

## ***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 SPECIAL MEETING AGENDA**

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

**Monday, February 13, 2017 – 7:00 p.m.**

**NOTE:**

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

<b>CALL TO ORDER:</b>	7:00 P.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Council President
<b>ROLL CALL:</b>		
<b>APPROVAL OF AGENDA:</b>		Council President
<b>GUEST BUSINESS:</b>	Jason Bierman, Snohomish County Department of Emergency Management	
<b>COUNCIL BUSINESS:</b>		Council President
<b>MAYOR'S BUSINESS:</b>		
<b>CITY DEPARTMENT REPORT:</b>	Update	
<b>CONSENT AGENDA:</b>	 *A Approve 2017 Vouchers *B Approve Task Order 2 to 2016-2018 On-Call Electrician Services with Control Dynamics, Inc.	Barb Mick
<b>PUBLIC HEARINGS:</b>	<b><u>PUBLIC HEARING FORMAT:</u></b>  1. Open Public Hearing 2. Staff Presentation 3. Council's Questions of Staff 4. Public Comments 6. Close Public Comments 7. Close Public Hearing 8. Re-open public comment portion of the hearing	Mayor Mayor Mayor

**Lake Stevens City Council Special Meeting Agenda**

**February 13, 2017**

for additional comments (optional)

9. Close Hearing

10. COUNCIL MOTION/DELIBERATION/ACTION:

- a. Approve
- b. Deny
- c. Continue
- d. Remand

\*A Public Hearing and Adoption of Ordinance 972 re International Building Code (Third Reading)

Stacie, Mike  
Messer (LS  
Fire)

**ACTION ITEMS:**

- \*A Approve Ordinance No. 987 re Condemnation of Real Property
- \*B Confirm Appointment of Public Works Director
- \*C Approve Amendment to Crandall Arambula Contract to Allow for Subcontract with Greenworks for North Cove Park Design
- \*D Interlocal Agreement with Snohomish Health District re Disposition of Rucker Building

**DISCUSSION ITEMS:**

- \*A Annexation Updates
- \*B Sign Fees / Policy
- \*C 2017 Budget Amendment No. 1

**EXECUTIVE SESSION:**

**ADJOURN**

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

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

**NOTICE:**

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



CITY DEPARTMENT REPORT  
FEBRUARY 13, 2017 CITY COUNCIL MEETING

**Police Department**

**Cases of Interest:**

On 02-06-17, at about 3 AM, Officers responded to an alarm at Skyline Elementary School. When they arrived, the building was empty, but there were broken windows, and a small fire lit inside, which had gone out by itself.

- The Officers called a K-9 unit and conducted a track, which along with tracks in the snow, led to a residence in a nearby neighborhood.
- After an initial investigation, several young males were detained. Detectives responded to assist with the investigation. After collecting more evidence, and interviews with those involved, two of the three were arrested for Burglary and Arson.
- As always, my appreciation for the teamwork our Officers and Detective show, and thanks to the Snohomish County Sheriff's Office for the assistance with the K-9.

**Personnel Matters:**

- We continue to work with HR:
  - We will hold interviews to fill the first of the two Commander positions, on February 28.
  - We will have lateral Officer interviews on February 27.
  - We will continue working through the Records Supervisor process. We are now down to ten, from the original fifty.
  - We have just posted the Traffic Officer position.
- **Notes of Interest:**
  - We held our Awards Banquet on Saturday, February 4. It was very well attended and received, with numerous awards being conferred, including:
    - Employee of the Year – Kathy Starkenburg
    - Officer of the Year – David Carter
  - I am continuing to monitor the work of the group which is looking at the merger of SNOCOM and SNOPAC (the two agencies which dispatch in Snohomish County). As we have much invested into our 911/dispatch center, this is very important. We are working on getting a report to Council in March.
  - We will hold the January Public Safety Committee meeting on February 15, at 2:00 PM. We will focus on budget management, as well as schedule road trips to visit other Police Departments, in the run up to planning for the new Police Department
  - A new Officer, Adam Bryant, started February 1. He is a lateral Officer, and moved directly into Field Training.

**Public Works Department**

- Temporary City Hall status
  - The modular unit is under construction and delivery is expected by June. Public Works, Building, the city's electrical contractor and PUD are making final revisions to the plan. A final plan is expected by 27 February 2017.

- The temporary restroom has been placed along the west side of the existing Permit Center modular unit. It has been fully connected to power and sewer and is expected to be fully operational by 10 February 2017. This unit will remain until staff moves into the temporary City Hall facility.
- The facilities team is in the process of finishing the new staircase and employee access to the Permit Center modular facility. This access will remain until staff moves into the temporary City Hall facility.
- PUD was forced to reschedule the disconnection of power from the Permit Center building because of the snow storm. Staff is in the process of rescheduling the work.
- Staff and real assets have been fully removed from the Permit Center building. Once the power has been disconnected the city's mitigation consultants can begin removing the asbestos siding.
- After asbestos siding has been removed the Permit Center building can be scheduled for demolition. Demolition is anticipated for the week of 25 February 2017.
- Perteet is in the Plan, Specifications & Estimate stage of their Temporary City Hall site design. Staff expects to have their final package on 27 February 2017.
- Lundein Park – The new tree cutting contract has been fully enacted with All Phase Brush & Land Clearing. All Phase is compiling a cost estimate at this time. When staff receives the estimate a new task order will likely be brought to Council for approval. These trees are expected to be removed after the trees on the temporary City Hall site.
- Radar signs have been installed and should be fully operational. The city has received positive feedback regarding the signs.
- The new sign and reader board has been installed at the VIC. The city's electrical contractor is working on getting the electronics finalized and software installed. It is expected to be fully operational by the end of February. The City has drafted a Reader Board protocol regarding usage, and will be working with The Chamber on implementation.
- The city and county are working on a traffic signal coordination plan for the morning and evening commute periods for 20<sup>th</sup> Street SE. The hope is to keep 20<sup>th</sup> Street SE moving in a more consistent fashion which may reduce the amount of traffic attempting to bypass the queue by cutting through neighborhood roads.
- Planning and Public Works staff are working with the City of Marysville to enter into an ILA which will help fund intersections improvements along the Soper Hill Corridor between city limits and SR-9. Planning, Public Works and the city's legal team are coordinating a review of the draft document which will be brought to Council at a later date.

### **Human Resources Department**

- Recruitment for Communications Administrator ended on February 10<sup>th</sup>. Interviews will be held within the next week. We had over 175 applicants.
- H.R. conducted Police Records Supervisor testing earlier this evening. Oral boards will be held on February 23<sup>rd</sup>.
- H.R. is conducting Public Works Crew Worker I interviews on Friday, February 10, 2017. This is to backfill the promotion of Raymond Anderson to Crew Worker II.
- Permit Specialist Casey Howell has accepted a part-time position with the Monroe School District to be closer to home. Teresa Meyer (Temporary Worker) will be taking her place effective March 1, 2017.
- H.R. is assisting with Police Commander interviews on February 27 & 28.
- Lateral Police Officer candidate oral boards will be held on February 27<sup>th</sup>.
- I will be attending the AWC Healthy Worksite Summit on March 22- 23, 2017.
- Our new Public Works Director, Eric Durpos will start on March 6<sup>th</sup>.

BLANKET VOUCHER APPROVAL  
**2017**

Payroll Direct Deposits	2/1/2017	\$166,039.69
Payroll Checks	41851-41852	\$4,979.67
Tax Deposit(s)	2/1/2017	\$65,904.90
Electronic Funds Transfers	ACH	\$207,431.29
Claims	41828-41850, 41853-41963	\$266,849.48
Void Checks		
Total Vouchers Approved:		\$711,205.03

**This 13th day of February 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



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## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$1,965.82
Ace Hardware	41856	2/9/2017	53244	001-013-518-90-49-03	GG-Visitor Center	Light for VIC	\$45.73	
			53246	101-016-544-90-31-02	ST-Operating Cost	Portable LED work light	\$65.34	
				410-016-531-10-31-02	SW-Operating Costs	Portable LED work light	\$65.33	
			53253	001-010-594-76-64-00	PK-Capital Outlay	Paint supplies for shop remodel	\$10.97	
				101-016-594-42-64-00	ST-Capital Expenditures	Paint supplies for shop remodel	\$21.96	
				410-016-594-31-60-01	SW - Capital Expenditure	Paint supplies for shop remodel	\$21.96	
			53255	101-016-542-66-31-00	ST-Snow & Ice - Sply	Snow supplies & tools	\$71.71	
			53270	001-008-521-20-31-01	LE-Operating Costs	Keys	\$5.42	
			53272	101-016-542-64-31-00	ST-Traffic Control - Supply	Tools for sign repair	\$37.54	
			53277	001-010-594-76-64-00	PK-Capital Outlay	Electrical supplies for shop remodel	\$29.79	
				101-016-594-42-64-00	ST-Capital Expenditures	Electrical supplies for shop remodel	\$59.56	
				410-016-594-31-60-01	SW - Capital Expenditure	Electrical supplies for shop remodel	\$59.56	
			53299	001-013-518-20-31-00	GG-Operating	Back door handle at City Hall	\$69.67	
			53301	001-013-518-20-31-00	GG-Operating	Back door handle at City Hall	(\$4.35)	
			53306	001-010-594-76-64-00	PK-Capital Outlay	Plumbing supplies for shop remodel	\$18.25	
				101-016-594-42-64-00	ST-Capital Expenditures	Plumbing supplies for shop remodel	\$36.50	
				410-016-594-31-63-00	SW-Storm Drainage - Cap Proj	Plumbing supplies for shop remodel	\$36.50	
			53310	001-010-594-76-64-00	PK-Capital Outlay	Plumbing supplies for shop remodel	\$7.18	
				101-016-594-42-64-00	ST-Capital Expenditures	Plumbing supplies for shop remodel	\$14.38	
				410-016-594-31-60-01	SW - Capital Expenditure	Plumbing supplies for shop remodel	\$14.38	
			53325	001-010-594-76-64-00	PK-Capital Outlay	Plumbing supplies for shop remodel	\$18.51	
				101-016-594-42-64-00	ST-Capital Expenditures	Plumbing supplies for shop remodel	\$37.01	
				410-016-594-31-60-01	SW - Capital Expenditure	Plumbing supplies for shop remodel	\$37.01	
			53332	001-010-594-76-64-00	PK-Capital Outlay	Conduit & Electrical supplies for shop remodel	\$25.34	
				101-016-594-42-64-00	ST-Capital Expenditures	Conduit & Electrical supplies for shop remodel	\$50.70	
				410-016-594-31-60-01	SW - Capital Expenditure	Conduit & Electrical supplies for shop remodel	\$50.70	
			53340	001-010-594-76-64-00	PK-Capital Outlay	Conduit & Electrical supplies for shop remodel	\$12.83	
				101-016-594-42-64-00	ST-Capital Expenditures	Conduit & Electrical supplies for shop remodel	\$25.66	
				410-016-594-31-60-01	SW - Capital Expenditure	Conduit & Electrical supplies for shop remodel	\$25.67	
			53343	001-010-594-76-64-00	PK-Capital Outlay	Plumbing supplies for shop remodel	\$5.82	
				101-016-594-42-64-00	ST-Capital Expenditures	Plumbing supplies for shop remodel	\$11.64	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Ace Hardware	41856	2/9/2017	53343	410-016-594-31-60-01	SW - Capital Expenditure	Plumbing supplies for shop remodel	\$11.64
			53361	001-010-594-76-64-00	PK-Capital Outlay	Plumbing supplies for shop remodel	\$1.20
				101-016-594-42-64-00	ST-Capital Expenditures	Plumbing supplies for shop remodel	\$2.40
				410-016-594-31-60-01	SW - Capital Expenditure	Plumbing supplies for shop remodel	\$2.39
			53371	001-010-576-80-31-00	PK-Operating Costs	Wire for visitor sign	\$23.95
			53390	001-008-521-20-31-01	LE-Operating Costs	Boxes	\$10.88
			53397	001-010-576-80-31-03	PK-Lundeen-Op Costs	Electrical supplies for lundeen park sign	\$51.65
			53404	001-008-521-20-31-01	LE-Operating Costs	Tool box	\$10.33
			53409	001-010-594-76-64-00	PK-Capital Outlay	Door stop at shop for remodel	\$1.30
				101-016-594-42-64-00	ST-Capital Expenditures	Door stop at shop for remodel	\$2.61
				410-016-594-31-60-01	SW - Capital Expenditure	Door stop at shop for remodel	\$2.61
			53428	101-016-542-64-31-00	ST-Traffic Control - Supply	Concrete mix for speed limit signs	\$36.48
			53464	101-016-544-90-31-02	ST-Operating Cost	Plywood/Tape measures	\$32.64
			53465	001-013-594-18-60-02	GG - City Hall Demo	Mauls/wedges for splitting logs	\$113.21
			53478	101-016-544-90-31-02	ST-Operating Cost	Trim & Tape measure	\$13.85
				410-016-531-10-31-02	SW-Operating Costs	Trim & Tape measure	\$13.84
			53536	001-010-594-76-64-00	PK-Capital Outlay	GFI plugs/reg plugs/plates	\$8.25
				101-016-594-42-64-00	ST-Capital Expenditures	GFI plugs/reg plugs/plates	\$16.49
				410-016-594-31-60-01	SW - Capital Expenditure	GFI plugs/reg plugs/plates	\$16.49
			53546	001-010-576-80-31-00	PK-Operating Costs	Box of locks	\$69.66
				101-016-544-90-31-02	ST-Operating Cost	Box of locks	\$69.65
				410-016-531-10-31-02	SW-Operating Costs	Box of locks	\$69.65
			53547	101-016-542-64-31-00	ST-Traffic Control - Supply	Concrete - Eagle Roundabout	\$130.46
			53565	001-013-594-18-60-02	GG - City Hall Demo	Frost free water valve - Temp Restrooms	\$76.07
			53576	001-013-594-18-60-02	GG - City Hall Demo	Lumber for stairs at Permit Annex	\$55.95
			53588	001-010-576-80-31-00	PK-Operating Costs	Folding pruning saw	\$25.04
			53606	101-016-544-90-31-02	ST-Operating Cost	Snow shovels	\$108.86
ACES	41857					Check Total	\$329.00
		2/9/2017	12275VM	001-005-517-60-31-00	HR-Safety Program	Safety Mtg-Respirator Safety Protection	\$104.44
				101-016-517-60-31-00	ST-Safety Program	Safety Mtg-Respirator Safety Protection	\$112.28
				410-016-517-60-31-00	SW-Safety Program	Safety Mtg-Respirator Safety Protection	\$112.28



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Nathan Adams	41828							\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance		\$750.00
AFLAC	0							\$1,823.06
		2/9/2017	02/01/17	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem		\$1,823.06
Michael Alexander	41829							\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance		\$750.00
Alexander Printing	41858							\$560.90
		2/9/2017	49554	001-002-513-11-31-00	AD-Office Supply	Business cards Brazel		\$27.30
			49632	001-013-518-20-31-00	GG-Operating	City Letterhead		\$136.50
			49647	001-001-511-60-31-00	Legislative - Operating Costs	Business Cards - Petershagen		\$27.30
			49648	001-007-558-50-31-00	PL-Office Supplies	Stamps		\$88.07
			49694	101-016-544-90-31-02	ST-Operating Cost	Business Cards - Wicken		\$27.03
				410-016-531-10-31-02	SW-Operating Costs	Business Cards - Wicken		\$27.02
			49696	001-007-558-50-31-01	PL-Operating Costs	Business Cards - Wright/Fenrich		\$81.35
			49764	001-002-513-11-31-00	AD-Office Supply	Business Cards - Brazel		\$38.22
				001-007-559-30-31-01	PB-Operating Cost	Business Cards - Williamson/Tyler		\$108.11
Alpine Fire and Safety Sys Inc	41859							\$94.96
		2/9/2017	4940	001-008-521-20-31-01	LE-Operating Costs	First Aid supplies		\$94.96
Assoc of Washington Cities EFT	0							\$116,154.44
		2/9/2017	Feb 2017	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium		\$116,154.44
Wayne Aukerman	41830							\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance		\$750.00
James Barnes	41853							\$400.25
		2/3/2017	Registration	520-008-594-21-63-00	Capital Equipment	Police vehicle registration		\$400.25
Phillip Bassett	41831							\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance		\$750.00
Boy Scouts of America	41860							\$328.00
		2/9/2017	2017	001-008-521-20-49-00	LE-Dues & Memberships	Explorer Program 2017 Recharter		\$328.00
Bratwear Group LLC	41861							\$47.92
		2/9/2017	20841	001-008-521-20-26-00	LE-Clothing	Police Emprinting - Thomas		\$47.92



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$414.00
Gene Brazel	41862	2/9/2017	AWC	001-002-513-11-43-00	AD-Travel & Meetings	Per Diem - AWC Actions Days-Brazel	\$103.50	
			NLC	001-002-513-11-43-00	AD-Travel & Meetings	Per Diem - Natl League of Cities - Brazel	\$310.50	
Ron Brooks	41832	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
			2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
Adam Bryant	41863	2/9/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
			2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
Canon Financial Services Inc	41864	2/9/2017	16920317	101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & maint - City Shop	\$17.07	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & maint - City Shop	\$17.06	
Carquest Auto Parts Store	41865	2/9/2017	2421-251242	101-016-544-90-31-02	ST-Operating Cost	Return Solenoid	(\$18.54)	
				410-016-531-10-31-02	SW-Operating Costs	Return Solenoid	(\$18.54)	
			2421-251467	101-016-544-90-31-02	ST-Operating Cost	ME-Inspection mirror	\$8.42	
				410-016-531-10-31-02	SW-Operating Costs	ME-Inspection mirror	\$8.41	
			2421-251474	101-016-544-90-31-02	ST-Operating Cost	Serpentine Belt Tensioner PW19	\$62.19	
				410-016-531-10-31-02	SW-Operating Costs	Serpentine Belt Tensioner PW19	\$62.19	
			2421-251572	101-016-544-90-31-02	ST-Operating Cost	Work lights installed on sander	\$53.21	
				410-016-531-10-31-02	SW-Operating Costs	Work lights installed on sander	\$53.20	
			2421-251738	001-010-576-80-31-00	PK-Operating Costs	Emery cloth	\$9.14	
				101-016-544-90-31-02	ST-Operating Cost	Emery cloth	\$9.15	
				410-016-531-10-31-02	SW-Operating Costs	Emery cloth	\$9.15	
			2421-251739	001-010-594-76-64-00	PK-Capital Outlay	Solder & Flux for shop remodel	\$3.80	
				101-016-594-42-64-00	ST-Capital Expenditures	Solder & Flux for shop remodel	\$7.59	
				410-016-594-31-60-01	SW - Capital Expenditure	Solder & Flux for shop remodel	\$7.59	
			2421-251790	101-016-544-90-31-02	ST-Operating Cost	Spot mirror for PW11	\$27.40	
				410-016-531-10-31-02	SW-Operating Costs	Spot mirror for PW11	\$27.40	
			2421-251974	101-016-544-90-31-02	ST-Operating Cost	ME-Air Hose	\$18.88	
				410-016-531-10-31-02	SW-Operating Costs	ME-Air Hose	\$18.89	
			2421-252194	101-016-544-90-31-02	ST-Operating Cost	Oil filter for oil change PW14	\$1.92	
				410-016-531-10-31-02	SW-Operating Costs	Oil filter for oil change PW14	\$1.91	
			2421-252195	101-016-544-90-31-02	ST-Operating Cost	Oil for oil change PW14	\$15.51	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Carquest Auto Parts Store	41865	2/9/2017	2421-252195	410-016-531-10-31-02	SW-Operating Costs	Oil for oil change PW14	\$15.51
			2421-252213	101-016-544-90-31-02	ST-Operating Cost	Trailer hitch ball	\$6.70
				410-016-531-10-31-02	SW-Operating Costs	Trailer hitch ball	\$6.70
			2421-252258	001-010-576-80-31-00	PK-Operating Costs	4WD drive hubs & lock nuts PW14	\$97.14
				101-016-544-90-31-02	ST-Operating Cost	4WD drive hubs & lock nuts PW14	\$97.14
				410-016-531-10-31-02	SW-Operating Costs	4WD drive hubs & lock nuts PW14	\$97.14
			2421-252288	101-016-544-90-31-02	ST-Operating Cost	Return Oil/fuel/filters	(\$48.86)
				410-016-531-10-31-02	SW-Operating Costs	Return Oil/fuel/filters	(\$48.87)
			2421-252309	101-016-544-90-31-02	ST-Operating Cost	ME-Oil Pres Socket	\$6.84
				410-016-531-10-31-02	SW-Operating Costs	ME-Oil Pres Socket	\$6.84
			2421-252410	101-016-544-90-31-02	ST-Operating Cost	ME-Prong socket/Hex head plug	\$9.39
					ST-Operating Cost	ME-Axle Nut Socket	\$48.86
				410-016-531-10-31-02	SW-Operating Costs	ME-Prong socket/Hex head plug	\$9.38
					SW-Operating Costs	ME-Axle Nut Socket	\$48.87
			2421-252415	101-016-544-90-31-02	ST-Operating Cost	Return Hex Head Plug	(\$0.90)
				410-016-531-10-31-02	SW-Operating Costs	Return Hex Head Plug	(\$0.90)
			2421-252429	101-016-544-90-31-02	ST-Operating Cost	Return Axle Nut Socket	(\$48.87)
				410-016-531-10-31-02	SW-Operating Costs	Return Axle Nut Socket	(\$48.86)
			2421-252524	001-010-576-80-31-00	PK-Operating Costs	Tire Valve tool	\$0.76
				101-016-544-90-31-02	ST-Operating Cost	Tire Valve tool	\$0.77
				410-016-531-10-31-02	SW-Operating Costs	Tire Valve tool	\$0.77
			2421-252782	001-010-576-80-31-00	PK-Operating Costs	Air/Fuel/oil filters & Lube PW29	\$11.04
				101-016-544-90-31-02	ST-Operating Cost	Air/Fuel/oil filters & Lube PW29	\$11.03
				410-016-531-10-31-02	SW-Operating Costs	Air/Fuel/oil filters & Lube PW29	\$11.03
			2421-252800	001-010-576-80-31-00	PK-Operating Costs	ME-Wheel Cover Tool	\$13.03
				101-016-544-90-31-02	ST-Operating Cost	ME-Wheel Cover Tool	\$13.03
				410-016-531-10-31-02	SW-Operating Costs	ME-Wheel Cover Tool	\$13.03
			2421-252827	001-010-576-80-31-00	PK-Operating Costs	Engine Oil PW29	\$26.05
				101-016-544-90-31-02	ST-Operating Cost	Engine Oil PW29	\$26.05
				410-016-531-10-31-02	SW-Operating Costs	Engine Oil PW29	\$26.05
			2421-RSVD SRC	001-010-576-80-31-00	PK-Operating Costs	Tire Valve core tool	\$1.53
				101-016-544-90-31-02	ST-Operating Cost	Tire Valve core tool	\$1.53



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Carquest Auto Parts Store	41865	2/9/2017	2421-RSVD SRC	410-016-531-10-31-02	SW-Operating Costs	Tire Valve core tool	\$1.54
David Carter	41833					Check Total	\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
CDW Government Inc	41866					Check Total	\$3,837.95
		2/9/2017	GLM9123	001-013-594-18-60-02	GG - City Hall Demo	Tripp 9U Wallmount Rack DRS & Sides	\$207.03
			GLZ5590	510-006-518-80-49-00	License Renewal - Annual Maint	Trend A/G SE Sce Service Maint	\$1,256.98
			GPR2999	510-006-518-80-31-00	Purchase Computer Equipment	PAN TB CF 54 I5-6300U 500 GB 8GB	\$2,373.94
Chicago Title	41867					Check Total	\$668.30
		2/9/2017	500052534-1	001-013-594-21-60-00	GG - Property Purch - LE	Litigation Guarantee-Williams Investment I LLC	\$668.30
Chad Christensen	41834					Check Total	\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
City of Everett	41868					Check Total	\$2,405.00
		2/9/2017	I16003272	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal shelter services Nov 2016	\$1,295.00
			I17000052	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal shelter services Dec 2016	\$1,110.00
	41869					Check Total	\$26.11
		2/9/2017	010340 Jan 17	101-016-543-50-47-00	ST-Utilities	Water services 9306 20th St SE	\$26.11
Code Publishing Co Inc	41870					Check Total	\$350.00
		2/9/2017	55205	001-003-514-20-41-00	CC-Professional Services	Web hosting 2017	\$350.00
Comcast	41871					Check Total	\$86.18
		2/9/2017	0808840 Jan 17	001-010-576-80-42-00	PK-Communication	Internet services City Shop	\$28.72
				101-016-543-30-42-00	ST-Communications	Internet services City Shop	\$28.73
				410-016-531-10-42-00	SW-Communications	Internet services City Shop	\$28.73
	41872					Check Total	\$151.32
		2/9/2017	0827887 Jan 17	101-016-543-50-47-00	ST-Utilities	Traffic signal control	\$151.32
	41873					Check Total	\$106.18
		2/9/2017	0692756 Jan 17	001-008-521-20-42-00	LE-Communication	Internet services - Market Pl	\$106.18
	41874					Check Total	\$155.68
		2/9/2017	1009612 Jan 17	001-013-518-90-49-03	GG-Visitor Center	Internet services - VIC	\$155.68
	41875					Check Total	\$105.18
		2/9/2017	0810218 Jan 17	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Drive	\$105.18



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$1,000.00
Cory Jorgensen	41876	2/9/2017	1st Half	001-007-558-50-41-02	PL-Software Maint.	Implement On-Line Permits for Citizens Connect		\$1,000.00
Curvature	41877	2/9/2017	587928	001-013-594-18-60-02	GG - City Hall Demo	Ethernet switches		\$1,781.54
			590265	001-013-594-18-60-02	GG - City Hall Demo	Ethernet switches		\$853.42
Kim Daughtry	41878	2/9/2017	AWC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem AWC Action Days		\$172.50
			NLC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem National League of Cities		\$241.50
Day Wireless Systems	41879	2/9/2017	427404	001-008-521-20-26-00	LE-Clothing	Mic speaker - Bryant		\$51.10
Dell Marketing LP	41880	2/9/2017	10141443341	510-006-594-18-64-00	Capital - Purch Computer Equip	OptiPlex 7440 AIO - FHTPXG2		\$1,445.28
Dept of Retirement (Deferred Comp)	0	2/9/2017	02/01/17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre		\$2,370.00
Dept of Retirement PERS LEOFF	0	2/9/2017	02/01/17	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions		\$76,671.33
			Roundy	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions		\$76,425.42
								\$245.91
Dicks Towing Inc	41881	2/9/2017	161307	001-008-521-20-31-01	LE-Operating Costs	Towing PT36 to County shop		\$114.66
			161311	001-008-521-80-40-01	LE - Evidence Impound	Evidence towing 2017-00000533		\$125.58
Discount Fence	41882	2/9/2017	1272	101-016-542-30-48-00	ST-Repair & Maintenance	Retainage-Discount Fence		\$1,163.05
				621-000-589-20-00-01	Retainage Release - Other PW	Retainage-Discount Fence		(\$58.15)
E&E Lumber Inc	41883	2/9/2017	114273	001-013-594-18-60-02	GG - City Hall Demo	Treated lumber		\$68.68
			114343	001-013-594-18-60-02	GG - City Hall Demo	Treated lumber		\$68.68
Electronic Federal Tax Pmt System EFTPS	0	2/9/2017	02/01/17	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes		\$65,904.90
Engineering Innovation	41884	2/9/2017	13353	001-008-521-20-42-00	LE-Communication	Parcel paks for passport mailing		\$232.85



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$151.04
Everett Safe and Lock Inc	41885	2/9/2017	50207	001-013-594-18-60-02	GG - City Hall Demo	Keys		\$151.04
Everett Stamp Works	41886	2/9/2017	20491	001-004-514-23-31-00	FI-Office Supplies	Paid Stamp		\$60.11
Feldman and Lee	41887	2/9/2017	Jan2017	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services-Jan 2017		\$10,000.00
Financial Consulting Solutions Group	41888	2/9/2017	2563-21701050	001-004-514-23-41-00	FI-Professional Service	Lake Stevens Strategic Financial Plan		\$215.00
Brandon Fiske	41835	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance		\$750.00
Frontier	41889	2/9/2017	4253340835Jan17	001-013-518-20-42-00 101-016-543-30-42-00 410-016-531-10-42-00	GG-Communication ST-Communications SW-Communications	Fax Line Fax Line Fax Line		\$83.43
	41890	2/9/2017	4253979674Jan17	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic control modem		\$63.60
Gall LLC	41891	2/9/2017	006608182 006634676 006759907 006759908	001-008-521-20-26-00 001-008-521-20-26-00 001-008-521-20-26-00 001-008-521-20-26-00	LE-Clothing LE-Clothing LE-Clothing LE-Clothing	Emblem-Thomas Uniform patch Uniform items - Bryant Duty Belt - Bryant		\$906.43
GCR Tire & Service	41892	2/9/2017	801-34747	101-016-544-90-31-02 410-016-531-10-31-02	ST-Operating Cost SW-Operating Costs	Tires for PW3 Tires for PW3		\$462.36
Glens Welding and Machine Inc	41893	2/9/2017	S9246	001-010-576-80-31-00 101-016-544-90-31-02 410-016-531-10-31-02	PK-Operating Costs ST-Operating Cost SW-Operating Costs	Parts for weed eaters Parts for weed eaters Parts for weed eaters		\$81.08
Grainger	41894	2/9/2017	9321301302	001-010-594-76-64-00 101-016-594-42-64-00	PK-Capital Outlay ST-Capital Expenditures	Wraparound fixture Wraparound fixture		\$848.92
								\$23.61
								\$47.22



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Grainger	41894	2/9/2017	9321301302	410-016-594-31-60-01	SW - Capital Expenditure	Wraparound fixture	\$47.21	
			9321301310	101-016-544-90-31-02	ST-Operating Cost	Multi Bit Screwdriver	\$6.76	
				410-016-531-10-31-02	SW-Operating Costs	Multi Bit Screwdriver	\$6.76	
			9322152282	101-016-544-90-31-02	ST-Operating Cost	Synthetic 2 cycle engine oil	\$38.55	
				410-016-531-10-31-02	SW-Operating Costs	Synthetic 2 cycle engine oil	\$38.55	
			9322771321	101-016-544-90-31-02	ST-Operating Cost	Round braid PPL Rope	\$62.21	
				410-016-531-10-31-02	SW-Operating Costs	Round braid PPL Rope	\$62.20	
			9323243619	101-016-544-90-31-02	ST-Operating Cost	Circular saw blade	\$12.70	
				410-016-531-10-31-02	SW-Operating Costs	Circular saw blade	\$12.70	
			9330154049	101-016-544-90-31-02	ST-Operating Cost	Bar & Chain oil	\$28.01	
				410-016-531-10-31-02	SW-Operating Costs	Bar & Chain oil	\$28.00	
			9330332926	101-016-544-90-31-02	ST-Operating Cost	2 cycle synthetic engine oil	\$12.74	
				410-016-531-10-31-02	SW-Operating Costs	2 cycle synthetic engine oil	\$12.74	
			9334183317	101-016-544-90-31-02	ST-Operating Cost	Drum Spill Containment Pallet	\$196.02	
				410-016-531-10-31-02	SW-Operating Costs	Drum Spill Containment Pallet	\$196.02	
			9348529471	101-016-544-90-31-01	ST-Office Supplies	College ruled writing pads	\$8.46	
				410-016-531-10-31-01	SW-Office Supplies	College ruled writing pads	\$8.46	
Granite Construction Supply	41895							
		2/9/2017	262_00066406	001-010-576-80-31-01	PK-Ops-Clothing	Jackets	\$147.01	
				101-016-542-90-31-01	ST-Clothing	Jackets	\$147.02	
				410-016-531-10-31-00	SW-Clothing	Jackets	\$147.02	
		262_00066407		101-016-542-90-31-01	ST-Clothing	Jackets	\$95.29	
				410-016-531-10-31-00	SW-Clothing	Jackets	\$95.29	
Graybar Electric	41896							
		2/9/2017	989442938	001-013-594-18-60-02	GG - City Hall Demo	Network cable for switches	\$103.61	
Great Floors	41897							
		2/9/2017	955314-1	001-008-521-50-48-00	LE -Repair & Maint Facilities	Balance remaining of floor install at Police Station	\$42.63	
Chris L Griffen	41898							
		2/9/2017	6Z0235065	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$300.00	
			6Z1041285	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$187.50	
HB Jaeger Co LLC	41899							
		2/9/2017	181962/1	001-013-594-18-60-02	GG - City Hall Demo	Conduit/coupling/Twine/glue	\$68.39	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
HB Jaeger Co LLC	41899	2/9/2017	181963/1	001-013-594-18-60-02	GG - City Hall Demo	Conduit for City Hall	\$280.96
			181964/1	001-013-594-18-60-02	GG - City Hall Demo	2 inch conduit at City Hall	\$7.63
Gavin Heinemann	41836						
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
HERC Rentals Inc	41900						
		2/9/2017	29061640-001	101-016-544-90-31-02	ST-Operating Cost	Scissor Lift	\$182.41
				410-016-531-10-31-02	SW-Operating Costs	Scissor Lift	\$182.42
			29075754-001	101-016-544-90-31-02	ST-Operating Cost	Concrete saw/Asphalt blade	\$187.86
				410-016-531-10-31-02	SW-Operating Costs	Concrete saw/Asphalt blade	\$187.86
Kurt Hilt	41901						
		2/9/2017	AWC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem AWC Action Days-Hilt	\$172.50
				001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem National League of Cities-Hilt	\$310.50
Michael Hingtgen	41837						
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
Hoglunds Top Shop	41902						
		2/9/2017	0062340	520-008-594-21-63-00	Capital Equipment	Window tint for PT68	\$305.75
				0062355	520-008-594-21-63-00	Capital Equipment	\$129.95
Home Depot	41903						
		2/9/2017	8720547	101-016-544-90-31-02	ST-Operating Cost	Part for shop vacumn	\$68.81
				410-016-531-10-31-02	SW-Operating Costs	Part for shop vacumn	\$68.81
IDville	41904						
		2/9/2017	3142942	001-008-521-20-31-00	LE-Office Supplies	Printer Ribbon/PVC Card	\$452.73
Industrial Supply Inc	41905						
		2/9/2017	593297	001-010-576-80-31-00	PK-Operating Costs	Snow shovel	\$8.79
				101-016-544-90-31-02	ST-Operating Cost	Snow shovel	\$8.78
				410-016-531-10-31-02	SW-Operating Costs	Snow shovel	\$8.78
Dennis Irwin	41838						
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
	41906						
		2/9/2017	San Diego	001-008-521-20-43-00	LE-Travel & Meetings	Travel expenses for ALICE training in San Diego	\$578.12



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
J Thayer Company Inc	41907	2/9/2017	1104059-0	001-008-521-20-31-00	LE-Office Supplies	Desk pad	\$13.06
			1104978-0	001-008-521-20-31-00	LE-Office Supplies	Paper/mousepad/pencil cup	\$55.06
			1107627-0	001-007-558-50-31-00	PL-Office Supplies	Paper/sign here flags/moistener	\$28.89
			1107810-0	001-001-511-60-43-00	Legislative - Travel & Mtgs	Paper Pads for council retreat	\$9.75
				001-004-514-23-31-00	FI-Office Supplies	Filebox	\$32.88
				001-013-518-20-31-00	GG-Operating	Pens/clasp envelopes/tissue	\$42.02
			1107906-0	001-007-558-50-31-00	PL-Office Supplies	Underdesk drawer	\$97.78
			1108390-0	001-007-558-50-31-00	PL-Office Supplies	Tissue/ink cartridge	\$60.97
			1108885-0	001-008-521-20-31-00	LE-Office Supplies	Misc office supplies	\$526.09
			1108886-0	001-008-521-20-31-00	LE-Office Supplies	Chair/Keyboard for new detective	\$359.27
			1108945-0	001-007-558-50-31-00	PL-Office Supplies	Folders	\$64.20
			1109143-0	001-001-513-10-31-00	Executive - Supplies	Office Chair - mayor	\$179.91
			1109829-0	001-002-513-11-31-00	AD-Office Supply	Keyboard tray/Pens-City Administrator	\$173.52
			1110054-0	001-013-518-20-31-00	GG-Operating	Paper/envelopes/storage file	\$261.79
			1111061-0	001-008-521-20-31-00	LE-Office Supplies	Vertical organizer/note cards/letter tray	\$112.91
			1111414-0	001-008-521-20-31-00	LE-Office Supplies	folders	\$64.11
			1111987-0	001-008-521-20-31-00	LE-Office Supplies	Paper/card holder	\$332.71
			1112204-0	001-007-558-50-31-00	PL-Office Supplies	Recycle container/form holder	\$60.86
			1112206-0	101-016-544-90-31-01	ST-Office Supplies	Ink cartridges	\$69.64
				410-016-531-10-31-02	SW-Operating Costs	Ink cartridges	\$69.64
			1112316-0	001-008-521-20-31-00	LE-Office Supplies	Toner	\$592.23
			1113521-0	001-007-558-50-31-00	PL-Office Supplies	Folders/labels/pens	\$96.79
			1114085-0	001-004-514-23-31-00	FI-Office Supplies	File folders/labels	\$154.37
				001-007-558-50-31-00	PL-Office Supplies	Stamps	\$36.46
				001-013-518-20-31-00	GG-Operating	Folders/paper	\$81.42
John E Reid and Associates	41908						Check Total \$550.00
		2/9/2017	172737	001-008-521-40-49-01	LE-Staff Development	Training-Interview & Interrogation-Warbis	\$550.00
Johns Cleaning Service	41909						Check Total \$191.46
		2/9/2017	1892	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$191.46
Joshua Kilroy	41839						Check Total \$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$1,500.00
Lake Stevens Chamber of Commerce	41910	2/9/2017	Feb2017	001-013-518-90-49-01	GG-Chamber of Commerce	Feb 2017 Contribution for VIC operations		\$1,500.00
Lake Stevens Police Guild	41911	2/9/2017	2017-Feb 1	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues		\$1,003.00
Lake Stevens School District	41912	2/9/2017	0016170051	001-007-558-50-32-00	PL-Fuel	Fuel		\$6.32
				001-007-559-30-32-00	PB-Fuel	Fuel		\$82.32
				001-008-521-20-32-00	LE-Fuel	Fuel		\$3,261.22
				001-010-576-80-32-00	PK-Fuel Costs	Fuel		\$20.90
				001-013-518-20-32-00	GG-Fuel	Fuel		\$6.32
				101-016-542-30-32-00	ST-Fuel	Fuel		\$518.87
				410-016-531-10-32-00	SW-Fuel	Fuel		\$600.08
		Nov2016		001-007-558-50-32-00	PL-Fuel	Fuel		\$9.11
				001-007-559-30-32-00	PB-Fuel	Fuel		\$103.40
				001-008-521-20-32-00	LE-Fuel	Fuel		\$4,446.44
				001-010-576-80-32-00	PK-Fuel Costs	Fuel		\$71.57
				001-013-518-20-32-00	GG-Fuel	Fuel		\$9.11
				101-016-542-30-32-00	ST-Fuel	Fuel		\$866.42
				410-016-531-10-32-00	SW-Fuel	Fuel		\$866.42
Megan LeBlanc	41913	2/9/2017	2017Boots	001-008-521-20-26-00	LE-Clothing	Boots		\$171.00
LEIRA attn: Lezlie Arntz	41914	2/9/2017	2017	001-008-521-20-49-00	LE-Dues & Memberships	2017 LEIRA memberships		\$300.00
LN Curtis & Sons	41915	2/9/2017	INV75807	001-008-521-20-26-00	LE-Clothing	Name patch - C Brooks		\$42.42
Lowes Companies	41916	2/9/2017	911554	001-010-594-76-64-00	PK-Capital Outlay	Supllies for shop remodel		\$173.10
				101-016-594-42-64-00	ST-Capital Expenditures	Supllies for shop remodel		\$346.21
				410-016-594-31-60-01	SW - Capital Expenditure	Supllies for shop remodel		\$346.21
			911630	101-016-544-90-31-02	ST-Operating Cost	Plywood		\$104.24
				410-016-531-10-31-02	SW-Operating Costs	Plywood		\$104.24



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Lowes Companies	41916	2/9/2017	965865	001-008-521-20-31-01	LE-Operating Costs	Blinds	\$44.59
			985989	001-013-518-90-49-03	GG-Visitor Center	Conduit for Visitor information sign	\$307.74
Christopher Lyons	41840						
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
Marshbank Construction Inc	41917						
		2/9/2017	Jan13-2017	101-016-595-61-64-41	ST - Cap - Grade Road	Emergency Grade Rd Stabilization Final bill	\$4,419.73
Marshbank Construction Acct 17620012767	41918						
		2/9/2017	Jan13-2017	621-000-589-20-00-02	Street Project Retainage Reimb	Retainage-Marshbank Construction	\$232.62
Marysville Municipal Court	41854						
		2/3/2017	P000689	001-000-353-10-00-01	Violations Bureau - Local	Transfer funds for P000689 parking ticket to Marysville Court	\$50.00
Marysville Printing	41919						
		2/9/2017	20948	001-008-521-20-31-00	LE-Office Supplies	Door hangers	\$184.11
Rauchel McDaniel	41920						
		2/9/2017	AWC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem - AWC Action Days-McDaniel	\$172.50
			NLC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem - National League of Cities-McDaniel	\$310.50
Miles Sand & Gravel	41921						
		2/9/2017	1522502	101-016-542-66-31-00	ST-Snow & Ice - Sply	Sand	\$3,111.87
Motorola	41922						
		2/9/2017	13136576	001-008-521-20-31-01	LE-Operating Costs	Radios	\$13,967.84
Nationwide Retirement Solution	0						
		2/9/2017	02/01/17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,975.00
Neofunds by Neopost	41923						
		2/9/2017	PPLN01 001	001-008-521-20-42-00	LE-Communication	Postage	\$400.00
North Central Wa Chapter of ICC	41924						
		2/9/2017	Mar2017	001-007-559-30-49-01	PB-Staff Development	Building Officials Short course-Williamson	\$250.00
Ogden Murphy Wallace	41925						
		2/9/2017	731454	001-011-515-30-41-00	LG-Professional Service	Attorney services - Mobilities Consortium	\$618.60
Kristen Parnell	41841						
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Perteet Engineering Inc	41926	2/9/2017	20110012.019-1	001-012-572-20-41-00	CS-Library-Professional Svc	Environmental consulting-Library-Morris Re-Evaluation	\$1,545.07	
			20110012.019-2	001-012-572-20-41-00	CS-Library-Professional Svc	Environmental consulting-Library-Morris Re-Evaluation	\$422.51	
								<b>Check Total \$1,967.58</b>
Gary Petershagen	41927	2/9/2017	AWC	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem AWC Action Days-Petershagen	\$172.50	
			NLC	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem National League of Cities-Petershagen	\$241.50	
								<b>Check Total \$414.00</b>
Prothman Company	41928	2/9/2017	2016-5745	001-002-513-11-41-00	AD-Professional Services	Municipal consulting-Swenson	\$800.31	
				101-016-542-30-41-02	ST-Professional Service	Municipal consulting-Swenson	\$162.23	
				401-070-535-10-41-00	SE-Professional Service	Municipal consulting-Swenson	\$10.81	
				410-016-531-10-41-01	SW-Professional Services	Municipal consulting-Swenson	\$108.15	
								<b>Check Total \$1,081.50</b>
Puget Sound Clean Air Agency	41929	2/9/2017	Q1 2017	001-013-553-70-51-00	GG-Air Pollution	Q1 2017 Clean Air Assessment	\$4,908.50	
Right Systems Inc	41930	2/9/2017	S1-150658	510-006-518-80-49-00	License Renewal - Annual Maint	2017 Barracuda license renewal	\$4,349.99	
Robinson Noble	41931	2/9/2017	17-054	001-013-594-18-60-02	GG - City Hall Demo	Geotechnical engineering - Temp City Hall	\$1,967.05	
Richard Rutherford	41842	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
Safeguard Pest Control Inc	41932	2/9/2017					\$695.66	
Christopher Schedler	41843	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Servpro of N Everett-Lake Stevens-Monroe	41933	2/9/2017	4995045	001-013-594-18-60-02	GG - City Hall Demo	Microbial Growth Sampling & Testing	\$1,143.45	
Gleb Shein	41844	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
Sherwin-Williams Co	41934	2/9/2017	5465-1	001-010-594-76-64-00	PK-Capital Outlay	Paint for shop remodel	\$27.95	
				101-016-594-42-64-00	ST-Capital Expenditures	Paint for shop remodel	\$55.91	
				410-016-594-31-60-01	SW - Capital Expenditure	Paint for shop remodel	\$55.91	
Snohomish County Auditor	41935	2/9/2017	I-VR-8	001-001-514-90-40-00	Legislative - Voter Reg Fees	2016 Voter Registration	\$37,224.24	
Snohomish County PUD	41845	1/26/2017	1/25/17 req	001-013-594-18-60-02	GG - City Hall Demo	Permit Center Power Disconnect	\$152.00	
	41936	2/9/2017	104600530	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$220.97	
			104603693	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$73.04	
			107944799	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$67.06	
			114567580	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$220.30	
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$220.30	
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$220.36	
			117879860	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$38.10	
			131122355	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$68.08	
			134425715	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$99.25	
			140930826	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$77.30	
			140933805	001-008-521-50-47-00	LE-Utilities	202766820 Police Dept Electric	\$935.89	
			140935287	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$19.48	
			144268030	001-010-576-80-47-00	PK-Utilities	202340527 Yard	\$8.33	
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$8.33	
				410-016-531-10-47-00	SW-Utilities	202340527 Yard	\$8.32	
			147560653	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$117.21	
			157290051	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$75.96	
			163703616	001-008-521-50-47-00	LE-Utilities	203033030 Police Dept Water	\$82.59	
			163707280	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$278.35	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Snohomish County PW S	41937	2/9/2017	I000430603	101-016-542-40-51-01	ST - SWM Debt Srv Chrg	Road Bond Debt Sowthwest Annex	\$6,607.56
			I000431165	410-016-531-20-41-00	SW-Aerator Monitori	Q4 2016 Lake Monitoring & Gaging	\$4,934.52
Snohomish County PW V	41938	2/9/2017	I000429218	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair	\$5,170.93
				101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle repair	\$1,327.78
				410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle repair	\$1,327.79
Snohomish County Sheriffs Office	41939	2/9/2017	2016-3547	001-008-523-60-51-00	LE-Jail	Prisoner Housing Dec 2016	\$9,335.79
			2016-3567	001-008-523-60-51-00	LE-Jail	Prisoner Medical Dec 2016	\$129.18
Snopac	41940	2/9/2017	8763	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$26,988.62
			8781	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment	\$1,366.76
Sound Publishing Inc	41941	2/9/2017					Check Total \$1,694.76
			EDH737422	001-013-518-30-41-01	GG-Advertising	Volunteer Opportunities Advisory Board	\$382.08
			EDH738305	001-007-558-50-41-03	PL-Advertising	LUA2016-0071 McKay Subdivision	\$96.44
			EDH738692	001-007-558-50-41-03	PL-Advertising	LUA2016-0197 St John Vari & Reasonable Use Except	\$79.24
			EDH738693	001-007-558-50-41-03	PL-Advertising	LUA2016-0198 Hillcrest Estates	\$80.96
			EDH738800	001-007-558-50-41-03	PL-Advertising	LUA2016-0025 Amend LMSC Title 14	\$124.08
			EDH738807	001-007-558-50-41-03	PL-Advertising	LUA2016-0161 LMSC Adopt 2012 DOE Stormwater	\$113.76
			EDH738962	001-007-558-50-41-03	PL-Advertising	LUA2016-0187 City Notices	\$84.40
			EDH739105	001-007-558-50-41-03	PL-Advertising	LUA2016-0134 Vine Maple 5 Lot	\$80.96
			EDH739339	001-007-558-50-41-03	PL-Advertising	LUA2016-0139 PH Eagle Glen North Subdivision	\$105.04
			EDH739531	001-007-558-50-41-03	PL-Advertising	LUA2016-0200 Hartford Industrial	\$84.40
			EDH739550	001-013-518-30-41-01	GG-Advertising	Jan 20-21 2017 Special Meeting	\$25.92
			EDH739653	001-007-558-50-41-03	PL-Advertising	LUA2016-0190 Lyons Gate II	\$101.60
			EDH739894	001-007-558-50-41-03	PL-Advertising	LUA2016-0185 Ridgeline Prop	\$84.40
			EDH739957	001-007-558-50-41-03	PL-Advertising	LUA2016-0071 The Meadows	\$96.44
			EDH740276	001-013-518-30-41-01	GG-Advertising	Joint Council/Parks Board Meeting	\$36.24
			EDH740491	001-007-558-50-41-03	PL-Advertising	LUA2016-0145 & 0190 Lyons Gate i & II	\$118.80
John Spencer	41942	2/9/2017					Check Total \$414.00
			AWC	001-001-513-10-43-00	Executive - Travel & Mtgs	Per Diem AWC Action Days-Spencer	\$172.50



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
John Spencer	41942	2/9/2017	NLC	001-001-513-10-43-00	Executive - Travel & Mtgs	Per Diem National League of Cities-Spencer	\$241.50
Standard Insurance Company	0					Check Total	\$5,999.40
		2/9/2017	02/01/17	001-000-284-00-00-00	Payroll Liability Other	Life/Disability Ins Premiums	\$148.00
				001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums	\$130.74
				001-003-514-20-20-00	CC-Benefits	Life/Disability Ins Premiums	\$105.79
				001-004-514-23-20-00	FI-Benefits	Life/Disability Ins Premiums	\$184.14
				001-005-518-10-20-00	HR-Benefits	Life/Disability Ins Premiums	\$70.67
				001-006-518-80-20-00	IT-Benefits	Life/Disability Ins Premiums	\$141.89
				001-007-558-50-20-00	PL-Benefits	Life/Disability Ins Premiums	\$539.30
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$310.22
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$2,756.51
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$202.94
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$75.83
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$721.35
				401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$13.82
				410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$598.20
Staples	41943					Check Total	\$167.56
		2/9/2017	3324658555	001-008-521-20-31-00	LE-Office Supplies	Pens	\$60.97
			3326315819	101-016-544-90-31-01	ST-Office Supplies	Bond Paper	\$34.76
				410-016-531-10-31-01	SW-Office Supplies	Bond Paper	\$34.75
			3326957184	001-008-521-20-31-00	LE-Office Supplies	Folios	\$37.08
Barbara Stevens	41944					Check Total	\$22.30
		2/9/2017	MileageRetreat	001-004-514-23-43-00	FI-Travel & Meetings	Mileage - Council Retreat - B Stevens	\$22.30
Robert Stowe	41945					Check Total	\$1,086.80
		2/9/2017	006	001-007-558-70-41-00	PL-Economic Devel	Econ Development consulting services	\$1,086.80
Robert Summers	41846					Check Total	\$750.00
		1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00
Marcus Tageant	41855					Check Total	\$2,569.60
		2/3/2017	NLC Airfare	001-001-511-60-43-00	Legislative - Travel & Mtgs	NLC Airfare for Councilmembers	\$2,569.60



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Marcus Tageant	41946	2/9/2017	AWC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem AWC Action Days-Tageant	\$172.50	
			NLC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem National League of Cities-Tageant	\$310.50	
Teamsters Local No 763	41947	2/9/2017	Jan2017	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$1,009.00	
Terra Services Inc	41948	2/9/2017	17-00448	001-007-558-50-41-00	PL-Professional Servic	Temporary services - Planning Admin	\$586.08	
				001-007-559-30-41-00	PB-Professional Srv	Temporary services - Planning Admin	\$586.08	
		17-00853		001-007-558-50-41-00	PL-Professional Servic	Temporary services - Planning Admin	\$293.04	
				001-007-559-30-41-00	PB-Professional Srv	Temporary services - Planning Admin	\$293.04	
		17-01268		001-007-558-50-41-00	PL-Professional Servic	Temporary services - Planning Admin	\$586.08	
				001-007-559-30-41-00	PB-Professional Srv	Temporary services - Planning Admin	\$586.08	
		17-01700		001-007-558-50-41-00	PL-Professional Servic	Temporary services - Planning Admin	\$677.66	
				001-007-559-30-41-00	PB-Professional Srv	Temporary services - Planning Admin	\$677.65	
Dean Thomas	41847	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
United Way of Snohomish Co	41949	2/9/2017	Jan2017	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$171.68	
Universal Field Services Inc	41950	2/9/2017	48131	001-013-518-20-41-00	GG-Professional Service	Ridgeline & Grade Properties Land Exchange	\$112.91	
			48138	301-010-576-80-61-00	Park Mitigation Funds Exp	Aquisition of ROW-Hartford Trailhead	\$75.27	
UPS	41951	2/9/2017	74Y42037	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$29.99	
			74Y42536	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$25.68	
Valley Freightliner Inc	41952	2/9/2017	PC301047653:01	101-016-544-90-31-02	ST-Operating Cost	Switch for PW26	\$8.40	
				410-016-531-10-31-02	SW-Operating Costs	Switch for PW26	\$8.39	
Craig Valvick	41848	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	\$750.00	
Verizon Northwest	41953	2/9/2017	9779214702	001-001-513-10-42-00	Executive - Communication	Wireless phone service	\$71.93	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Verizon Northwest	41953	2/9/2017	9779214702	001-002-513-11-42-00	AD-Communications	Wireless phone service	\$41.35
				001-003-514-20-42-00	CC-Communications	Wireless phone service	\$55.34
				001-005-518-10-42-00	HR-Communications	Wireless phone service	\$52.50
				001-006-518-80-42-00	IT-Communications	Wireless phone service	\$179.28
				001-007-558-50-42-00	PL-Communication	Wireless phone service	\$231.03
				001-007-559-30-42-00	PB-Communication	Wireless phone service	\$132.22
				001-008-521-20-42-00	LE-Communication	Wireless phone service	\$2,531.29
				001-010-576-80-42-00	PK-Communication	Wireless phone service	\$171.00
				101-016-543-30-42-00	ST-Communications	Wireless phone service	\$171.00
				410-016-531-10-42-00	SW-Communications	Wireless phone service	\$170.99
Jerad Wachtveitl	41954	2/9/2017	PkgJan12-2017	001-008-521-20-43-00	LE-Travel & Meetings	Check Total \$14.00	
						\$14.00	
Washington Assoc of Sheriffs and Police Chiefs	41955	2/9/2017	2017-00202	001-008-521-20-49-00	LE-Dues & Memberships	Check Total \$305.00	
						\$305.00	
Washington State Dept of Enterprise Svcs	41956	2/9/2017	73157367	001-008-521-20-31-01	LE-Operating Costs	Check Total \$35.61	
						\$35.61	
Washington State Parks and Recreation	41957	2/9/2017				Check Total \$20.00	
						\$10.00	
						\$10.00	
Washington State Support Registry	0	2/9/2017	02/01/17	001-000-284-00-00-00	Payroll Liability Other	Check Total \$402.46	
						\$402.46	
Washington Teamsters Welfare Trust EFT	0	2/9/2017	Jan2017	001-000-283-00-00-00	Payroll Liability Medical	Check Total \$2,035.60	
						\$2,035.60	
Wave Broadband	41958	2/9/2017	01526485			Check Total \$714.92	
						\$10.51	
						\$21.02	
						\$21.02	
						\$10.51	
						\$31.53	
						\$68.35	
						\$10.51	



## Checks to be Approved for 1/25/2017 to 2/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc			
Wave Broadband	41958	2/9/2017	01526485	001-008-521-20-42-00	LE-Communication	Telephone Service	\$357.46		
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$10.50		
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$10.51		
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$42.04		
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$60.48		
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$60.48		
						Check Total	\$650.94		
	41959			2/9/2017	01529665	510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New World Connection	\$650.94
Weed Graafstra & Associates Inc	41960	2/9/2017	160	001-011-515-30-41-00	LG-Professional Service	Legal services - General Matters	Check Total	\$23,906.00	
Todd Welch	41961	2/9/2017	AWC	001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem AWC Action Days-Welch	Check Total	\$483.00	
				001-001-511-60-43-00	Legislative - Travel & Mtgs	Per Diem National League of Cities-Welch		\$172.50	
			NLC					\$310.50	
Neil Chad Wells	41849	1/26/2017	2017	001-008-521-20-26-00	LE-Clothing	2017 Uniform Allowance	Check Total	\$750.00	
Western Conference of Teamsters Pension Trust	41962	2/9/2017	Jan2017	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	Check Total	\$2,553.65	
WFOA	41850	1/26/2017	98981863	001-004-514-23-43-00	FI-Travel & Meetings	Federal Grants Requirements & Mgmt-Stevens/Roundy	Check Total	\$250.00	
Zachor and Thomas Inc PS	41963	2/9/2017	700	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services January 2017	Check Total	\$10,569.36	
<b>Total</b>								<b>\$540,185.67</b>	



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Date:** Agenda Feb 13, 2017

**Subject:** 2016-2018 On-Call Electrician Services – CDI Task Order 2

<b>Contact Person/Department:</b>	<u>Amanda Wells</u> <u>Public Works</u>	<b>Budget Impact:</b>	<u>\$ 5,553.20</u>
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to execute Task Order 2 to 2016-2018 on-call contract with Control Dynamics Inc. to provide electrician services for a total budget not to exceed \$75,000 annually.

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**SUMMARY/BACKGROUND:** January 24, 2017 the City approved a contract for electrician services varying from simple trouble shooting, system re-wiring, to new services at City facilities. The contract is set up to allow for a variety of unanticipated and planned projects and allows for the City to respond quickly when the need for services arises.

Task Order 2 scope of work is to run three circuits from the main panel in the Permit Center to the west exterior wall as required to operate the temporary portable restroom trailer.

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**BUDGET IMPACT: \$5,553.20**

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**ATTACHMENTS:**

- Attachment A: Task Order 2

**INDIVIDUAL TASK ORDER FORM NO. 2  
TO  
CITY OF LAKE STEVENS  
MASTER NON-EXCLUSIVE ON-CALL PUBLIC WORKS CONTRACT  
FOR  
ELECTRICAL SERVICES**

This INDIVIDUAL TASK ORDER No 1 is made and entered into on the \_\_\_\_\_ day of February, 2017, between the City of Lake Stevens, hereinafter called the "City" and CONTROL DYNAMICS INC., hereinafter called "Contractor"

This agreement is made pursuant to and in compliance with the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrician Services dated 27 December, 2016 following a Request for Bid awarded on 13 December, 2016.

WITNESSETH THAT:

**WHEREAS**, the parties hereto have previously entered into the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrician Services dated 27 December , 2016 following a Request for Bid awarded on 13 December, 2016 (Contract); and

**WHEREAS**, both parties desire to implement an Electrical service work project pursuant to the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrician Services dated 27 December, 2016; and

**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 City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrical Services dated 27 December, 2016 (Contract), shall remain in full force and effect, and the INDIVIDUAL TASK ORDER IS AS FOLLOWS:

1. The Scope of Services for this INDIVIDUAL TASK ORDER FORM NO. 2 is as follows:

Scope as set forth in attached Exhibit 1

**Performance of the services shall be subject to the terms and conditions of the Contract.**

2. INDIVIDUAL TASK APPROVAL ORDER FORM No 2 Project completion date is 24 February, 2017.

3. Additional specifications and requirements may be attached to this form (see attached Exhibit 2) and are incorporated into the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrician Services dated 27 December , 2016 (Contract) .

4. Pursuant to Contract Paragraph 5. Payment for Project.

The Contractor agrees to perform the services and provide the material described above for the amount not to exceed \$ 5,553.20 unless modified by the City in a signed written subsequent INDIVIDUAL TASK ORDER APPROVAL FORM. In no event shall the INDIVIDUAL TASK ORDER FORM project sum exceed \$35,000.

Work shall be in accordance with the bid price in Contractor's Bid Proposal incorporated by herein by this reference and including all applicable Washington State Sales Tax. The total INDIVIDUAL TASK APPROVAL ORDER FORM Project sum includes all expenses and costs incurred in planning, designing and constructing the INDIVIDUAL TASK APPROVAL ORDER FORM Project, including, but not limited to, applicable sales and use taxes, costs and expenses for overhead, profit, labor, materials, supplies, permits, subcontractors, consultants, and professional services necessary to construct and complete the Project.

5. **The Total Amount payable to the Contractor under the Contract is summarized as follows:**

Original City of Lake Stevens Master Non-Exclusive On -Call Public Works Contract for Electrician Services dated 27 December, 2016, Authorized Amount not to exceed per the duration of the Contract: \$75,000.00

INDIVIDUAL TASK ORDER NO. 1 (dated 1/19/2017)	\$4,742.56
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INDIVIDUAL TASK APPROVAL ORDER FORM NO 2	\$5,553.20
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*(List other INDIVIDUAL TASK APPROVAL ORDER FORM No \_\_\_\_ as they are implemented)*

Grand Total of INDIVIDUAL TASK APPROVAL ORDER FORMS	\$10,295.76
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Balance Remaining under City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Electrician Services dated 27 December, 2016:	\$64,704.24
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IN WITNESS WHEREOF, the parties hereto have executed this INDIVIDUAL TASK APPROVAL ORDER FORM as of the day and year first above written.

CITY OF LAKE STEVENS

CONTROL DYNAMICS INC.

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

By: \_\_\_\_\_  
Eric Moran

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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



21 East Marine View Drive STE G  
Everett WA 98201  
PH: 1-800-738-5004 FX: 425-355-3891

## QUOTATION

TO:

THE CITY OF LAKE STEVENS  
1812 MAIN ST  
PO BOX 257  
LAKE STEVENS, WA 98258  
(-)

SHIP TO:

THE CITY OF LAKE STEVENS  
1812 MAIN ST  
PO BOX 257  
LAKE STEVENS, WA 98258  
(-)

ATTN: AMANDA WELLS

ATTN: AMANDA WELLS

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0012144	1/24/2017	301235			4 WEEKS ARO	ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
001	40	HR	10205	Scope of work for the City of Lake Stevens: Run 3 circuits from the main panel to the exterior wall nearest the bathroom trailer. Then penetrate the wall with 2 conduits running down the wall to 2 boxes. Pull wire and then install 3 GFI's.			
002	1	EA	MATERIALS	FM ELE PRTL TO PRTL W/VAN ST MATERIALS	126.33	5,053.20	
				Total for Quote \$		5,553.20	



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 13, 2017

**Subject:** Continuation of Public Hearing and Third Reading – Building & Construction and Fire Code Amendments (LUA2016-0111)

**Contact Person/Department:** Stacie Pratschner, Planning  
Mark Sniffen, Building  
Mike Messer, Fire Marshall

**Budget Impact:** None

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Hold a third and final reading on Ordinance No. 984 with a decision on adopting code amendments.

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**BACKGROUND/DISCUSSION:**

City Council held a first reading and public hearing on January 10, 2017 to consider adoption of the 2015 editions of the International Code Group. Planning staff presented the amendment, and the Building Official and Fire Marshal described the administration of the new codes and answered questions from Council. The Council made a motion to continue the public hearing and hold a second reading of the proposed amendments on January 24, 2017 in order to permit various stakeholders to thoroughly review and provide comment on the proposed amendments.

Staff has coordinated with stakeholders on the code updates, specifically proposed changes to Chapter 14.84 LSMC – Fire Code (**Exhibit 1**). The Master Builders Association provided a letter to staff dated January 31, 2017 in support of the city's adoption of modified language in LSMC 14.84.180 (**Exhibit 2**).

**RECOMMENDATION:** Recommend that the City Council to **APPROVE** the edits to Chapters 14.80 and 14.84 LSMC, which will adopt the 2015 Editions of the International Code Group (**Exhibit 3**).

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**APPLICABLE CITY POLICIES:** Chapter 14.80 - Building and Construction and Chapter 14.84 - Fire Code.

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**BUDGET IMPACT:** No budget impact.

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**EXHIBITS:**

1. Draft IFC code
2. Letter from Master Builders Association, dated January 31, 2017
3. Draft Ordinance # 972

## Exhibit 1

### Chapter 14.84 FIRE CODE

#### Sections:

- [14.84.010](#) Definitions
- [14.84.020](#) International Fire Code 2015 Edition Adopted
- [14.84.030](#) Applicability
- [14.84.040](#) Fire Marshal Approval
- [14.84.050](#) Hydrants to Be Served by Recognized Water Purveyor
- [14.84.060](#) Hydrant Standards
- [14.84.070](#) Piping and Flow Standards
- [14.84.080](#) Plan Approval Required
- [14.84.090](#) Plan Submittal Review
- [14.84.100](#) Modification
- [14.84.110](#) Obstruction Prohibited - Declared Nuisance - Abatement
- [14.84.120](#) Authority of Water Purveyor
- [14.84.130](#) Subsection 903 IFC 2015 Edition Superseded
- [14.84.140](#) Fire Extinguishing Systems
- [14.84.150](#) Automatic Fire Extinguishing Systems Required
- [14.84.160](#) Installation Requirements
- [14.84.170](#) Sprinkler System Monitoring and Alarms
- [14.84.180](#) Fire Apparatus Access Roads

#### **14.84.010 Definitions.**

Chapter [14.08](#) contains definitions of terms and abbreviations used in this chapter if more specific than those in the International Fire Code. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.020 International Fire Code 2015 Edition Adopted.**

(a) Except for those portions specified in subsection (b) of this section and Section [14.84.130](#), the International Fire Code 2015 Edition is hereby adopted in its entirety as adopted by the State of Washington for the purpose of describing regulations governing conditions hazardous to life and property, fire or explosion. Henceforth, the International Fire Code 2015 Edition shall be referred to as the IFC.

(b) The IFC is changed in the following respects:

- (1) All adoptable appendices to the IFC, except Appendices A, J and L, are hereby adopted, incorporated by reference and made a part hereof as if fully set forth in this

**Commented [MM1]:** The NFPA 101: Life Safety Code is meant for adoption with NFPA 1: Fire Code as its compliment. NFPA 101 conflicts with the IFC and should be deleted. The NFPA standards are referenced in IFC.

section. Where conflicts occur between the adopted appendices and Lake Stevens Municipal Code and adopted EDDS standards, Lake Stevens regulations shall apply.(Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**Commented [MM2]:** Clarified appendices to be referenced and conflicts that exist between appendices and LSMC.

#### **14.84.030 Applicability.**

The provisions of this chapter shall supersede Sections 506.1 (Key Box), 507.5 (Hydrants) and 903 (Sprinklers), IFC 2015 Edition or current edition as adopted by the City of Lake Stevens pursuant to Section [14.84.020](#), and shall apply to all commercial occupancy buildings constructed or developed within the City limits, wherein the same shall be served by water mains and fire hydrants capable of delivering the required fire flow and installed as required by this chapter unless specifically exempted thereby, or unless waived or modified by the Fire Marshal pursuant to Section [14.84.100](#) (Modification). Decisions of the Fire Marshal are deemed to be made in the best interest, and with the concurrence, of an affected Fire District in the absence of any credible evidence to the contrary. A final determination of any dispute relating to an aforementioned Fire Marshal decision shall be made by an Appeals Board established by the City Council. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.040 Fire Marshal Approval.**

No project subject to this chapter, other than a building of R-3 and U-1 occupancy under the IBC, shall have final approval until the Fire Marshal has verified that the provisions of this chapter are satisfied. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.050 Hydrants to Be Served by Recognized Water Purveyor.**

All water mains and fire hydrants required here under shall be served by a recognized water purveyor or, in the absence of such, by alternate method(s) as approved by the Fire Marshal, except residential accessory buildings classified under the International Building Code as U with a lot size of 20,000 square feet or greater, whether platted or un-platted, provided there is no conflict with the requirements of the recognized water purveyor serving the building site. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.060 Hydrant Standards.**

- (a) Every development (subdivided or un-subdivided) that is served by a public water system shall include a system of fire hydrants sufficient to provide adequate fire protection for the buildings located or intended to be located within such development.
- (b) The presumption established by this chapter is that to satisfy the standards set forth in subsection (c) of this section.

(c) The following hydrant standards shall apply as set forth herein unless ~~waived or~~ modified pursuant to Section [14.84.100](#) (Modification).

(1) Type. Any new hydrant installations under this chapter shall have not less than a five-inch main valve opening, two hose outlets having nominal diameters of two and one-half inches National Standard Thread (NST), and one engine port outlet having a nominal diameter of four and one-half inches NST fitted with a four-inch Storz coupling. All hydrant threads shall be National Standard Threads with seven and one-half threads per inch for two-and-one-half-inch hose outlets and four threads per inch for four-and-one-half-inch engine port outlets. Water lines that serve hydrants shall be at least six-inch lines, and, unless no other practicable alternative is available, no such lines shall be dead-end lines. If the hydrant is connected to a dead-end main line, the dead-end lines shall be a minimum of eight inches to the hydrant tee, or larger if necessary to provide required fire flows and be approved by the local water purveyor and the Fire Marshal.

(2) Spacing.

(i) Within areas exclusively developed or being exclusively developed for one and two family dwellings and U occupancy, maximum distance from a fire hydrant to a dwelling unit shall be 300 feet along a roadway. The maximum distance between hydrants in these areas shall be no greater than 600 feet.

(ii) For all other occupancy types, the maximum distance from a fire hydrant to a structure shall be 150 feet along a roadway. The maximum distance between hydrants in these areas shall be no greater than 300 feet.

(iii) When any portion of a commercial structure to be protected is in excess of 150 feet from a hydrant on a public street and when required by the Fire Marshal, there shall be provided on-site fire hydrants and mains capable of supplying the required fire flow. Water supply may consist of reservoirs, pressure tanks, elevator tanks, water mains or other fixed systems capable of supplying the required fire flow as approved by the Fire Marshal and the recognized water purveyor having jurisdiction over said project.

(3) Location.

(i) Whenever possible, hydrants shall be located at street intersections; provided, that when such location results in spacing distances greater than allowed by this section, additional hydrants may be required between intersections; provided further,

that when the required fire flow is greater than 2,000 gallons per minute (GPM), the number and location of hydrants shall be approved by the Fire Marshal.

(ii) For commercial buildings:

a. ~~The minimum number of public and private hydrants required shall be determined by Table C102.1 of the IFC.~~

**Commented [MM3]:** More exact determination of #

b. Hydrants shall be located no less than 40 feet from the building to be protected. Where hydrants cannot be located in accordance with this section, hydrant placement to include the use of wall hydrants shall be coordinated with the Fire Marshal. .

c. A hydrant shall be located not more than ~~25~~ feet from a fire department connection (FDC).

**Commented [MM4]:** FDC and hydrants need to be closer to accommodate a quick connection by the apparatus driver. Changed terminology to FDC.

(iii) All hydrants shall be accessible to Fire Department apparatus by roadways meeting the requirements of Section 503 of the IFC and Appendix D of the IFC and LSMC 14.84.180.

(iv) When fire protection facilities are to be installed by the developer or permittee, such facilities shall be installed prior to any combustible construction being installed on site. Water mains and fire hydrants shall be capable of delivering the required fire flow to the site and shall remain the responsibility of the developer until accepted by the recognized water purveyors. When alternate provisions for protection are provided pursuant to Section [14.84.100](#) (Modification) the above requirements may be modified.

(v) When locating hydrants, consideration shall be given to:

- a. Hazardous operations and the practicality of sound fire service practices (fences, roadways, barriers to operation, etc.);
- b. The recommended location preferred by the water purveyor;
- c. The required five-foot vehicle clear zone on each side of each hydrant.

(4) Installation. Hydrants shall stand plumb and be set to the finished grade. The bottom of the lowest outlet of the hydrant shall be no less than 18 inches or more than 36 inches above the grade. There shall be a 36-inch radius of clear area about the hydrant for the operation of hydrant wrench on the outlets and the control valve. The

engine port shall face the street or, where the street cannot be clearly identified, shall face the most likely location of a fire truck while pumping, as determined by the Fire Marshal.

(d) Fire hydrants shall be protected from damage. Internal maintenance of public fire hydrants shall be the responsibility of the recognized water purveyor. Private hydrants shall be protected and maintained in accordance with NFPA 25. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**Commented [MM5]:** NFPA 24 is installation, NFPA 25 is maintenance.

#### **14.84.070 Piping and Flow Standards.**

The following standards relating to water mains, hydrant branches, and fire flow shall apply, unless modified pursuant to Section [14.84.100](#) by the Fire Marshal:

- (a) Hydrant Branches. Hydrant branches shall not have a domestic supply outlet and shall meet the design standards of the Snohomish County Public Utilities District No. 1.
- (b) Service Main. New or replaced water mains serving fire hydrants shall meet the design standards of the Snohomish County Public Utilities District No. 1.
- (c) Flow Requirements. Service mains supplying hydrants shall be designed to provide not less than 500 GPM at 20 pounds per square inch residual pressure over and above the computed maximum daily domestic consumption for the period of time specified in the Washington Survey and Rating Bureau's Grading Schedule, Table 4. In addition, service mains supplying hydrants shall provide the fire flow required to each building covered thereby at the number of GPM specified in IFC, Appendix B, except as to single-family dwellings. The Fire Marshal may require data or design standards from a registered professional engineer, and construction in accordance therewith, in order to assure that the fire flow required will be achieved. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.080 Plan Approval Required.**

- (a) Prior to the installation of any new hydrants or mains serving hydrants, the developer shall provide plans for review to the recognized water purveyor and Fire Marshal.
- (b) Upon completed installation, and acceptance by the recognized water purveyor and the Fire Marshal, the Fire Marshal shall be provided with two copies of the accurate and identifiable as-built drawings or plans showing the location of all mains, hydrant branches, valves and fire hydrants installed. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

#### **14.84.090 Plan Submittal Review.**

The Fire Marshal, prior to the issuance of a construction permit for any new or altered commercial building, plat development or residential complex, shall certify that the plans have been reviewed. If the plans are found to be in compliance with this chapter, IFC and applicable standards, a notice of approval for issuance of a building permit shall be forwarded to the Building Official. Such approval shall be based on the provisions of this chapter being satisfied either:

- (a) Prior to start of any construction;
- (b) Prior to the issuance of the certificate of occupancy for the building. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)
- (c) All applications for construction permits referenced in IFC Section 105.7 shall include the following:

- (1) Completed City of Lake Stevens Permit application.
- (2) Cut sheets for all devices to be altered or installed
- (3) Shop drawings, floor plans and working plans with all notes, legends and calculations per applicable NFPA standard as referenced in Chapter 9 of the IFC.
- (4) Evidence of contractor/system designer qualification.
  - (i) Sprinkler system: System designer qualifications shall be in compliance with WAC 12-80 and RCW 18.160.
  - (ii) Fire alarm system: System designer shall have a minimum level III National Institute for Certification in Engineering Technologies (NICET) certification for fire alarm systems.
  - (iii) Hood suppression system: System designer shall have a certificate of design qualification issued by the suppression system manufacturer.

#### **14.84.100 Modification.**

- (a) Where there are practical difficulties involved in carrying out the provisions of this code or provisions of the IFC, the Fire Marshal shall have the authority to grant modifications for individual cases, provided the Fire Marshal shall first find that special individual reason makes the strict letter of this code or provisions of the IFC impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety requirements.

**Commented [MM6]:** Section added to clarify required permit documentation and designer qualifications.

**Commented [RW7]:** Is shop drawing defined – is there a more appropriate term?

**Commented [MM8R7]:** Added floor plans and working plans. These are common terms for fire protection plan submittals.

**Commented [MM9]:** Removed Waiver language. A waiver or variance is permission to not comply with a code and the IFC does not allow willful non-compliance.

**Commented [MM10]:** Changed to allow for modification of LSMC Fire code and IFC. Consistent language with IFC 104.8

(b) Modification requests shall be in writing, state the reasons therefore, and be provided to the **Fire Marshal for review in coordination with affected city staff**. A completed fire code modification application is required to be submitted as notice of written request. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.110 Obstruction Prohibited - Declared Nuisance - Abatement.**

Obstructing the view, by any means, of a fire hydrant for a distance of 75 feet from any direction of vehicular approach is prohibited. Any violation of this section is declared a public nuisance, subject to immediate abatement and application of the civil penalty provided for herein. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.120 Authority of Water Purveyor.**

Nothing in this chapter, nor any rules and regulations as may be adopted by the Fire Marshal pursuant to this chapter, shall be construed to prohibit water purveyors from imposing more stringent requirements for the construction of water mains and fire hydrants. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.130 Section 903 of the IFC Superseded.**

Section 903 of the IFC is deleted in its entirety and replaced by Sections [14.84.140](#) through [14.84.170](#). (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.140 Fire Extinguishing Systems.**

(a) Fire extinguishing systems required in this fire code shall be installed in accordance with the requirements of this section.

(1) The Fire Department Connections shall not be attached to an exterior wall of the protected structure. The location of the Fire Department Connections shall be approved by the Fire Marshal.

(2) Rooms housing the control valves and sprinkler riser(s) shall be located in such a manner as to allow the door to exit directly to the outside of the structure and be a separate and distinct room. The room shall not be used for the storage of any material. This standard is not required in R-3 and R-4 occupancies.

(3) The type and model key box system required *shall* be The Knox Company and based on the criteria listed below:

(i) Buildings with less than five stories: Model 3200 series with side hinge.

(ii) Hazardous Materials Facilities with site specific plans per Snohomish County LEPC: Data Storage Cabinet.

(iii) Buildings of five or more stories: Data Storage Cabinet.

The Fire Marshal *may* approve other data storage boxes and Hazardous Material Data Cabinets which are equivalent to those listed herein.

(iv) Keys to the riser room, main entrance, fire alarm panel, pull stations, elevator and other building equipment rooms are to be locked inside the key box.

(v) Whenever the main entrance is located more than 100 feet away from the riser room key box, a second key box shall be installed at the main entrance.

(vi) Key boxes shall be mounted within 5 feet of the door to be served and at a height no more than 5 feet off of the finished floor or as approved by the fire marshal.

(4) In buildings used for high-piled combustible storage, fire protection shall be in accordance with Chapter 32 of the IFC.

(b) For the purposes of this section, area separation walls shall not define separate buildings.

(c) Alternative automatic fire extinguishing systems complying with Section 904 of the IFC, shall be permitted in lieu of automatic sprinkler protection where recognized by the applicable standard and approved by the Fire Marshal. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.150 Automatic Fire Extinguishing Systems Required.**

(a) Approved automatic sprinkler systems in new buildings and structures shall be provided in the locations described in this section with the exception of spaces or areas in telecommunications buildings used exclusively for telecommunications equipment, associated electrical power distribution equipment, batteries and standby engines, provided those spaces or areas are equipped throughout with an automatic fire alarm system and are separated from the remainder of the building by a wall with a fire-resistance rating of not less than one hour and a floor/ceiling assembly with a fire-resistance rating of not less than two hours.

(1) All newly constructed structures in excess of 10,000 square feet shall be provided with an approved automatic sprinkler system.

(2) Any existing structure that is modified to increase the square footage of the structure shall be provided with an approved sprinkler system if the total square footage of the new and existing areas exceeds 10,000 square feet.

(b) An automatic sprinkler system shall be installed in the following Group A occupancies:

(1) An automatic sprinkler system shall be provided throughout buildings and portions thereof used as Group A occupancies as provided in this section. For Group A-1, A-2, A-3, and A-4 occupancies, the automatic sprinkler system shall be provided throughout the floor area where the Group A-1, A-2, A-3 or A-4 occupancy is located, and in all floors between the Group A occupancy and the level of exit discharge. For Group A-5 occupancies, the automatic sprinkler system shall be provided in the spaces indicated in subsection (b)(6) of this section.

(2) Group A-1. An automatic sprinkler system shall be provided for Group A-1 occupancies where one of the following conditions exists:

- (i) The fire area exceeds 10,000 square feet (929 square meters);
- (ii) The fire area has an occupant load of 300 or more;
- (iii) The fire area is located on a floor other than the level of exit discharge; or
- (iv) The fire area contains a multi-theater complex.

(3) Group A-2. An automatic sprinkler system shall be provided for Group A-2 occupancies where one of the following conditions exists:

- (i) The fire area exceeds 5,000 square feet (464.5 square meters);
- (ii) The fire area has an occupant load of 300 or more; or
- (iii) The fire area is located on a floor other than the level of exit discharge.

(4) Group A-3. An automatic sprinkler system shall be provided for Group A-3 occupancies where one of the following conditions exists:

- (i) The fire area exceeds 10,000 square feet (929 square meters);
- (ii) The fire area has an occupant load of 300 or more; or
- (iii) The fire area is located on a floor other than the level of exit discharge.

(5) Group A-4. An automatic sprinkler system shall be provided for Group A-4 occupancies where one of the following conditions exists:

- (i) The fire area exceeds 10,000 square feet (929 square meters);

- (ii) The fire area has an occupant load of 300 or more; or
- (iii) The fire area is located on a floor other than the level of exit discharge.

(6) Group A-5. An automatic sprinkler system shall be provided in concession stands, retail areas, press boxes, and other accessory use areas in excess of 1,000 square feet (93 square meters).

(7) Nightclub. An automatic sprinkler system shall be provided throughout Group A-2 nightclubs as defined in the International Fire Code 2015 Edition.

**Commented [MM11]:** Added as WA State amendment.

(8) Group B. An automatic sprinkler system shall be provided throughout buildings containing a Group B occupancy where one of the following conditions exists:

- (i) Where a Group B fire area exceeds 10,000 square feet (929 square meters);
- (ii) Where a Group B fire area is located more than three stories above grade; or
- (iii) Where the combined area of all Group B fire areas on all floors, including any mezzanines, exceeds 10,000 square feet (929 square meters).
- (iv) An automatic sprinkler system shall be installed throughout all fire areas containing a Group B ambulatory health care facility occupancy when either of the following conditions exists at any time:
  - a. Four or more care recipients are incapable of self-preservation.
  - b. One or more care recipients who are incapable of self-preservation are located at other than the level of exit discharge serving and occupancy.

(9) Group E. An automatic sprinkler system shall be provided for Group E occupancies as follows:

- (i) Throughout all Group E fire areas greater than 10,000 square feet (929 square meters) in area.
- (ii) Throughout every portion of educational buildings below the level of exit discharge.
- (iii) Throughout all newly constructed Group E occupancies having an occupant load of 51 or more for more than 12 hours per week or four hours in any one day. A minimum water supply meeting the requirements of NFPA 13 2013 Edition shall be

required. The Fire Marshal may reduce the fire flow requirement for buildings that are protected by an approved automatic sprinkler system.

For the purpose of this section, additions exceeding 60 percent of the value of such building or structure, or alterations and repairs to any portion of a building or structure within a 12-month period that exceed 100 percent of the value of such building or structure, shall be considered new construction.

Exceptions:

Portable school classrooms shall be exempt from the requirement contained in this subsection (b)(8), provided the aggregate area of clusters of portable school classrooms does not exceed 6,000 square feet with an occupant load of 50 or less and clusters of portable school classrooms shall be separated as required in Chapter 5 of International Building Code.

Group E Day Care. When not required by other provisions of this chapter, a fire extinguishing system installed in accordance with NFPA 13 2013 may be used for increases and substitutions allowed in Sections 504.2 and 506.3 (Automatic Sprinkler System Increase) and Table 601 (Fire-Resistance Rating Requirements for Building Elements) of the International Building Code.

(10) Group F. An automatic sprinkler system shall be provided throughout all buildings containing a Group F occupancy where one of the following conditions exists:

- (i) Where a Group F fire area exceeds 10,000 square feet (929 square meters);
- (ii) Where a Group F fire area is located more than three stories above grade; or
- (iii) Where the combined area of all Group F fire areas on all floors, including any mezzanines, exceeds 10,000 square feet (929 square meters).

Woodworking Operations. An automatic sprinkler system shall be provided throughout all Group F-1 occupancy fire areas that contain woodworking operations in excess of 2,500 square feet in area (232 square meters) which generate finely divided combustible waste or which use finely divided combustible materials.

(11) Group H. An automatic sprinkler system shall be installed in high-hazard occupancies.

(i) Group H-5 Occupancies. An automatic sprinkler system shall be installed throughout buildings containing Group H-5 occupancies. The design of the sprinkler system shall not be less than that required under the International Building Code for the occupancy hazard classifications in accordance with the following table.

**Group H-5 Sprinkler Design Criteria**

<b>Location</b>	<b>Occupancy Hazard Classification</b>
Fabrication areas	Ordinary Hazard Group 2
Service corridors	Ordinary Hazard Group 2
Storage rooms without dispensing	Ordinary Hazard Group 2
Storage rooms with dispensing	Extra Hazard Group 2
Corridors	Ordinary Hazard Group 2

Where the design area of the sprinkler system consists of a corridor protected by one row of sprinklers, the maximum number of sprinklers required to be calculated is 13.

Pyroxylin Plastics. An automatic sprinkler system shall be provided in buildings, or portions thereof, where cellulose nitrate film or pyroxylin plastics are manufactured, stored or handled in quantities exceeding 100 pounds (45 kg).

(12) Group I. An automatic sprinkler system shall be provided throughout buildings with a Group I fire area.

Exception: An automatic sprinkler system installed in accordance with Section [14.84.160\(c\), \(d\) or \(e\)](#) shall be allowed in Group I-1 facilities.

(13) Group M. An automatic sprinkler system shall be provided throughout buildings containing a Group M occupancy where one of the following conditions exists:

(i) Where a Group M fire area exceeds 10,000 square feet (929 square meters);

- (ii) Where a Group M fire area is located more than three stories above grade; or
- (iii) Where the combined area of all Group M fire areas on all floors, including any mezzanines, exceeds 10,000 square feet (929 square meters).
- (iv) A Group M occupancy used for the display and sale of upholstered furniture or mattresses exceeds 5,000 square feet

**Commented [MM12]:** Make consistent with icode and to encourage economic development

**High-Piled Storage.** An automatic sprinkler system shall be provided as required in Chapter 32 of the IFC in all buildings of Group M where storage of merchandise is in high-piled or rack storage arrays.

(14) Group R. An automatic sprinkler system installed in accordance with Section [14.84.160](#) shall be provided throughout all buildings with a Group R fire area to include R-1, R-2, and R-3 occupancies.

Exceptions:

R-1 congregate living facilities (transient) with 10 or fewer occupants are permitted to comply with the construction requirements for Group R-3.

R-3 buildings that do not contain more than two dwelling units. Adult care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. Child care facilities that provide accommodations for five or fewer persons of any age for less than 24 hours. Congregate living facilities with 16 or fewer persons. Adult care within a single-family home, adult family homes and family child day care homes are permitted to comply with the International Residential Code 2015 Edition. Foster family care homes licensed by Washington State are permitted to comply with the International Residential Code 2015 Edition, as an accessory use to a dwelling for six or fewer children including those of the resident family.

(15) Group S. An automatic sprinkler system shall be provided throughout all buildings containing a Group S occupancy where one of the following conditions exists:

- (i) Where a Group S fire area exceeds 10,000 square feet (929 square meters);
- (ii) Where a Group S fire area is located more than three stories above grade plane; or
- (iii) Where the combined area of all Group S fire areas on all floors, including any mezzanines, exceeds 10,000 square feet (929 square meters).

(iv) A Group S-1 fire area used for the storage of commercial trucks or buses where the fire area exceeds 10,000 square feet (929 square meters).

a. Repair Garages. An automatic sprinkler system shall be provided throughout all buildings used as repair garages in accordance with Section 406 of the International Building Code 2015 Edition, as follows:

1. Buildings two or more stories in height, including basements, with a fire area containing a repair garage exceeding 10,000 square feet (929 square meters).
2. One-story buildings with a fire area containing a repair garage exceeding 10,000 square feet (929 square meters).
3. Buildings with a repair garage servicing vehicles parked in the basement.
4. A Group S-1 fire area used for the repair of commercial trucks or buses where the fire area exceeds 10,000 square feet (929 square meters).

b. Bulk Storage of Tires. Buildings and structures where the area for the storage of tires exceeds 20,000 cubic feet (566 cubic meters) shall be equipped throughout with an automatic sprinkler system in accordance with Section [14.84.160\(a\)](#).

(16) Group S-2. An automatic sprinkler system shall be provided throughout buildings classified as an enclosed parking garage in accordance with Section 406.4 of the International Building Code 2015 Edition.

(i) Where enclosed parking garage is located beneath other groups.

Exception: Enclosed parking garages located beneath Group R-3 occupancies.

(ii) Where the fire area of the enclosed parking garage exceeds 10,000 square feet (929 square meters).

(iii) Commercial Parking Garages. An automatic sprinkler system shall be provided throughout buildings used for commercial storage of automobiles, trucks or buses.

(17) All Occupancies except Groups R-3 and U. An automatic sprinkler system shall be installed in the locations set forth in subsections (b) (16) (i) through (iv) of this section.

Exception: Group R-3 and Group U.

- (i) Stories and Basements without Openings. An automatic sprinkler system shall be installed in every story or basement of all buildings where the floor area exceeds 1,500 square feet (139.4 square meters) and where there is not provided at least one of the following types of exterior wall openings:
  - a. Openings below grade that lead directly to ground level by an exterior stairway complying with Section 1009 of the IFC or an outside ramp complying with Section 1010 of the IFC. Openings shall be located in each 50 linear feet (15,240 millimeters), or fraction thereof, of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm).
  - b. Openings entirely above the adjoining ground level totaling at least 20 square feet (1.86 meters squared) in each 50 linear feet (15,240 mm) or fraction thereof of exterior wall in the story on at least one side. The required openings shall be distributed such that the lineal distance between adjacent openings does not exceed 50 feet (15,240 mm).
- (ii) Opening Dimensions and Access. Openings shall have a minimum dimension of not less than 30 inches (762 millimeters). Such openings shall be accessible to the Fire Department from the exterior and shall not be obstructed in a manner that firefighting or rescue cannot be accomplished from the exterior.
- (iii) Openings on One Side Only. Where openings in a story are provided on only one side and the opposite wall of such story is more than 75 feet (22,860 mm) from such openings, the story shall be equipped throughout with an approved automatic sprinkler system, or openings as specified above shall be provided on at least two sides of the story.
- (iv) Basements. Where any portion of a basement is located more than 75 feet (22,860 millimeters) from openings required by subsection (b)(16)(i) of this section, the basement shall be equipped throughout with an approved automatic sprinkler system.
- (v) Rubbish and Linen Chutes. An automatic sprinkler system shall be installed at the top of rubbish and linen chutes and in their terminal rooms. Chutes extending through three or more floors shall have additional sprinkler heads installed within such chutes at alternate floors. Chute sprinklers shall be accessible for servicing.

(vi) Buildings More Than 55 Feet in Height. An automatic sprinkler system shall be installed throughout buildings with a floor level having an occupant load of 30 or more that is located 55 feet (16,764 millimeters) or more above the lowest level of fire department vehicle access.

Exceptions:

- a. Airport control towers.
- b. Open parking structures.
- c. Occupancies in Group F-2.

(vii) During Construction. Automatic sprinkler systems required during construction, alteration and demolition operations shall be provided in accordance with Section 1413 IFC 2012 Edition.

(viii) Ducts Conveying Hazardous Exhausts. Where required by the International Mechanical Code, automatic sprinklers shall be provided in ducts conveying hazardous exhaust, flammable or combustible materials.

Exception: Ducts where the largest cross-sectional diameter of the duct is less than 10 inches (254 millimeters).

(ix) Commercial Cooking Operations. An automatic sprinkler system shall be installed in a commercial kitchen exhaust hood and duct system where an automatic sprinkler system is used to comply with Section 904 of the IFC.

(x) Other Required Suppression Systems. In addition to the requirements of this section, the provisions indicated in the following table also require the installation of a suppression system for certain buildings and areas.

Section	Subject
914.2.1	Covered malls
914.3.1	High rise buildings
914.4.1	Atriums
914.5.1	Underground structures
914.6.1	Stages

914.7.1	Special amusement buildings
914.8.2, 914.8.5	Aircraft hangers
914.9	Flammable finishes
914.10	Drying Rooms
914.11.1	Group B ambulatory health care facilities
1028.6.2	Smoke-protected seating
2108.2	Dry cleaning plants
2108.3	Dry cleaning machines
2404.2	Spray finishing in Group A, E, I, or R
2309.3.2.6.2	Hydrogen motor fuel dispensing area canopies
2404.4	Spray booths and rooms
2405.2	Dip-tank rooms Group A, I, R
2405.4.1	Dip tanks
2405.9.1	Hardening & tempering tanks
2703.10	HPM facilities
2703.10.1	HPM work station exhaust
2703.10.2	HPM gas cabinets
2703.10.3	HPM corridors
2703.10.4	HPM exhaust ducts
2703.10.4.1	HPM noncombustible ducts
2703.10.4.2	HPM combustible ducts
2807.3	Lumber production conveyer rooms
2808.7	Recycling facility conveyer rooms

3006.1	Class A & B ovens
3006.2	Class C & D ovens
Table 3206.2	Storage fire protection
3206.4	Storage
5003.8.4.1	Gas rooms
5003.8.5.3	Exhausted enclosures
5004.5	Indoor storage of hazardous materials
5005.1.8	Indoor dispensing of hazardous materials
5104.1.1	Aerosol warehouses
5106.3.2	Aerosol display and merchandising areas
5204.5	Storage of more than 1,000 cubic feet of loose combustible fibers
5306.2.1	Exterior medical gas storage room
5306.2.2	Interior medical gas storage room
5306.2.3	Medical gas storage cabinet
5606.5.2.1	Storage of smokeless propellant
5606.5.2.3	Storage of small arms primers
5704.3.7.5.1	Flammable & combustible liquid storage rooms
5704.3.8.4	Flammable & combustible liquid storage warehouses
5705.3.7.3	Flammable & combustible liquid gas Group H-2 or H-3 areas

6004.1.2	Gas cabinets for highly toxic & toxic gas
6004.1.3	Exhausted enclosures for highly toxic & toxic gas
6004.2.2.6	Gas rooms for highly toxic & toxic gas
6004.3.3	Outdoor storage for highly toxic & toxic gas
6504.1.1	Pyroxylin plastic storage cabinets
6504.1.3	Pyroxylin plastic storage vaults
6504.2	Pyroxylin plastic storage & manufacturing
International Building Code	Sprinkler requirements as set forth in Section 903.2.13 of the International Building Code

(Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**14.84.160 Installation Requirements.**

Automatic sprinkler systems shall be designed and installed in accordance with this section.

(a) NFPA 13 Sprinkler Systems. Where the provisions of this fire code require that a building or portion thereof be equipped throughout with an automatic sprinkler system in accordance with this section, sprinklers shall be installed throughout in accordance with NFPA 13 2013 Edition except as provided in this chapter.

(b) Exempt Locations. Automatic sprinklers shall not be required in the following rooms or areas where such rooms or areas are protected with an approved automatic fire detection system in accordance with Section 907.2 of the IFC that will respond to visible or invisible particles of combustion. Sprinklers shall not be omitted from any room merely because it is damp, of fire-resistance-rated construction or contains electrical equipment.

(1) Any room where the application of water, or flame and water, constitutes a serious life or fire hazard.

- (2) Any room or space where sprinklers are considered undesirable because of the nature of the contents, when approved by the Fire Marshal.
- (3) Generator and transformer rooms separated from the remainder of the building by walls and floor/ceiling or roof/ceiling assemblies having a fire-resistance rating of not less than two hours.
- (4) In rooms or areas that are of noncombustible construction with wholly noncombustible contents.
- (5) Fire service access elevator machine rooms and machinery spaces.

(c) NFPA 13R Sprinkler Systems. Where allowed in buildings of Group R, up to and including four stories in height, automatic sprinkler systems shall be installed throughout in accordance with NFPA 13R 2013 Edition.

- (1) Balconies. Sprinkler protection shall be provided for exterior balconies and ground floor patios of dwelling units where the building is of Type V construction. Sidewall sprinklers that are used to protect such areas shall be permitted to be located such that their deflectors are within one inch (25 mm) to six inches (152 mm) below the structural members, and a maximum distance of 14 inches (356 mm) below the deck of the exterior balconies that are constructed of open wood joist construction.

Exception: Sprinkler protection is exempt if there is no roof, canopy or upper deck projecting over the balcony or deck.

(d) NFPA 13D Sprinkler Systems. Where allowed, automatic sprinkler systems installed in one- and two-family dwellings shall be installed throughout in accordance with NFPA 13D 2013 Edition.

(e) Quick-Response and Residential Sprinklers. Where automatic sprinkler systems are required by this fire code, quick-response or residential automatic sprinklers shall be installed in the following areas in accordance with NFPA standards and other listings:

- (1) Throughout all spaces within a smoke compartment containing patient sleeping units in Group I-2 in accordance with the International Building Code.
- (2) Dwelling units and sleeping units in Group R and I-1 occupancies.
- (3) Light-hazard occupancies as defined in NFPA 13 2013 Edition.

(f) Obstructed Locations. Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution pattern. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands, or equipment that exceeds four feet (1,219 mm) in width. Not less than a three-foot (914 mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers.

Exception: Kitchen equipment under exhaust hoods protected with a fire-extinguishing system in accordance with Section 904 of the IFC.

(g) Actuation. Automatic sprinkler systems shall be automatically actuated unless specifically provided for in this fire code.

(h) Water Supplies. Water supplies for automatic sprinkler systems shall comply with this section and NFPA standards. The potable water supply shall be protected against backflow in accordance with the requirements of this section and the Uniform Plumbing Code 2015 Edition.

(1) Domestic Services. Where the domestic service provides the water supply for the automatic sprinkler system, the supply shall be in accordance with this section.

(2) Limited Area Sprinkler Systems. Limited area sprinkler systems serving fewer than 20 sprinklers on any single connection are permitted to be connected to the domestic service where a wet automatic standpipe is not available. Limited area sprinkler systems connected to domestic water supplies shall comply with each of the following requirements:

(i) Valves shall not be installed between the domestic water riser control valve and the sprinklers. Exception: An approved indicating control valve supervised in the open position in accordance with Section [14.84.170](#).

(ii) The domestic service shall be capable of supplying the simultaneous domestic demand and the sprinkler demand required to be hydraulically calculated by NFPA 13, NFPA 13R or NFPA 13D 2013 Edition.

(3) Residential Combination Services. A single combination water supply shall be permitted; provided, that the domestic demand is added to the sprinkler demand as required by NFPA 13R 2013 Edition.

(4) Secondary Water Supply. A secondary on-site water supply equal to the hydraulically calculated sprinkler demand, including the hose stream requirement, shall be provided for high-rise buildings in Seismic Design Category C, D, E or F as determined by the

International Building Code. The secondary water supply shall have a duration not less than 30 minutes as determined by the occupancy hazard classification in accordance with NFPA 13 2013 Edition. Exception: Existing buildings.

(i) Hose Threads. Fire hose threads used in connection with Fire Department Connections shall be a four-inch Storz coupling. Fire hose threads used in connection with interior standpipe connections shall be to National Standard and of sizing in accordance with Section 905 of IFC 2015 Edition. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008)

**Commented [MM13]:** Clarification of connection types and change to FDC connections.

#### **14.84.170 Sprinkler System Monitoring and Alarms.**

(a) Alarms. All new fire alarm systems shall be addressable systems. Only one fire panel per building, a fire wall or other means of separation for this purpose does not constitute two separate spaces requiring individual panels. Combination alarms will not be allowed within the City Limits. For purpose of this section, combination alarm shall include devices combining burglary and fire alarms, devices combining burglary and hold-up alarms, and devices combining burglary and trouble alarms. There must be a distinct separation in the transmittal of any specific alarm activation. Fire alarm control panels shall be installed in the sprinkler riser room and an annunciation panel shall be installed at the main entrance. For non-sprinklered buildings, the FACP location shall be coordinated with the Fire Marshal.

**Commented [MM14]:** Rewritten to better identify type of fire alarm panel to be installed and location.

(b) All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures and water flow switches on all sprinkler systems shall be electrically supervised by a listed fire alarm control panel.

Exceptions:

- (1) Automatic sprinkler systems protecting one- and two-family dwellings.
  - (i) Automatic sprinkler systems installed in accordance with NFPA 13R where a common supply main is used to supply both domestic water and the automatic sprinkler system, and a separate shutoff valve for the automatic sprinkler system is not provided.
  - (ii) Jockey pump control valves that are sealed or locked in the open position.
  - (iii) Control valves to commercial kitchen hoods, paint spray booths or dip tanks that are sealed or locked in the open position.
  - (iv) Valves controlling the fuel supply to fire pump engines that are sealed or locked in the open position.

- (v) Trim valves to pressure switches in dry, pre-action and deluge sprinkler systems that are sealed or locked in the open position.
- (c) Signals. Alarm, supervisory and trouble signals shall be distinctly different and shall be automatically transmitted to an approved central station, remote supervising station or proprietary supervising station as defined in NFPA 72 2013 Edition or, when approved by the Fire Marshal, shall sound an audible signal at a constantly attended location.

Exceptions:

- (1) Underground key or hub valves in roadway boxes provided by the City of Lake Stevens or public utility are not required to be monitored.
- (2) Backflow prevention device test valves, located in limited area sprinkler system supply piping, shall be locked in the open position. In occupancies required to be equipped with a fire alarm system, the backflow preventer valves shall be electrically supervised by a tamper switch installed in accordance with NFPA 72 2013 Edition and separately annunciated.
- (d) Alarms. Approved audible devices shall be connected to all automatic sprinkler systems. Such sprinkler water flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Alarm devices shall be provided on the exterior of the building in an approved location.

Exceptions:

- (1) Looped, non-stagnant automatic sprinkler systems in compliance with NFPA 13D 2013 Edition and the International Residential Code 2015 Edition.
- Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.
- (e) Floor Control Valves. Approved supervised control valves shall be provided at the point of connection to the riser on each floor in high-rise buildings.
- (f) Testing and Maintenance. Sprinkler systems shall be tested and maintained in accordance with Sections 901 through 903 and 907 through 914 IFC , NFPA 13 2013 Edition and NFPA 72 2013 Edition.

(g) Existing Buildings. The provisions of this section are intended to provide a reasonable degree of safety in existing structures not complying with the minimum requirements of the International Building Code by requiring installation of an automatic fire-extinguishing system.

(1) Pyroxylin Plastics. All structures occupied for the manufacture or storage of articles of cellulose nitrate (pyroxylin) plastic shall be equipped with an approved automatic fire-extinguishing system where required in Chapter 64 IFC 2012 Edition.

(2) Group I-2. An automatic sprinkler system shall be provided throughout Group I-2 fire areas where required in Chapter 11 IFC 2015 Edition. (Ord. 897, Sec. 3 (Exh. B), 2013; Ord. 833, Sec. 3 (Exh. B), 2010; Ord. 775, Sec. 16, 2008; Ord. 694, Sec. 2, 2004; Ord. 657, Sec. 4, 2001; Ord. 468, Sec. 3, 1995)

**14.84.180 Fire Apparatus Access Roads.**

(a) Where Required. Fire apparatus access roads shall be provided and maintained in accordance with Sections (a)(1) through (a)(3). **Where conflicts occur between the adopted appendices and Lake Stevens Municipal Code and adopted EDDS standards, Lake Stevens Municipal Code regulations shall apply.**

(1) Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

**Exceptions:**

1. The Fire Marshal is authorized to increase the dimension of 150 feet (45 720 mm) where any of the following conditions occur:

1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with LSCM 14.84.150.

1.2. There are not more than two Group U occupancies or the building is on a residential lot and not to be used as a dwelling.

2. Where approved by the Fire Marshal, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

(2) Additional access. The Fire Marshal is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

(3) High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32 of the IFC 2015 Edition.

(b) Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections (b)(1) through (b)(8).

(1) Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096mm), **excluding shoulders**, except for approved security gates in accordance with Section 503.6 of the IFC 2015 Edition, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

(2) Authority. The Fire Marshal shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

(3) Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

(4) Turning radius. The required turning radius of a fire apparatus access road shall be determined by the Fire Marshal.

(5) Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

(6) Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the Fire Marshal. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs or both shall be installed and maintained where required by the Fire Marshal.

(7) Grade. The grade of the fire apparatus access road shall be within the limits established by the Fire Marshal based on the fire department's apparatus.

(8) Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the Fire Marshal based on the fire department's apparatus.

(c) Marking. Fire lanes shall be marked with painting/outlining or signage or a combination thereof as outlined below. Requirements for fire lanes to be marked using both paint and signs in conjunction shall be determined by the Fire Marshal. Said specifications shall include, but are not limited to the following:

- (1) Signs shall measure 12 inches by 18 inches and have red letters on a white reflective background.
- (2) Signs shall be metal construction only. Plastic or wooden signs are not acceptable.
- (3) Signs shall be mounted at a minimum height of four (4) feet to the maximum of seven (7) feet.
- (4) Signs shall be placed along the fire lane at intervals not to exceed fifty (50) feet and as designated by the Fire Marshal.
- (5) Signs and striping shall be required on both sides of a fire lane when the fire lane is less than twenty-six (26) feet in width.
- (6) Outlining or painting the fire lane and hydrant zone on the roadway surfaces shall be done as follows:

- (i) Curb top and side shall be painted red and the words, "NO PARKING-FIRE LANE" shall be stenciled in reflective white on the top and side of all red curbs at a maximum interval of 50 feet. Letters shall be a minimum of three inches (3") in height with a minimum  $\frac{3}{4}$  inch stroke.
- (ii) Alternatively, if the roadway has no curbing, a 6 inch wide red stripe with the words "NO PARKING-FIRE LANE" in reflective white may be painted along the curb and parallel with the roadway. The lettering shall be a minimum 3 inches high with a  $\frac{3}{4}$  inch stroke.

### **NO PARKING-FIRE LANE**

- (7) Existing fire lanes shall continue in effect as installed until such time as they are in need of re-striping due to wear or re-paving. Responsibility for properly maintaining the fire lanes and signs shall be that of the owner of the property or owner's designee.
- (d) Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections (b)(1) and (b)(2) shall be maintained at all times.
- (1) Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the Fire Marshal.



## Exhibit 2

January 31, 2017

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

Re: International Fire Code (IFC) Update

Dear Councilmembers,

Thank you for your consideration of our previous response in the process of updating Chapters 14.80 and 14.84 of the 2015 International Building Code (IBC) and International Fire Code (IFC).

The city staff of Lake Stevens has reviewed and provided draft language for members of the Master Builders Association of King and Snohomish Counties to review and we are appreciative for the opportunity to weigh in.

The MBA supports adoption of the language staff provided on January 26, 2017 in section 14.84.180 as described in the attached.

Sincerely,



Angie Sievers  
Snohomish County Manager  
asievers@mbaks.com

Attachment: 14.84.180 Fire Apparatus Access Roads  
Cc: Stacie Pratschner, Russ Wright, Mayor John Spencer

#### **14.84.180 Fire Apparatus Access Roads.**

(a) Where Required. Fire apparatus access roads shall be provided and maintained in accordance with Sections (a)(1) through (a)(3). Where conflicts occur between the adopted appendices and Lake Stevens Municipal Code and adopted EDDS standards, Lake Stevens Municipal Code regulations shall apply.

(1) Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45 720 mm) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exceptions:

1. The Fire Marshal is authorized to increase the dimension of 150 feet (45 720 mm) where any of the following conditions occur:

1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with LSCM 14.84.150.

1.2. There are not more than two Group U occupancies or the building is on a residential lot and not to be used as a dwelling.

2. Where approved by the Fire Marshal, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

(2) Additional access. The Fire Marshal is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

(3) High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32 of the IFC 2015 Edition.

(b) Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections (b)(1) through (b)(8).

(1) Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096mm), excluding shoulders, except for approved security gates in accordance with Section 503.6 of the IFC 2015 Edition, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

(2) Authority. The Fire Marshal shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

(3) Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

(4) Turning radius. The required turning radius of a fire apparatus access road shall be determined by the Fire Marshal.

(5) Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

(6) Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the Fire Marshal. Where



elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs or both shall be installed and maintained where required by the Fire Marshal.

(7) Grade. The grade of the fire apparatus access road shall be within the limits established by the Fire Marshal based on the fire department's apparatus.

(8) Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the Fire Marshal based on the fire department's apparatus.

(c) Marking. Fire lanes shall be marked with painting/outlining or signage or a combination thereof as outlined below. Requirements for fire lanes to be marked using both paint and signs in conjunction shall be determined by the Fire Marshal. Said specifications shall include, but are not limited to the following:

(1) Signs shall measure 12 inches by 18 inches and have red letters on a white reflective background.

(2) Signs shall be metal construction only. Plastic or wooden signs are not acceptable.

(3) Signs shall be mounted at a minimum height of four (4) feet to the maximum of seven (7) feet.

(4) Signs shall be placed along the fire lane at intervals not to exceed fifty (50) feet and as designated by the Fire Marshal.

(5) Signs and striping shall be required on both sides of a fire lane when the fire lane is less than twenty-six (26) feet in width.

(6) Outlining or painting the fire lane and hydrant zone on the roadway surfaces shall be done as follows:

(i) Curb top and side shall be painted red and the words, "NO PARKING-FIRE LANE" shall be stenciled in reflective white on the top and side of all red curbs at a maximum interval of 50 feet. Letters shall be a minimum of three inches (3") in height with a minimum  $\frac{3}{4}$  inch stroke.

(ii) Alternatively, if the roadway has no curbing, a 6 inch wide red stripe with the words "NO PARKING-FIRE LANE" in reflective white may be painted along the curb and parallel with the roadway. The lettering shall be a minimum 3 inches high with a  $\frac{3}{4}$  inch stroke.

## NO PARKING-FIRE LANE

(7) Existing fire lanes shall continue in effect as installed until such time as they are in need of re-stripping due to wear or re-paving. Responsibility for properly maintaining the fire lanes and signs shall be that of the owner of the property or owner's designee.

(d) Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Sections (b)(1) and (b)(2) shall be maintained at all times.

(1) Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the Fire Marshal.

## Exhibit 3

### CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

#### ORDINANCE NO. 972

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING PORTIONS OF ORD. NO. 833, 811, 778, AND 746 CODIFIED AS LAKE STEVENS MUNICIPAL CODE (LSMC) CHAPTER 14.80 ENTITLED “BUILDING AND CONSTRUCTION”; AND AMENDING PORTIONS OF ORD. NO. 775 CODIFIED AS LSMC CHAPTER 14.84 ENTITLED “FIRE CODE” - REVISING AND UPDATING THESE CITY REGULATIONS TO COMPLY WITH WASHINGTON STATE’S ADOPTION OF THE 2015 INTERNATIONAL CODE COUNCIL EDITIONS OF INTERNATIONAL CODES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, in November 2015, the Washington State Building Code Council voted to adopt the 2015 Editions of the International Code Group, with some changes; and

WHEREAS, these new codes became effective in Washington State on July 1, 2016; and

WHEREAS, state building code regulations (RCW 19.27.031) require all counties and cities to have state building codes in effect; and

WHEREAS, the City Council finds that adoption of “Building and Construction” and “Fire Code” and Fire Code Appendices “C” and “D” regulations are instrumental in protecting personal property, health and safety of the general public; and

WHEREAS, this action is exempt from the requirements of the State Environmental Policy Act pursuant to WAC 197-11-800(19) (b) and LSMC 16.04; and

WHEREAS, draft amendments to Chapters 14.80 and 14.84 LSMC were sent to the Washington State Department of Commerce as required by the Growth Management Act on July 28, 2016; and

WHEREAS, the Department of Commerce granted expedited review of the proposed code amendments on August 23, 2016; and

WHEREAS, amendments to Chapters 14.80 and 14.84 LSMC are not required for review before the Planning Commission pursuant to LSMC 14.16C.075(e)(2) and (3); and

WHEREAS, the city opted to hold a duly-noticed a public hearing with the Planning Commission on August 3, 2016 to discuss the implications of the 2015 code updates and the adoption of Fire Code Appendices “C” and “D”;

WHEREAS, the City noticed the City Council public hearing in the Everett Herald twice, once on December 16 and again on December 31, 2016; and

WHEREAS, the City Council held a duly noticed public hearing on the revision and update of the “Building and Construction” and “Fire Code” regulations on January 10, 2017 pursuant to LSMC 14.16C.075(g).

WHEREAS, the City Council continued the public hearing on January 24, 2017 to review stakeholder input on the proposed revisions; and

WHEREAS, the Master Builders Association provided a letter on January 31, 2017 stating their support of the revisions to Chapter 14.84 of Lake Stevens Municipal Code.

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

**SECTION 1.** The City Council hereby makes the following findings:

- A. The proposed ordinance for revising and updating the City's "Building and Construction" regulations and "Fire Code" regulations and adoption of the Washington State Building Codes was sent to the Washington State Department of Commerce with a request for expedited review on July 28, 2016 as required by the Growth Management Act and received approval on August 23, 2016.
- B. The requirements of Chapter 14.16C.075 LSMC for land use code amendments have been met.
- C. As required by LSMC 14.16C.075(f), the adoption and amendment of codes in ordinance sections in the attached Exhibits A and B are consistent with the Comprehensive Plan, comply with the Growth Management Act, and serve to advance the public health, safety, and welfare.

**SECTION 2.** Chapter 14.80 entitled "BUILDING AND CONSTRUCTION" of the Lake Stevens Municipal Code is hereby amended to read as referenced and incorporated in Attached **Exhibit A**.

**SECTION 3.** Chapter 14.84 entitled "FIRE CODE" of the Lake Stevens Municipal Code is hereby amended to read as referenced, amended and incorporated by reference in Attached **Exhibit B**.

**SECTION 4.** 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 shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this Ordinance.

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

PASSED by the City Council of the City of Lake Stevens this 7th day of January, 2017.

---

John Spencer, Mayor

ATTEST/AUTHENTICATION:

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

APPROVED AS TO FORM:

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Grant K. Weed, City Attorney

First and Final Reading: January 10, 2017

Published:

Effective Date:

DRAFT

**EXHIBIT A**

**Chapter 14.80 Building & Construction  
Code Correction Amendments  
As Attached**

**DRAFT**

## **EXHIBIT B**

### **Chapter 14.84 Fire Code Amendments As Attached**

**DRAFT**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda** February 13, 2016  
**Date:** \_\_\_\_\_

**Subject:** Condemnation of Williams Investment I, LLC parcels for expansion of North Cove Park

**Contact** \_\_\_\_\_ **Grant K. Weed, City Attorney** **Budget** \_\_\_\_\_ **based on**  
**Person/Department:** \_\_\_\_\_ **Impact:** \_\_\_\_\_ **appraisal**

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Passage of Ordinance No. 987 authorizing condemnation of Williams Investments I, LLC parcels adjacent to North Cove Park

**SUMMARY/BACKGROUND:**

The property in question is described in Exhibit A of the proposed ordinance attached as **EXHIBIT A** and is adjacent on the north and west to City's existing North Cove Park. The addition of the subject property to the park will provide a significant enhancement to the park and its public benefit.

The City has contacted Williams Investments I, LLC in an effort to initiate a voluntary sale of the property to the City, but the property owner has not been receptive to discussions about a voluntary sale of the property.

The City has authority pursuant to Chapter 8.12 RCW to acquire and condemn lands for public purposes. Public parks are a public purpose.

In order to condemn the property, the City must pass a condemnation ordinance after giving the required notice to the property owner, which has been timely given. The ordinance authorizes the City's attorney to commence condemnation proceedings, which can be filed with the Snohomish County Superior Court after the effective date of the ordinance. The property owner and all other persons with interests in the property, including mortgage holders, will be named as respondents in the condemnation litigation and will be served with the condemnation litigation.

Approximately 30 days after the condemnation is filed, a hearing on public use and necessity will be scheduled before the court to establish the City's authority to condemn the property. Upon entry of an order of public use, the matter may be scheduled for setting the trial date, or trial setting may be delayed to allow additional time for negotiation of an agreed order of condemnation.

Upon request by the City, the property owner is required to provide the City with possession and use of the acquisition property no later than 30 days after demand or 15 days after entry of the order of public use, whichever is later. If the owner fails to grant possession and use in a timely fashion, the owner may forfeit the right to claim an award of attorney's fees incurred in the condemnation. Accordingly, possession and use is usually granted, which permits the City to commence use of the property upon payment of City's offered purchase price into the registry of the court. The possession and use offer amount establishes a minimum purchase price for the property. The grant of possession and use also sets a date from which the City is required to pay 12% interest to the owner on the difference between the

offer amount and the compensation price established by the court.

If the parties cannot reach agreement, a trial will be scheduled, and the compensation / purchase price will be determined by the court, at which point a judgment and decree of appropriation will be entered. The decree of appropriation is finalized upon payment of the balance of the purchase price, if any, into the registry of the court. The property owner and others entitled to proceeds are responsible for securing payment of the funds in the registry of the court. Recording of the decree of appropriation transfers title to the property into City ownership and concludes the condemnation.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:** \$ based on appraisal

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**ATTACHMENTS:**

- Exhibit A: Proposed ordinance
- Exhibit B: Map of proposed acquisition parcels

**EXHIBIT A  
PROPOSED ORDINANCE**

**CITY OF LAKE STEVENS  
LAKE STEVENS, Washington**

**ORDINANCE NO. 987**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON,  
AUTHORIZING THE CONDEMNATION, APPROPRIATION, TAKING AND  
DAMAGING OF LAND AND OTHER PROPERTY FOR PARK PURPOSES**

WHEREAS, the City Council of the City of LAKE STEVENS (hereinafter the "City") finds as follows:

1. The health and welfare of the public require adequate park and recreation facilities within the City and in particular in lakefront areas.
2. High quality parks attract visitors, providing economic benefit to the City.
3. Current population growth within the City of Lake Stevens and Snohomish County and anticipated future growth create a need to increase park areas to enhance the environment, benefit the public and improve the quality of life within the City.
4. Available areas for public park fronting on Lake Stevens are limited.
5. It is in the public interest to enlarge the existing North Cove Park by adding the adjacent parcels described in **EXHIBIT A** attached hereto and incorporated herein by this reference, which expansion would capitalize on existing amenities to serve the public and would therefore be cost effective.
6. The entire cost of the acquisitions provided by this ordinance shall be paid by the following funds of the City:

Fund 302 – Park Mitigation  
General Fund

or such other funds as may be provided by law.
7. The City may be unable to agree with the property owner upon the compensation to be paid for the **EXHIBIT A** properties.
8. The City has authority pursuant to RCW Chapter 8.12 to acquire, if necessary, title to real property for public purposes. Establishment of public parks is a public purpose, and specifically enlarging North Cove Park is a public purpose.
9. Notice of the planned final action authorizing the condemnation of the property described in **EXHIBIT A** has been given to the owner of said property and published in the Everett Herald in accordance with the provisions of RCW 8.25.290.

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

1. The City is hereby authorized to condemn, appropriate, take and damage the real property described in **EXHIBIT A** hereto, together with all rights appurtenant thereto, including access.
2. The use of the property described in **EXHIBIT A** is for public park, specifically enlarging North Cove Park, which is a permanent public use and is reasonably necessary for the purposes for which it is sought.
3. All lands, rights, privileges and other property lying within the limits of the land described in **EXHIBIT A** are hereby authorized to be condemned, appropriated, taken and damaged for public park purposes. All lands, rights, privileges and other properties are to be taken, damaged and appropriated only after just compensation has been made, or paid into the registry of the court for the owners thereof in the manner provided by law. The City is further authorized to amend the legal descriptions contained in **EXHIBIT A** as may be necessary and appropriate to accurately reflect title.

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

Fund 302 – Park Mitigation  
General Fund

or such other funds as may be provided by law.

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

PASSED by the City Council and APPROVED by the Mayor this \_\_\_\_\_ day of February, 2017.

CITY OF LAKE STEVENS

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

ATTEST:

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

APPROVED AS TO FORM:

First and Final Reading: \_\_\_\_\_  
Date of Publication: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

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

**EXHIBIT A**

**LEGAL DESCRIPTIONS**  
**(Please attach)**



CHICAGO TITLE  
COMPANY OF WASHINGTON

## LEGAL DESCRIPTION

Order No.: 500052534

**For APN/Parcel ID(s): 290608-003-006-00, 290608-003-007-00, 290608-003-035-00 and  
005538-000-021-00**

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Parcel A:

Beginning at a point 371 feet west of the northeast corner of Government Lot 2, Section 8, Township 29 North, Range 6 East, W.M.;  
thence west along the north boundary of said Lot 2, 159 feet;  
thence south to the shore of Lake Stevens;  
thence northeasterly along the shore of said Lake Stevens to a point due south of the point of beginning;  
thence north to the point of beginning;  
Except the north 100 feet thereof;  
And except that portion thereof deeded to the County of Snohomish for the use of the public by deed recorded under Recording No. 223804;

Together with the second class shorelands adjacent thereof;

Except the following described properties:

Commencing at a point 371 feet and north 89°50'04" west of the northeast corner of Government Lot 2, Section 8, Township 29 North, Range 6 East, W.M.;  
thence south 00°20'17" west 100.00 feet;  
thence north 89°50'04" west 159.00 feet to a point 100 feet south of the northwest corner of that parcel as conveyed to Emmett Loth by deed recorded under Auditor's File No. 691890;  
thence south 00°20'17" west, along the west line thereof, 161.01 feet to the north edge of an existing gravel strip and the point of beginning of the herein described tract;  
thence south 89°19'38" east, along said gravel strip, 4.93 feet to the east edge of the existing remnants of an old fencepost;  
thence south 00°11'39" east, along the alignment of an old fence as defined by existing fence post remnants, a distance of 95.84 feet to the north edge of asphalt of North Lakeshore Drive (Vernon Road);  
thence south 79°21'47" west, along said north edge, 4.73 feet to Point "A" on the west line of said Lot parcel;  
thence north 00°20'17" east, along said west line, across an asphalt parking area, an east-west gravel strip, and through the existing house #12101, a distance of 96.76 feet to the point of beginning;

And commencing at said Point "A";  
thence south 00°20'17" west, along said west line, 26.57 feet to the south edge of asphalt of North Lakeshore Drive (Vernon Road) and the point of beginning of the herein described tract;  
thence north 81°59'35" east, along said south edge, 1.21 feet;  
thence south 12°23'40" east, along the easterly edge of the existing railroad tie retaining wall enclosing the boat trailer parking area, a distance of 13.08 feet;  
thence south 82°47'01" west, along the edge of said railroad tie retaining wall, a distance of 4.12 feet to the west line of said Loth parcel;

## **LEGAL DESCRIPTION**

(continued)

thence north 00°20'17" east, along said west line, 13.12 feet to the point of beginning.

**Parcel B:**

All that portion of Government Lot 2, Section 8, Township 29 North, Range 6 east, W.M., records of Snohomish County, Washington, described as follows:

Commencing at the Northeast corner of said Government Lot 2;  
thence West on the North line thereof, 113 feet;  
thence South 2 ° 49' west 166 feet to south side of ditch, the true point of beginning;  
thence South 2 ° 49' West 222 feet;  
thence North 88 ° 54' West 158.5 feet, more or less, to the shore of Lake Stevens;  
thence North 44 ° 54' West 95 feet, along the shore of Lake Stevens, to the South side of ditch;  
thence Northeasterly along the South side of ditch to Point of Beginning;

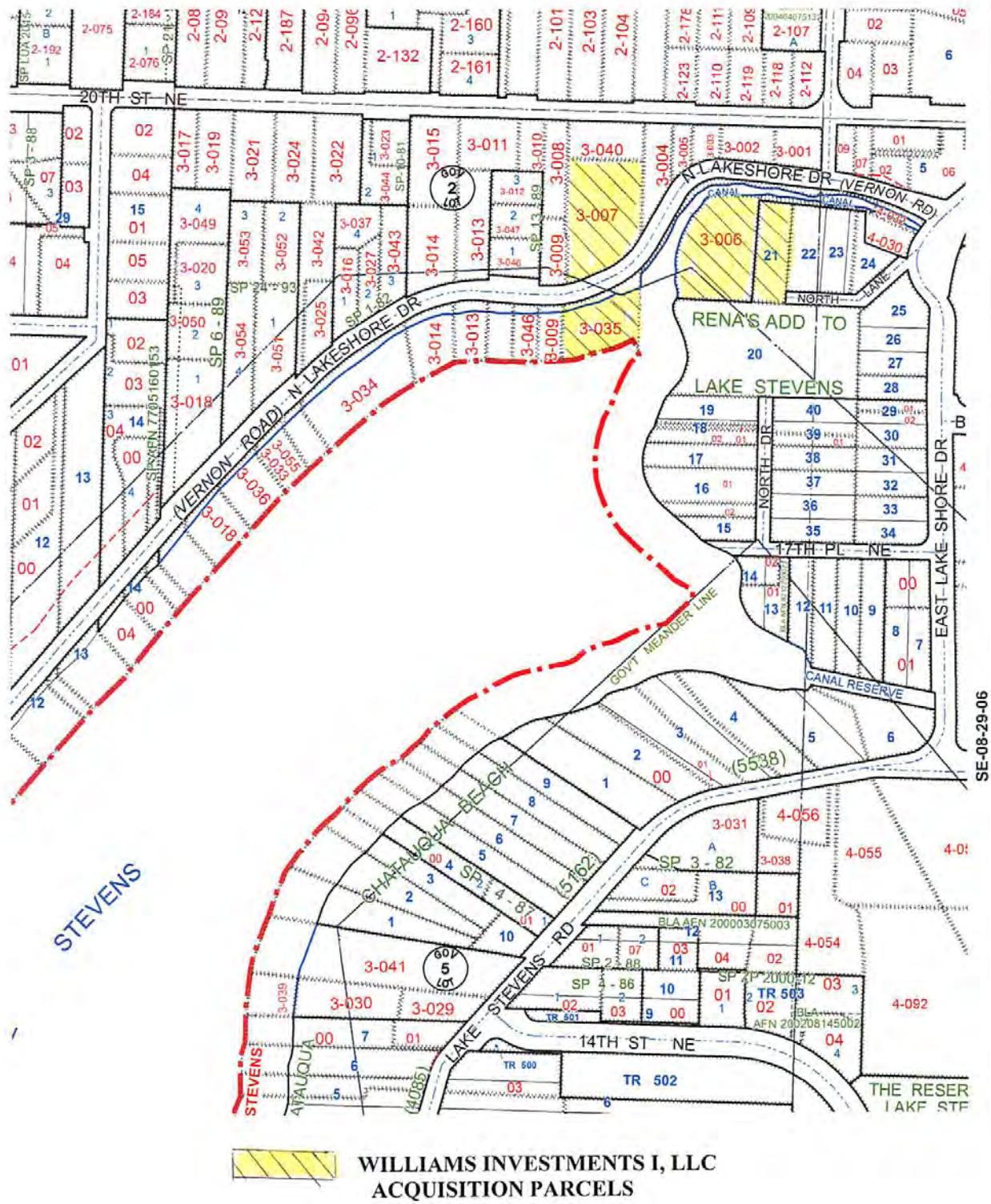
Together with shorelands of the second class, as conveyed by the State of Washington, situated in front of, adjacent to or abutting thereon.

**Parcel C:**

Lot 21, Renas Addition to Lake Stevens, according to the Plat thereof recorded in Volume 12 of Plats, page 8, records of Snohomish County, Washington.

All situate in the County of Snohomish, State of Washington.

## EXHIBIT B



**Office of the Mayor**

**John Spencer**

**Memorandum**

---

**Date:** February 13, 2017

**To:** Lake Stevens Council Members

**From:** Mayor John Spencer

**RE:** Appointment of Mr. Eric Durpos as Public Works Director

On January 26 and 27, 2017, department heads, the City Administrator, Public Works staff, City Council and myself met with Public Works candidate, Eric Durpos.

Eric is currently the Municipal Services Administrator for the City of Colville, where he has transformed the City into a vibrant community. This month, Eric was awarded the 2017 Gold Award by the American Council of Engineering Companies (ACEC) for his participation in the Hawthorne Avenue, Walnut to Crestview design. Eric graduated from Cascade High in Everett and spent much of his early years in the construction industry, building many of the McDonald's Restaurants in the Pacific Northwest area. During his time working for Lakeshore Construction, Eric built and repaired several docks on Lake Stevens. Eric has over 20 years of Public Works experience and has a remarkable ability to manage and rebuild communities which can be seen by his accomplishments at the City of Colville. During Eric's tenure with the City of Colville, he has completed dozens of large capital projects ranging from water and sewer infrastructure projects to community facilities. Eric has experience operating Wastewater Treatment plants, Water Systems, Storm Utilities, Streets, facilities maintenance and Parks & Recreation activities. Eric was recently nominated by the Environmental Protection Agency (EPA) as a manager of one of twelve utilities in the United States to participate in a stakeholder committee to look at funding sources for small water systems.

It is with much excitement that I recommend the Lake Stevens City Council confirm my appointment of Eric as the new Public Works Director. Mr. Durpos is scheduled to begin his appointment on March 6, 2017.

Thank you for your consideration.

JS:sre



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** February 13, 2017

**Subject:** Supplemental Agreement No. 2 to Professional Services Agreement Between City of Lake Stevens and Crandall Arambula, PC for Consultant Services

<b>Contact</b>	Russ Wright,	<b>Budget</b>	Economic
<b>Person/Department:</b>	Community Development Director	<b>Impact:</b>	Development / Parks

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Authorize the Mayor to execute a Supplemental Agreement No. 2 to the Professional Services Agreement with Crandall Arambula, to authorize Greenworks to prepare a Development Plan for North Cove Park, not to exceed \$70,000.

---

**SUMMARY/BACKGROUND:**

Staff is requesting that Council authorize the Mayor to execute a supplemental agreement to the Professional Services Agreement. The supplemental agreement would cover design services, performed by Greenworks as a sub-consultant to Crandall Arambula, to prepare a development plan for North Cove Park. Primary Tasks would include outreach for public input on conceptual designs, preparation of permit level plans for North Cove Park and cost estimated for construction. Redevelopment of North Cove Park will be an early action to implement the Downton Lake Stevens subarea plan. Greenworks estimates the budget for the park design will be approximately \$70,000. A final scope of services is being prepared.

Council has previously authorized \$50,000 for design on the park. This request would be for an additional \$20,000 to take the plan from a 30% design to a permit ready plan. Other fees that may be incurred for the Park Design may include surveying and stormwater engineering.

---

**APPLICABLE CITY POLICIES:** Comprehensive Plan

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**BUDGET IMPACT:** Expenditure of Downtown Subarea, Park Mitigation and Civic Center Appropriation Funds for Professional Services

---

**ATTACHMENTS:**

Scope of Services to be Provided



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**  
**Date:** February 13, 2017

**Subject:** Authorize Mayor to Enter Into Interlocal Agreement with Snohomish Health District

<b>Contact</b>	<b>Budget</b>
<b>Person/Department:</b> <u>Grant Weed, City Attorney</u>	<b>Impact:</b> <u>N/A</u>

---

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to enter into an Interlocal Agreement with Snohomish Health District Relinquishing of Potential Claim of Ownership or Financial Interest in the Rucker Building.

**SUMMARY/BACKGROUND:** The Snohomish Health District purchased the Rucker Building with public funds including contributions from Snohomish County and Snohomish County cities and towns. During the economic downturn Snohomish Health District underwent cuts in programming and staffing as a result of lack of funding. Currently the Rucker Building is underutilized and in need of repairs. In 2016, during the budgeting process for 2017, Snohomish Health District determined a better use of its funds would be to relocate to a facility not in need of capital repairs and more compatible in size with the current staffing needs of the Health District.

In reviewing its options and determining to sell the Rucker Building, Snohomish Health District the Health District recognized that the Rucker Building was originally purchased with funds received through a Memorandum of Understanding based on a population method of cost sharing, and that member cities and towns and the County participated in. An Interlocal agreement was executed in 1990 with the financing agreement for purchase of the Rucker Building. In 1995, the Interlocal Agreement terms were satisfied when the Health District completed the final payment on the loan. Unfortunately, the Health District was unable to locate records of finalized Purchase Agreements with the county and various member cities and towns, and it is unclear whether cities and towns have carried the Rucker Building on their books as an asset.

A summary of the history and status of the Rucker Building prepared by the Health District is attached.

The City of Lake Stevens has not carried the Rucker Building on its books as an asset.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** N/A

---

**ATTACHMENTS:**

Attachment A: Snohomish Health District – Rucker Building Discussions  
Attachment B: Interlocal Agreement with Snohomish Health District

ATTACHMENT A

1/25/2017



January 2017



- ✓ Introductions
- ✓ Background on Original Purchase
- ✓ Current State of Rucker Building
- ✓ Potential Claims or Financial Interest
- ✓ Questions/Discussion

 2

1/25/2017

## Background on the Original **PURCHASE**

### How it Came Together

- ✓ **1988** – District began looking to move 125 employees into one building, as they were currently are spread among three buildings in Everett.
- ✓ **February 26, 1990** – MOU is signed to convey agreement by negotiating team on population method of cost sharing
- ✓ **May 16, 1990** – Purchase & Sale Agreement executed for \$5,150,000
- ✓ **September 27, 1990** – ILA executed with financing agreement for purchase of Rucker Bldg
- ✓ **1995** – Health District completes final payment of loan, terms of 1990 ILA are satisfied

1/25/2017

## Where Things Get Murky

- ✓ The Board of Health adds Article VIII to the Charter in December 1997.
- ✓ Based on Article VIII and conversations with past leaders, it appears the intent was to develop another ILA for real property interests.
- ✓ No records of finalized "Purchase Agreements" were uncovered.
- ✓ It's unclear whether cities, towns or the County have carried the Rucker Building on their books as an asset.
- ✓ The Health District holds the deed and clear title.

Snohomish Health District

5

## Current State of the Rucker BUILDING

1/25/2017

## Recent Repairs and Needs

- ✓ **January 2015** – Flooding on first floor caused extensive water damage
- ✓ **March 2015** – Began work with McKinstry
- ✓ **September 2015** – Delivered recommendations to the Board on needed capital improvements (\$4M)
- ✓ **December 2015** – Full capital improvements included in 2016 budget with provisions
- ✓ **Early-2016** – Put project on hold while looking at alternatives
- ✓ **September 2016** – Began discussions with the Board during budget process on potentially selling the building

Snohomish Health District

7

## Current Issues at Hand

- ✓ Inefficient use of Rucker Bldg space
- ✓ Vacant, leasable space = lost revenue
- ✓ Not staffed to be property managers
- ✓ Underutilized space in Lynnwood (approx. 3,500 sf)

Snohomish Health District

8

1/25/2017

## Capital Expenditures in Budget

HVAC Replacement	1,048,181
Carpeting (Tripping Hazards)	105,000
Parking Lot Security	100,000
Customer Service Counter Improvements	<u>150,000</u>
<b>Subtotal, Rucker Building</b>	<b>1,403,181</b>

Snohomish Health District

9

## Options Considered

### Maintain Ownership

- ✓ Complete minimum of \$1.5M in required capital improvements
- ✓ Contract out for property management

### Sell Building

- ✓ Put Rucker Building on the market
  - ✓ Buy smaller building(s)
  - ✓ Lease smaller building(s)
  - ✓ Lease back some space in Rucker Building as tenant

Snohomish Health District

10

1/25/2017

## Potential Claims or Financial INTEREST

### Recommended Path Forward

- ✓ Board of Health's resolution
- ✓ Draft ILA for agencies to relinquish any potential claim or financial interest
- ✓ Avoid prolonged staff and legal costs
- ✓ Upon sale of the building, any proceeds not used for purchase and moving expenses would be placed in a new capital fund for the Health District

1/25/2017

## Next Steps

- ✓ Complete regional meetings with city/town stakeholders
- ✓ Building goes on the market in early-February
- ✓ Work to get ILAs executed with all agencies
- ✓ Goal is to be out of Rucker Building in 6-12 months

Snohomish Health District

13

## Discussion/ Questions



ATTACHMENT B

**INTERLOCAL AGREEMENT  
BETWEEN THE SNOHOMISH HEALTH DISTRICT  
AND  
CITY OF LAKE STEVENS  
RELINQUISHING OF POTENTIAL CLAIM OF OWNERSHIP OR FINANCIAL INTEREST IN THE  
RUCKER BUILDING**

This Interlocal Agreement is entered into pursuant to Chapter 39.34 RCW by and between the SNOHOMISH HEALTH DISTRICT, a Washington Municipal Corporation (the Health District) and the City of Lake Stevens, a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of relinquishing any potential claim of ownership or financial interest in the Rucker Building located at 3020 Rucker Ave., Everett, Washington.

RECITALS

**WHEREAS**, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

**WHEREAS**, the Snohomish Health District was originally established by resolution of Snohomish County Board of County Commissioners on November 24, 1958, with an effective date of January 1, 1959; and

**WHEREAS**, the Snohomish Health District is an independent municipal corporation, incorporated under the provisions of Chapter 70.46RCW with Snohomish County, and cities and towns within Snohomish County as members of the Snohomish Health District; and

**WHEREAS**, the Snohomish Health District, under provisions of RCW 70.46.100, has the power and authority to purchase, own, lease, and maintain real property and property rights necessary for the conduct of its affairs; and

**WHEREAS**, the County, along with the cities and towns, entered into an interlocal agreement executed on September 27, 1990 (the “1990 ILA”), to provide for the acquisition of a facility for the Snohomish Health District known as the “Rucker Building”; and

**WHEREAS**, the 1990 ILA provided for the financing of the purchase of the facility at 3020 Rucker Avenue in Everett, based on an equitable formula basis totaling \$5,150,000; and

**WHEREAS**, in 1995 the Snohomish Health District paid off the loan to acquire the building in full, thereby satisfying the terms of the 1990 ILA; and

**WHEREAS**, the deed and title to the Rucker Building are vested in the Snohomish Health District, and the Snohomish Health District has assumed all financial responsibility for utilities, ongoing operations and maintenance, and capital improvements; and

**WHEREAS**, the Snohomish Health District is interested in moving into a smaller building, either purchased or leased, with remaining dollars to be invested into a new capital fund; and

**WHEREAS**, the Snohomish Health District Board of Health unanimously approved Resolution 17-03 on January 10, 2017, signifying its intent to surplus and sell the Rucker Building, and encouraged the cities, towns, and Snohomish County to relinquish any potential ownership and financial interest; and

**WHEREAS**, public health is a shared responsibility, and an effective public health response to the threats to public health in Snohomish County which requires regional cooperation, participation and support from cities, towns and the County;

**WHEREAS**, cities, towns and the County have authority to make contributions toward the support of public health and such contributions benefit the public health and welfare of the citizens of such cities, towns and the County;

**NOW, THEREFORE**, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Health District agree as follows:

**1. Purpose.**

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to relinquish any potential ownership and financial interest in 3020 Rucker Avenue in Everett, Washington.

**2. Term.**

The term of this Agreement shall commence and be effective upon full execution and filing or recording pursuant to paragraph 15 below and shall continue indefinitely.

**3. Responsibilities of the City and the Snohomish Health District.**

**A. Responsibilities of the City.**

Within ten (10) calendar days of full execution of this agreement, the City agrees to execute a Quit Claim Deed in the form attached as Exhibit A conveying any and all interest, if any, the City may have in the real property known as the Rucker Building. The legal description of the subject property is encompassed within the Quit Claim Deed in Exhibit A. The executed Quit Claim Deed shall be sent to the Snohomish Health District for recording.

**B. Responsibilities of the Snohomish Health District.**

The Snohomish Health District agrees to use all net proceeds from the sale of Rucker Building to move into a smaller building, purchased or leased, with remaining proceeds to be placed into a new capital fund to be dedicated by the Snohomish Health District for operation and maintenance of said new building and associated property. If purchased, title to such new property shall be vested in Snohomish Health District.

**4. Public Benefit.**

The City has had the opportunity to conduct due diligence concerning its potential ownership and financial interest it may have, if any, to the Rucker Building and agrees to waive, relinquish and convey the same. The City and the Snohomish Health District agree that if the City does have a financial or ownership interest in the Rucker Building, that such interest is of approximately equal or lesser value than the public health services provided by the Snohomish Health District to the City and its citizens.

**5. Legal Requirements.**

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

**6. Public Disclosure Laws.**

The City and the Snohomish Health District each acknowledge, agree and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

**7. Insurance.**

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying party to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance as the case may be upon request.

**8. Indemnification.**

The Snohomish Health District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or Snohomish Health District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the Snohomish Health District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the Snohomish Health District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the County, its elected or appointed officials, officers, employees or agents.

**9. Notices.**

Any notice to be given to the Snohomish Health District under this Agreement shall be either mailed or personally delivered to:

**Snohomish Health District**  
3020 Rucker Avenue, Ste 306  
Everett, WA 98201

Any notice to the City shall be mailed or hand delivered to:

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

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

**10. Venue.**

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Snohomish County, Everett, Washington.

**11. 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.

**12. No third party beneficiaries; no joint venture.**

This Agreement is for the sole benefit of the City and Snohomish Health District and shall not confer third-party beneficiary status on any non-party to this Agreement. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties. County employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Snohomish County.

**13. Entire Agreement.**

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

**14. Severability.**

- A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**15. Filing.**

As provided by RCW 39.34.040, this Agreement shall be filed with the Snohomish County Auditor, or, alternatively, posted on the website of each party.

**16. Execution in Counterparts.**

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

**16. Effective Date.** \_\_\_\_\_, 2017

**City of Lake Stevens**

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John Spencer, Mayor

ATTEST:

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City Clerk

Approved as to Form:

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City Attorney

**Snohomish Health District**

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Peter M. Mayer, Deputy Director

ATTEST:

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\_\_\_\_\_, Health District Attorney

## EXHIBIT A

**After Recording Return to:**

Snohomish Health District  
3020 Rucker Avenue, Suite 306  
Everett, WA 98201

**QUIT CLAIM DEED**

Grantor: CITY OF LAKE STEVENS

Grantee: SNOHOMISH HEALTH DISTRICT

Legal: Lots 8-10 & 22-29, Block 720, Plat of Everett, Div H, V. 4, p. 50 and  
Lots 5-7, Block 719, Plat of Everett, V. 3, P. 32, Snohomish Cty, WAAdd'l on p. 1-2  
Tax ID#: 004375-720-008-00, 004375-720-009-00, 004375-720-022-00  
004375-720-028-00 and 004391-719-005-00

THE GRANTOR, CITY OF LAKE STEVENS, a municipal corporation of the State of Washington, for and in consideration of clearing title of any interest Grantor may have, conveys and quit claims to SNOHOMISH HEALTH DISTRICT, a municipal corporation of the State of Washington, the following-described real estate, situated in the County of Snohomish, State of Washington, including any interest therein which Grantor may hereafter acquire:

**PARCEL A:**

Lots 8, 9, 10, 22, 23, 24, 25, 26, 27, 28 and 29, Block 720, Plat of Everett, Division "H," as per plat recorded in Volume 4 of Plats, page 50, records of the Auditor of the County of Snohomish, State of Washington.

Situate in the City of Everett, County of Snohomish, State of Washington.

PARCEL B:

Lots 5, 6 and 7, Block 719, Plat of Everett, as per plat recorded in Volume 3 of Plats, page 32, records of the Auditor of the County of Snohomish, State of Washington.

Situate in the City of Everett, County of Snohomish, State of Washington.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

CITY OF LAKE STEVENS

By \_\_\_\_\_

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Title)

STATE OF WASHINGTON )  
                          ) ss.  
COUNTY OF SNOHOMISH )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that \_\_\_\_\_ signed this instrument, on oath stated that \_\_\_\_\_ was authorized to execute the instrument and acknowledged it as the \_\_\_\_\_ of the CITY OF \_\_\_\_\_ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_

\_\_\_\_\_ (Legibly print name of notary)

NOTARY PUBLIC in and for the State of

Washington, residing at \_\_\_\_\_

My commission expires \_\_\_\_\_



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 13, 2017

**Subject:** Annexation Briefing

<b>Contact</b>	Russ Wright	<b>Budget</b>
<b>Person/Department:</b>	Community Development Director	<b>Impact:</b> <u>None</u>

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Discuss annexation status and specific tasks related to annexation of Area 1 – Machias Industrial.

**DISCUSSION:**

Council directed staff to bring back an annexation plan that establishes a logical schedule for working toward incorporating the remaining UGA, starting in the northeastern industrial areas and ending in the southeastern residential area with the adoption of Resolution 2016-21. Tonight's briefing covers two topics:

- 1) Status update for the overall annexation strategy; and
- 2) Specific tasks leading to annexation of Area 1 – Machias Industrial.

Annexation Update

- Planning & Finance staff have been coordinating with FCS Group to provide budget, comprehensive plan, zoning, demographic, housing and growth data, along with GIS files and applicable maps. This step is necessary for FCS to help develop a viable financial model looking toward annexing the large southeastern residential zone.
- Staff has been discussing necessary sewer infrastructure and boundaries with the LSSD looking toward annexing the large southeastern residential zone.
- Staff has started drafting development regulations for a proposed new zone of Compact Residential (CR) that would be introduced into the southeastern residential zone. The goal of the CR zone would be to create an intermediate zone between the High Urban Residential and Urban/Suburban Residential zoning districts. Enactment of the CR zoning district will require amendments to the Comprehensive Plan and Municipal Code to implement.
- Staff has developed updated fact sheets, introduction letters and petition forms in preparation of proposed annexations.

Area 1 – Machias Industrial

- Staff has met with two major property owners to identify partners to initiate the annexation of this area. We will be scheduling meetings with other property owners and businesses over the coming weeks.
- Staff has developed a summary table that includes ownership information, parcel numbers/addresses, and property valuation.
- Staff has completed a summary evaluation for each property comparing taxes between Lake Stevens and Snohomish County.

**NEXT STEPS**

- Staff will continue engaging property owners to gauge support for annexation.
- Staff will begin the preparation work for initiating other annexations in the Machias area.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

Council Agenda Date: February 13, 2017

Subject: Sign Fees

**Contact Person/Department:** Russ Wright,  
Community Development Director      **Budget Impact:** Permit  
Revenue

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Work Session to discuss current sign fees.

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**SUMMARY:**

Brief City Council on current sign permit fees and those of other Snohomish County or nearby jurisdictions.

**BACKGROUND AND PROPOSED SCOPE:**

The City Council has discussed an interest in reviewing sign code fees. Some stated concerns relate to fees for temporary signs, e.g., grand opening banners and sign replacements, specifically sign inserts.

Staff has compiled a summary of fees charged by different jurisdictions for comparison (**Exhibit 1**). There was not a consistent methodology for determining sign fees. The most common methods were a flat fee or sliding scale (**Lake Stevens**, Burlington, Edmonds, Snohomish County and Woodinville) and a fee based on valuation (Arlington, Bothell, Everett, Lynnwood, Marysville, Mill Creek, Monroe, Mount Lake Terrace, Mount Vernon, Mukilteo, and Snohomish). Shoreline uses an hourly fee method. The flat or sliding scale fees may include a base fee, fee for sign type or number of signs. Sign fees based on valuation typically have both a permit fee and plan review fee.

- Fees based on a flat or sliding scale range between \$50 dollars to \$300 per sign permit. **Lake Stevens falls in the middle with a base fee of \$150 and provides a discount for additional signs under the same permit set at \$50 per sign.** We also provide a Master Sign Program for multi-tenant developments that reviews multiple signs for location and consistency. **Historically, the city has not collected a fee for temporary signs.**
- Fees based on valuation may result in higher fees. **If the city were to adopt this method, under the International Building Code, the plan review would be 85 percent of the permit fee which is based on a sliding scale.** If the sign cost \$5,000 the permit fee would be \$111.25 and the plan review would be \$94.56 – the total fee would be \$205.81 under this method. An alternative would be to set a cap on valuation as Mukilteo has done providing more certainty in cost.
- If the city were to consider an hourly rate it would include review of the following factors, sight distance analysis (free standing signs), structural attachment for wall signs, structural analysis of base and wind load for freestanding signs, zoning review of dimensional standards and design compatibility. The combined review time for all departments would be between two and four hours for new sign installations. **Based on the city's current hourly fee rate of \$75 a typical sign permit would range**

**from \$150 to \$300.** Sign replacements will probably take approximately one hour to review (combined estimated for permit specialist set up, building review and planning review).

Based on this review, staff does not recommend significant changes to the base fee schedule as **the city's fees are comparable to other jurisdictions, predictable and easy to administer.** Staff recommends adding **a new explicit fee for the review of sign insert replacements in the range of \$25 to \$50.** The fee would cover intake, review for design consistency and ensure no structural modifications occur. Staff is not proposing fees for review of temporary signs.

**NEXT STEPS:**

Based on the description of options listed above, staff is looking for direction from City Council if it would like to move forward with any amendments to the fees resolution for signs.

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**APPLICABLE CITY POLICIES:** Fees Resolution

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**BUDGET IMPACT:** Permit fees could change based on City Council Direction

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**ATTACHED**

Exhibit 1 – Sign Fee Comparison

Exhibit 1

SIGN PERMIT FEE COMPARISON			
CITY	PERMIT FEE	PLAN REVIEW	COMMENTS
Arlington	Based on valuation	n/a	
Bothell	Based on valuation	65% of permit fee	Land Use fee of \$144
Burlington	Monument = \$200 Pole = \$300 Wall sign = \$100		\$55 base fee
Edmonds	\$125	n/a	
Everett	Based on valuation	60% of permit fee	
Lynnwood	Based on valuation	65% permit fee	
Marysville	Based on valuation	65% of permit fee	
Mill Creek	Based on valuation	65% of permit fee	
Monroe	< \$1,000 valuation = based on valuation alone />/=\$1,000 valuation = valuation + permit fee \$100	n/a	
Mount Lake Terrace	Based on valuation	65% of permit fee	
Mount Vernon	Based on valuation	65% of permit fee	Base fee includes land use review
Mukilteo	< \$1,000 valuation = \$176 >\$1,001 valuation = \$300	n/a	
Shoreline	Hourly (2-hr minimum) \$322.50		
Snohomish	Based on valuation + \$50 base fee	Permit fee x 0.75	
Snohomish County	Wall = \$50 Free standing = \$100	85% permit fee	
Woodinville	Permanent Sign \$191	\$114	Portable Sign \$110 + annual \$27 renewal fee
<b>Lake Stevens</b>	<b>\$150, plus \$50 per additional sign</b>	<b>n/a</b>	



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** February 13, 2017

**Subject:** 2017 Budget Amendment #1

**Contact Person/Department:** Barb Stevens/ Finance

**Budget Impact:** Yes

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

REVIEW: Ordinance No. 988 Amending Budget Ordinance No. 975 and including changes to Organizational Chart.

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**SUMMARY/BACKGROUND:**

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

Beginning Fund Balances

Due to revenue receipts and expenditure costs outside of the expected values during the 2017 budget process, the 2016 ending fund balances are different from what was adopted in the 2017 budget as beginning balances. The following funds beginning fund balances are being amended, which reflect the actual 2016 ending fund balances:

- 001 - General Fund - Increase \$845,520
- 002 – Contingency Reserve – Decrease (\$1,792)
- 101 – Street Fund – Increase \$277,119
- 103 – Street Reserve – Increase \$2
- 111 – Drug Seizure & Forfeiture Fund – Decrease (\$1,082)
- 112 – Municipal Art Fund – Increase \$13
- 301 – Capital Project Development Contribution Fund - Decrease (\$25,431)
- 303 – Real Estate Excise Tax I – Decrease (\$48,930)
- 304 – Real Estate Excise Tax II – Decrease (\$24,581)
- 309 – Sidewalk Capital Project Fund – Decrease (\$211,709)
- 401 – Sewer Fund – Decrease (\$10,066)
- 410 – Storm & Surface Water Fund – Decrease (\$42,612)
- 501 – Unemployment Fund – Decrease (\$996)
- 510 – Equipment Fund – Computer – Increase \$23,006
- 520 – Equipment Fund – Police - Increase \$28,076
- 530 – Equipment Fund – PW – Increase \$17,812
- 540 – Aerator Equipment Fund – Increase \$19
- 621 – Refundable Deposits – Increase \$24,591
- 633 – Treasurer's Trust – Increase \$14,714

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

Revenues

- 001 - General Fund - Increase \$208,078
- 111 – Drug Seizure & Forfeiture Fund – Decrease (\$1,000)
- 301 – Capital Project Development Contribution Fund - Decrease (\$505,000)
- 302 – Park Mitigation Fund – Increase \$2,872,000
- 304 – REET II – Increase \$658,700
- 309 – Sidewalk Capital Project Fund – Increase \$65,690
- 410 – Storm & Surface Water Fund – Increase \$19,000
- 510 – Equipment Fund – Computer – Decrease (\$2,217)
- 633 – Treasurer’s Trust Fund – Increase \$1,200

Expenditures

- 001 - General Fund - Increase \$1,591,668
- 101 – Street Fund – Increase \$214,789
- 111 – Drug Seizure & Forfeiture Fund – Decrease (\$1,000)
- 301 – Capital Project Development Contribution Fund - Increase \$1,641,500
- 302 – Park Mitigation Fund – Increase 753,000
- 304 – REET II – Increase \$716,500
- 309 – Sidewalk Capital Project Fund – Decrease (\$330,250)
- 410 – Storm & Surface Water Fund – Increase \$65,119
- 520 – Equipment Fund – Police – Increase \$100
- 621 – Refundable Deposits – Increase \$24,591
- 633 – Treasurer’s Trust – Increase \$15,914

Included in this budget amendment are staffing changes that have an effect on budgeted expenditures and include the full year budget change. The attached amended organizational chart includes the changes in position. These positions changes include:

- Convert (2) Police Lieutenant positions to Police Commander – Increased budget \$37,832
- Convert (4) Police Officer positions to Police Corporal – Increased budget \$9,219
- Convert (1) Engineering Technician I position to City Engineer – Increased budget \$100,000

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**APPLICABLE CITY POLICIES:**

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

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**BUDGET IMPACT:**

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

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**ATTACHMENTS:**

- Attachment A: Budget Amendment Detail
- Attachment B: General Fund – Forecast Model w/Amendment
- Exhibit A: Ordinance No. 988
- Exhibit A - Attachment: Amended Organizational Chart

## Fund Coding Changes

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
LE Seizure State Remit Portion	001		\$ (200)	\$ (200)			Rev	Move to Treasurer Trust fund
LE Seizure State Remit Portion	633		\$ 200	\$ 200			Rev	Move from GF
LE Seizure State Remit	001		\$ (200)	\$ (200)			Exp	Move to Treasurer Trust fund
LE Seizure State Remit	633	LESF	\$ 200	\$ 200			Exp	Move from GF
Drug Seizure State Remit Portion	111		\$ (1,000)	\$ (1,000)			Rev	Move to Treasurer Trust fund
LE Seizure State Remit Portion	633		\$ 1,000	\$ 1,000			Rev	Move from GF
Drug Seizure State Remit	111		\$ (1,000)	\$ (1,000)			Exp	Move to Treasurer Trust fund
LE Seizure State Remit	633		\$ 1,000	\$ 1,000			Exp	Move from GF
Park Mitigation - SEPA	301		\$ (500,000)	\$ (500,000)			Rev	New Fund
Investment Interest	301		\$ (5,000)	\$ (5,000)			Rev	New Fund
Park Mitigation Funds Exp	301		\$ (686,000)	\$ (686,000)			Exp	New Fund
Tree Mitigation Expenditures	301		\$ (57,500)	\$ (57,500)			Exp	New Fund
Park Mitigation - SEPA	302		\$ 500,000	\$ 500,000			Rev	New Fund
Investment Interest	302		\$ 5,000	\$ 5,000			Rev	New Fund
Park Mitigation Funds Exp	302		\$ 686,000	\$ 686,000			Exp	New Fund
Tree Mitigation Expenditures	302		\$ 67,000	\$ 67,000			Exp	New Fund
Transfer out - Park Mit	301		\$ 2,300,000	\$ 2,300,000			Exp	Transfer Park funds to Park Mitigation fund
Transfer out - Tree Mit	301		\$ 67,000	\$ 67,000			Exp	Transfer Tree funds to Park Mitigation fund
Transfer In - Park Mit	302		\$ 2,300,000	\$ 2,300,000			Rev	Transfer Park funds to Park Mitigation fund
Transfer In - Tree Mit	302		\$ 67,000	\$ 67,000			Rev	Transfer Tree funds to Park Mitigation fund

## Revenue Reductions

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
FD Shared Services - ILA	001		\$ (83,000)	\$ (83,000)			Rev	Discontinued ILA with Fire District
IT Capital Reimb Revenue	510		\$ (2,217)	\$ (2,217)			Rev	FD to contract with Baracuda Services directly - No more reimb

## Grant Revenue/Expenditure Changes

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
Sidewalk Construction	309		\$ (160,750)	\$ (160,750)			Exp	Cedar Rd Sidewalk Grant Request Denied
Sidewalk Construction	309		\$ (26,500)	\$ (26,500)			Exp	Lundein Parkway (Lake - Callow) Grant Request Denied
Sidewalk Construction	309		\$ (143,000)	\$ (143,000)			Exp	17th Ave NE (22nd - 26th) Grant Request Denied
91st/Market RAB (WSDOT) - Fed Reimb	304		\$ 658,700	\$ 658,700			Rev	Grant Revenue Reimbursement - Original budgeted did not include the federal portion
91st/Market RAB (WSDOT) - Local Portion	304		\$ 47,050	\$ 47,050			Exp	Was budgeted as TIB project, but received WSDOT award instead - Changes Project Amount
91st/Market RAB (WSDOT) - Fed Portion	304		\$ 658,700	\$ 658,700			Exp	Grant portion of Exp - Original budget only included local portion (City)
WA DOT Grant Reimb	309		\$ 65,690		\$ 65,690		Rev	2016 Budgeted - RF
DOE Capacity Grant - RF	410		\$ 19,000		\$ 19,000		Rev	2016 Budgeted - RF
Boat Grant	001		\$ 1,278	\$ 1,278			Rev	Increased grant reward
WA Commerce - City Hall Grant	001		\$ 290,000	\$ 290,000	\$ 290,000		Rev	Grant Revenues 2016 Budget RF - \$50K community center plan

## Increased Budget Needed

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
GG-Emergency	001		\$ 1,499	\$ 1,499			Exp	DEM Interlocal - received updated fee after budget adoption
SERS	001		\$ 4,721	\$ 4,721			Exp	SERS - more than budgeted
Copier Lease - PW Shop	101		\$ 2,000	\$ 2,000			Exp	Not budgeted for in 2016
Copier Lease - PW Shop	410		\$ 2,000	\$ 2,000			Exp	Not budgeted for in 2016
Municipal Court Fees	001		\$ 22,000	\$ 22,000	\$ 22,000		Exp	More than budgeted (2016 \$121K)
Advertising GG	001		\$ 2,000	\$ 2,000	\$ 2,000		Exp	More than budgeted - Increased need
Planning Advertising	001	PLAD	\$ 10,000	\$ 10,000	\$ 10,000		Exp	More than budgeted - Increased need
Hearing Examiner	001		\$ 10,000	\$ 10,000	\$ 10,000		Exp	More than budgeted - Increased need
City Attorney Fees	001		\$ 50,000	\$ 50,000	\$ 50,000		Exp	More than budgeted (2016 \$192K)

2016 Budgeted/Invoiced Requests to Reauthorize								
Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
Neopost - Postage	001	LECO	\$ 400	\$ 400	\$ 400		Exp	2016 Invoiced - RF
Philips Healthcare - AED	001	LEDO	\$ 3,085	\$ 3,085	\$ 3,085		Exp	2016 Invoiced - RF
Lake Stevens SD - Fuel Nov 2016 - City	101	STFU	\$ 991	\$ 991	\$ 991		Exp	2016 Invoiced - RF
Lake Stevens SD - Fuel Nov 2016 - City	410	SWFU	\$ 991	\$ 991	\$ 991		Exp	2016 Invoiced - RF
Lake Stevens SD - Fuel Nov 2016 - PD	001	LEFU	\$ 4,390	\$ 4,390	\$ 4,390		Exp	2016 Invoiced - RF
Everett Animal Shelter	001	LEAC	\$ 1,295	\$ 1,295	\$ 1,295		Exp	2016 Invoiced - RF
Motorola - PD Radios	001	LEOP	\$ 15,000	\$ 15,000	\$ 15,000		Exp	2016 Invoiced - RF
Engineering Innovation - Passport mailer	001	LECO	\$ 233	\$ 233	\$ 233		Exp	2016 Invoiced - RF
SnoCo PW - Vehicle R&M	001	LERM	\$ 5,171	\$ 5,171	\$ 5,171		Exp	2016 Invoiced - RF
SnoCo PW - Vehicle R&M	101	STRM	\$ 1,328	\$ 1,328	\$ 1,328		Exp	2016 Invoiced - RF
SnoCo PW - Vehicle R&M	410	SWRM	\$ 1,328	\$ 1,328	\$ 1,328		Exp	2016 Invoiced - RF
Street Striping	101		\$ 12,200	\$ 12,200	\$ 12,200		Exp	2016 Invoiced - RF
LE - Optics for Patrol Rifles	001	LEOC	\$ 12,000	\$ 12,000	\$ 12,000		Exp	2016 Budgeted - RF
PD - Detective Desktop Scanners	001	LIOC	\$ 2,800		\$ 2,800		Exp	2016 Budgeted - RF
LE - Computers/Screens	001	LEOC	\$ 7,500		\$ 7,500		Exp	2016 Budgeted - RF
PD - EOC Computer/Radios	001	LEOC	\$ 6,150		\$ 6,150		Exp	2016 Budgeted - RF
Grade Road	101		\$ 148,000	\$ 148,000	\$ 148,000		Exp	2016 Invoiced - RF
Regional Storm Pond RF	304		\$ 10,750	\$ 10,750	\$ 10,750		Exp	2016 Invoiced - RF
Retainage -Public Bldg Maint	621		\$ 2,700	\$ 2,700	\$ 2,700		Exp	2016 Invoiced - RF
Retainage - Street Project	621		\$ 5,800	\$ 5,800	\$ 5,800		Exp	2016 Invoiced - RF
Retainage - Other PW Project	621		\$ 49,950	\$ 49,950	\$ 49,950		Exp	2016 Invoiced - RF
Financial Consulting Services/Audit	001	FIPS	\$ 75,174	\$ 75,174	\$ 75,174		Exp	2016 Invoiced - RF
Economic Development	001	PLED	\$ 48,400		\$ 48,400		Exp	2016 Budgeted - RF
Jail Billings	001		\$ 40,000	\$ 40,000	\$ 40,000		Exp	2016 Invoiced - RF
Lundeen Park RF	001		\$ 207,000		\$ 207,000		Exp	2016 Budgeted - RF
Floating Dock Repair	001	PKCA	\$ 10,000		\$ 10,000		Exp	2016 Budgeted - RF
Finance Software Annual Maint	001		\$ 10,000	\$ 10,000	\$ 10,000		Exp	2016 Invoiced - RF
DOE Capacity Grant Exp - RF	410		\$ 10,800	\$ 10,800	\$ 10,800		Exp	2016 Budgeted - RF
Boat Radar (for 2nd boat)	001	LBOC	\$ 2,000		\$ 2,000		Exp	2016 Budgeted - RF
Police Equipment - Boat/Trailer License/Tax	520		\$ 100	\$ 100	\$ 100		Exp	2016 Budgeted - RF
Taser & Cartridges	001		\$ 7,500		\$ 7,500		Exp	2016 Budgeted - RF
PL - Software Maint. (GIS)	001		\$ 8,000	\$ 8,000	\$ 8,000		Exp	2016 Budgeted - RF

## Budget Items Related to City Facilities/Property (City Hall; Food Bank Building; Chapel Hill; Hartford Trail)

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
Lundeen House/VIC Capital - Sign	001		\$ 41,500	\$ 41,500	\$ 41,500		Exp	2016 Budget RF - Sign
City Hall Demo - and Temp	001		\$ 393,000	\$ 393,000	\$ 393,000		Exp	2016 Budget RF - \$50K community center plan
City Hall - Electrical	multi		\$ 80,000	\$ 80,000		\$ 80,000	Exp	Additional Costs for CH
City Hall - North Cove Temp Plaza	multi		\$ 200,000	\$ 200,000		\$ 200,000	Exp	Additional Costs for CH due to parking per mick
Park Planning Design	301		\$ 15,000			\$ 15,000	Exp	Additional Costs related to Downtown Park Planning (90% design)
Chapel Hill Civic Center Architect	001		\$ 100,000	\$ 100,000		\$ 100,000	Exp	Placeholder - should get cost soon
Electrical for Food bank Building	001		\$ 45,000	\$ 45,000		\$ 45,000	Exp	GG to match Park Mit
House Demo (20th Soccer Field)	001		\$ 35,000			\$ 35,000	Exp	Demo/Board up houses - placeholder
Hartford Trail - landscaping	301		\$ 3,000			\$ 3,000	Exp	Complete Trailhead

## Position Changes or Items Discussed at Council Retreat or Subcommittees

Revenue/Expenditure Account	Fund	Code	Total Amount	Obligated	Reauthorize	New Request	Type	Notes
IT Consultant	001		\$ 70,000	\$ 70,000		\$ 70,000	Exp	Council Retreat Discussion Item
City Engineer	101		\$ 50,000	\$ 50,000		\$ 50,000	Exp	Council Retreat Discussion Item (\$90k w/o elimination of Engineering Tech 1)
City Engineer	410		\$ 50,000	\$ 50,000		\$ 50,000	Exp	Council Retreat Discussion Item (\$90k w/o elimination of Engineering Tech 1)
Corporal Program - PD	001	LESAL	\$ 9,219	\$ 9,219		\$ 9,219	Exp	Public Safety Committee Discussion Item
Command Positions - PD	001	LESAL	\$ 37,832	\$ 37,832		\$ 37,832	Exp	Public Safety Committee Discussion Item
Planning Professional Services	001	PLPS	\$ 10,000	\$ 10,000		\$ 10,000	Exp	Keep Temp through March 2017
Lobbying	001	GGLO	\$ 4,000	\$ 4,000		\$ 4,000	Exp	Add for DC Lobbyist

**City of Lake Stevens**  
**Forecasting Model**  
**General Fund Summary**

2/13/2017

	Operating Revenue Summary								
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Property Tax	\$ 3,114,290	\$ 3,234,016	\$ 3,354,451	\$ 3,477,017	\$ 3,601,746	\$ 3,728,667	\$ 3,857,811	\$ 3,989,209	\$ 4,122,894
Local Retail Sales-Use Tax	\$ 2,591,431	\$ 2,850,574	\$ 3,135,632	\$ 3,449,195	\$ 3,759,622	\$ 4,060,392	\$ 4,344,619	\$ 4,518,404	\$ 4,699,140
Criminal Justice Sales-Use Tax	\$ 492,373	\$ 507,144	\$ 557,859	\$ 613,644	\$ 668,872	\$ 722,382	\$ 772,949	\$ 811,596	\$ 852,176
Other Govt Utility - Electric	\$ 390,000	\$ 780,000	\$ 806,518	\$ 822,648	\$ 839,101	\$ 855,883	\$ 873,001	\$ 890,461	\$ 908,270
Private Utility - Gas	\$ 313,200	\$ 313,200	\$ 319,464	\$ 325,853	\$ 332,370	\$ 339,018	\$ 345,798	\$ 352,714	\$ 359,768
Private Utility - Telephone	\$ 621,374	\$ 610,000	\$ 616,100	\$ 622,261	\$ 628,484	\$ 634,768	\$ 641,116	\$ 647,527	\$ 654,003
Franchise Fees	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000	\$ 370,000
Gambling Tx - Punch-Pull Tabs	\$ 14,000	\$ 15,000	\$ 15,300	\$ 15,453	\$ 15,608	\$ 15,764	\$ 15,921	\$ 16,080	\$ 16,241
Gambling Tx - Amuse Games	\$ 100	\$ 100	\$ 102	\$ 103	\$ 104	\$ 105	\$ 106	\$ 107	\$ 108
Leasehold Excise Tax	\$ 5,500	\$ 5,500	\$ 5,555	\$ 5,611	\$ 5,667	\$ 5,723	\$ 5,781	\$ 5,838	\$ 5,897
Building Permits	\$ 1,768,839	\$ 1,200,000	\$ 1,080,000	\$ 972,000	\$ 874,800	\$ 787,320	\$ 787,320	\$ 787,320	\$ 787,320
Other Licenses & Fees	\$ 490,000	\$ 58,350	\$ 58,934	\$ 59,523	\$ 60,118	\$ 60,719	\$ 61,326	\$ 61,940	\$ 62,559
Liquor-Beer Excise Tax	\$ 130,000	\$ 144,303	\$ 152,961	\$ 154,491	\$ 156,036	\$ 157,596	\$ 159,172	\$ 160,764	\$ 162,371
Liquor Control Board Profits	\$ 254,067	\$ 261,105	\$ 261,105	\$ 261,105	\$ 261,105	\$ 261,105	\$ 261,105	\$ 261,105	\$ 261,105
Other Intergovernmental & Grants	\$ 364,000	\$ 338,544	\$ 311,657	\$ 314,126	\$ 230,337	\$ 232,906	\$ 235,527	\$ 238,177	\$ 240,856
LE Services - SRO	\$ 144,325	\$ 148,655	\$ 157,707	\$ 162,438	\$ 167,312	\$ 172,331	\$ 177,501	\$ 182,826	\$ 188,311
Zoning and Subdivision Fees	\$ 250,000	\$ 150,000	\$ 148,500	\$ 147,015	\$ 145,545	\$ 144,089	\$ 142,649	\$ 141,222	\$ 139,810
Other Charges for Services	\$ 218,372	\$ 189,110	\$ 184,357	\$ 187,822	\$ 191,375	\$ 195,017	\$ 198,752	\$ 202,559	\$ 206,438
Fines & Penalties	\$ 137,000	\$ 156,100	\$ 159,544	\$ 161,212	\$ 162,899	\$ 164,604	\$ 166,328	\$ 168,070	\$ 169,830
Investment Interest	\$ 24,000	\$ 15,000	\$ 3,938	\$ 4,553	\$ 7,070	\$ 19,348	\$ 1,966	\$ 183	\$ (1,720)
Miscellaneous & Other	\$ 71,000	\$ 80,870	\$ 19,933	\$ 19,933	\$ 19,933	\$ 19,933	\$ 19,933	\$ 19,933	\$ 19,933
Contingency Fund Transfer In	\$ 2,461,824	\$ 3,590,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BA# 1	\$ -	\$ 208,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Revenues</b>	<b>\$ 14,225,695</b>	<b>\$ 15,225,649</b>	<b>\$ 11,719,615</b>	<b>\$ 12,146,004</b>	<b>\$ 12,498,104</b>	<b>\$ 12,947,672</b>	<b>\$ 13,438,682</b>	<b>\$ 13,826,036</b>	<b>\$ 14,225,312</b>

	Expenditures Summary								
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Legislative & Executive	\$ 229,696	\$ 219,404	\$ 222,555	\$ 225,788	\$ 229,106	\$ 232,512	\$ 236,060	\$ 239,704	\$ 243,445
Administration	\$ 206,684	\$ 200,412	\$ 183,181	\$ 189,707	\$ 196,614	\$ 204,063	\$ 211,463	\$ 219,147	\$ 227,124
City Clerk	\$ 175,701	\$ 204,469	\$ 226,096	\$ 207,845	\$ 214,960	\$ 222,589	\$ 230,207	\$ 238,105	\$ 246,292
Finance	\$ 330,848	\$ 480,707	\$ 433,721	\$ 442,396	\$ 456,632	\$ 471,799	\$ 487,034	\$ 502,801	\$ 519,121
Human Resources	\$ 114,582	\$ 157,440	\$ 136,962	\$ 141,559	\$ 146,412	\$ 151,631	\$ 156,820	\$ 162,198	\$ 167,772
Information Technology	\$ 265,297	\$ 315,114	\$ 240,626	\$ 249,316	\$ 258,498	\$ 268,362	\$ 278,225	\$ 288,472	\$ 299,120
Planning & Building	\$ 1,528,804	\$ 1,509,066	\$ 1,443,045	\$ 1,492,412	\$ 1,544,457	\$ 1,600,210	\$ 1,656,049	\$ 1,713,988	\$ 1,774,114
Law Enforcement	\$ 5,887,039	\$ 6,656,367	\$ 6,617,785	\$ 6,837,659	\$ 7,069,009	\$ 7,316,075	\$ 7,564,265	\$ 7,821,622	\$ 8,088,511
Parks	\$ 711,501	\$ 714,400	\$ 469,288	\$ 484,991	\$ 501,473	\$ 518,986	\$ 536,709	\$ 555,092	\$ 574,164
Legal	\$ 487,000	\$ 552,000	\$ 482,856	\$ 493,962	\$ 505,323	\$ 516,945	\$ 529,042	\$ 541,421	\$ 554,091
Community Services	\$ 54,377	\$ 61,803	\$ 37,649	\$ 38,515	\$ 39,401	\$ 40,307	\$ 41,251	\$ 42,216	\$ 43,204
General Government	\$ 4,680,504	\$ 7,350,537	\$ 1,638,288	\$ 1,681,329	\$ 1,725,730	\$ 1,771,644	\$ 1,819,320	\$ 1,868,457	\$ 1,919,106
Debt Service	\$ -	\$ -	\$ 584,084	\$ 584,084	\$ 584,084	\$ 584,084	\$ 584,084	\$ 584,084	\$ 584,084
<b>Total Expenditures</b>	<b>\$ 14,672,033</b>	<b>\$ 18,421,719</b>	<b>\$ 12,716,136</b>	<b>\$ 13,069,562</b>	<b>\$ 13,471,707</b>	<b>\$ 13,899,208</b>	<b>\$ 14,330,528</b>	<b>\$ 14,777,307</b>	<b>\$ 15,240,148</b>

	Fund Balance								
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	\$ 11,326,595	\$ 8,024,514	\$ 4,828,444	\$ 3,831,924	\$ 2,908,366	\$ 1,934,762	\$ 983,226	\$ 91,380	\$ (859,891)
Revenue Over (Under) Expenditures	\$ (446,339)	\$ (3,196,070)	\$ (996,520)	\$ (923,558)	\$ (973,604)	\$ (951,536)	\$ (891,846)	\$ (951,271)	\$ (1,014,836)
Transfer to Contingency Fund	\$ (800,000)	\$ (800,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)	\$ (500,000)
<b>Total Calculated Ending Reserves</b>	<b>\$ 8,174,514</b>	<b>\$ 4,828,444</b>	<b>\$ 3,831,924</b>	<b>\$ 2,908,366</b>	<b>\$ 1,934,762</b>	<b>\$ 983,226</b>	<b>\$ 91,380</b>	<b>\$ (859,891)</b>	<b>\$ (1,874,727)</b>
% of Revenues	57%	32%	33%	24%	15%	8%	1%	-6%	-13%

	Fund Balance								
	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>Total Operating Revenues</b>	<b>\$ 14,225,695</b>	<b>\$ 15,225,649</b>	<b>\$ 11,719,615</b>	<b>\$ 12,146,004</b>	<b>\$ 12,498,104</b>	<b>\$ 12,947,672</b>	<b>\$ 13,438,682</b>	<b>\$ 13,826,036</b>	<b>\$ 14,225,312</b>
<b>Total Expenditures</b>	<b>\$ 14,672,033</b>	<b>\$ 18,421,719</b>	<b>\$ 12,716,136</b>	<b>\$ 13,069,562</b>	<b>\$ 13,471,707</b>	<b>\$ 13,899,208</b>	<b>\$ 14,330,528</b>	<b>\$ 14,777,307</b>	<b>\$ 15,240,148</b>
<b>Combined Ending Balance</b>	<b>\$ 9,934,668</b>	<b>\$ 7,388,148</b>	<b>\$ 6,891,078</b>	<b>\$ 6,466,970</b>	<b>\$ 5,992,816</b>	<b>\$ 5,540,730</b>	<b>\$ 5,148,334</b>	<b>\$ 4,696,513</b>	<b>\$ 4,181,127</b>

	Fund Balance								
	2016	2017	2018	2019	2020	2021	2022	2023	2024
Total Calculated Ending Reserves	\$ 8,174,514	\$ 4,828,444	\$ 3,831,924	\$ 2,908,366	\$ 1,934,762	\$ 983,226	\$ 91,380	\$ (859,891)	\$ (1,874,727)
Total Contingency	\$ 1,760,154	\$ 2,559,704	\$ 3,059,154	\$ 3,558,604	\$ 4,058,054	\$ 4,557,504	\$ 5,056,954	\$ 5,556,404	\$ 6,055,854
Combined	\$ 9,934,668	\$ 7,388,148	\$ 6,891,078	\$ 6,466,970	\$ 5,992,816	\$ 5,540,730	\$ 5,148,334	\$ 4,696,513	\$ 4,181,127
	70%	49%	59%	53%	48%	43%	38%	34%	29%

**General Fund - Post BA# 1**

**General Fund - Post BA# 1**

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON  
ORDINANCE NO. 988**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2017 BUDGET AS SET FORTH IN ORDINANCE NO. **975** CONCERNING FUND BALANCES, REVENUES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2017.

WHEREAS, the City of Lake Stevens adopted the 2017 budget pursuant to Ordinance No. 975; and

WHEREAS, the City of Lake Stevens will receipt revenues and incur expenditures in categories and amounts other than anticipated in the adopted 2017 budget; and

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

**SECTION 1.** The 2017 budget, as adopted in Ordinance No. 975, is hereby amended as follows:

<b>Fund</b>	<b>Description</b>	<b>Current Budget</b>	<b>Amended Budget</b>	<b>Amount of Inc/(Dec)</b>	<b>ExpRev</b>
001 - General	Beginning Fund Balance	\$8,024,514	\$8,870,034	\$845,520	BegBal.
001 - General	Revenues	\$15,017,571	\$15,225,649	\$208,078	Rev.
001 - General	Expenditures	\$16,766,100	\$18,357,768	\$1,591,668	Exp.
001 - General	Ending Fund Balance	\$6,275,985	\$5,737,915	(\$538,070)	EndBal.
002 - General Reserve	Beginning Fund Balance	\$1,760,154	\$1,758,362	(\$1,792)	BegBal.
002 - General Reserve	Ending Fund Balance	\$2,559,704	\$2,557,912	(\$1,792)	EndBal.
101 - Street	Beginning Fund Balance	\$3,066,028	\$3,343,147	\$277,119	BegBal.
101 - Street	Expenditures	\$3,010,225	\$3,225,014	\$214,789	Exp.
101 - Street	Ending Fund Balance	\$2,218,475	\$2,280,806	\$62,330	EndBal.
103 - Street Reserve	Beginning Fund Balance	\$1,531	\$1,533	\$2	BegBal.
103 - Street Reserve	Ending Fund Balance	\$1,536	\$1,538	\$2	EndBal.
111 - Drug Seizure & Forfeiture	Beginning Fund Balance	\$47,079	\$45,997	(\$1,082)	BegBal.
111 - Drug Seizure & Forfeiture	Revenues	\$10,120	\$9,120	(\$1,000)	Rev.
111 - Drug Seizure & Forfeiture	Expenditures	\$41,000	\$40,000	(\$1,000)	Exp.
111 - Drug Seizure & Forfeiture	Ending Fund Balance	\$16,199	\$15,117	(\$1,082)	EndBal.
112 - Municipal Arts	Beginning Fund Balance	\$11,385	\$11,398	\$13	BegBal.
112 - Municipal Arts	Ending Fund Balance	\$11,405	\$11,418	\$13	EndBal.
301 - Cap. Proj - Dev. Contrib.	Beginning Fund Balance	\$5,584,440	\$5,559,009	(\$25,431)	BegBal.
301 - Cap. Proj - Dev. Contrib.	Revenues	\$1,616,580	\$1,111,580	(\$505,000)	Rev.
301 - Cap. Proj - Dev. Contrib.	Expenditures	\$2,733,500	\$4,375,000	\$1,641,500	Exp.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$4,467,520	\$2,295,589	(\$2,171,931)	EndBal.
302 - Park Mitigation	Revenues	\$0	\$2,872,000	\$2,872,000	Rev.

302 - Park Mitigation	Expenditures	\$0	\$753,000	\$753,000	Exp.
302 - Park Mitigation	Ending Fund Balance	\$0	\$2,119,000	\$2,119,000	EndBal.
303 - Cap. Imp. - REET I	Beginning Fund Balance	\$1,718,073	\$1,669,143	(\$48,930)	BegBal.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$1,183,676	\$1,134,746	(\$48,930)	EndBal.
304 - Cap. Imp. - REET II	Beginning Fund Balance	\$2,751,717	\$2,727,136	(\$24,581)	BegBal.
304 - Cap. Imp. - REET II	Revenues	\$607,000	\$1,265,700	\$658,700	Rev.
304 - Cap. Imp. - REET II	Expenditures	\$2,681,415	\$3,397,915	\$716,500	Exp.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$677,302	\$594,921	(\$82,381)	EndBal.
309 - Sidewalk Capital Projects	Beginning Fund Balance	\$1,009,888	\$798,179	(\$211,709)	BegBal.
309 - Sidewalk Capital Projects	Revenues	\$251,500	\$317,190	\$65,690	Rev.
309 - Sidewalk Capital Projects	Expenditures	\$350,000	\$19,750	(\$330,250)	Exp.
309 - Sidewalk Capital Projects	Ending Fund Balance	\$911,388	\$1,095,619	\$184,231	EndBal.
401 - Sewer	Beginning Fund Balance	\$288,138	\$278,072	(\$10,066)	BegBal.
401 - Sewer	Ending Fund Balance	\$289,625	\$279,560	(\$10,066)	EndBal.
410 - Storm & Surface Water	Beginning Fund Balance	\$1,789,449	\$1,746,837	(\$42,612)	BegBal.
410 - Storm & Surface Water	Revenues	\$1,514,820	\$1,533,820	\$19,000	Rev.
410 - Storm & Surface Water	Expenditures	\$2,176,424	\$2,241,543	\$65,119	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$1,127,845	\$1,039,114	(\$88,731)	EndBal.
501 - Unemployment Fund	Beginning Fund Balance	\$96,915	\$95,919	(\$996)	BegBal.
501 - Unemployment Fund	Ending Fund Balance	\$67,215	\$66,219	(\$996)	EndBal.
510 - Equip Fund - Computer	Beginning Fund Balance	\$272,252	\$295,258	\$23,006	BegBal.
510 - Equip Fund - Computer	Revenues	\$152,817	\$150,600	(\$2,217)	Rev.
510 - Equip Fund - Computer	Ending Fund Balance	\$158,069	\$178,858	\$20,789	EndBal.
520 - Equip Fund - Police	Beginning Fund Balance	\$283,135	\$311,211	\$28,076	BegBal.
520 - Equip Fund - Police	Expenditures	\$266,000	\$266,100	\$100	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$213,835	\$241,811	\$27,976	EndBal.
530 - Equip Fund - PW	Beginning Fund Balance	\$264,014	\$281,826	\$17,812	BegBal.
530 - Equip Fund - PW	Ending Fund Balance	\$464,714	\$482,526	\$17,812	EndBal.
540 - Aerator Replacement	Beginning Fund Balance	\$129,871	\$129,890	\$19	BegBal.
540 - Aerator Replacement	Ending Fund Balance	\$14	\$33	\$19	EndBal.
621 - Refundable Deposits	Beginning Fund Balance	\$0	\$24,591	\$24,591	BegBal.
621 - Refundable Deposits	Expenditures	\$61,000	\$85,591	\$24,591	Exp.
633 - Treasurer's Trust	Beginning Fund Balance	\$0	\$14,714	\$14,714	BegBal.
633 - Treasurer's Trust	Revenues	\$200,000	\$201,200	\$1,200	Rev.
633 - Treasurer's Trust	Expenditures	\$200,000	\$215,914	\$15,914	Exp.

**SECTION 2.** Except as set forth above, all other provisions of Ordinance 975 shall remain in full force, unchanged.

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

PASSED by the City Council of the City of Lake Stevens this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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John Spencer, Mayor

ATTEST/AUTHENTICATION:

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Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Presented: February 13, 2017  
Final Reading: February 28, 2017  
Published:  
Effective:

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Grant Weed, City Attorney

