



## ***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.*

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**CITY COUNCIL SPECIAL MEETING AGENDA**  
**Lake Stevens Community Center**  
**1808 Main Street, Lake Stevens**

**Monday June 19, 2017 – 4:00 p.m.**

**CALL TO ORDER:** 4:00 P.M. Mayor

**PLEDGE OF ALLEGIANCE** Mayor

**ROLL CALL:**

**APPROVAL OF AGENDA:** Council President

**ACTION ITEMS** \*A Consider Request by Aquafest to Sponsor Aquafest Fireworks Display Russ

**DISCUSSION ITEMS** \*A Discuss Status of Recommendations by City Consultant MAKERS architecture and urban design, LLP, Regarding Needs Assessment for City Programming Options for the City's Property Known as "the Chapel Hill property" Russ

**EXECUTIVE SESSION**

**ADJOURN**

<b>* ITEMS ATTACHED</b>	<b>** ITEMS PREVIOUSLY DISTRIBUTED</b>	<b># ITEMS TO BE DISTRIBUTED</b>
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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 the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

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



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** June 19, 2017

**Subject:** Consider Request by Aquafest to Sponsor Fireworks

<b>Contact</b>	Russ Wright, Community Development	<b>Budget</b>	
<b>Person/Department:</b>	Director	<b>Impact:</b>	<u>\$7,500.00</u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Decide whether to sponsor the Aquafest Fireworks event on July 29, 2017 in North Cove Park, in the amount of \$7,500.

**SUMMARY/BACKGROUND:** At the June 13, 2017 City Council meeting, Janice Huxford, on behalf of Aquafest, requested that the City sponsor the Aquafest Fireworks display that will be held on July 29<sup>th</sup> at North Cove Park. The sponsor from previous years has decided not to sponsor the event this year. Aquafest is bringing its request forward at this time so that the City's name can be included in advertising if the Council determines to sponsor this event.

Because the request was made publicly at the June 13 Council meeting, staff has not had an opportunity to meet with the subcommittees to discuss this request.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** \$7,500, in addition to financial contributions totaling \$3,000, for BOSS (General Event Management), sound system and in-kind support from Police and Public Works staff.

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**ATTACHMENTS:** None.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda** June 19, 2017  
**Date:** \_\_\_\_\_

**Subject:** Draft City Needs Assessment – Chapel Hill Civic Center

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

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

Discuss of Needs Assessment

**SUMMARY/BACKGROUND:**

The City Council approved Makers' contract to develop a master plan for the municipal campus at Chapel Hill jointly with Sno-Isle Libraries. Additionally, Makers' scope of work includes the following tasks:

- Develop a Needs Assessment for necessary office space for city departments over the next 20 years;
- Analyze potential facility needs for civic/non-profit uses that may be able to share this site;
- Conduct a traffic analysis;
- Develop three site alternatives that identify appropriate locations for the library and city buildings at the Chapel Hill site; and
- Provide a financing scheme for the city and a cost-sharing model for joint infrastructure use with Sno-Isle that may include utilities, stormwater, and parking.

At tonight's meeting, Makers will provide a Draft Needs Assessment for assumed Police and City Hall needs over the next 20 years.

**NEEDS ASSESSMENT**

City staff, administration and Makers have met several times to discuss current city staffing, existing facility conditions, projected growth of population and employment growth and desired features for new civic buildings. Makers has also interviewed three Council members from the Public Works Committee for their input on potential facility needs. Two joint meetings have been held with Sno-Isle library, including an exercise to evaluate fit of library and city buildings at Chapel Hill.

Makers methodology has included staff interviews, analysis of facilities in jurisdictions that will be of a comparable size at build-out, review of industry standards and professional experience. Several Assumptions have gone into the analysis:

- Smart-City
  - What do city buildings of the future look like?
  - What role will technology play?
  - Will some services be provided by consultants?
  - Will some staff work remotely?
  - How much electronic business will take place?

- City growth through annexation and development
- Space per employee
  - Municipal standards vs private industry for work spaces
  - Storage needs
  - Meeting space needs
  - Special programming requirements i.e., council chambers, municipal court, PD training rooms, etc.
  - Virtual conferences / remote work stations
- Parking
  - Will additional transit be available?
  - Shared Parking
  - What will vehicle / transportation needs be?

The draft needs assessment suggests that current city staffing levels and building capacities are below regional averages across all departments. The current building sizes for Police and City Hall are below industry standards when looking at gross area per employee – the city uses about 18,000 square feet of building area (excluding Public Works Shop), but including the Community Center and regularly rented spaces from the School District and Fire district. The size assumptions for new buildings are also below industry standards when taking smart growth principles such as digital storage and progressive workspace sizing into consideration, while still considering capacity for future employee growth.

Makers has provided three alternative program options to City Council for siting a new City Hall and Police Station:

1. Combined Municipal Campus – City Hall, Council Chambers/Court, Police Station and Library at Chapel Hill (Draft size = 66,550 sq. ft. including 20,000 sq. ft. library);
2. Divided Campus – City Hall Downtown / Council Chambers & Court, Police Station and Library at Chapel Hill (Draft size = 70,250 sq. ft. including 20,000 sq. ft. library);
3. Hybrid Campus – Administration and Finance Downtown / City Services, Council Chambers & Court, Police Station and Library at Chapel Hill (Draft size = 67,850 sq. ft. including 20,000 sq. ft. library);

Each alternative has slightly different size requirements, staffing requirements and cost differences. For example, through the siting exercise with Sno-Isle, it became apparent that the Chapel Hill site will be congested as a combined or hybrid campus because of parking needs and existing infrastructure. The hybrid option would require thoughtful consideration of program elements, require lease of downtown office space or an increase in size at the Community Conference Center for staff and increase in support staff for each location. The Downtown City Hall Option would require acquisition of additional property. Specific cost estimates will be developed at a later project phase. Future revisions will relate to smart growth principles as discussed, preference for location of different functions, and analysis of multi-purpose spaces. Other considerations will be net vs annual cost, when the new facilities will be constructed and what is the financing scheme? Final design including telecommuting would be considered at a future phase when the city is ready to develop actual building design.

Based on Council's input, the assessment will be revised, alternatives drawn and financial models prepared.

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**APPLICABLE CITY POLICIES:** Capital Facilities Plan

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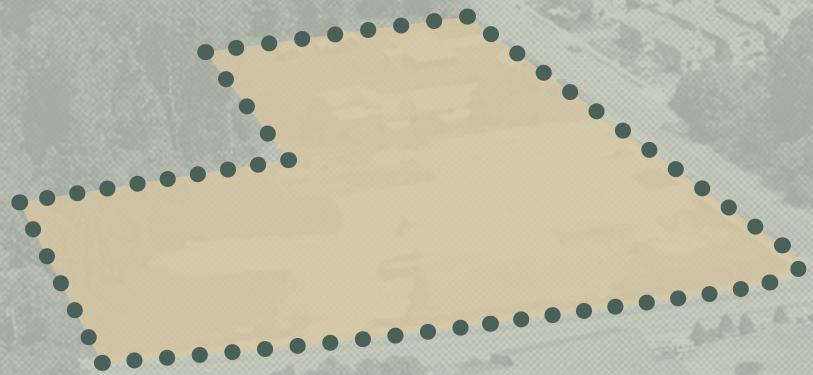
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**BUDGET IMPACT:** Funded project

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**ATTACHMENTS:** Attachment A – Draft Needs Assessment

**DRAFT**



# CITY OF LAKE STEVENS **CHAPEL HILL CIVIC CENTER SITE PLAN**

NEEDS ASSESSMENT PRESENTATION  
JUNE 13, 2017

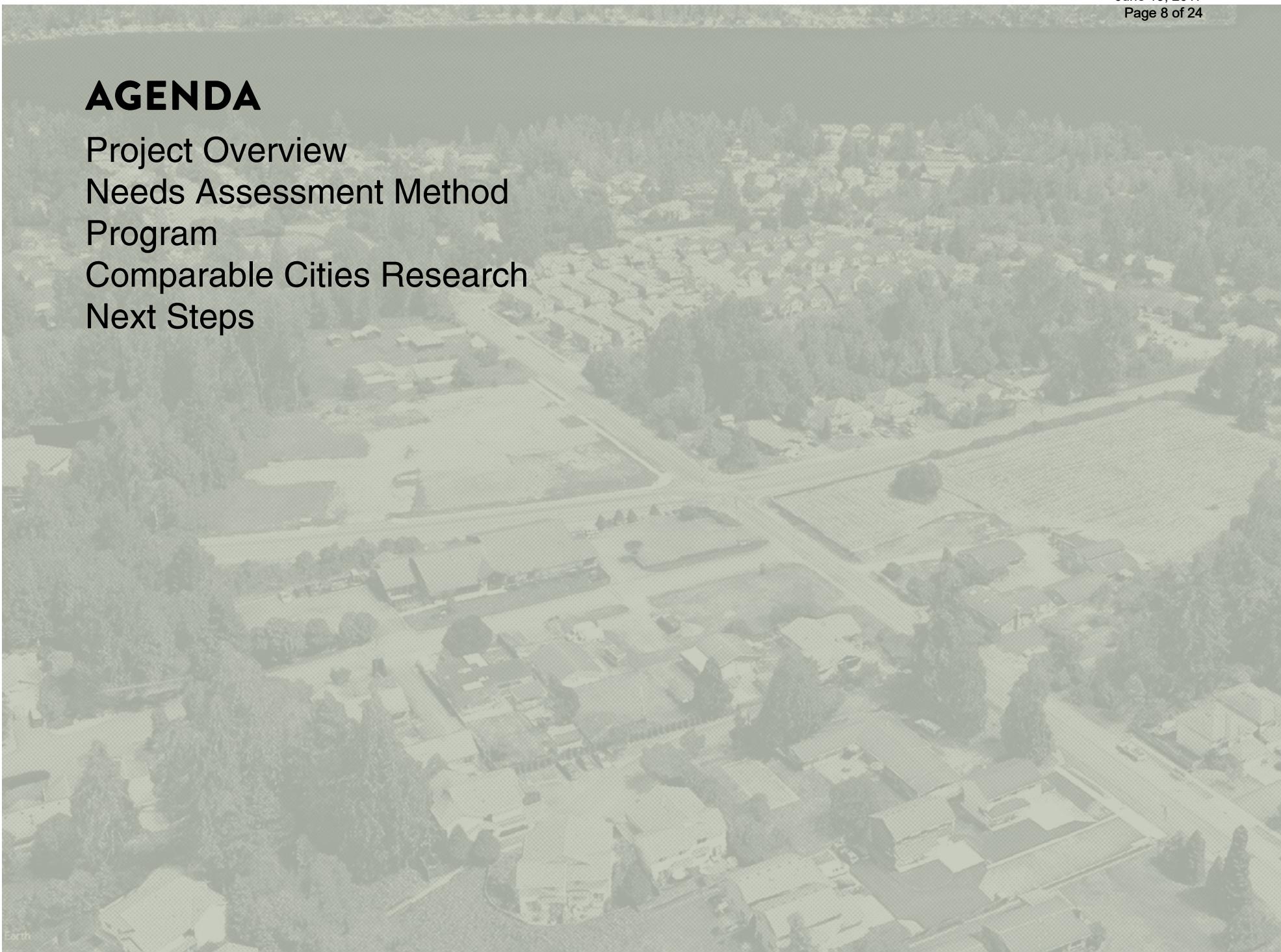
**MAKERS**

architecture • planning • urban design

Earth

# AGENDA

- Project Overview
- Needs Assessment Method
- Program
- Comparable Cities Research
- Next Steps



# PROJECT TEAM



## PRIME CONSULTANT **MAKERS**

JULIE BASSUK, AICP  
Principal, Project Manager

CECILIA ROUSSEL, LEED AP  
Planner/Designer



### CIVIL ENGINEERING

**CHS ENGINEERS**  
Evan Henke, P.E., Principal



### COST ESTIMATING

**THE ROBINSON COMPANY**  
Sharon Kennedy, Principal

### TRANSPORTATION

**HEFFRON TRANSPORTATION**  
Tod McBryan, P.E., Principal



### FINANCING STRATEGIES

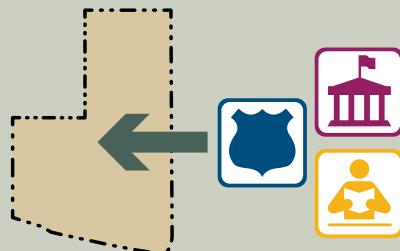
**PROPERTY COUNSELORS**  
Greg Easton, Principal



# PROJECT PURPOSE

**FT<sup>2</sup>**

Space needs for Police and City Hall departments.



Conceptual site plan locating Library, Police, and City facilities.

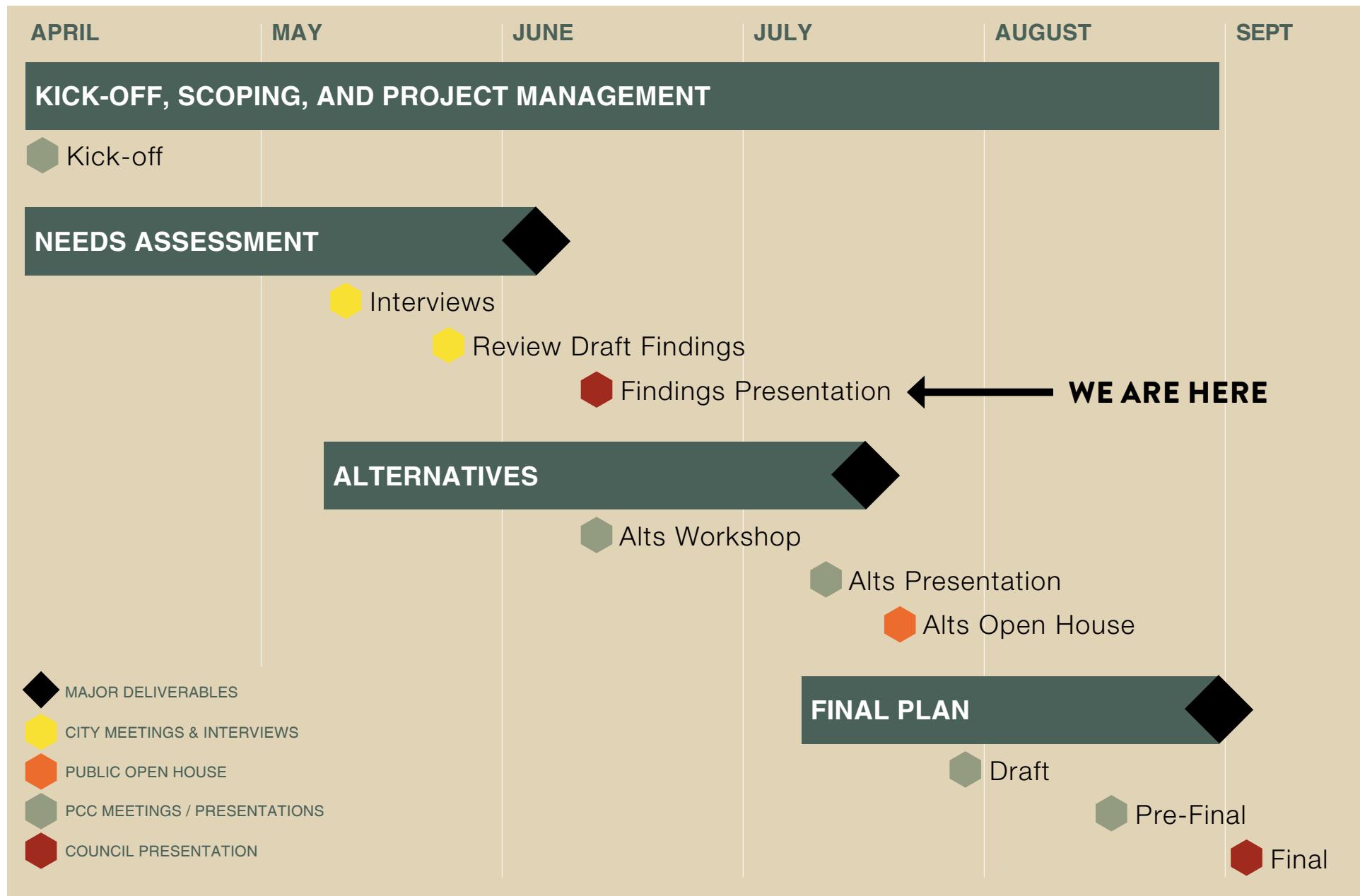
**\$**

Estimate of probable costs for proposed development.



Framework for sharing development, operations, and maintenance responsibilities between the Library and the City.

# PROJECT SCHEDULE



# NEEDS ASSESSMENT METHOD

## INTERVIEWS

### CITY

Beth Braun (Communications)  
Gene Brazel (City Administrator)  
Jim Haugen (Parks)  
Teresa Meyers (Permit Counter)  
John Spencer (Mayor)  
Barbara Stevens (Finance, City Clerk)  
Troy Stevens (IT)  
Amanda Wells (PW)  
Dave Williamson (Building Official)  
Russ Wright (Planning)

### POLICE

Jeffrey Beazizo  
Ron Brooks  
David Carter  
John Dyer  
Deborah Smith  
Jerad Wachtveir  
Steve Warbis

### COUNCIL

Kim Daughtry  
Kurt Hilt  
Gary Petershagen

## INDUSTRY STANDARDS & BEST PRACTICES

### GSA Guidelines

Industry standards for commonly used spaces  
Planning experience with similar uses



IMAGE CREDIT: HERMAN MILLER

# PROGRAM ALTERNATIVES

## CHAPEL HILL

Library  
Police  
Council Chambers/Court  
Admin & Finance  
City Services

## SCHEME A

## CHAPEL HILL

Library  
Police  
Council Chambers/Court

## DOWNTOWN

**(NEW SITE)**  
Admin & Finance  
City Services

## SCHEME B

## CHAPEL HILL

Library  
Police  
Council Chambers/Court  
City Services

## DOWNTOWN

**(NEW COMMUNITY CTR)**  
Admin & Finance

## SCHEME C

Program reflects staffing increases as identified through interviews and comparable cities research, with review by department heads.

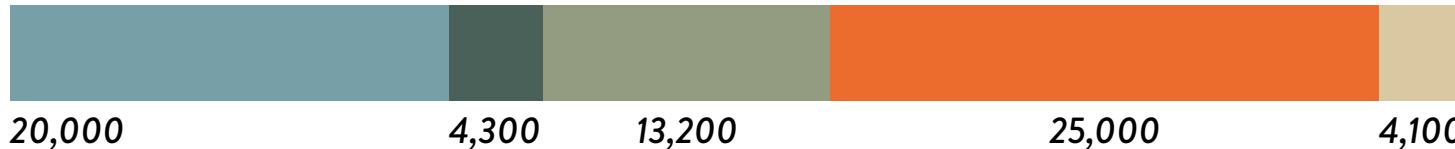
**CITY SERVICES = COMMUNITY DEVELOPMENT, PUBLIC WORKS, PARKS, IT**

# DRAFT CITY PROGRAM SUMMARY

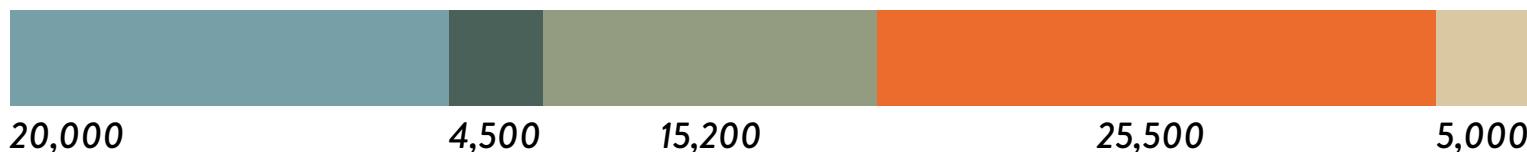
*Gross Building Area noted in square feet for each user group.*

**DRAFT**

## SCHEME A - CITY HALL AT CHAPEL HILL (66,550 GSF)



## SCHEME B - CITY HALL DOWNTOWN (70,250 GSF)



## SCHEME C - HYBRID (67,850 GSF)



## LEGEND

- Library
- Admin & Finance
- City Services
- Police
- Council Chambers/Municipal Court

# SCHEME A - CITY HALL AT CHAPEL HILL

## CHAPEL HILL

Library  
Police  
Council Chambers/Court  
Admin & Finance  
City Services

**DRAFT**

Admin & Finance	4,300	
Council/Court	4,100	
General City Hall*	5,000	<i>* "General City Hall" includes customer service and support spaces for City Services, such as lobbies &amp; public restrooms</i>
Community Development	3,600	
Public Works	2,600	
IT	1,400	
Parks	550	
<b>City Subtotal</b>	<b>21,550</b>	
<b>Library</b>	<b>20,000</b>	City Parking 76
<b>Police</b>	<b>25,000</b>	Library Parking 80
<b>SITE TOTAL</b>	<b>66,550</b>	Police Parking (incl. staff vehicles) 102
		<b>Total Parking</b> 258

**SCHEME TOTAL (GSF): 66,550**

Parking total: 258

# SCHEME B - CITY HALL IN DOWNTOWN

## CHAPEL HILL

Library  
Police  
Council Chambers/Court

## DOWNTOWN (NEW SITE)

Admin & Finance  
City Services

<b>Council/Court</b>	<b>5,000</b>	Admin & Finance	4,500
<b>Library</b>	<b>20,000</b>	General City Hall	7,100
<b>Police</b>	<b>25,500</b>	Community Development	3,600
<b>SITE TOTAL (GSF)</b>	<b>50,500</b>	Public Works	2,600
		IT	1,400
		Parks	550
		<b>SITE TOTAL (GSF)</b>	<b>19,750</b>

Council/Court Parking	20	City Parking	76
Library Parking	80	<b>Total Parking</b>	<b>76</b>
Police Parking (incl. staff vehicles)	102		
<b>Total Parking</b>	<b>202</b>		

**DRAFT**

**SCHEME TOTAL (GSF): 70,250**

Parking total: 278

# SCHEME C - HYBRID

## CHAPEL HILL

Library  
Police  
Council Chambers/Court  
City Services

Council/Court	4,100
General City Hall	5,200
Community Development	3,600
Public Works	2,600
IT	1,400
Parks	550
<b>City Subtotal</b>	<b>17,450</b>
<b>Library</b>	<b>20,000</b>
<b>Police</b>	<b>25,200</b>
<b>SITE TOTAL (GSF)</b>	<b>62,650</b>
City Parking	59
Library Parking	80
Police Parking (incl. staff vehicles)	102
<b>Total Parking</b>	<b>241</b>

## DOWNTOWN (NEW SITE)

Admin & Finance

Admin & Finance	5,200
<b>SITE TOTAL (GSF)</b>	<b>5,200</b>
City Parking	25
<b>Total Parking</b>	<b>25</b>

*Note: Program assumes most Admin & Finance meeting and support spaces are accounted for in the program for the new community center; the program area above is not inclusive of all Admin & Finance space needs.*

**DRAFT**

**SCHEME TOTAL (GSF): 67,850**

Parking total: 266

# PROGRAMMING CONSIDERATIONS

- Should passport applications stay with Police or be located downtown?
- Should IT stay with Police or be located with City Hall or Admin & Finance?
- Can the Council Chambers/Court also be used as a multi-function 40-person training room and EOC?
- If City Hall or Admin & Finance are located downtown, should Council Chambers be co-located with those functions, or stay at Chapel Hill?

# COMPARABLE CITIES RESEARCH

CITY	POPULATION	POPULATION PER SQUARE MILE
<b>Lake Stevens 2035</b>	<b>46,380*</b>	<b>4,472</b>
Lake Stevens 2015	29,774	3,345
Lakewood 2015	59,122	1,204
<b>Redmond 2015</b>	<b>57,959</b>	<b>3,421</b>
<b>Shoreline 2015</b>	<b>54,774</b>	<b>4,682</b>
Richland 2015	52,291	1,337
<b>Sammamish 2015</b>	<b>50,163</b>	<b>2,716</b>
<b>Burien 2015</b>	<b>49,785</b>	<b>3,763</b>

\*Note: While 46,380 is the official projection, it is believed this number will be exceeded with UGA expansion and downtown up-zoning.

# COMPARABLE CITIES RESEARCH

## STAFFING BY DEPARTMENT

CITY STAFFING <sup>1</sup>	LAKE STEVENS		BURIEN	SAMMAMISH	SHORELINE	REDMOND
	2015	2035				
<b>POPULATION</b>	<b>30,900</b>	<b>45-55,000</b>	<b>49,785</b>	<b>50,163</b>	<b>54,774</b>	<b>57,959</b>
Admin, Finance, IT	11	26	24	25	42	101
Community Dev.	11	19	12	28	23	78
Parks <sup>2 5</sup>	1	8	12	12	14	29
Public Works <sup>2 3 4</sup>	7	13	10	19	33	63
<b>TOTAL</b>	<b>30</b>	<b>62</b>	<b>58</b>	<b>84</b>	<b>129</b>	<b>271</b>

Notes:

1. Lake Stevens 2035 staff counts includes growth for undetermined positions.
2. Excludes Operations (Parks and Public Works)
3. LS Excludes Water staff as these functions are provided by Snohomish County PUD.
4. Some comparable jurisdictions include waste water services
5. Four Parks staff are planned to be located with City Hall staff. The other four will be at the new community center.

# COMPARABLE CITIES RESEARCH

## STAFFING BY DEPARTMENT

POLICE STAFFING	LAKE STEVENS		BURIEN	SHORELINE	REDMOND	RICHLAND
POPULATION	2015	2035	49,785	54,774	57,959	53,000
Police	38	87	72	69	130	89

# COMPARABLE CITIES RESEARCH

CITY	CITY HALL FTEs	GSF PER FTE
<b>Lake Stevens 2035*</b>	<b>62</b>	<b>374</b>
Lake Stevens 2017**	30	180
Redmond	284	378
Shoreline	137	575
Sammamish	90	688
Burien	46	435

\*assumes 23,200 sf City Hall

\*\*assumes 5,400 sf City Hall

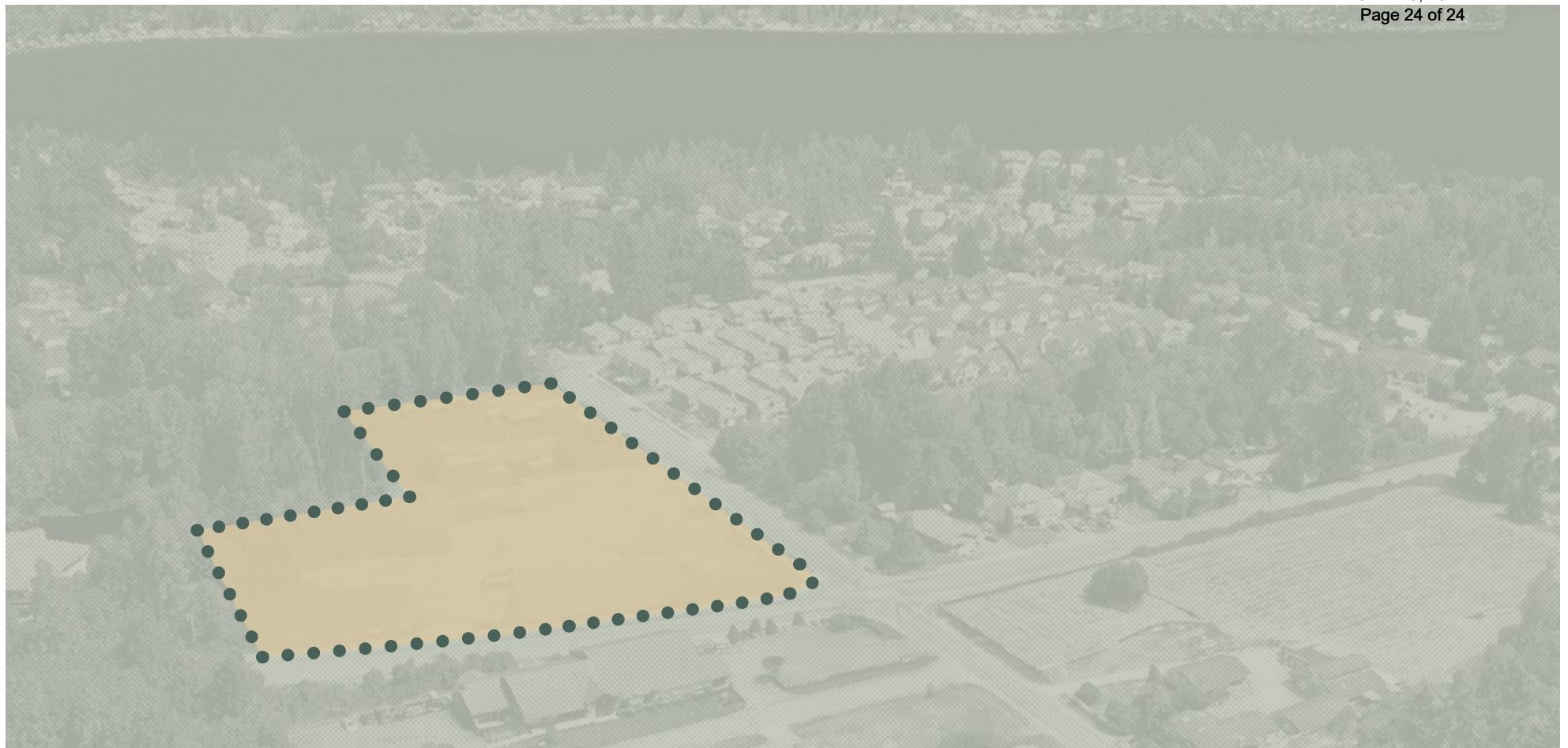
CITY	POLICE FTEs	GSF PER FTE
<b>Lake Stevens 2035*</b>	<b>87</b>	<b>287</b>
Lake Stevens 2017**	38	129
Redmond	130	731
Lakewood	116	366

\*assumes 25,000 sf Police Station

\*\*assumes 4,900 sf Police Station

# NEXT STEPS

- Develop site plan concept alternatives based on outcomes from today's Alternatives Development Workshop with the City and Library
- Refine alternatives and evaluate pros and cons with City and Library
- Conduct Public Open House to present outcomes of alternatives development phase
- Refine preferred alternative and develop plan



# COMMENTS? QUESTIONS?

