Revised April 25, 2017

ATTACHMENT A



## **COUNCIL PROCEDURES**

**ADOPTED**

**July 10, 2006**

**Revised April 25, 2017**

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## SECTION 1. AUTHORITY

1.1 Pursuant to RCW 35A.12.120, and other applicable law, the Lake Stevens City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

## SECTION 2. COUNCIL MEETINGS

### 2.1 TYPES OF MEETINGS:

1. Regular - the Council meeting held as set by Ordinance.
2. Workshop – the Council meeting held as set by Ordinance.
3. Special - any Council meeting other than the Regular Council meeting. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor, Council President, City Administrator or at the request of not less than 4 Councilmembers.
4. Emergency - a Special Council meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Administrator, the Mayor or Council President with the consent of not less than 4 Councilmembers. The minutes will indicate the reason for the emergency.

2.2 The time and day of Council's regular meetings shall be set by ordinance and will be held at the location set by ordinance unless otherwise publicly announced.

Regular Council meetings times shall be set by ordinance and will normally adjourn no later than 9:00 p.m., unless pending business must be concluded. Extensions beyond 9 p.m. shall require passage of a motion by Council.

2.3 Council's Workshop Sessions will be scheduled as special meetings and may be held, when needed, as follows: From the hour of 7:00 p.m. and will adjourn no later than the hour of 9:00 p.m., on the first and third Tuesdays, of each month. To continue past this time of adjournment, passage of a motion by a majority of the Council will be required. Alternatively, Workshop Sessions may be scheduled immediately preceding a Regular Council meeting, with the start time to be determined based on the agenda, but in no event earlier than 5:00 p.m., and ending no later than 6:45 p.m. Council workshops may also be scheduled on other dates and times by special meeting notice.

Special Workshop sessions may be called by the Mayor, City Administrator, Council President or by three (3) or more Councilmembers.

Workshop Sessions will be informal meetings for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects,

or receiving other similar information. The Council President, Council Vice-President and City Staff will determine on-going dedicated schedules for regular workshop sessions.

No final decisions will be made at a Workshop Session. Decisions on workshop matters will be scheduled for a Regular or Special Council meeting.

- 2.4 Information will be available to the public at each meeting stating a summary of the Rules of Procedure.
- 2.5 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Administrator or Presiding Officer.
- 2.6 Citizen comment/public hearing sign-ups will be available at each regular Council meeting.
- 2.7 All regular, workshop and special meetings will be electronically recorded.

The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council.

City Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

The Council President or designee leads the flag salute.

3. Roll Call:

The Council President will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. The Council shall approve excused absences by vote. The official meeting minutes will always reflect the vote count on each action item.

4. Approval of Agenda:

The Council President, with the concurrence of the Councilmembers, may take agenda items out of order or add or remove agenda items.

5. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived

by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen allow comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

6. Guest Business:

Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.

7. Council Business:

Councilmembers may report on any Board/Commission meetings or significant activities or any other matter pertaining to City business since the last meeting. Subcommittee chairpersons will report on the activities of their respective subcommittees.

8. Mayor's Business:

Under Mayor's Business the Mayor usually addresses significant activities since the last meeting and items not previously discussed, such as future meetings of interest to the Council.

9. City Department Report:

City staff updates the Council on current issues or items of Council interest.

10. Consent Agenda:

Consent Agenda items are considered to be routine, non-controversial, or are items which have previously been studied and reviewed so as to not require additional discussion or debate. Such items may be approved by a single motion. Items on the Consent Agenda may include but are not limited to, minutes, resolutions and ordinances discussed at a previous City Council or Committee meeting, and previously authorized agreements. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

11. Public Hearing:

Citizens may comment on public hearing items. The Presiding Officer may limit the amount of time permitted each speaker until all persons have had an opportunity to speak. Further testimony from those who have spoken

may be allowed at the discretion of the Presiding Officer. The public hearing will be continued to another date to take additional testimony when the existing available time is not sufficient or as determined by the Council.

At the Public Hearing, staff's presentation is to give background and frame the issues for the Council and audience.

During public comment or public testimony, Council shall refrain from interactive exchanges with the audience. Council requests for clarification from audience should occur prior to the closure of the public portion of the hearing. Staff may be asked clarifying questions by Council during Council deliberations.

12. Action Items:

a. Proclamations:

A Proclamation is defined as an official announcement made by either the City Council or the Mayor.

b. Introduction and First Reading of Ordinances:

Discussion and debate by the City Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, or approve placing the ordinance on the Consent Agenda or as a separate agenda topic for second or third reading at an upcoming Regular Council meeting for enactment as an enforceable City law. The number of ordinance readings shall be considered item by item.

c. Resolutions:

A resolution is adoption of a City policy, practice or decision.

d. Other:

Any contract, agreement, or other form of business that requires formal action that is necessary to conduct City business.

e. Such other and additional items as required by law or by Council direction.

13. Executive Session:

Executive session subjects are limited to considering such matters as are authorized under the Open Meetings Act or such other laws that authorize executive sessions. Executive session is a Council meeting that is closed except to the Council and authorized staff members and/or consultants. The public is restricted from attendance. Executive Sessions may be held during Regularly scheduled meetings or Special Council meetings and will be announced by the Mayor.

Before convening an Executive Session the Mayor shall announce the purpose of the executive session and the anticipated time when the session will be concluded and if any action shall be taken. Should the session require more time, a public announcement shall be made that the Executive Session is being extended.

14. Study Session:

Discussion items are generally items of significance that may require future action by Council.

15. Adjournment:

With no further business to come before the Council, the Presiding Officer adjourns the meeting by requesting a motion for adjournment.

### SECTION 3. AGENDA PREPARATION

3.1 The City Clerk will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Administrator.

3.2 An item may be placed on a Council meeting agenda by any of the following methods:

1. By a Councilmember if the item does not require staff preparation;
2. By any two (2) Councilmembers;
3. By the City Administrator;
4. By a Council Committee;
5. By the Mayor.

3.3 An item may be placed on a regular Council meeting agenda after the agenda is closed if approved by the Mayor or City Administrator.

3.4 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unreasonably waiting, and so the Council will have sufficient time to hear public comment or testimony and to deliberate matters among themselves.

3.5 Legally required and advertised public hearings will generally have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.

3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

- 3.7 Agendas will be finalized by the Thursday prior to the Council meeting. Agenda packets will be available electronically to Council by 5:00 p.m. on the Thursday prior to the Council meeting, and available electronically to the public on the City's web page by 5:00 p.m. on the Friday prior to the Council meeting, unless posted otherwise. If late information becomes available after Thursday's packet is posted on the City's web page, or if information arrives from other sources, then a recess or delay may be considered by the Council.
- 3.8 All agenda item packet reports will be in the format provided by the City Clerk's Office.
- 3.9 The Council may use "Staff Recommendation Statement" language from staff reports or agenda item descriptions for making a motion.
- 3.10 Council agenda and packet material will be available to the public during regular meetings.

#### SECTION 4. COUNCIL DISCUSSION

- 4.1 All Council discussion shall be governed by **ROBERTS RULES OF ORDER, NEWLY REVISED.**

#### SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- 5.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Presiding Officer may command assistance of any peace officer of the City to enforce all lawful orders of the Presiding Officer to restore order at any meeting.
- 5.3 Citizens with complaints, concerns or questions, may be referred to separately bring the matter to the Mayor or relevant City staff, or ask that the matter be placed on a future City Council meeting, with the appropriate background information.

#### SECTION 6. MOTIONS AND VOTING

- 6.1 When making motions, Councilmembers will be encouraged to be clear and concise and to not include arguments for the motion within the motion.
- 6.2 After a motion has been made and seconded, the Council may deliberate and discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.

- 6.3 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion and normally, a minute entry will be made.
- 6.4 A motion may be withdrawn by the maker of the motion, at any time, up until the question is called to vote without the consent of the Council.
- 6.5 A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.6 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 6.7 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 6.8 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- 6.9 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.

Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.

Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 6.10 Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.11 If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 6.12 The Presiding Officer should acknowledge the motion and second prior to voting.
- 6.13 The City Clerk will repeat the motion and/or take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law.
- 6.14 Unless otherwise required by law, the passage or defeat of a motion shall be decided by a majority of those present and voting. Abstentions shall not be included in the vote tally, even if those voting in favor of the motion are less than a majority of the full City Council.

A motion that receives a tie vote is deemed to have failed, except pursuant to RCW 35A.12.100 Duties and authority of the mayor--Veto--Tie-breaking vote, the Mayor "shall have a vote only in the case of a tie in the votes of the councilmen with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money."

At the conclusion of any vote, the Presiding Officer will inform Council of the results of the vote.

- 6.15 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration and such motion must also be seconded by a member who voted in the majority. No motion for reconsideration of a vote shall be made after the meeting has adjourned but may be made at a subsequent meeting of the Council
- 6.16 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. The City Attorney's decision shall be final. All cases not provided for in these rules shall be governed by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council Rules shall prevail.

## SECTION 7. ORDINANCES

- 7.1 All ordinances shall be prepared or reviewed by the City Attorney. No Council initiated ordinance shall be prepared for presentation to the Council, unless two Councilmembers support the ordinance and staff has been consulted.
- 7.2 The City Clerk shall assign a permanent ordinance number at the time the ordinance is initiated.
- 7.3 The Presiding Officer shall read the title of the ordinance or the Ordinance number prior to voting unless the ordinance is on the Consent Agenda.
- 7.4 Prior to placement of an ordinance on the agenda, the City Clerk or designee shall obtain the signature of the City Attorney approving the ordinance as to form. After the City Attorney's signature, and passage of the Ordinance the City Clerk or designee shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk or designee shall sign the ordinance.
- 7.5 Ordinances, or ordinance summaries, shall be published in the official newspaper, as a legal publication, immediately following enactment.
- 7.6 Ordinances become effective five (5) days after the date of publication of the ordinance unless otherwise specified.

## SECTION 8. MAYOR, COUNCIL PRESIDENT, AND COUNCIL VICE-PRESIDENT

- 8.1 The Presiding Officer at all regular and special meetings of the Council shall be the Mayor and all workshop sessions shall be the Council President.

At regular and special meetings in the absence of the Mayor, the Council President will act as Presiding Officer or in his/her absence the Council Vice-President. If the Mayor, Council President, and Vice-President are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Mayor, Council President or Council Vice-President.

At workshop sessions in the absence of the Council President, the Council Vice-President will act as the Presiding Officer or in his/her absence the Mayor. If the Council President, Vice-President, and Mayor are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Council President, Council Vice-President, or Mayor.

8.2 The Presiding Officer shall:

1. Preserve order and decorum in the Council chambers;
2. Observe and enforce all rules adopted by the Council;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember in which case the Presiding Officer will defer to the City Attorney; and
4. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, if a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
5. From time to time, the Mayor and/or Council President may appoint Councilmembers to serve on ad hoc committees.

**SECTION 9. COUNCIL RELATIONS WITH CITY STAFF**

9.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.

9.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.

9.3 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor or City Administrator, to all Councilmembers with a notation indicating which Councilmember requested the information.

9.4 A Councilmember shall not attempt to influence City staff in the selection, evaluation or discipline of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

9.5 A Councilmember shall not attempt to change the operating rules and practices of any City department.

9.6 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk, as soon as practicable after it arrives.

- 9.7 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.
- 9.8 No Councilmember shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.
- 9.9 Individual requests for information can be made directly to the Department Director. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator and may be referred to the Council.

## SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 10.2 The City Attorney shall attend all meetings of the Council unless excused by the Mayor, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 10.3 The City Clerk, or designee, shall attend Regular and Special meetings of the Council, keep the official journal (minutes), and perform such other duties, unless excused by the Mayor, as may be needed for the orderly conduct of the meeting.

## SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1 Councilmembers will inform the Mayor, the Council President, the City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence if approved by the Council.

## SECTION 12. PUBLIC HEARINGS

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Councilmembers shall comply with all applicable laws related to the conflict of interest requirements in the Appearance of Fairness Doctrine.

## SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

13.1 All public meetings of the City Council and its boards/commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

## SECTION 14. COUNCIL REPRESENTATION

14.1 If a Councilmember appears on behalf of the City before another governmental agency, such as the County Council or State Legislature, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state existing City policy and the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. If a Councilmember wishes to clarify the Council's position on a policy issue, they should do so by requesting a Council resolution be prepared and voted on by the Council.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

## SECTION 15. CONFIDENTIALITY

15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions or which are otherwise subject to the attorney-client privilege, to ensure that the City's position is not compromised. Any Councilmember having any contact or discussion needs to make full disclosure to the Mayor, City Administrator and/or the City Council in a timely manner.

## SECTION 16. COUNCIL TRAVEL AND EXPENSES

### 16.1 PURPOSE AND ADMINISTRATION

The objectives of this policy are to provide elected officials who incur authorized travel, subsistence, registration and related expenses while on city business, reasonable and timely mechanisms for the reimbursement and/or the advancement of such necessary expenditures, pursuant to LSMC 3.04.

Claimants have the responsibility for obtaining authorization for expenditures and being knowledgeable about the documentation requirements. Care must be taken to avoid unnecessary or excessive expenditures, and those not directly and reasonably related to the conduct of City business.

### 16.2 DOCUMENTATION

Except for per diem allowances, no claim for reimbursement shall be paid unless it is accompanied by a bona fide vendor's receipt. Such receipts should show the

date, a description of the purchase, vendor identification and amount paid. The City Administrator or designee may grant an exception to this policy if a receipt is lost and the cost of the claim reimbursement is known and the expense can be verified in some other manner.

16.3

### CLAIMS

Claims for reimbursement shall contain the following:

1. The name of the person who consumed the goods or used the service for which reimbursement is requested, whether it be for meals, lodging, transportation or any other purpose.
2. A description of the event, occasion or circumstances related to the claim and the public policy or public purpose served.

16.4

### MEALS

Meal costs must be incurred directly by the claimant. Direct billing to the City by a restaurant is prohibited except by way of an authorized City credit card.

Payment for table service at a restaurant, commonly referred to as a tip, may be any customary gratuity, is reimbursable as a reasonable and necessary cost for such service.

16.5

### REIMBURSABLE MEAL COSTS

The reasonable cost of necessary meals while conducting City business is authorized for reimbursement.

All Councilmembers claiming reimbursement for meals consumed while on City business shall be entitled to reimbursement not to exceed the standards set in the Human Resource Manual Policies adopted by Council. These standards will be updated periodically to reflect inflation on cost of meals.

Notwithstanding the foregoing policy, actual meal costs may be claimed when they are part of a regularly scheduled business event such as training seminar, professional meeting, or other business meeting.

If the costs of meals for persons other than the claimant are included, those persons must be entitled to meal reimbursement in their own right and they shall be listed by name and title in claim documentation.

16.6

### EXPENDITURES NOT INCLUDABLE AS ACTUAL MEAL COSTS

Unauthorized expenditures include, but are not limited to:

1. Liquor
2. Expenses of a spouse or other persons not authorized to receive reimbursement under this policy.

16.7

## TRAVEL

Reimbursement for reasonable costs of business travel is authorized. General guidelines are as follows.

1. City Vehicle

Out-of-the-area costs of vehicle operation are authorized, such as gas, oil, tires and necessary repairs.

2. Personal Vehicle

If a City vehicle is not available, expenses shall be reimbursed for authorized travel. The rate per mile shall be established by the United States Internal Revenue Service. Incidental travel costs such as parking, ferry or bridge tolls are reimbursable as they would be if a City vehicle was provided.

3. Rental Vehicle

The cost of vehicle rental must be approved in writing for reimbursement.

4. Air Travel

Arrangement for air travel on City related business shall be arranged by the City staff of the Finance Department or as otherwise designated by the City Administrator as outlined below:

- a. Whenever feasible, the need for air travel arrangements should be provided by way of the normal requisition process at least 3 weeks in advance of the departure date.
- b. The Finance staff will arrange for air travel based on the lowest available (other than non-refundable) airfare for a regularly scheduled flight which reasonably accommodates the time of travel requested, and the destination. Special discounts and related costs of rescheduling will also be considered to acquire the most economical flight and overall travel costs.
- c. If personal travel is combined with business related travel, the traveling Councilmember shall be responsible for paying the increase in airfare necessary to accommodate the personal part of the flight. The City shall only pay the lowest available airfare for the round trip between the Seattle/Tacoma airport and the business related destination. Such payment for personal travel shall accompany the City's payment to the vendor for the tickets.
- d. If changes in travel plans occur that are the result of City business requirements, (i.e. delays in departure, cancellations, extended stays, or revised itinerary) any associated costs shall be paid by the City. However, all increase in cost of travel due to changes for personal convenience will be borne by the Councilmember.

- e. Councilmembers who obtain airline tickets on their own will be reimbursed based on the lower of: a) Actual out-of-pocket cost paid for the airline tickets or alternate means of transportation (substantiated by a receipt); or b) the lowest (other than non-refundable) airfare available for their time of travel, unless an exception is granted in writing by the City Council. In this case, the Councilmember must pay the cost of the travel and seek reimbursement along with all other travel expenses. Direct billing of airfare to the City is allowed only if ordered by the Finance Director, or designee as may be authorized by the City Administrator.
- f. First class air travel is not authorized, unless it is the only means of transportation and authorized by City Administrator.

5. OTHER TRAVEL EXPENSES

Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry, porter, bellman and the like are authorized by a listing of same as provided by the reimbursement form. Payment of a reasonable amount as set by the Finance Director for porter service, bellman service and the like is considered to be a necessary payment for such service and, therefore, reimbursable.

6. VENDOR'S RECEIPT

A vendor's receipt is required for all expenses unless traveling on a per diem.

7. OUT-OF-STATE OR OVERNIGHT TRAVEL

To be eligible for any City reimbursement for out of state and/or overnight travel expense, the one way travel distance must be greater than 50 miles from City or home, unless authorized by City Administrator or designee.

8. ACCOMMODATIONS

Reasonable hotel/motel accommodations for Councilmembers are acceptable and will be reimbursed at a maximum of the single room government rate unless unavailable. A vendor's receipt for this category is required for all claims. Direct billing of hotel/motel charges is not allowed unless authorized by the City Administrator or designee.

9. INCIDENTAL EXPENSES

Includes all reasonable and necessary incidental expenses and includes, but is not limited to, the following:

a. Examples of allowable incidental expenses

Laundry expenses if away from home four (4) or more calendar days.

Baggage checking.

Business telephone. A personal telephone call home, if away from home for more than a 24 hour duration, is considered a business telephone expense.

b. Examples of non-allowable incidental expenses

Personal entertainment.

Theft, loss or damage to personal property.

Expenses of a spouse, family or other persons not authorized to receive reimbursement under this policy

Barber or beauty parlor services.

Airline and other trip insurance.

Postage, reading material, telephone calls for personal use.

Personal toiletry articles.

10. NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENT POLICY

Reimbursable expenses are subject to the following:

- a. Meals consumed by the Councilmember during meetings and other functions which conduct official City business or serve to benefit the City of Lake Stevens are reimbursable to the Councilmember. Alcoholic beverages are not reimbursable.
- b. Refreshments purchased solely for personal entertainment are not a legitimate City expense.

11. CEREMONIES AND CELEBRATIONS

- a. Reasonable expenses, including food and beverage (non-alcoholic), associated with commemorating a dedication or an unveiling that is recognized as serving a public purpose are legitimate City expenditures.
- b. Private celebrations rather than public celebrations are not generally considered as serving a public purpose. Refreshment, food and beverage related costs would therefore not be recognized as legitimate City expense.
- c. Support of a local "event" or celebration may not take the form of a gratuitous contribution of public funds to a private person, committee or organization. Expenditure of public funds on a publicly sponsored event requires the existence of a recognizable public purpose that relates to the City's existence, proper authorization from the

legislative authority for such public sponsorship, and a reasonable relationship between the amount of the City's expenditure and the "public" nature of the event.

**12. MEAL REIMBURSEMENT FOR NON-COUNCILMEMBERS**

Councilmember claims for the reimbursement of meal costs for non-city employees and non-Councilmembers shall be documented by a memo authorized by the City Administrator or Designee. The memo must identify:

- a. The names of the individual or individuals being hosted;
- b. Their official title or capacity as it related to City business;
- c. The explanation of why this expenditure was an appropriate use of City funds.

**13. CLAIMS AND APPROVAL PROCEDURE**

All claims shall be submitted for reimbursement using the form provided by the City Finance Department. Travel and subsistence expenses except for incidental and minor costs will not be paid from any Petty Cash Fund, unless as in compliance with petty cash policy adopted by the City.

- a. Special approvals required by this policy shall be obtained by Councilmembers, from the Mayor, or in his/her absence, by the Council President, or in his/her absence, by the Council Vice-President. Such approvals shall be by separate memo which identifies the policy exception being authorized and explains the reasons therefor.
- b. Claims may include the reimbursable costs of other Councilmembers who would be entitled in their own right to claim business expenses.
- c. Exceptions to the expense rules for unusual circumstances may be approved at a regular City Council meeting by a majority vote of the Councilmembers present at the meeting.
- d. In preparation of the City's annual operating budget, Councilmember travel and training expenses shall be anticipated and included in budget appropriations. Attendance at annual conferences of municipal officials (i.e. National League of Cities or Association of Washington Cities) shall be addressed at the time of budget adoption to reflect the number of Councilmembers who will attend to represent the City.

**SECTION 17. PUBLIC RECORDS**

17.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about

whether or not a document is a public record or if it is required to be retained should be referred to the City Clerk.

## SECTION 18. CITY ADMINISTRATOR EVALUATION ANNUAL PROCESS

18.1 The Mayor will determine the evaluation criteria and format for the process. As the City Administrator's immediate supervisor the Mayor shall issue the final annual evaluation. Council members will be given the opportunity to provide their observations, comments and recommendations.

18.2 The final step of the City Administrator evaluation process is for the Mayor to prepare amendments, if any, to the City Administrator's employment contract. This contract and any amendment thereto must be approved by the City Council at a Council meeting.

## SECTION 19. MAYOR/COUNCIL PRESIDENT /VICE-PRESIDENT SELECTION PROCESS

19.1 Mayor. The Mayor is elected per RCW Title 35A and other applicable election laws.

19.2 Council President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Council President who does not serve for more than one consecutive full year.

19.3 Council Vice-President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Vice-President who does not serve for more than one consecutive full year.

## SECTION 20. CITY BOARDS/COMMISSIONS

20.1 Lake Stevens' boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.

20.2 These boards/commissions are generally established by ordinance.

20.3 Councilmembers should be assigned as board/commission liaisons in January of each year or as needed. Staff shall provide liaisons with agenda and support material for such meetings.

20.4 Appointments and reappointments of board/commission members, when vacancies and term expirations occur, shall be as follows:

1. Vacancies to the City's boards and commissions will be advertised in the City newspaper, on the City's web page, at City Hall and such other locations as are deemed appropriate.
2. All applicants for a board or commission will be interviewed by a panel consisting of the Mayor, the Department Head and/or staff liaison, the Council liaison or designee to that board or commission and the Chairperson or designee of the board or commission the applicant applied for.

3. Following the interviews, the Mayor nominates a candidate for appointment to the vacant position.
4. The nominated candidate will be notified and requested to complete a criminal background check. All criminal background checks will be conducted by The Human Resources Department.
5. Following successful completion of the criminal background check the Mayor reviews nominee recommendation with Council at a regular Council meeting or at a workshop session. The recommendation should include the number of applicants interviewed, qualifications, and reason for the selection.
6. Mayor appoints board/commission member with Council approval at the regular Council meeting or next regular meeting if recommendation is made at a workshop session, with the candidate present, if possible.
7. Where required by law, appointed board/commission member will then be sworn in immediately following appointment. In the case where multiple appointments are made in one Council meeting, all appointees will be sworn in as a group.
8. If the City Council does not confirm or reject the Mayor's nomination for appointment within thirty (30) days of submittal, the Mayor may proceed with the appointment.

## SECTION 21. COUNCIL SUBCOMMITTEES

21.1 Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the City. Subcommittees generally involve three or fewer councilmembers and therefore are not subject to the Open Public Meetings act.

Subcommittees will be established on an as-needed basis by motion or other action of the City Council

At its first meeting each year, each subcommittee should select from its members a chairperson who will oversee the meeting and report on the activities of the subcommittee to the Council at regular City Council meetings during Council Business.

21.2 Each subcommittee will have staff support as needed and assigned by the City Administrator. Staff will work with the subcommittee chairs to set agendas, provide support materials (including any sensitive communications by staff), and prepare reports as needed. The City Clerk or designee will attend subcommittee meetings and may prepare minutes. Subcommittee meetings will not be electronically recorded.

21.3 Even though the Open Meetings Act does not generally apply, subcommittee meetings are open to the public for observation only; no citizen comments or participation will be allowed.

- 21.4 The Mayor or City Administrator may send issues directly to subcommittees for their review in lieu of being referred to committee by the entire Council.
- 21.5 Subcommittee appointments shall be made by the Council President or in his/her absence by the Council Vice-President. The Council President will take into account the interests, availability to serve and requests of individual Councilmembers in making subcommittee assignments.
- 21.6 Membership of each subcommittee will consist of a maximum of three (3) Councilmembers unless otherwise approved by Council.
- 21.6 The Mayor and/ or City Administrator shall be an "ex officio" member of each subcommittee.

## SECTION 22. AD HOC CITIZEN ADVISORY BOARDS

### 22.1 PURPOSE

To effectively use valuable resources provided by the citizenry at large to deal with issues on which more citizen input is judged to be needed. Each Board shall be given a clearly defined goal and adequate information to help them understand their role in the governmental structure. Unless determined otherwise by action of the City Council the authority of such Boards will be limited to providing informal input and recommendations to the City Council.

### 22.2 APPOINTMENT PROCEDURES

The boards will consist of no more than five citizen members (selected by the Mayor and confirmed by the City Council), the Mayor or designee, a staff person, and Councilmember if desired.

### 22.3 STAFF SUPPORT

Each Ad Hoc Advisory Committee will have staff support as needed and assigned by the City Administrator. Staff will work with the committee to provide support materials and prepare reports.

## SECTION 23. FILLING CITY COUNCIL VACANCIES

### 23.1 PURPOSE

To provide guidance to the City Council when a Lake Stevens Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, wherein the person elected will serve the remainder of the unexpired term.

### 23.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A.12.050 - Vacancies - Filling of Vacancies in Council/Mayor Form of Government

23.3

APPOINTMENT PROCESS

1. A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the Councilmember appointment process and establish a notice, application, interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk's Office shall prepare and submit to the City's Official Newspaper, with courtesy copies to all other local media outlets, a Notice of City Council Vacancy, which announces the vacancy consistent with the requirements necessary to hold public office. The City's web page and other social media may also be used to announce the Council vacancy.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at Lake Stevens City Hall, on the City web site, and such other locations that the City Council deems appropriate. Copies of the advertisement will be provided to current members of City of Lake Stevens' boards and commissions.
5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
6. The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special session City Council meeting.
7. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
8. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
9. Prior to the date and time of the interview the City Clerk or designee will make inquiry of each applicant to determine eligibility to hold office and to fill the Council vacancy in the City.

23.4

#### INTERVIEW MEETING

Depending on the number of applicants to be interviewed, each interview of an applicant/candidate shall be approximately 15 minutes in length as follows:

1. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions.
2. An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions.
3. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
4. The Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

23.5

#### VOTING

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the Councilmembers.
2. In the case of one vacancy to be filled, balloting will continue until a nominee receives a majority of four (4) votes.
3. At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.
4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
5. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember. The new Councilmember shall be sworn into office by any person authorized under state law to administer oaths, at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. In the case of a tie vote, the Mayor may cast a vote.
7. If the City Council does not fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Snohomish County.

**SECTION 24. MISCELLANEOUS**

24.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

**SECTION 25. SUSPENSION AND AMENDMENT OF RULES**

25.1 Any provision of these rules not governed by state law or ordinance, may be temporarily suspended or waived by a two-thirds (2/3) majority vote of the Council.

25.2 These rules may be amended, or new rules adopted, by a majority vote of the Council.

25.3 While not required, these Rules should be reviewed approximately every 2 years for the purpose of keeping up to date with legal requirements and for purposes of confirming that actual practices conform with these rules.



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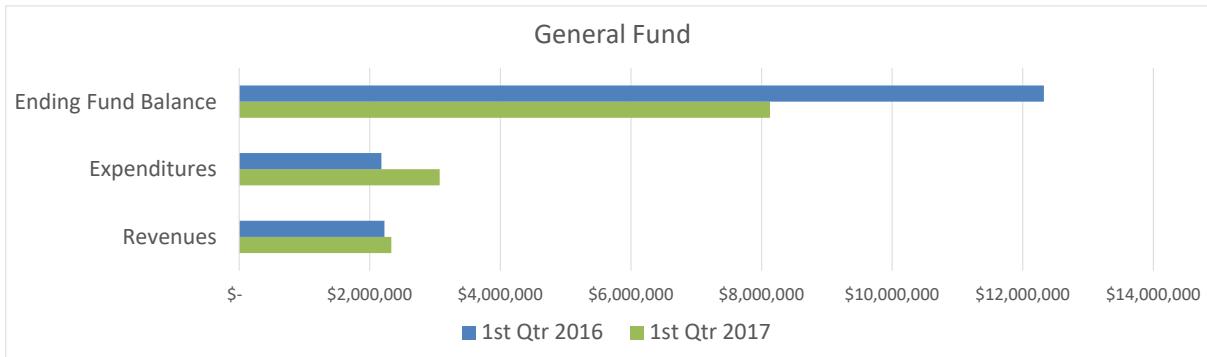
CITY OF LAKE STEVENS  
 2017 1st Quarter Financial Summary

**General Fund - Summary**

Description	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Beginning Cash Balance	\$ 7,922,111	\$ 8,870,034	\$ 8,870,034	100.0%
Revenues	\$ 2,223,544	\$ 15,225,649	\$ 2,329,401	15.3%
Expenditures	\$ 2,178,927	\$ 18,362,168	\$ 3,070,808	16.7%
Ending Fund Balance	\$ 12,324,582	\$ 5,733,515	\$ 8,128,626	

Total revenues are approximately 15% of budget prior year was at 22%.

Total expenditures are approximately 17% of budget, prior year was 22%.



**General Fund - Revenues**

Revenue Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Taxes	\$ 1,197,523	\$ 8,315,534	\$ 1,517,572	18.2%
Licenses & Permits	\$ 646,614	\$ 1,628,350	\$ 375,776	23.1%
Grants & State Remit	\$ 162,236	\$ 1,035,230	\$ 176,127	17.0%
Charges for Services	\$ 150,077	\$ 404,765	\$ 185,998	46.0%
Fines and Forfeits	\$ 37,264	\$ 156,100	\$ 39,639	25.4%
Miscellaneous	\$ 28,848	\$ 84,370	\$ 31,687	37.6%
Non-Revenue/Other	\$ 982	\$ 3,601,300	\$ 2,696	0.1%
<b>Total</b>	<b>\$ 2,223,544</b>	<b>\$ 15,225,649</b>	<b>\$ 2,329,495</b>	<b>15.3%</b>

**Total Receipts are approximately 15% of budget and are currently within budget expectations**

Taxes are 18% of budget mostly due to the timing of property tax receipts. (April/October)

Licenses & Permits are currently 23% of budget. Building permits make up the largest portion of this balance and are currently 21% of the total budget for the year.

Grants & State Remit are 17% of budget. This revenue type includes grants, liquor profits, liquor taxes, criminal justice and City assistance funds, as well as PUD tax which is an annual tax that has not yet been received.

Service Charges are currently 46% of budget, and are estimated to exceed budget expectations. The majority of this balance is made up of passports, and photos, and land use fees which are all exceeding expectations. This line also includes the monthly receipts for School Resources Officers services

Fines and Forfeiture are 38% of budget and correlate with the municipal court expenditures.

Non-revenues/other includes the sale of property that correlates with a property purchase expenditures

## General Fund - Expenditures

Expenditure Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Elected	\$ 67,085	\$ 219,404	\$ 77,074	35.1%
Administration	\$ 56,397	\$ 200,412	\$ 46,881	23.4%
City Clerk	\$ 31,844	\$ 204,469	\$ 40,898	20.0%
Finance	\$ 36,094	\$ 480,707	\$ 83,296	17.3%
Human Resources	\$ 22,028	\$ 157,440	\$ 33,601	21.3%
IT Services	\$ 41,023	\$ 315,114	\$ 54,743	17.4%
Planning & Building	\$ 178,764	\$ 1,499,066	\$ 332,911	22.2%
Law Enforcement	\$ 1,224,533	\$ 6,660,818	\$ 1,665,009	25.0%
Parks	\$ 35,900	\$ 707,650	\$ 116,641	16.5%
Legal	\$ 69,122	\$ 552,000	\$ 81,996	14.9%
Community Services	\$ 3,825	\$ 61,803	\$ 6,947	11.2%
General Government	\$ 412,314	\$ 7,303,287	\$ 530,842	7.3%
<b>Total</b>	<b>\$ 2,178,929</b>	<b>\$ 18,362,169</b>	<b>\$ 3,070,839</b>	<b>16.7%</b>

### Expenditures are 17% of total annual budget, within expectations

The Elected Departments are at 35% of budget. Expenditures include voter registration costs which already been paid.

The City Clerk and Finance Departments are within budget expectations. Both department include budgeted items that will occur later in the year, including the State Audit, and a portion of the purchase of an Enterprise Content Management system.

Law Enforcement is approximately 25% of budget. Salaries are below expectations due to open positions.

The Parks Department is at 17% of budget as some major improvement projects have not yet occurred.

Community Service includes the Arts Commission payments for Music on the Lake and the Movie in the Park; Aquafest contribution, as well as Library and Community Center projects that have not yet been paid.

General Government includes a property purchase that correlates with a sale of property.

The remaining departments had no significant differences from budget expectations.

## Street Fund - Summary

Description	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Beginning Fund Balance	\$ 3,811,559	\$ 3,343,147	\$ 3,343,147	100.0%
Revenues	\$ 318,626	\$ 2,162,672	\$ 238,357	11.0%
Expenditures	\$ 861,052	\$ 3,241,744	\$ 459,622	14.2%
Ending Fund Balance	\$ 4,991,237	\$ 2,264,076	\$ 3,121,882	

Total revenues are approximately 11% of budget, prior year was at 14%.

Total expenditures are approximately 14% of budget, versus 25% in the prior year.

## Street Fund - Revenues

Revenue Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Taxes	\$ 154,344	\$ 1,475,572	\$ 51,321	3.5%
License & Permits	\$ 4,640	\$ 20,000	\$ 5,200	26.0%
Grants & State Remits	\$ 153,818	\$ 646,500	\$ 176,099	27.2%
Charges for Service	\$ -	\$ 1,500	\$ 476	31.7%
Miscellaneous	\$ 5,824	\$ 14,100	\$ 5,259	37.3%
Other Financing	\$ -	\$ 5,000	\$ -	0.0%
Total	\$ 318,626	\$ 2,162,672	\$ 238,355	11.0%

**Total Receipts are at 11% of budget.**

Taxes are 3.5% of budget due to the timing of property tax receipts. (April/October)

License & Permits include Right of Way permits which are currently at 26% of budget.

Grant & State Remits are approximately 27% of budget. This revenue source includes the fuel tax receipts which are on target.

Miscellaneous and Other Financing revenues include ROW assessments and insurance recovery funds received for street related incidents which are unpredictable.

## Street Fund - Expenditures

Expenditure Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Salaries & Benefits	\$ 196,135	\$ 1,193,335	\$ 285,212	23.9%
Supplies	\$ 19,596	\$ 120,181	\$ 19,513	16.2%
Services	\$ 50,923	\$ 955,258	\$ 70,278	7.4%
Other Gov't Payments/Debt	\$ 6,608	\$ 9,964	\$ 6,608	66.3%
Capital Projects	\$ 43,540	\$ 364,695	\$ 78,043	21.4%
Interfund Transfers	\$ 544,250	\$ 598,300	\$ -	0.0%
Total	\$ 861,052	\$ 3,241,733	\$ 459,654	14.2%

**Total Expenditures are approximately 14% of budget.**

Salaries & Benefits are within expectations

Supplies are 16% of budget. This expenditure includes supplies for office, traffic control, snow & ice, and sidewalk repair supplies. Many of these items will be needed later in the year.

Service Charges are 7% of budget. These expenditures include items such as street sweeping, traffic studies, utilities, insurance, travel, and repairs & maintenance services. Overlays are the largest portion of this category which will be utilized later in the year.

Government payments include storm drainage fees and debt service for the Public Works Trust Fund emergency loan for the Catherine Creek Bridge repair in 2010.

Capital includes portions of the temporary City Hall which is underway, and the city shop remodel.

## Surface/Storm Water Fund - Summary

Description	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Beginning Fund Balance	\$ 1,796,590	\$ 1,746,837	\$ 1,746,837	100.0%
Revenues	\$ 104,873	\$ 1,533,820	\$ 93,020	6.1%
Expenditures	\$ 252,546	\$ 2,241,543	\$ 257,834	11.5%
Ending Fund Balance	\$ 2,154,009	\$ 1,039,114	\$ 1,582,024	

Total revenues are approximately 6% of budget, slightly less than prior year.

Total expenditures are approximately 11.5% of budget, versus 17% in the prior year.

## Surface/Storm Water Fund Revenues

Revenue Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
State Grants	\$ -	\$ 19,000	\$ -	0.0%
Charges for Services	\$ 103,200	\$ 1,511,820	\$ 90,434	6.0%
Miscellaneous	\$ 1,673	\$ 3,000	\$ 2,586	86.2%
Total	\$ 104,873	\$ 1,533,820	\$ 93,020	6.1%

**Total Receipts are at 6% of budget.**

Grant revenues are current at zero. These grants are budgeted at the full amount and are expended and reimbursed throughout the year.

Charges for Services includes Surface water management charges which are at 6% of the budget.

These charges are billed on the property tax statements. As such, the majority is received in May and November.

Miscellaneous revenues include investment interest which is exceeding prior expectations.

Prior month earning rate within the Local Government Investment Pool (LGIP) was approximately 0.07%  
Prior year's was 0.04%.

## Surface/Storm Water Fund Expenditures

Expenditure Category	1st Qtr 2016	2017 Amended Budget	1st Qtr 2017	Percent +/- of 2017 Budget
Salaries & Benefits	\$ 162,903	\$ 1,087,133	\$ 208,292	19.2%
Supplies	\$ 11,083	\$ 68,041	\$ 16,443	24.2%
Services	\$ 15,219	\$ 329,228	\$ 18,338	5.6%
Inter Gov't Payments	\$ 16,911	\$ 80,800	\$ 579	0.7%
Debt Service	\$ -	\$ 10,700	\$ -	0.0%
Capital	\$ -	\$ 150,695	\$ 1,712	1.1%
Operating Transfers	\$ 46,430	\$ 514,945	\$ 12,502	2.4%
Total	\$ 252,546	\$ 2,241,542	\$ 257,866	11.5%

**Total Expenditures are 11.5% of budget.**

Salaries & Benefits are slightly below budget expectations due to allocations amounts of open positions.

Service expenditures are currently 6% of budget as the lake phosphorus and milfoil treatments will occur during a later quarter.

Other Governmental includes payment for SW billing to Snohomish County and the DOE annual permits.

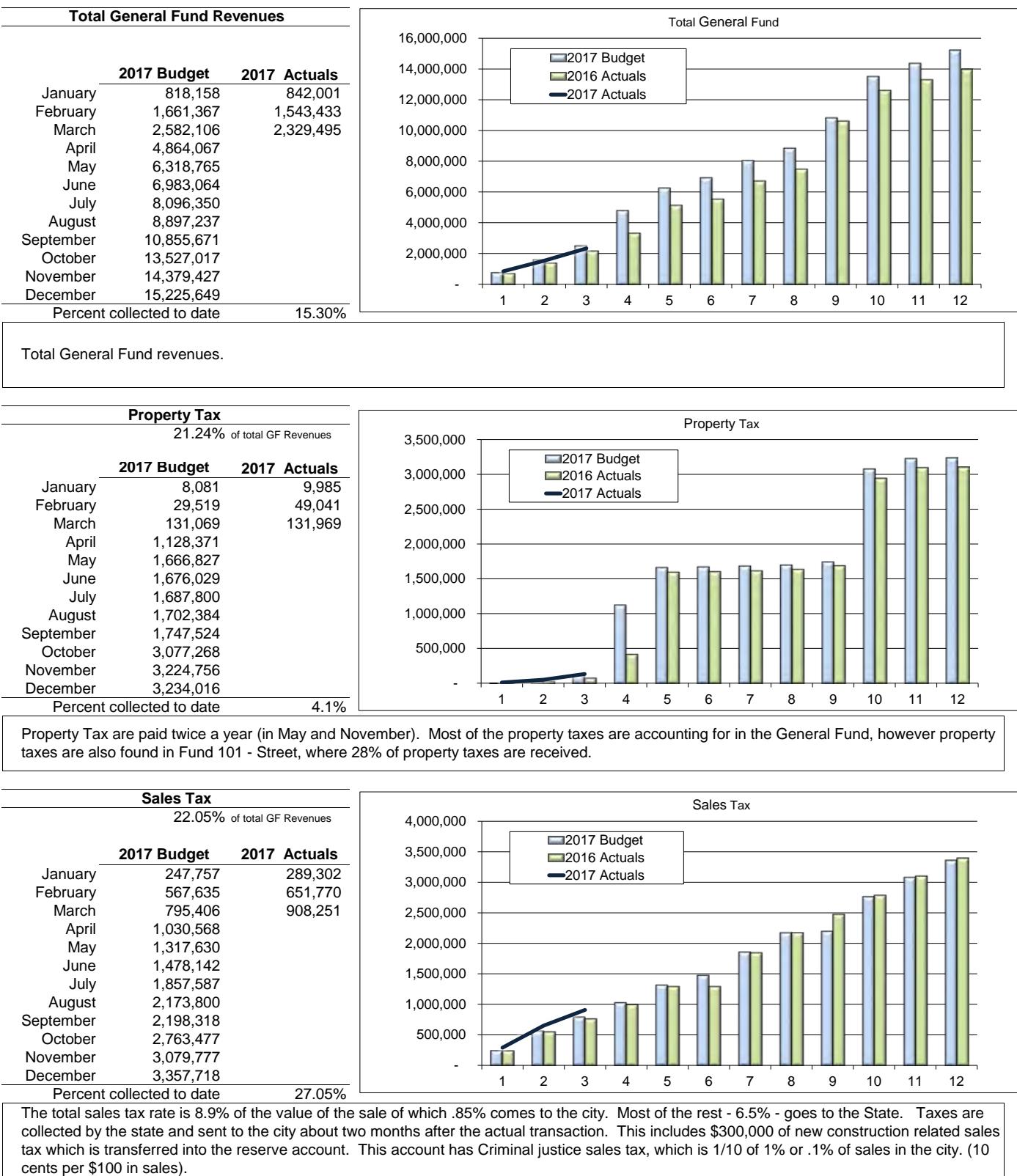
Debt Service payment is for the Lundein Parkway Creek Restoration project.

Capital includes portions of the temporary City Hall which is underway, the city shop remodel, and some equipment.

4/11/2016	2017 - 1st Quarter - All Funds									
No.	Fund Name	2016 1st Quarter ACTUAL REVENUES	2016 1st Quarter ACTUAL EXPENDITURES	2017 Beginning Cash Balance	2017 Budgeted Revenues	2017 1st Quarter ACTUAL REVENUES	2017 Budgeted Expenditures	2017 1st Quarter ACTUAL EXPENDITURES	2017 Budgeted Ending Cash Balance	1st Quarter ENDING CASH/INVEST BALANCE
001	General Fund	\$2,223,544	\$2,178,927	\$8,870,034	\$15,225,649	\$2,329,401	\$18,362,168	\$3,070,808	\$5,733,515	\$8,128,626
002	Reserve Fund	\$196,266	\$0	\$1,758,362	\$807,600	\$162,044	\$8,050	\$0	\$2,557,912	\$1,920,406
101	Street	\$318,626	\$861,052	\$3,343,147	\$2,162,672	\$238,357	\$3,241,744	\$459,622	\$2,264,076	\$3,121,882
103	Street Reserve	\$2	\$0	\$1,533	\$5	\$2	\$0	\$0	\$1,538	\$1,535
111	Drug Seizure & Forfeiture Fund	\$35	\$922	\$45,997	\$9,120	\$72	\$40,000	\$0	\$15,117	\$46,068
112	Municipal Arts Fund	\$11	\$0	\$11,398	\$20	\$18	\$0	\$0	\$11,418	\$11,416
210	2008 Bonds	\$150	\$150	\$0	\$354,395	\$0	\$354,395	\$0	\$0	\$0
212	2010 LTGO Bonds	\$0	\$0	\$0	\$74,165	\$0	\$74,165	\$0	\$0	\$0
213	LTGO Bond 2015	\$0	\$0	\$0	\$93,908	\$0	\$93,908	\$0	\$0	\$0
301	Cap. Proj.-Dev. Contrib.	\$630,980	\$54,254	\$5,559,009	\$1,111,580	\$130,773	\$4,357,000	\$6,143	\$2,313,589	\$5,683,639
	Park Mitigation		\$0	\$0	\$2,872,000	\$92,044	\$771,000	\$0	\$2,101,000	
303	Cap. Imp.-REET	\$102,837	\$22,768	\$1,669,143	\$602,500	\$232,126	\$1,136,897	\$22,618	\$1,134,746	\$1,878,651
304	Cap. Improvements REET 2	\$104,338	\$0	\$2,727,136	\$1,265,700	\$231,355	\$3,397,915	\$0	\$594,921	\$2,958,491
309	Sidewalk Capital Project	\$533,777	\$15,907	\$798,179	\$317,190	\$67,038	\$19,750	\$0	\$1,095,619	\$865,217
	20th Street SE Corridor CP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
401	Sewer	\$19,031	\$12,948	\$278,072	\$1,336,782	\$6,277	\$1,335,295	\$5,743	\$279,560	\$278,607
410	Storm and Surface Water	\$104,873	\$252,546	\$1,746,837	\$1,533,820	\$93,020	\$2,241,543	\$257,834	\$1,039,114	\$1,582,024
501	Unemployment	\$103	\$0	\$95,919	\$300	\$149	\$30,000	\$364	\$66,219	\$95,704
510	Equipment Fund - Computers	\$37,755	\$9,425	\$295,258	\$150,600	\$422	\$317,200	\$45,676	\$128,658	\$250,003
	Equipment Fund--Vehicles		\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	
520	Equipment Fund-Police	\$49,262	\$102,295	\$311,211	\$196,700	\$346	\$266,100	\$93,407	\$241,811	\$218,150
530	Equipment Fund-PW	\$75,256	\$55,676	\$281,826	\$838,200	\$11,674	\$637,500	\$0	\$482,526	\$293,500
540	Aerator Equipment Replacement	\$10,130	\$0	\$129,890	\$170,143	\$14,224	\$300,000	\$0	\$33	\$144,113
621	Refundable Deposits	\$1,956	\$0	\$24,591	\$61,000	\$2,125	\$85,591	\$19,006	(\$0)	\$7,711
633	Treasurer's Trust	\$46,633	\$28,835	\$14,714	\$201,200	\$41,429	\$215,914	\$26,644	\$0	\$29,500
	<b>Total All Funds</b>	<b>\$4,455,565</b>	<b>\$3,595,704</b>	<b>\$27,962,257</b>	<b>\$29,395,249</b>	<b>\$3,652,896</b>	<b>\$37,286,134</b>	<b>\$4,007,865</b>	<b>\$20,071,371</b>	<b>\$27,515,243</b>

**Monthly General Fund Revenue Graphs**  
As of March 31st, 2017

% thru year 25.0%

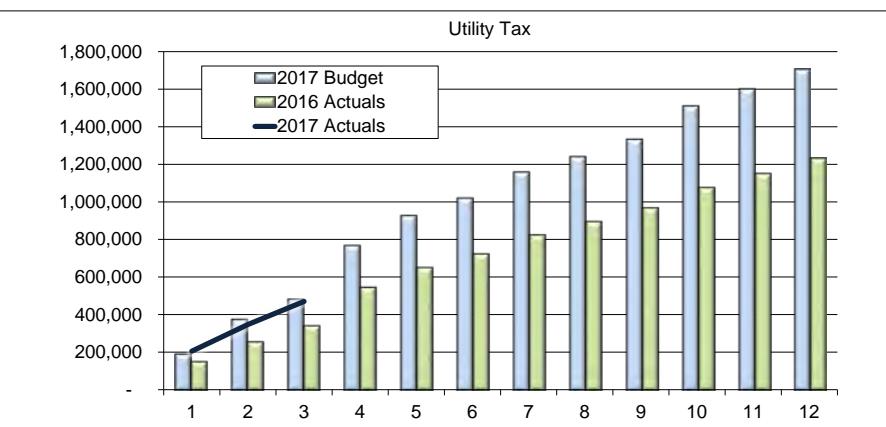


**Monthly General Fund Revenue Graphs**  
As of March 31st, 2017

% thru year 25.0%

<b>Utility</b>		11.19% of total GF Revenues
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	198,916	204,762
February	383,321	346,794
March	489,562	469,783
April	773,125	
May	930,922	
June	1,023,205	
July	1,160,937	
August	1,241,960	
September	1,333,507	
October	1,509,554	
November	1,598,900	
December	1,703,200	

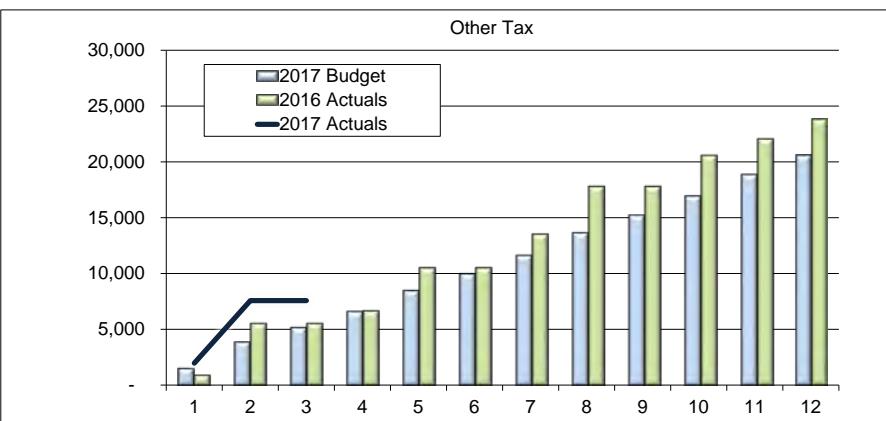
Percent collected to date 27.58%



The utility tax rate is 6% on the gross revenue of telephone, and 5% on gross revenues of gas and electric. The City does not have a utility tax on cable, instead using a franchise fee.

<b>Other Taxes</b>		0.14% of total GF Revenues
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	1,538	1,965
February	3,895	7,569
March	5,190	7,569
April	6,622	
May	8,503	
June	9,998	
July	11,637	
August	13,665	
September	15,250	
October	16,958	
November	18,879	
December	20,600	

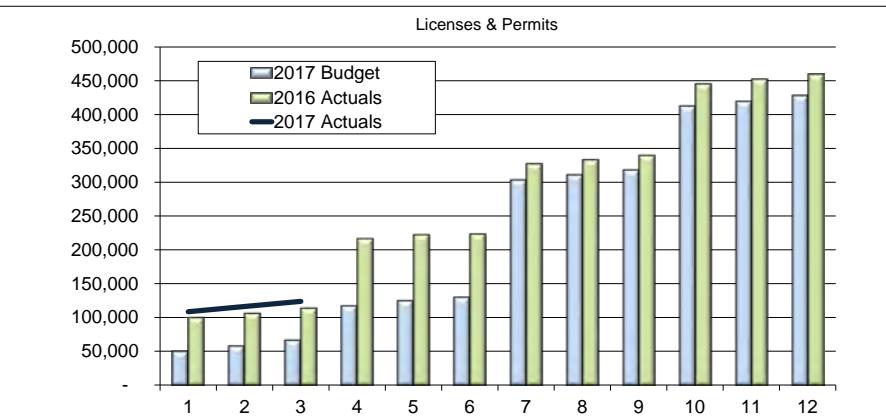
Percent collected to date 36.74%



This account includes gambling taxes which include pull tabs and amusement games. The tax is 5% of gross sales.

<b>Licenses &amp; Permits / Other Licenses</b>		2.81% of total GF Revenues
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	50,785	108,408
February	58,290	116,161
March	67,115	123,733
April	117,681	
May	125,316	
June	130,447	
July	303,531	
August	311,032	
September	318,256	
October	412,864	
November	419,601	
December	428,350	

Percent collected to date 28.89%

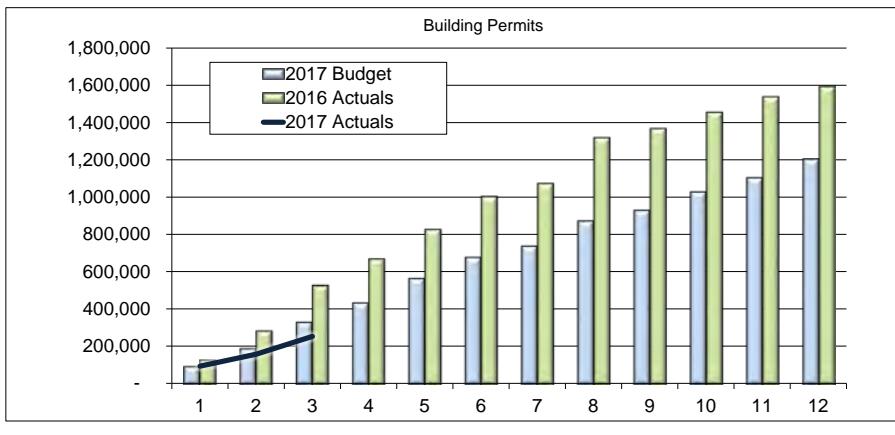


This account has Business Licenses, and Cable Franchise fees.

**Monthly General Fund Revenue Graphs**  
As of March 31st, 2017

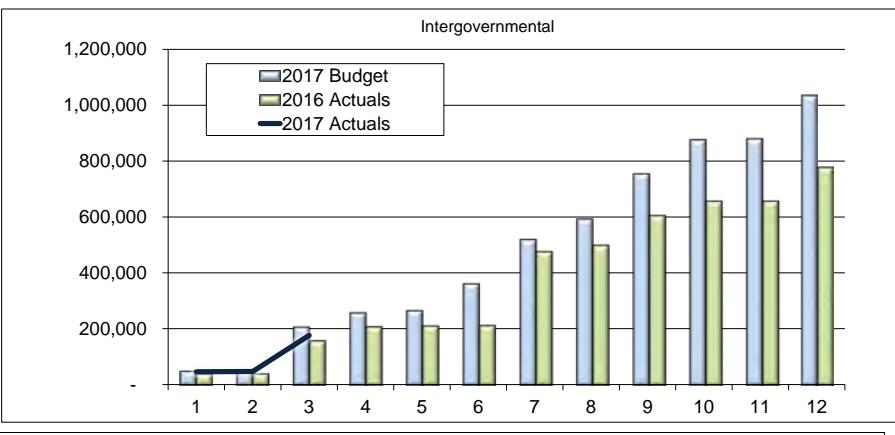
% thru year 25.0%

Building Permits		
	7.88% of total GF Revenues	
	2017 Budget	2017 Actuals
January	95,133	92,239
February	190,674	156,220
March	331,191	252,043
April	434,918	
May	564,657	
June	677,327	
July	737,061	
August	871,051	
September	928,163	
October	1,025,767	
November	1,101,848	
December	1,200,000	
Percent collected to date	21.00%	



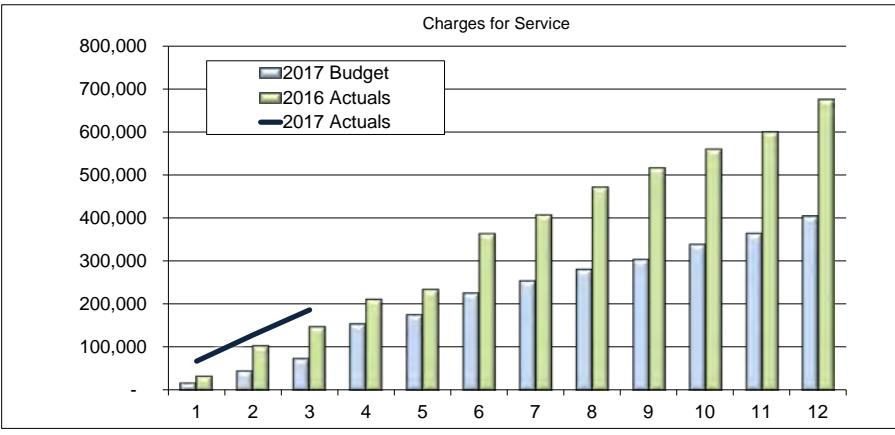
Permits related to development.

Intergovernmental		
	6.80% of total GF Revenues	
	2017 Budget	2017 Actuals
January	51,289	45,778
February	53,677	47,098
March	208,595	176,127
April	259,731	
May	267,880	
June	363,258	
July	520,924	
August	594,066	
September	755,299	
October	876,849	
November	880,615	
December	1,035,230	
Percent collected to date	17.01%	



Intergovernmental revenues include state support for criminal justice, state shared revenues for liquor taxes, liquor profits, and marijuana enforcement. Also included are PUD privilege taxes, and City-County assistance. Various types of grants are also included.

Charges for Service		
	2.66% of total GF Revenues	
	2017 Budget	2017 Actuals
January	17,552	66,632
February	45,896	127,692
March	74,637	185,998
April	154,984	
May	176,203	
June	226,665	
July	254,653	
August	281,564	
September	304,593	
October	339,497	
November	364,949	
December	404,765	
Percent collected to date	45.95%	

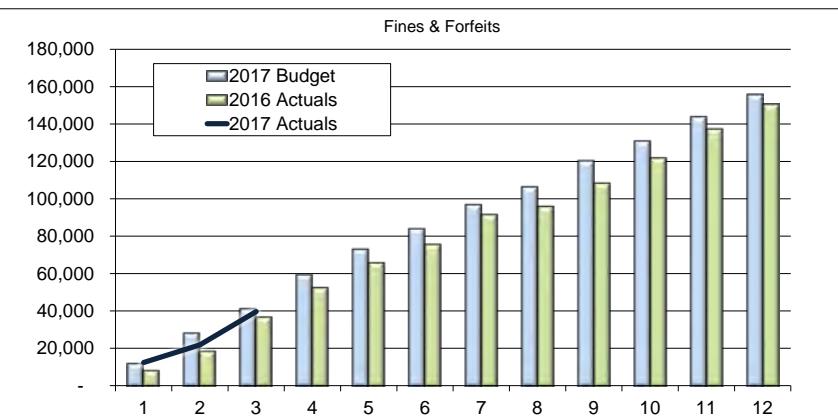


Charges for service include zoning development services, passport services and law enforcement services mainly the School Resource Officer.

**Monthly General Fund Revenue Graphs**  
**As of March 31st, 2017**

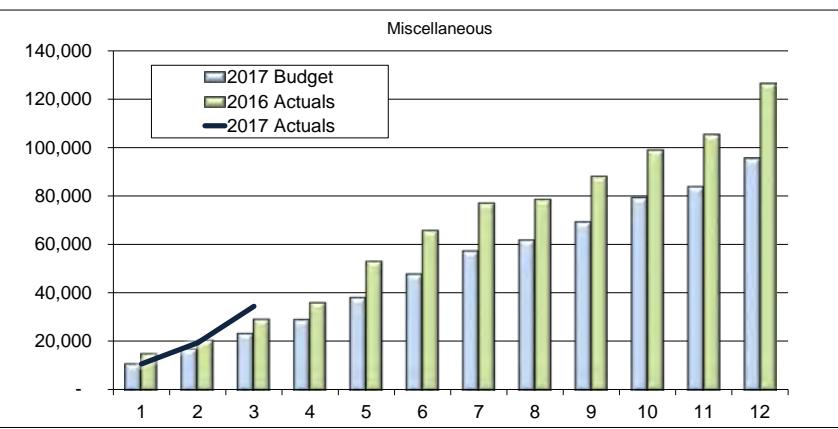
% thru year 25.0%

Fines & Forfeits		
	1.03% of total GF Revenues	
	2017 Budget	2017 Actuals
January	12,520	12,372
February	29,042	21,790
March	42,090	39,639
April	60,118	
May	73,716	
June	84,599	
July	97,554	
August	106,861	
September	120,770	
October	131,315	
November	144,298	
December	156,100	
Percent collected to date	25%	



Fines and Forfeits collected by the district court on behalf of the city for violations of city codes (traffic infractions).

Miscellaneous		
	0.63% of total GF Revenues	
	2017 Budget	2017 Actuals
January	11,258	10,558
February	17,432	19,297
March	23,854	34,384
April	29,580	
May	38,606	
June	48,226	
July	57,656	
August	62,141	
September	69,584	
October	79,563	
November	83,991	
December	95,670	
Percent collected to date	36%	

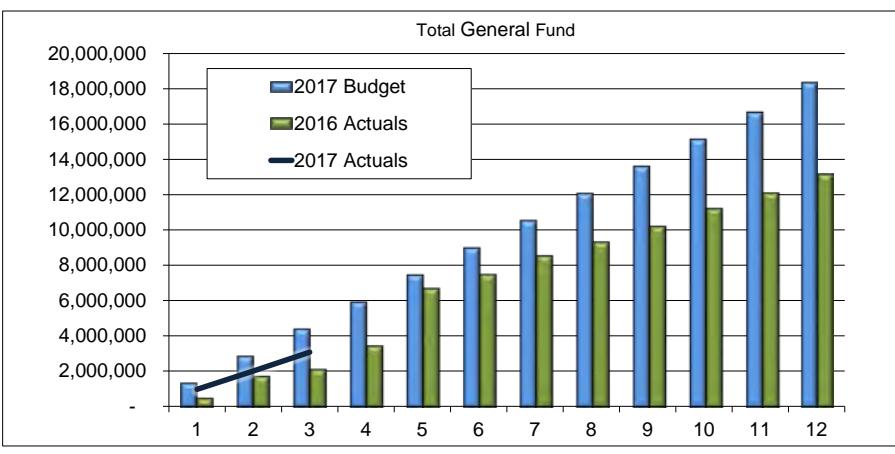


Miscellaneous revenues includes interest earnings, lease revenues, insurance recoveries, other smaller revenues that do not fit into one of the above categories.

**Monthly General Fund Expenditure Graphs**  
As of March 31st, 2017

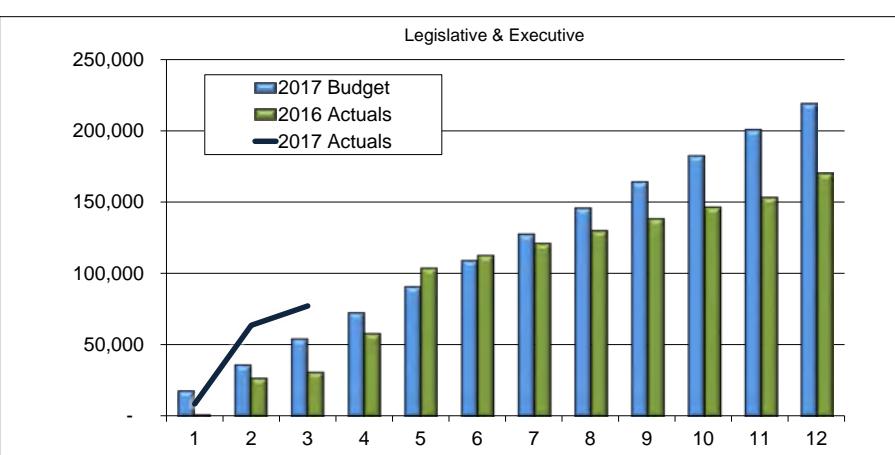
% thru year 25.0%

Total General Fund Expenditures		
	2017 Budget	2017 Actuals
January	1,382,202	963,933
February	2,912,383	2,001,959
March	4,442,563	3,070,839
April	5,972,744	
May	7,502,925	
June	9,033,106	
July	10,563,287	
August	12,093,467	
September	13,623,648	
October	15,153,829	
November	16,684,010	
December	18,362,169	
% spent		16.72%



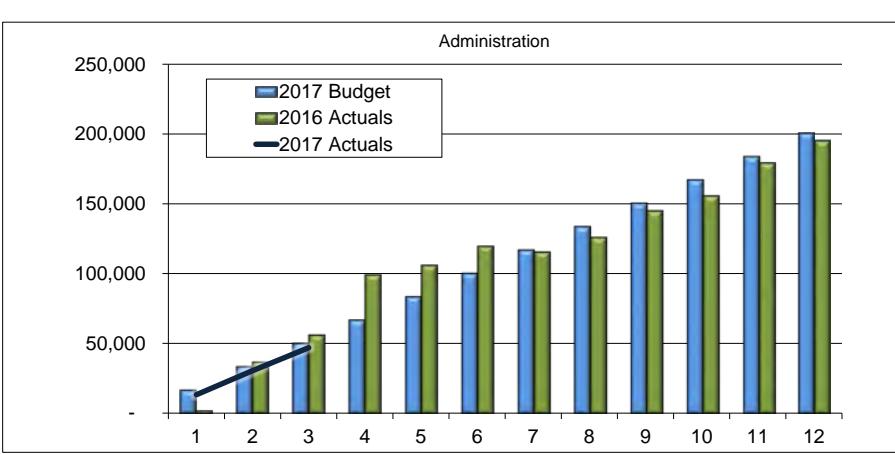
Total General Fund Expenditures.

Legislative & Executive		
	2017 Budget	2017 Actuals
January	18,284	8,302
February	36,567	63,502
March	54,851	77,074
April	73,135	
May	91,418	
June	109,702	
July	127,986	
August	146,269	
September	164,553	
October	182,837	
November	201,120	
December	219,404	
% spent		35.13%



Includes activities related to the legislative and executive departments. Major items include salaries and benefits, travel & meetings, and voter registration fees.

Administration		
	2017 Budget	2017 Actuals
January	16,701	13,214
February	33,402	30,416
March	50,103	46,881
April	66,804	
May	83,505	
June	100,206	
July	116,907	
August	133,608	
September	150,309	
October	167,010	
November	183,711	
December	200,412	
% spent		23.39%



Includes the salary of the City Administrator. Also included are professional services related to Prothman. ( City Administrator Salary is 74% General Fund, 15% street, 1% sewer, and 10% to Storm Water)

**Monthly General Fund Expenditure Graphs**  
As of March 31st, 2017

% thru year 25.0%

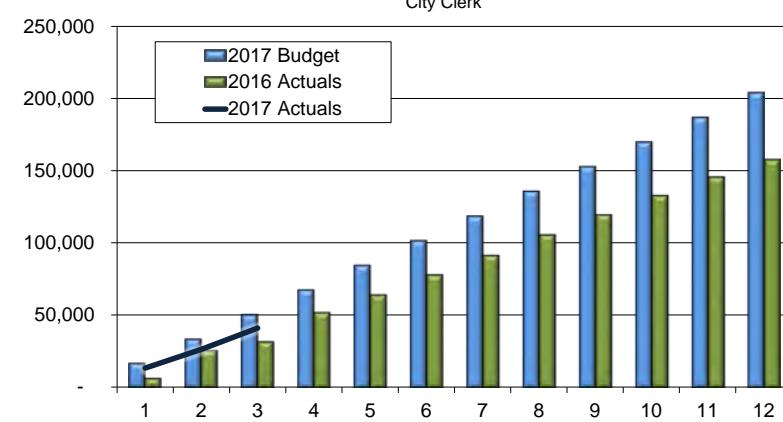
**City Clerk**

1.11% of total GF Exp

	2017 Budget	2017 Actuals
January	17,039	13,159
February	34,078	26,153
March	51,117	40,898
April	68,156	
May	85,195	
June	102,234	
July	119,273	
August	136,313	
September	153,352	
October	170,391	
November	187,430	
December	204,469	

% spent 20.00%

**City Clerk**



Includes City Clerk Activities. Mainly salaries and benefits.

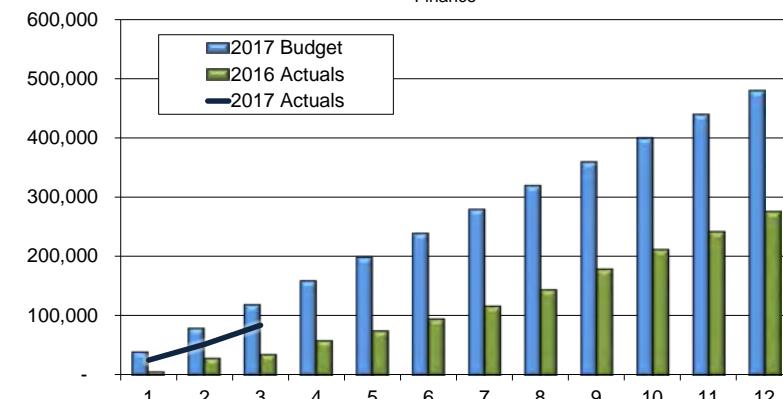
**Finance**

2.62% of total GF Exp

	2017 Budget	2017 Actuals
January	40,059	24,311
February	80,118	51,181
March	120,177	83,296
April	160,236	
May	200,295	
June	240,354	
July	280,413	
August	320,471	
September	360,530	
October	400,589	
November	440,648	
December	480,707	

% spent 17.33%

**Finance**



Finance provides for accounting, payroll processing, purchasing/payments, financial planning, and treasury. Planned expenditures include professional services including relating to the State Audit and Financial Consulting Services.

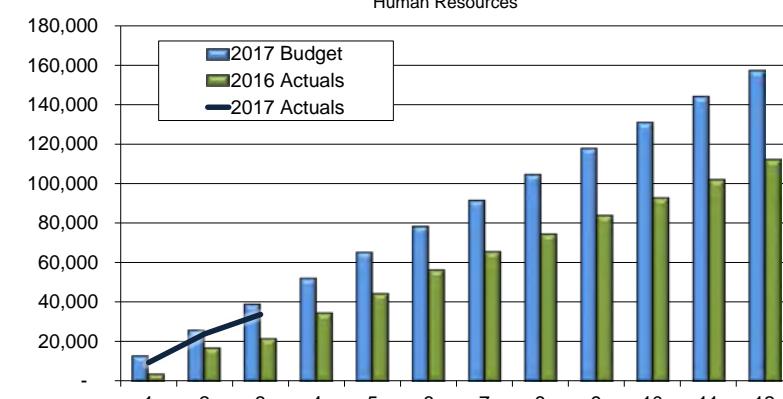
**Human Resources**

0.86% of total GF Exp

	2017 Budget	2017 Actuals
January	13,120	9,237
February	26,240	23,792
March	39,360	33,601
April	52,480	
May	65,600	
June	78,720	
July	91,840	
August	104,960	
September	118,080	
October	131,200	
November	144,320	
December	157,440	

% spent 21.34%

**Human Resources**

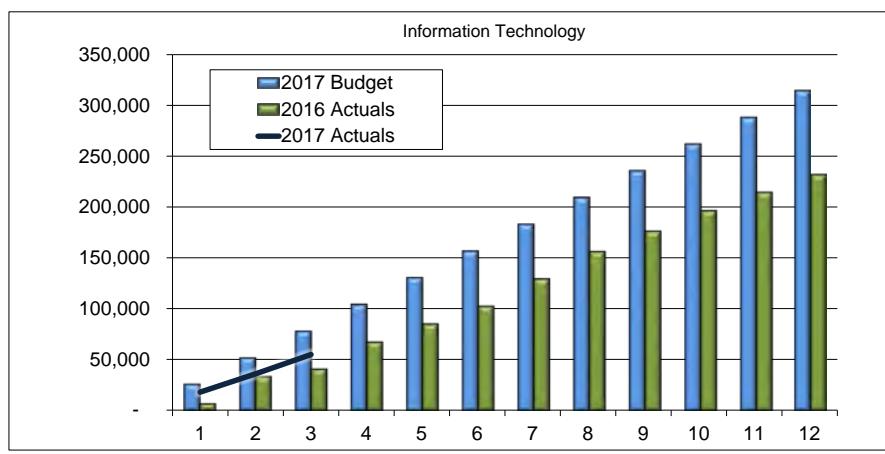


Human Resources accounts for personnel, recruitment and related functions

**Monthly General Fund Expenditure Graphs**  
As of March 31st, 2017

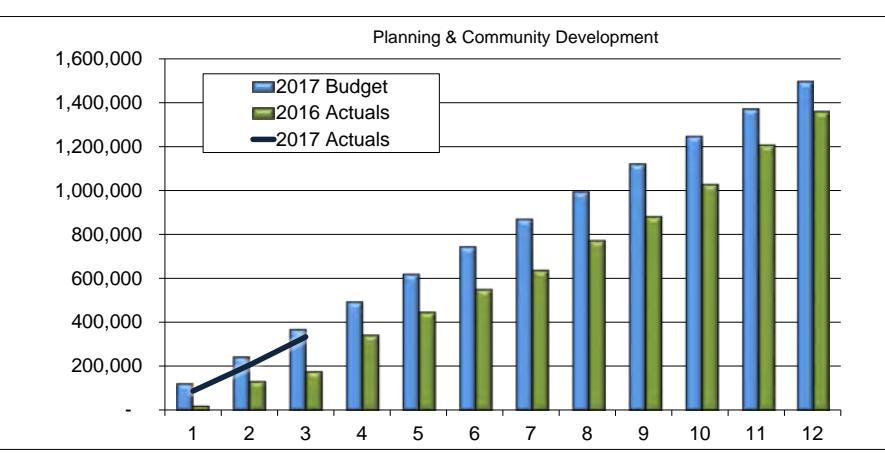
% thru year 25.0%

<b>Information Technology</b>		
	2017 Budget	2017 Actuals
January	26,259	17,739
February	52,519	35,693
March	78,778	54,743
April	105,038	
May	131,297	
June	157,557	
July	183,816	
August	210,076	
September	236,335	
October	262,595	
November	288,854	
December	315,114	
% spent	17.37%	



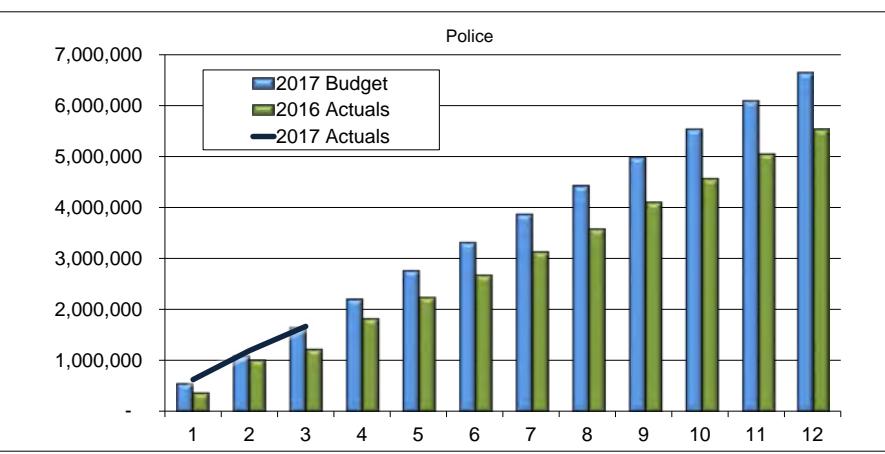
Information Technology provides technical hardware and software support of the City's computer systems and communication systems. Providing technology training, responding to technical support requests, administrating the city website and intranet.

<b>Planning &amp; Community Development</b>		
	2017 Budget	2017 Actuals
January	124,922	86,509
February	249,844	204,474
March	374,766	332,911
April	499,689	
May	624,611	
June	749,533	
July	874,455	
August	999,377	
September	1,124,299	
October	1,249,221	
November	1,374,143	
December	1,499,066	
% spent	22.21%	



Largely accounts for the planning department which includes the permit center, long-range and short-range planning, and plan review. Also includes building official and building inspections in addition to economic development related activities.

<b>Police</b>		
	2017 Budget	2017 Actuals
January	555,068	620,283
February	1,110,136	1,186,714
March	1,665,204	1,665,009
April	2,220,273	
May	2,775,341	
June	3,330,409	
July	3,885,477	
August	4,440,545	
September	4,995,613	
October	5,550,682	
November	6,105,750	
December	6,660,818	
% spent	25.00%	

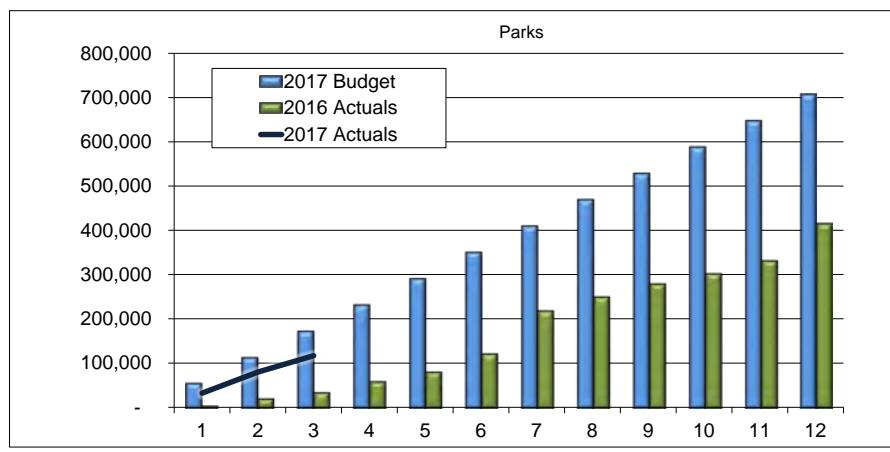


The Police Department Services.

**Monthly General Fund Expenditure Graphs**  
As of March 31st, 2017

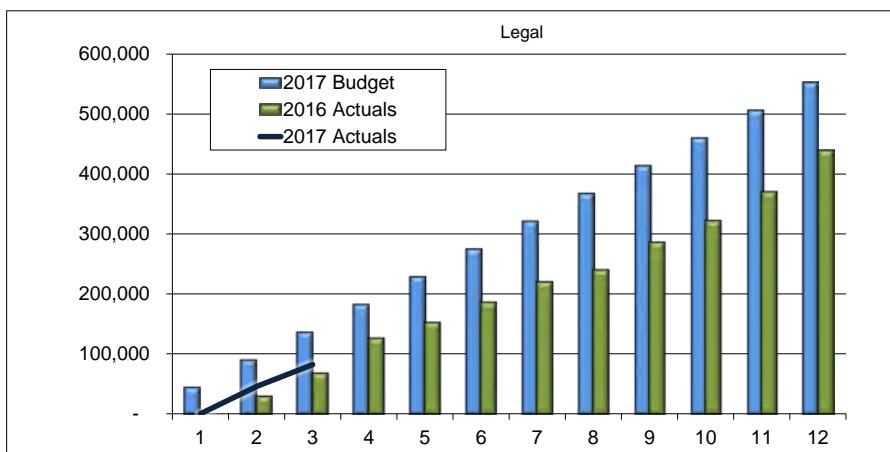
% thru year 25.0%

<b>Parks</b>		
	3.85% of total GF Exp	
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	58,971	32,002
February	117,942	79,696
March	176,913	116,641
April	235,883	
May	294,854	
June	353,825	
July	412,796	
August	471,767	
September	530,738	
October	589,708	
November	648,679	
December	707,650	
% spent		16.48%



Parks within the General Fund includes personnel, park maintenance, and capital outlay. Lundein park restoration plan was partially complete in 2016. The remaining budget will be transferred to 2017.

<b>Legal</b>		
	3.01% of total GF Exp	
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	46,000	-
February	92,000	45,581
March	138,000	81,996
April	184,000	
May	230,000	
June	276,000	
July	322,000	
August	368,000	
September	414,000	
October	460,000	
November	506,000	
December	552,000	
% spent		14.85%

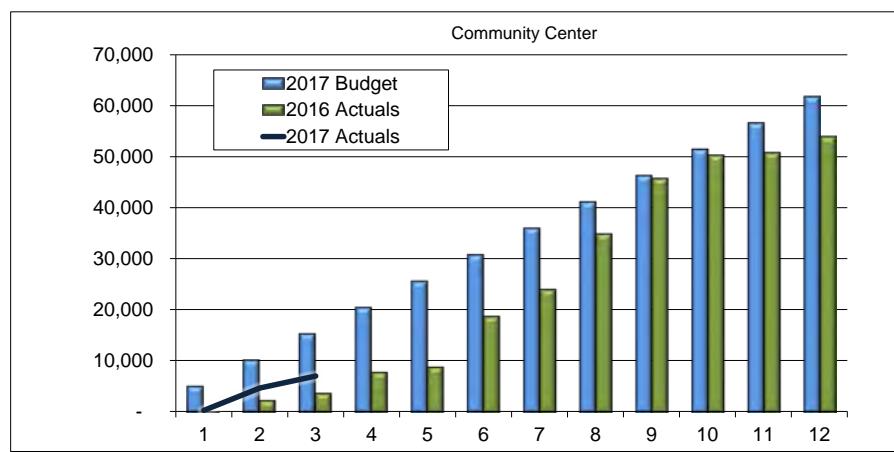


Includes our contracted City Attorney with Weed Graafstra & Associates, Prosecuting Attorney with Zachor and Thomas, and General Indigent Defense (public defender) with Feldman and Lee

**Monthly General Fund Expenditure Graphs**  
**As of March 31st, 2017**

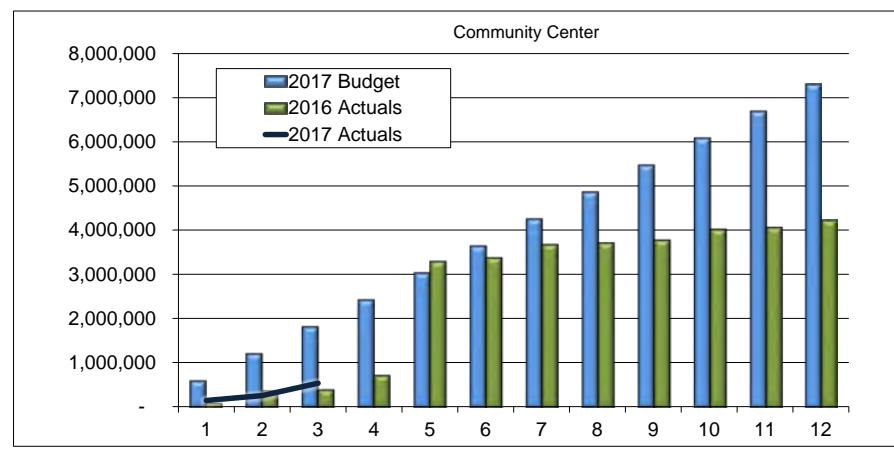
% thru year 25.0%

<b>Community Center</b>		
	0.34% of total GF Exp	
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	5,150	203
February	10,301	4,604
March	15,451	6,947
April	20,601	
May	25,751	
June	30,902	
July	36,052	
August	41,202	
September	46,352	
October	51,503	
November	56,653	
December	61,803	
% spent		11.24%



Includes the Visitor Information Center (VIC), Library operating costs, Art Commission, and Community Center operating costs.

<b>General Government</b>		
	39.77% of total GF Exp	
	<b>2017 Budget</b>	<b>2017 Actuals</b>
January	608,566	138,976
February	1,217,131	250,152
March	1,825,697	530,842
April	2,434,262	
May	3,042,828	
June	3,651,393	
July	4,259,959	
August	4,868,525	
September	5,477,090	
October	6,085,656	
November	6,694,221	
December	7,302,787	
% spent		7.27%



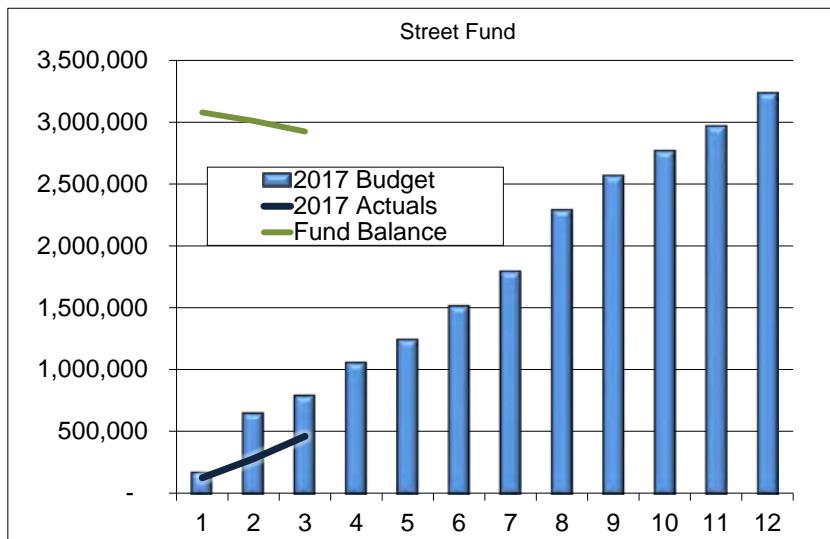
General Government includes insurance payments, transfers to reserve, payment to the district court, and other general city payments, as well as the Chapel Rock property purchase.

**Monthly Other Fund Graphs**  
**As of March 31st, 2017**

% thru year      25.0%

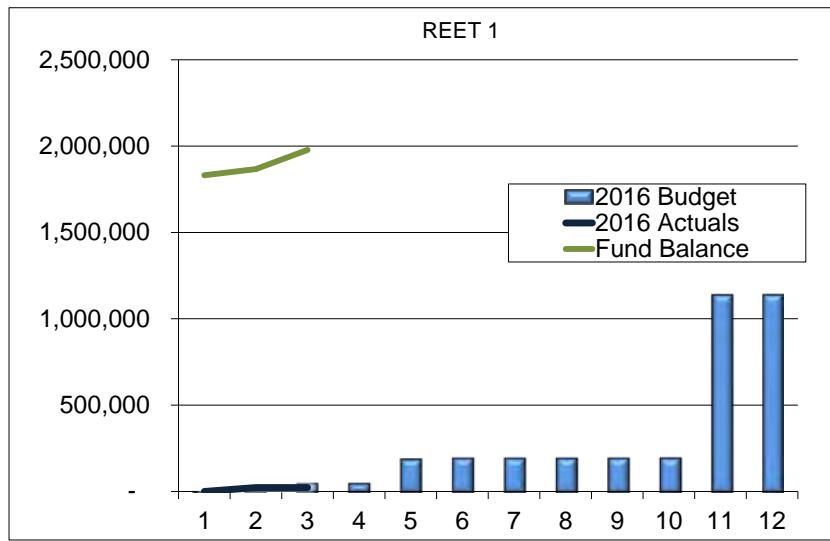
**Street (Fund 101)**

	<b>Budget</b>	<b>Actual</b>
January	179,006	124,140
February	656,061	277,856
March	797,740	459,653
April	1,063,872	
May	1,250,887	
June	1,521,332	
July	1,800,633	
August	2,297,420	
September	2,574,721	
October	2,774,717	
November	2,974,079	
December	3,241,744	
<b>BTD Status</b>		<b>14.18%</b>



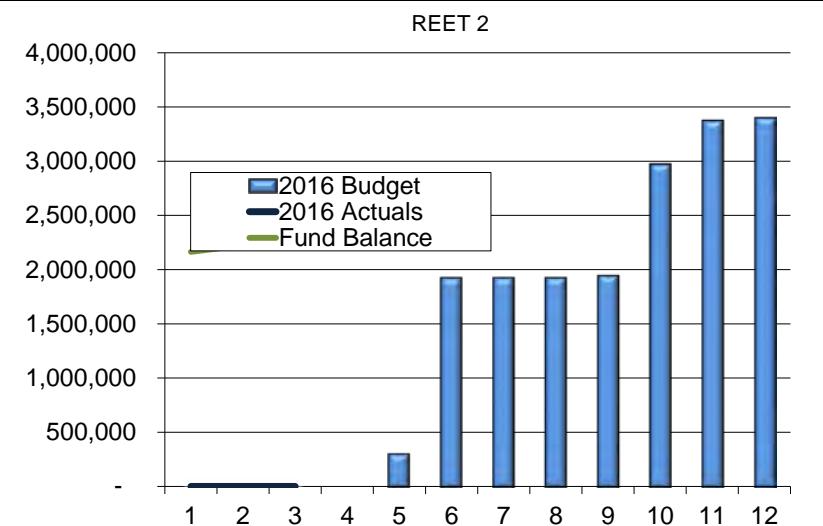
**Real Estate Excise Tax I (Fund 303)**

	<b>Budget</b>	<b>Actual</b>
January	636	-
February	34,124	22,618
March	50,868	22,618
April	50,868	
May	191,538	
June	196,832	
July	196,832	
August	196,832	
September	196,832	
October	197,054	
November	1,136,394	
December	1,136,897	
<b>BTD Status</b>		<b>1.99%</b>



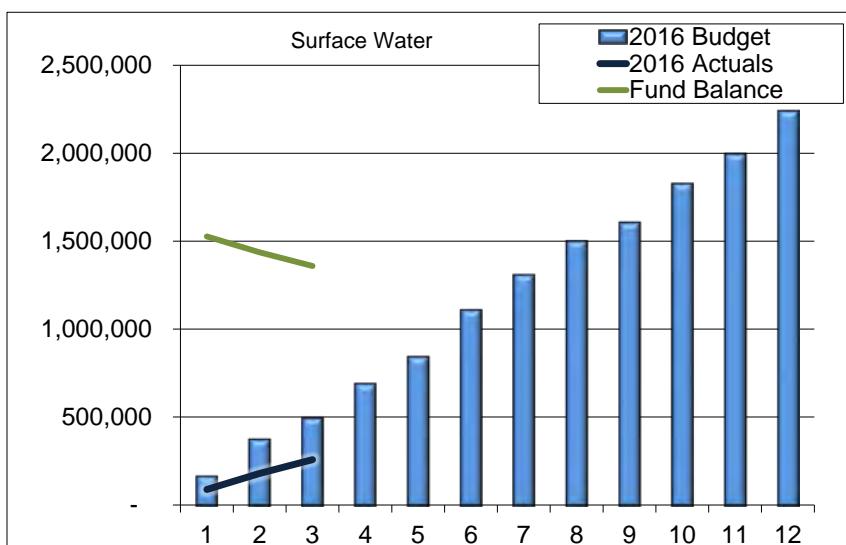
**Real Estate Excise Tax II (Fund 304)**

	<b>Budget</b>	<b>Actual</b>
January	-	-
February	-	-
March	-	-
April	-	-
May	312,749	
June	1,931,552	
July	1,931,552	
August	1,931,552	
September	1,950,942	
October	2,972,204	
November	3,371,427	
December	3,397,915	
<b>BTD Status</b>		#N/A



**Storm & Surface Water (Fund 410)**

	<b>Budget</b>	<b>Actual</b>
January	174,868	88,306
February	386,310	179,307
March	507,497	257,866
April	700,400	
May	852,263	
June	1,116,867	
July	1,315,146	
August	1,506,667	
September	1,610,263	
October	1,831,432	
November	1,998,320	
December	2,241,543	
<b>BTD Status</b>		11.50%



**CITY OF LAKE STEVENS**  
**FINANCIAL REPORT - ALL OTHER FUNDS**  
**As of March 31st, 2017**

Fund	Revenues			Expenditures		
	2017 Estimated Revenue	2017 Revenue Collected	2017 % of Estimate Collected	2017 Budgeted Expenditures	2017 Expended	2017 % of Budget Expended
<b>General Fund</b>						
Council Contingency	807,600	162,044	20.1%	8,050	0	0.0%
<b>SPECIAL REVENUE FUNDS:</b>						
Street	2,162,672	238,357	11.0%	3,241,744	459,653	14.2%
Street Reserve	5	2	47.6%	0	0	0.0%
Drug Seizure & Forfeiture	9,120	72	0.8%	40,000	0	0.0%
Municipal Arts	20	18	88.9%	0	0	0.0%
<b>DEBT SERVICE FUNDS:</b>						
LTGO 2008A Bond	354,395	0	0.00%	354,395	0	0.00%
LTGO 2010 Bond	74,165	0	0.0%	74,165	0	0.00%
2015 LTGO Bond (REF)	93,908	0	0.0%	93,908	0	0.0%
<b>CAPITAL PROJECT FUNDS:</b>						
Cap Project-Developer Contributions	1,111,580	130,773	11.8%	4,357,000	6,143	0.1%
Park Mitigation Fund	2,872,000	92,044	3.2%	771,000	0	
Real Estate Excise Tax I	602,500	232,126	38.5%	1,136,897	22,618	2.0%
Real Estate Excise Tax II	1,265,700	231,355	18.3%	3,397,915	0	0.0%
Sidewalk Capital Project	317,190	67,038	21.1%	19,750	0	0.0%
<b>ENTERPRISE FUNDS:</b>						
Sewer	1,336,782	6,277	0.5%	1,335,295	5,743	0.4%
Storm & Surface Water	1,533,820	93,020	6.1%	2,241,543	257,866	11.50%
<b>INTERNAL SERVICE FUNDS:</b>						
Unemployment	300	149	49.7%	30,000	364	1.2%
Capital Equipment - Computer	150,600	422	0.3%	317,200	45,676	14.4%
Capital Equipment - Vehicle Replacement	10,000	0			0	
Capital Equipment - Police	196,700	346	0.2%	266,100	93,407	35.1%
Capital Equipment - PW	838,200	11,674	1.4%	637,500	0	0.0%
Aerator Equipment Replacement	170,143	14,224	8.4%	300,000	0	0.0%
<b>FIDUCIARY FUNDS:</b>						
Refundable Deposits	61,000	2,125	3.5%	85,591	19,006	22.2%
Treasurer's Trust	201,200	41429	20.6%	215,914	26,644	12%