

City of Lake Stevens Vision Statement

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



CITY COUNCIL WORKSHOP MEETING AGENDA **Lake Stevens School District Educational Service Center (Admin. Bldg.)** **12309 22nd Street NE, Lake Stevens**

Tuesday March 28, 2017 – 6:00 p.m.

Kurt Mills of SnoPac: SnoPac/SnoCom Status Update

John D.

CITY COUNCIL REGULAR MEETING AGENDA **Lake Stevens School District Educational Service Center (Admin. Bldg.)** **12309 22nd Street NE, Lake Stevens**

Tuesday March 28, 2017 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL:		
APPROVAL OF AGENDA:		Council President
CITIZEN COMMENTS:		
EMPLOYEE RECOGNITION		Steve/Mayor
COUNCIL BUSINESS:	Subcommittee Updates	Chair
MAYOR'S BUSINESS:		
CITY DEPARTMENT REPORT:	Update	
CONSENT AGENDA:		
	*A Approve 2017 Vouchers	Barb
	*B Approve City Council Regular Meeting Minutes of February 28, 2017	Barb
	*C Approve Resolution 2017-05 Authorizing Establishment of International County/City Management Association Retirement Corporation	Steve

Lake Stevens City Council Regular Meeting Agenda

March 28, 2017

- 401(a) Money Purchase Plan
- *D Approve Ordinance 989 Amending LSMC 2.51.050 re Salary Commission Steve
- *E Approve CDI Task Order #6 for Electric Services Eric
- *F Approve All Phase Brush & Land Clearing Task Order #3 for Tree Removal Services Eric
- *G Approve Ordinance 990 Amending LSMC 2.56 re Park and Recreation Planning Board Russ

PUBLIC HEARING:

PUBLIC HEARING FORMAT:

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

- *A Approve Ordinance 991 re Adding LSMC Chapter 14.44.070 re Recreational Park Trailers and Recreational Vehicle Regulations Melissa
- *B Approve Ordinance 992 re Soper Hill Right of Way Vacation Stacie

ACTION ITEMS:

- *A Approve Professional Services Agreement with Makers for Architectural Services Russ
- *B Approve Resolution 2017-06 Amending Fee Schedule Russ

DISCUSSION ITEMS:

EXECUTIVE SESSION: Real Estate – Potential Acquisition

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



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Workshop

Agenda Date: 03-28-17

Subject: SNOPAC/SNOCOM Consolidation

Contact John Dyer
Person/Department: Police Department

Budget Impact: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Review only

SUMMARY/BACKGROUND:

The Lake Stevens Police Department uses SNOPAC for dispatch services. Snohomish County is served by two dispatch centers. SNOPAC is the larger of the two and serves most of Snohomish County. SNOCOM serves portions of south Snohomish County.

The 2017 budgeted amount for the SNOPAC is \$392,150

SNOPAC and SNOCOM are currently engaged in discussions to consolidate both agencies. They feel that consolidated services will accomplish two main functions:

- Better service to the public – One main problem with the two dispatch center models is in areas where citizen's calls to 911 go to a center which is not supported by a jurisdiction being dispatched by that center. In this case, calls have to be transferred to the other dispatch center, which takes time and resources. It should be noted that this does not affect Lake Stevens.
- Consolidation would provide a more efficient operational model, which should provide cost savings.

The Joint Task Force has been meeting for some time. The included material provides an outline of their deliberations to date, and sets the ground work for the presentation which will be done at the March 28th work session. The main sticking point in the deliberations seems to be surrounding the governance model. SNOPAC and SNOCOM follow a different governance model, with SNOCOM heavily represented by elected officials, and SNOPAC having a larger "users" representation (Police and Fire Chiefs).

Included in Attachment #1 (page 11) are the proposed options for representation on the proposed board, in relation to law enforcement. Option #3 is the option which the Joint Task force is recommending. Also included, in the Estimated Assessment, is a first run at what costs to individual agencies might be under the proposed consolidated proposal. Lake Stevens shows a small decrease in anticipated assessments under the proposed consolidation, versus our current assessment.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

- ▶ Exhibit A: Joint Board Materials #1
- ▶ Exhibit B: Joint Board Materials #2
- ▶ Exhibit C: Estimated Consolidated Assessment

Exhibit A

SNOCOM – SNOPAC Joint Board Meeting on Consolidation

Thursday, March 9, 2017

8:30 A.M. – 11:00 A.M.

Headquarters of Fire District #1 | 12425 Meridian Ave. S. Everett, WA

[Note: SNOPAC and SNOCOM will have their individual Board meetings after the Joint Board meeting adjourns]

DRAFT Agenda

1. **Call to Order** Board Chairs Jerry Smith (SNOCOM) and Steve Guptill (SNOPAC)
2. **Welcome and Introductions** (10 min.) Roy and Jerry
3. **Presentation of All Cost Scenarios** (45 min.) Terry, Kurt
- break--**
4. **Assessment Formula Components, Impacts and Options** (30 min.) Terry, Kurt, Karen
5. **Governance** (30 min.) Karen
 - a. Stakeholder Input – SNOCOM, SNOPAC Boards and others
 - b. Response to questions on unanimous consent requirements and cost control
6. **Project Schedule** (15 min.)
7. **Re-cap of Next Steps** (5 min.)
8. **Closing Comments / Adjourn** (5 min.)

6 Options Requested by Joint Boards

10-year *pro forma* to be presented on each option

Option 1 – Status Quo

This option projects the impacts of *normalizing staffing levels* at both agencies, **using the 2016 adopted budget/authorized staffing positions by each agency** and makes no changes to operational practices.

Option 2A – Reroute JSA calls to SNOPAC

This option projects the impacts of routing all Jointly Serviced Area (JSA) calls to SNOPAC, **using the 2016 adopted budget/authorized staffing positions by each agency**.

Option 2B – Reroute JSA calls to SNOCOM

This option projects the impacts of routing all Jointly Serviced Area (JSA) calls to SNOCOM, **using the 2016 adopted budget/authorized staffing positions by each agency**.

Option 3 – Aggressive Cross PSAP Call Entry

This option projects the impacts of processing the entirety of all calls, without transferring, using the shared CAD system, **using the 2016 adopted budget/authorized staffing positions by each agency**.

Option 4A & 4B – Consolidated Agency

This option projects the impacts of full consolidation, **as compared to the 2017 adopted budget/authorized staffing positions by each agency**.

Option 4A – one facility (SNOPAC's current facility)

Option 4B – maintaining SNOCOM's facility as a "warm back-up"

Agenda Item 4. Proposed Assessment Formula

Issue: if SNOCOM and SNOPAC become a single consolidated agency, what formula will be used to recover costs from member agencies?

January 2017 Joint Board Meeting re-cap:

- Joint Boards Approved 10 principles for how an assessment formula should be developed (see page 4)
- High-level presentation of JTF's proposed approach to the assessment formula: The formula has three (3) parts, drawn from the existing SNOCOM and SNOPAC formulas, designed to comply with the adopted principles without "recreating the wheel" and using readily available data.

March 2017 Joint Board Meeting discussion:

Staff will provide further detail on the proposed assessment formula.

If the Joint Boards agree that the formula seems supportable on a policy basis, then staff are prepared to share results of an analysis of what the formula would mean for *each member agency* in 2017, based on the *pro forma* for a consolidated agency (using 2017 budget data). (The *pro forma* will be shared as part of Agenda Item 3).

Assessment Formula Overview

Table 1 summarizes the components of the proposed formula, as compared to SNOCOM, SNOPAC and NORCOM assessment formulas.

There are four major components to the formula:

1. How costs are allocated between police agencies and fire agencies
2. How costs are allocated between individual police agencies and individual fire agencies
3. How costs are allocated for dedicated services as compared to shared services
4. How a Call for Service is defined

Exhibit A is an infographic showing how the proposed assessment formula is calculated

Table 1: Assessment Formula Approach—High Level Comparison and JTF Recommendations

	Item	NORCOM	SNOCOM	SNOPAC	JTF Recommendation
1	Cost allocation between Police and Fire agencies collectively	All costs shared 50% - 50% between police and fire agencies.	<p>66.6% to Police Agencies 33.4% Fire Agencies</p> <p>This ratio applies across all cost centers, all costs, capital and operating.</p>	<p>Allocation differs based on type of cost/service:</p> <p>Admin/Tech costs: 65%Police 35% Fire</p> <p>Call Takers: 90% Police 10% Fire</p> <p>Dispatch: Allocated based on number of stations assigned to police versus fire, and accounting for agencies with dedicated dispatch stations.</p>	<p>Use SNOPAC approach, but update the percentages.</p> <p>Admin/Tech costs: 62%Police 38% Fire (reflecting ratio of dispatch workstations, currently 8 PD, 5 FD)</p> <p>Call Takers: 75% Police 25% Fire (since fire calls take longer to process-this is more precise allocation based on actual workload)</p> <p>Dispatch: same as SNOPAC.</p> <p><i>Rationale: A somewhat more precise formula should provide fairer allocation of costs, in terms of agencies paying what is more likely the actual cost of the workload they impose on the dispatch agency</i></p>

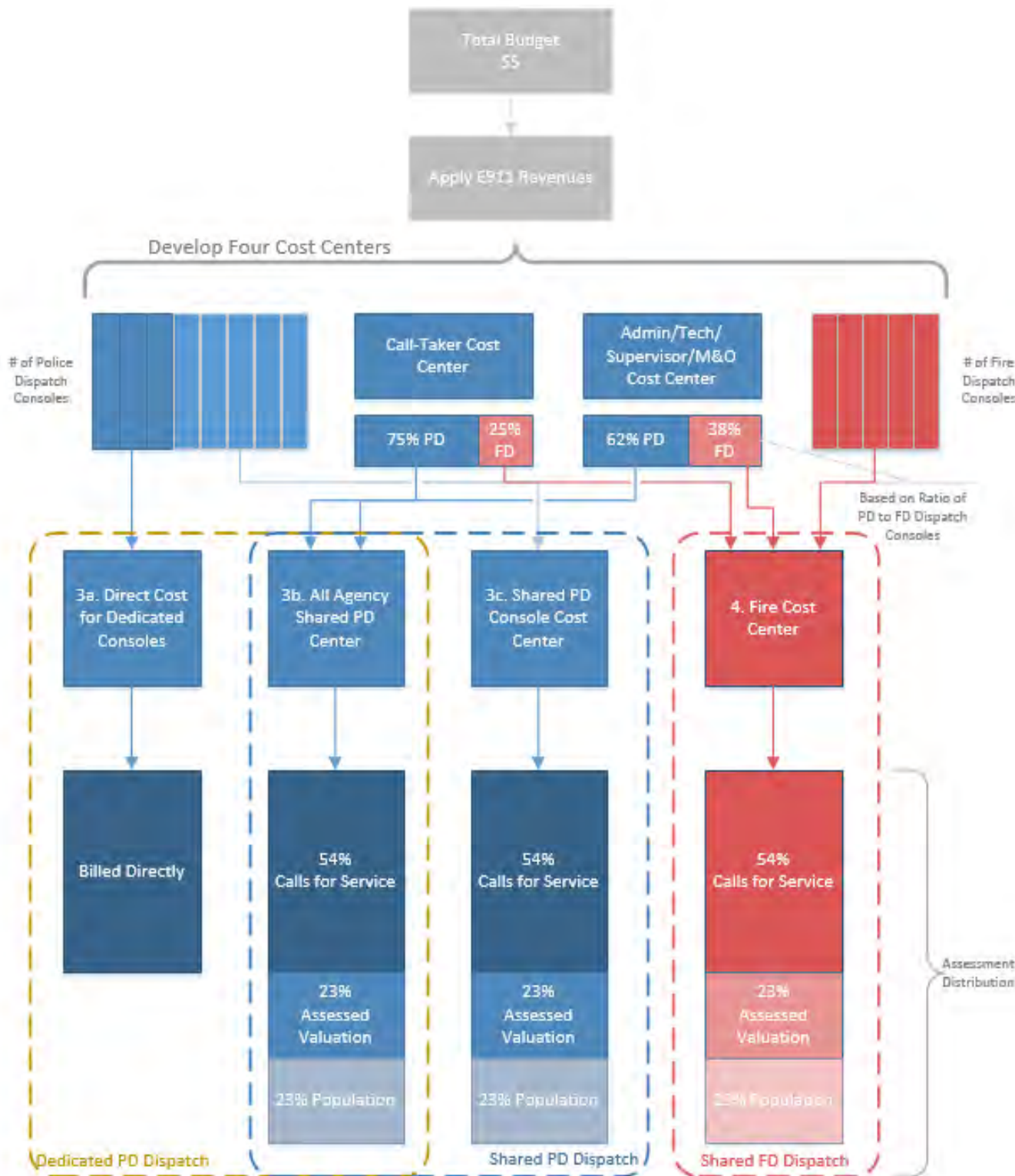
	Item	NORCOM	SNOCOM	SNOPAC	JTF Recommendation
2	Cost allocation between individual agencies	<p>% of Calls for Service (CFS).</p> <p>Calculated separately as between Police agencies and Fire agencies – individual agency CFS compared to the total for other like agencies (police or fire)</p>	<p>Same formula for police and fire agencies:</p> <p>Calls for Service (CFS) 54%</p> <p>Assessed Value 23%</p> <p>Popln. 23%</p> <p>Total police costs divided up per these percentages, and then allocated to individual police agencies <i>pro rata</i> by each metric. Same process for fire agencies.</p>	<p>Different formula for police and fire:</p> <p><u>Police Agencies:</u> Admin/Tech and Call Taking costs: Popln.</p> <p>Dispatch: % of cost for one dispatch station, based on agency's CFS % share for its dispatch station.</p> <p>Agencies asking for a dedicated dispatch station pay the full cost of that station.</p> <p><u>Fire Agencies:</u> all costs allocated 50% AV 50% CFS</p>	<p>Use SNOCOM approach.</p> <p><i>Rationale: The SNOCOM approach does a better job at balancing the large-small/ wealthy-poor/ busy-not busy differences between member agencies, recognizing the value of "stand-by" capacity, and minimizing spikes in service costs from year to year. But note—less of costs are based on CFS.</i></p>
3	<p>CFS defined</p> <p>CFS calculated</p>	<p>"any request for service or unit initiated activity resulting in creation of a CAD incident report and interaction with dispatch agency personnel." (no half units)</p> <p>2 year trailing annual average (Q1 of last budget year + prior 7 calendar quarters)</p>	<p>Self-initiated CFS are not counted.</p> <p>Most recent year for which complete data is available (for 2017 budget, the 2015 CFS are used)</p>	<p>Informational calls (unrelated to a request for service) are not counted. Officer initiated traffic stops are included.</p> <p>Most recent year for which complete data is available (for 2017 budget, the 2015 CFS are used)</p>	<p>2 year trailing annual average (Q1 of last budget year + prior 7 calendar quarters)</p> <p><i>Rationale: A major incident can dramatically increase the calls for service for an agency in any given year: this will smooth costs year to year.</i></p> <p>Include officer initiated traffic stops.</p> <p><i>Rationale: These stops create real work for dispatch center and should be counted.</i></p>

Table 1 continued: Other Assessment Issues	
4. Special charges for services used by only some agencies?	<p>Recommendation: Agencies wanting higher service level (i.e., dedicated dispatch): pay full direct & indirect cost of the service increment</p> <p><u>Rationale:</u> <i>Agencies seeking special level of service should pay for that service and others should be held harmless in cost from this decision.</i></p>
5. Principals and Subscribers – fee differential?	<p>Recommendation: No fee differential between principals and subscribers. But Minor users (Paine Field, Jail, Courts, Fire Marshal) fees should be developed on a different basis than regular users.</p> <p><u>Rationale:</u> <i>Simpler. Anyone that uses the service should be charged some fee.</i></p>
6. Who pays the bill?	<p>Recommendation: Allow member agencies to direct bill their clients if they so choose (and the client agency agrees).</p> <p><u>Rationale:</u> <i>customer service.</i></p>
7. Assessments payment dates?	<p>Recommendation: A regular schedule – quarterly or semiannual payments.</p> <p><u>Rationale:</u> <i>Cash flow is important for the agency. Most agency customers (cities, fire departments, the county) receive a bulk of their revenues twice a year – when property taxes are paid. This may argue for a semiannual payment structure—payments in May and November. The decision here will impact the size of reserves necessary for cash flow between payment dates</i></p>
8. Latecomers fees?	<p>Recommendation: Incorporate a policy recommendation into the ILA: Latecomers will bear an entry fee designed so that existing principles/ subscribers are financially held harmless and pay a contribution towards infrastructure investments</p> <p><u>Rationale:</u> <i>There is a large sunk investment in the infrastructure and new members should contribute towards this.</i></p>

User Fee Assessment Formula Principles As Approved by Joint Boards at January 2017 Joint Boards meeting

1. Components of assessment formulas should be readily determinable by generally accepted data.
2. Assessments should *generally* reflect the actual cost to the agency of providing service, but there is a larger value to all participants to be gained from the unified service delivery model which should also be recognized in the assessment formula to some extent which may result in a less precise cost allocation.
3. There should be no price differential in assessments between subscribers and principals.
4. Assessment formulas should be based on multiple year average calls for service to avoid cost spikes for individual users – probably 2 years.
5. Annexation impacts should be addressed between the parties to the annexation prior to the time that updated population, A.V., and Calls for Service information is available to input into the formulas.
6. Those buying special services not utilized by all, or requesting a higher level of service should pay the actual cost (direct and indirect) of these special/higher level of services.
 - a. Assessment formulas should not unduly discourage agencies from choosing to provide a higher level of police response, but should reasonably reflect the cost to the dispatch agency of supporting such higher response levels.
 - b. An agency who is not a member/signatory to the Agency ILA directly requesting services of the dispatch agency should pay something for that service—need to address ancillary users in some way (e.g., jail, prosecutor).
7. We should design an assessment formula before running numbers, so people make a decision based on equity, rather than their personal bottom line.
8. A regular schedule for payments should be established.
9. A policy goal should be included in the ILA seeking an entrance fee from latecomers, sized to reflect a reasonable contribution towards sunk infrastructure costs and otherwise making existing parties financially neutral with respect to the latecomer joining the agency.
10. Assessment formulas should reliably generate sufficient revenue to fund agency operations, capital and reserves.

Exhibit A: Assessment Formula Graphical Walkthrough



Agenda Item 5. Governance

The main purpose of the March Joint Board discussion is to simply share feedback on the various governance options introduced in January. This is not an “action item.”

The governance options presented in January are attached (Attachments A and B). Note that the Fire options have been revised to include the North County RFA (inadvertently dropped from the January version).

In response to earlier questions from the SNOCOM Board, two additional information items are presented below:

Question: What types of ILA changes, if any, require unanimous consent of all member agencies?

Answer: We will need to confirm this with legal counsel. Below is an example based on a recent ILA whose member agencies are Everett, Tacoma, Seattle and Bellevue.

SECTION 18. AMENDMENT OF AGREEMENT.

This Agreement may be amended upon approval of a Supermajority Vote of the Executive Board except that any amendment affecting the following shall require consent of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Agency beyond the scope of expansion authorized in Section 5.c.
- b. The terms and conditions of membership on the Executive Board.
- c. Voting rights of Executive Board Members.
- d. Powers of the Executive Board.
- e. Principal contribution responsibilities.
- f. Hold harmless and indemnification requirements.
- g. Provisions regarding duration, termination or withdrawal.
- h. The conditions of this Section.

This section shall not be construed to require legislative authority consent for the addition of a new Principal or agreement to serve an additional Subscriber, or to expand or contract the services purchased by any Principal or Subscriber or offered by the Agency.

Note: terms in any new ILA will be subject to review of legal counsel of the member agencies.

Question: What assurance can a member agency have that costs will not rise excessively under a consolidated agency?

Answer: The approved governance principles include the idea that the budget would require *supermajority approval*. The definition of a supermajority vote could take several forms, and the staff

recommendation is that this issue be tackled *after a decision is made on the governance board structure.*
(cont'd. below)

By way of comparison:

- Under the SNOCOM ILA, budgets can be approved with a simple majority of Board votes.
- Under the SNOPAC ILA, the budget is approved by a simple majority vote, unless a member calls for a weighted vote (66% of Board members by weight, with weight based on current year's assessments.)
- Under the SERS ILA, budget approval is by simple majority vote, unless a weighted vote is called for (weighted vote requires 30% of members by number and 60% by weight, with weight based on cost allocation); however, if the budget increases more than 10% above the prior year's budget, it requires approval of a supermajority (defined as 70% by number of member agencies and 66.6% of weight, again based on cost allocation.)

For informational purposes, data previously presented to the Joint Boards on annual budget and assessment increases in SNOCOM and SNOPAC is reprinted below:

PSAP Average Change 2013-2017

	3 Year	4 Year	5 Year
SNOPAC Budget	3.62%	3.27%	2.59%
SNOPAC Assessment	3.26%	2.04%	1.29%
SNOCOM Budget	4.03%	4.33%	3.51%
SNOCOM Assessment	5.44%	5.50%	2.57%

Attachment A: Police Service Providers – 3 Options to Allocate 10 seats

			Option 1	Option 2	Option 3
Police Services providers (excludes Bothell)	OFM Population 2016	%	3 -- Large (8%+) 2--Medium (>3%,<8%) 2--Small (3% or less) + 3 TAC seats	4 Largest agencies get a seat; Remaining agencies divided in 2 equally sized caucuses each with 1 seat +4 TAC seats	4 caucuses each with 2 seats. Caucuses created working up from smallest agencies to largest. +2 TAC seats
Unincorp. Snohomish County (pop. includes contract cities)	367,150	48.6%	1 seat to Sheriff 2 caucus appts. from other agencies in the caucus	48.6% of population 1 seat	48.6% 2 seats
Everett	108,300	14.3%		14.3% of population 1 seat	14.3% 2 seats
Marysville	64,940	8.6%		9% of population 1 seat	18.8% 2 seats
Edmonds	40,900	5.4%	2 caucus appts.,	5% of population 1 seat	18.3% 2 seats
Lynnwood	36,590	4.8%		11.7% 1 seat	
Lake Stevens	30,900	4.1%	2 caucus appts., <div>+ 3 TAC seats— 1 from a large agency; 1 medium; 1 small</div>	11.4% 1 seat <div>+ 4 TAC seats (can be from any agency)</div>	<div>+2 TAC seats</div> <div>Each Caucus must appoint at least 1 Ops Staff</div>
Mountlake Terrace	21,090	2.8%			
Mukilteo	21,070	2.8%			
Mill Creek	19,900	2.6%			
Arlington	18,620	2.5%			
Monroe	18,120	2.4%			
Brier	6,555	0.9%			
Woodway	1,335	0.2%			
Total Pop. Served	755,470	100.00%			

Notes:

Unless otherwise noted, seats can be given to either elected officials or senior staff (Chief/Deputy/Asst.)

Every board member will have a single designated alternate. TAC alternates must be from a different agency than the primary member, but of the same caucus.

When a supermajority vote is called for, TAC representative votes would be included in the caucus in which their agency is otherwise included. (Supermajority definition is TBD)

TAC representatives would be from agencies not otherwise represented (unless this is not possible due to the number of agencies in a caucus).

Attachment B: Fire Service Providers – 3 Options to Allocate 5 seats (v. 2.27.17)

			Option 1	Option 2	Option 3		
Fire Service Providers, by population served (excl. Bothell, Woodway)	Based on 2016 OFM Pop.	%	2 – Large (14%+) 1 –Medium (>3% <14%) 1 --Small (3% or less) + 1 TAC from large agency	3 largest fire providers get a seat; Other agencies divided into 2 equally sized caucuses	3 caucuses, sized from smallest agencies up to largest + 2 seats appointed by Fire TAC		
FD #1	214,840	28.9%	2 seats (1 must be an Operational staff) + 1 TAC seat	28.9% 1 seat	28.9% 1 seat		
FD #7 (incl. FD#3)	112,696	15.2%		15.2% 1 seat	40.5% 1 seat		
Everett	108,300	14.6%		14.6% 1 seat			
FD #12	79,452	10.7%	1 seat (25.6% of total pop. served)	21.8% 1 seat	30.56% 1 seat		
FD#8	45,846	6.2%		1 seat (15.69% of total pop. Served)		19.45% 1 seat	+ 2 TAC seats – one from agencies in each caucus
Lynnwood	36,590	4.9%					
FD #4	28,005	3.8%					
North County RFA	22,493	3.0%					
Mukilteo	21,070	2.8%					
Arlington	18,620	2.5%					
FD #17	12,591	1.7%					
FD #21	8,517	1.1%					
FD #5	8,437	1.1%					
FD #15	4,942	0.7%					
FD #22	4,883	0.7%					
FD #26	4,546	0.6%					
FD #19	3,300	0.4%					
FD #24	3,112	0.4%					
FD #16	2,783	0.4%					
FD #25	919	0.1%					
FD #28	541	0.1%					
FD #23	352	0.05%					
FD #27	69	0.009%					
Total Pop. served	742,904	99.96%					

Notes:

Unless otherwise noted, seats can be given to either elected officials or senior staff (Chief/Deputy/Asst.)

Every board member will have a single designated alternate. TAC alternates must be from a different agency than the primary member, of the same caucus.

When a supermajority vote is called for, TAC representative votes would be included in the caucus in which their agency is otherwise included. (Supermajority definition is TBD)

TAC representatives would be from agencies not otherwise represented (unless this is not possible due to the number of agencies in a caucus).

Project Schedule (as of March 2017)

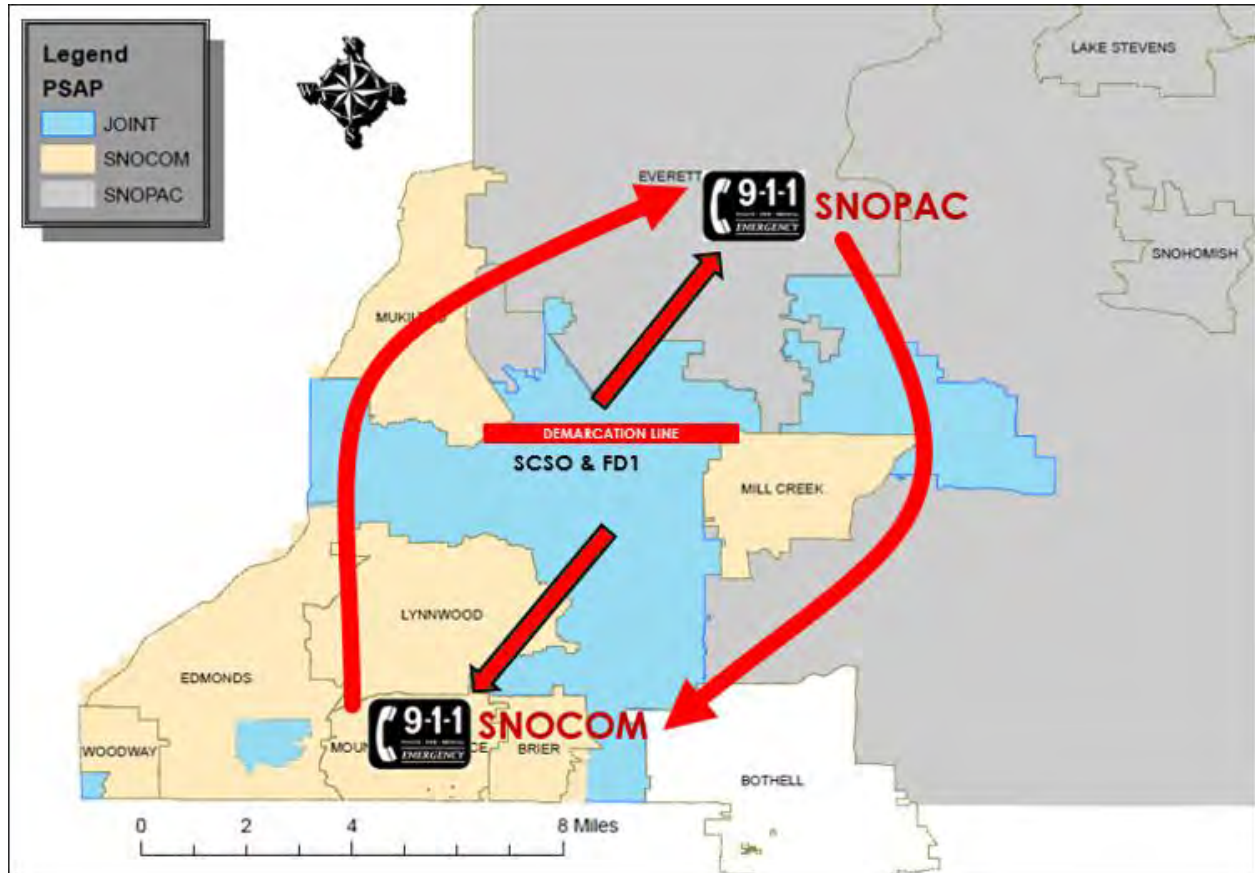
If the Boards agree that the process should continue to move forward, next steps include:

- **April Joint Board:** direction on governance structure
- Presentations in April will also include mapping out / agreeing on process to move forward
- Will want to map out **options for how consolidation is accomplished**
 - There are several possible approaches
 - *Recommend input from outside legal counsel* (Request for expenditure authority)
 - There are distinct roles for both SNOCOM and SNOPAC Boards and individual member agencies:
 - SNOCOM and SNOPAC own the operating assets and would need to agree to any disposition/transfer of those assets
 - At a minimum, SNOCOM and SNOPAC Boards would each take an advisory position on consolidation
 - The members of a consolidated agency would be the individual fire and police agencies. Member agency legislative bodies ultimately make the decision on whether to sign on to a new ILA.
- **First step after April:** Individual Agency Briefings (May – July)
 - Already have scheduled: Lake Stevens, Edmonds, Lynnwood, Mountlake Terrace, and Mukilteo.
- **Over the summer:** Work on ILA, transition budget and timeline
- **September:** Joint Board review and advisory position on new ILA
- **Oct-December:** Depending on Joint Board Action, Individual Agencies briefed and have decision whether to sign on to new ILA
- **New Agency could start work as soon as June 2018**

Exhibit B

Option 1 – Status Quo

This option projects the impacts of normalizing staffing levels at both agencies, **using the 2016 adopted budget/authorized staffing positions by each agency** and makes no changes to operational practices



SNOPAC

E911 Volume Change: Unchanged

Population Change: Unchanged

E911 Revenue Change: Unchanged

Staff Model Change: -2 FTE

911 Transfers: Unchanged

SNOCOM

E911 Volume Change: Unchanged

Population Change: Unchanged

E911 Revenue Change: Unchanged

Staff Model Change: +8 FTE

911 Transfers: Unchanged

Note: The SNOCOM Board authorized an increase of 1 FTE in 2017.

Significant Pros

- Does not require either Board to change governance structure.

Significant Cons

- No resolution to 911 transfer problem impacting 45,000-50,000 callers annually.
- SNOCOM call taker capacity levels unchanged/missed opportunity for SNOCOM service level improvement. (note: even with staffing adds, capacity is still at issue for large/peak call volumes)
- Serious officer and public safety concerns remain with separation of call takers and dispatchers in two physical locations.
- In order to provide equal levels of service across the County, consistent staffing models were applied, resulting in the need for SNOCOM to increase staff by +8 FTEs.
- No resolution to E911 funding imbalance. Will be pressed for resolution with likely result in shift of revenue.
- No improvement over current New World mitigation efforts (Cross-PSAP Call Processing).
- Complicates potential for future merger with SERS.
- Limits opportunity for countywide governance model, forces SERS to consider board restructure in support of next-gen radio system.
- Continued operational dispatch challenges associated with having two PSAPs dispatch for the same agency (FD7/Mill Creek Fire).
- SNOPAC likely to need additional Police talk-group in near future (modeled in 2020 in pro forma)

10 Year Pro Forma Budget

Option 1 - Status Quo SNOCOM (Updated 1/16/2017)

Common Assumptions:

[illegible]

SNOCOM Assumptions:

5 Yr Dispatcher/CT Salary	\$	57,252
5 Yr Dispatcher/CT Benefits	\$	27,062
5 Yr Supervisor Salary	\$	70,272
5 Yr Supervisor Benefits	\$	33,062

1a. SNOCOM Stand Alone

	2016 Budget	2016 Optimal	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Member Agency Population (E911 Formula)	288,848	288,848	290,998	293,620	296,269	298,948	301,655	304,392	307,158	309,954	312,781	315,638
Incoming 911+10DE+Aband Calls (E911 Formula)	189,999	189,999	192,509	194,243	195,996	197,768	199,559	201,369	203,199	205,049	206,919	208,809
Incoming & Abandoned Phone (Staffing)	223,623	223,623	223,361	225,373	227,407	229,463	231,541	233,641	235,765	237,911	240,081	242,274
Total CAD Calls for Service	162,288	162,288	163,617	165,234	166,873	168,533	170,215	171,920	173,647	175,397	177,171	178,968
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	28/6/11 = 45	36/6/11 = 53	36/6/11 = 53	36/6/11 = 53	36/6/11 = 53	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54
Dispatcher/CT Labor	\$ 1,509,803	\$ 2,061,072	\$ 2,122,904	\$ 2,186,591	\$ 2,252,189	\$ 2,384,192	\$ 2,455,718	\$ 2,529,390	\$ 2,605,271	\$ 2,683,429	\$ 2,763,932	\$ 2,846,850
Dispatcher/CT Benefits	\$ 721,963	\$ 974,232	\$ 1,022,944	\$ 1,074,091	\$ 1,127,795	\$ 1,217,079	\$ 1,277,933	\$ 1,341,830	\$ 1,408,921	\$ 1,479,367	\$ 1,597,717	\$ 1,645,648
Supervisor Salary	\$ 426,471	\$ 421,632	\$ 434,281	\$ 447,309	\$ 460,729	\$ 474,551	\$ 488,787	\$ 503,451	\$ 518,554	\$ 534,111	\$ 550,134	\$ 566,638
Supervisor Benefits	\$ 181,267	\$ 198,372	\$ 208,291	\$ 218,705	\$ 229,640	\$ 241,122	\$ 253,179	\$ 265,837	\$ 279,129	\$ 293,086	\$ 307,740	\$ 323,127
Admin & IT Labor	\$ 1,020,452	\$ 1,020,452	\$ 1,051,066	\$ 1,082,598	\$ 1,115,075	\$ 1,148,528	\$ 1,182,984	\$ 1,218,473	\$ 1,255,027	\$ 1,292,678	\$ 1,331,458	\$ 1,371,402
Admin & IT Benefits	\$ 356,748	\$ 356,748	\$ 374,585	\$ 393,315	\$ 412,980	\$ 433,629	\$ 455,311	\$ 478,076	\$ 501,980	\$ 527,079	\$ 553,433	\$ 581,105
Other Labor Costs	\$ 447,609	\$ 573,927	\$ 591,145	\$ 608,880	\$ 627,146	\$ 660,856	\$ 680,682	\$ 701,103	\$ 722,136	\$ 743,800	\$ 766,114	\$ 789,097
Total Labor Cost Center	\$ 4,664,313	\$ 5,606,435	\$ 5,805,215	\$ 6,011,488	\$ 6,225,555	\$ 6,559,958	\$ 6,794,593	\$ 7,038,160	\$ 7,291,019	\$ 7,553,550	\$ 7,870,529	\$ 8,123,868
M&O + Capital Budgets	\$ 1,204,245	\$ 1,204,245	\$ 1,252,415	\$ 1,302,511	\$ 1,354,612	\$ 1,408,796	\$ 1,465,148	\$ 1,523,754	\$ 1,703,204	\$ 1,771,332	\$ 1,842,186	\$ 1,915,873
Total Budget	\$ 5,868,558	\$ 6,810,680	\$ 7,057,630	\$ 7,314,000	\$ 7,580,167	\$ 7,968,754	\$ 8,259,741	\$ 8,561,914	\$ 8,994,223	\$ 9,324,883	\$ 9,712,714	\$ 10,039,741
E911 Revenue Applied to Member Assessments	\$ 1,374,098	\$ 1,374,098	\$ 1,381,234	\$ 1,419,254	\$ 1,458,310	\$ 1,498,431	\$ 1,539,645	\$ 1,581,981	\$ 1,625,469	\$ 1,670,141	\$ 1,716,027	\$ 1,763,161
Member Assessment	\$ 4,494,460	\$ 5,436,583	\$ 5,676,396	\$ 5,894,746	\$ 6,121,857	\$ 6,470,323	\$ 6,720,097	\$ 6,979,933	\$ 7,368,754	\$ 7,654,742	\$ 7,996,687	\$ 8,276,580
E911 Revenue Applied to Reserves	\$ 343,524	\$ 343,524	\$ 345,308	\$ 354,813	\$ 364,578	\$ 374,608	\$ 384,911	\$ 395,495	\$ 406,367	\$ 417,535	\$ 429,007	\$ 440,790
E911 Revenue Total	\$ 1,717,622	\$ 1,717,622	\$ 1,726,542	\$ 1,774,067	\$ 1,822,888	\$ 1,873,039	\$ 1,924,556	\$ 1,977,476	\$ 2,031,836	\$ 2,087,676	\$ 2,145,034	\$ 2,203,952
Cost Per Call (Total CAD CFS/Total Budget)	\$36.16	\$41.97	\$43.14	\$44.26	\$45.42	\$47.28	\$48.53	\$49.80	\$51.80	\$53.16	\$54.82	\$56.10
Cost Per Capita (Total Population/Total Budget)	\$20.32	\$23.58	\$24.25	\$24.91	\$25.59	\$26.66	\$27.38	\$28.13	\$29.28	\$30.08	\$31.05	\$31.81

Dispatch/CT and Supervisor salary based on 5 year employee.

Benefits include: Employer cost of Medicare, PERS, ICMA LTD, L&I, medical, dental, vision.

Labor Cost Center figures include salaries and benefits only.

Other Labor Costs include: budgeted overtime, CBA holiday buyback, CBA longevity, and unemployment

For 2016 Budget and Optimal, M&O Includes a \$228K per year contribution to capital replacement. 2017 going forward uses budget assumptions.

E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.

Annual Change is based on the 2026 to 2016 Optimal budget, which already includes the additional staff.

\$118,500 is added in 2023-2026 M&O for SNOCOM rent. This is based on the \$1.25 per sq ft, the same amount SNOPAC currently pays.

10 Year Pro Forma Budget

Option 1 - Status Quo SNOPAC (Updated 1/16/2017)

SNOPAC Assumptions:

5 Yr Dispatcher/CT Salary	\$ 63,665
5 Yr Dispatcher/CT Benefits	\$ 25,268
5 Yr Supervisor Salary	\$ 82,293
5 Yr Supervisor Benefits	\$ 28,484

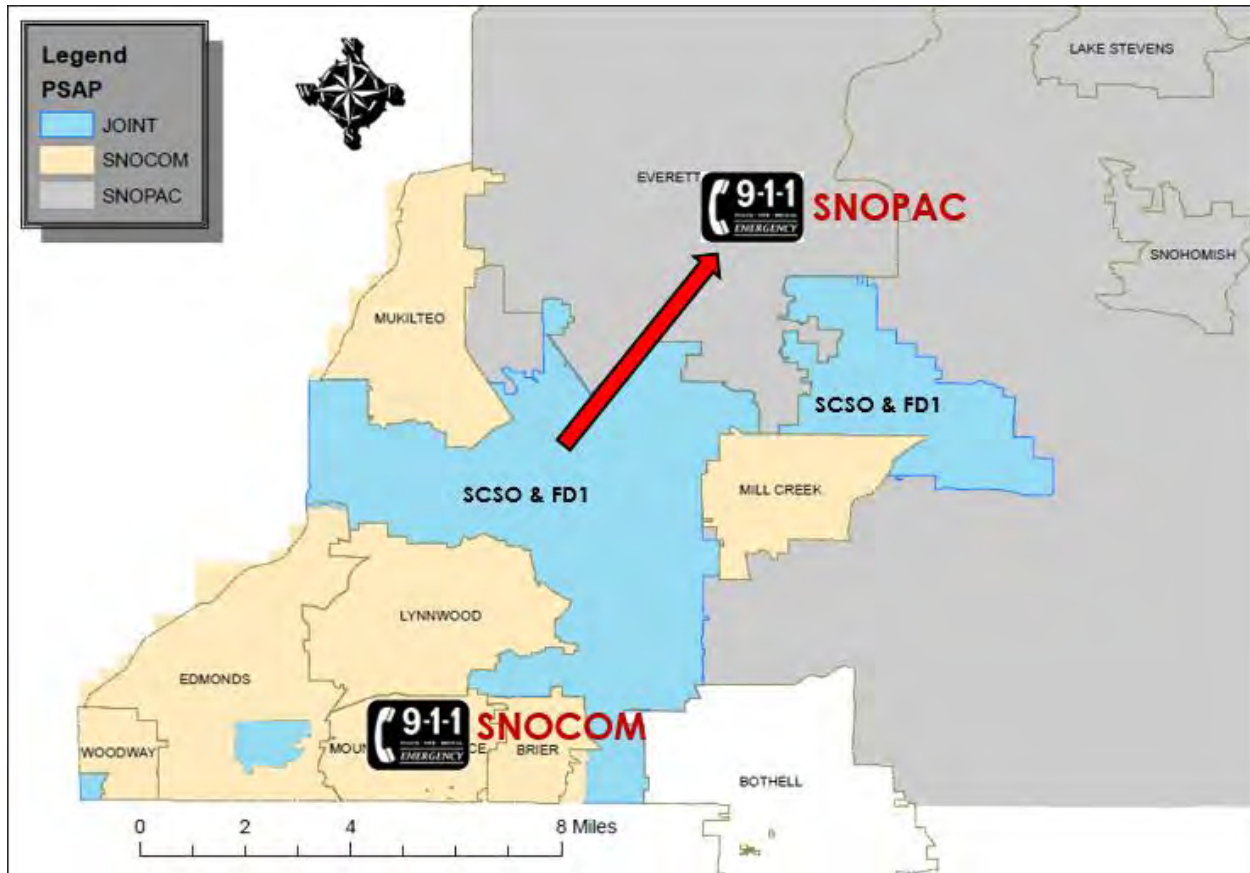
1a. SNOPAC Stand Alone

	2016 Budget	2016 Optimal	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Member Agency Population (E911 Formula)	593,875	593,875	608,600	616,147	623,802	631,566	639,440	647,428	655,529	663,748	672,084	680,541
Incoming 911+10DE+Aband Calls (E911 Formula)	555,708	555,708	578,681	585,857	593,136	600,518	608,005	615,600	623,303	631,118	639,044	647,086
Incoming & Abandoned Phone (Staffing)	583,848	583,848	598,170	605,588	613,112	620,743	628,482	636,333	644,296	652,373	660,567	668,879
Total CAD Calls for Service	651,556	651,556	663,132	672,493	682,004	691,667	701,486	711,462	721,599	731,900	742,367	753,004
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	78/14/21 = 113	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	83/14/21 = 118	83/14/21 = 118	83/14/21 = 118	83/14/21 = 118	83/14/21 = 118	84/14/21 = 119	84/14/21 = 119
Dispatcher/CT	\$ 4,805,974	\$ 4,838,540	\$ 4,983,696	\$ 5,133,207	\$ 5,287,203	\$ 5,947,408	\$ 6,125,830	\$ 6,309,605	\$ 6,498,893	\$ 6,693,860	\$ 6,977,744	\$ 7,187,077
Dispatcher/CT Benefits	\$ 1,943,276	\$ 1,920,368	\$ 2,016,386	\$ 2,117,206	\$ 2,223,066	\$ 2,549,213	\$ 2,676,674	\$ 2,810,508	\$ 2,951,033	\$ 3,098,585	\$ 3,292,713	\$ 3,391,494
Supervisor/Lead Salary	\$ 1,059,243	\$ 1,152,102	\$ 1,186,665	\$ 1,222,265	\$ 1,258,933	\$ 1,296,701	\$ 1,335,602	\$ 1,375,670	\$ 1,416,940	\$ 1,459,448	\$ 1,503,232	\$ 1,548,329
Supervisor/Lead Benefits	\$ 382,742	\$ 398,776	\$ 418,715	\$ 439,651	\$ 461,633	\$ 484,715	\$ 508,950	\$ 534,398	\$ 561,118	\$ 589,174	\$ 618,632	\$ 649,564
Admin & IT Labor	\$ 2,139,512	\$ 2,139,512	\$ 2,203,697	\$ 2,269,808	\$ 2,337,903	\$ 2,408,040	\$ 2,480,281	\$ 2,554,689	\$ 2,631,330	\$ 2,710,270	\$ 2,791,578	\$ 2,875,325
Admin & IT Benefits	\$ 726,636	\$ 726,636	\$ 762,968	\$ 801,116	\$ 841,172	\$ 883,231	\$ 927,392	\$ 973,762	\$ 1,022,450	\$ 1,073,572	\$ 1,127,251	\$ 1,183,613
Other Labor Costs	\$ 600,000	\$ 600,000	\$ 729,725	\$ 671,892	\$ 692,049	\$ 765,837	\$ 788,812	\$ 812,477	\$ 836,851	\$ 861,957	\$ 896,597	\$ 923,495
Total Labor Cost Center	\$ 11,657,383	\$ 11,775,934	\$ 12,301,853	\$ 12,655,145	\$ 13,101,958	\$ 14,335,144	\$ 14,843,542	\$ 15,371,108	\$ 15,918,615	\$ 16,486,865	\$ 17,207,747	\$ 17,758,897
M&O + Captial Budgets	\$ 2,214,254	\$ 2,214,254	\$ 2,302,824	\$ 2,394,937	\$ 2,490,735	\$ 2,590,364	\$ 2,693,979	\$ 2,801,738	\$ 2,913,807	\$ 3,030,359	\$ 3,151,574	\$ 3,277,637
Total Budget	\$ 13,871,637	\$ 13,990,188	\$ 14,604,677	\$ 15,050,082	\$ 15,592,693	\$ 16,925,508	\$ 17,537,520	\$ 18,172,846	\$ 18,832,422	\$ 19,517,225	\$ 20,359,321	\$ 21,036,534
E911 Revenue Applied to Member Assessments	\$ 3,468,302	\$ 3,468,302	\$ 3,566,486	\$ 3,676,898	\$ 3,790,726	\$ 3,908,076	\$ 4,029,058	\$ 4,153,783	\$ 4,282,367	\$ 4,414,931	\$ 4,551,596	\$ 4,692,491
Member Assessment	\$ 10,403,335	\$ 10,521,886	\$ 11,038,191	\$ 11,373,184	\$ 11,801,967	\$ 13,017,432	\$ 13,508,463	\$ 14,019,063	\$ 14,550,055	\$ 15,102,294	\$ 15,807,725	\$ 16,344,043
E911 Revenue Applied to Reserves	\$ 867,076	\$ 867,076	\$ 891,622	\$ 919,224	\$ 947,681	\$ 977,019	\$ 1,007,264	\$ 1,038,446	\$ 1,070,592	\$ 1,103,733	\$ 1,137,899	\$ 1,173,123
E911 Revenue Total	\$ 4,335,378	\$ 4,335,378	\$ 4,458,108	\$ 4,596,122	\$ 4,738,407	\$ 4,885,095	\$ 5,036,322	\$ 5,192,229	\$ 5,352,959	\$ 5,518,664	\$ 5,689,496	\$ 5,865,614
Cost Per Call (Total CAD CFS/Total Budget)	\$ 21.29	\$ 21.47	\$ 22.02	\$ 22.38	\$ 22.86	\$ 24.47	\$ 25.00	\$ 25.54	\$ 26.10	\$ 26.67	\$ 27.42	\$ 27.94
Cost Per Capita (Total Population/Total Budget)	\$ 23.36	\$ 23.56	\$ 24.00	\$ 24.43	\$ 25.00	\$ 26.80	\$ 27.43	\$ 28.07	\$ 28.73	\$ 29.40	\$ 30.29	\$ 30.91

The eight supervisor positions include six line supervisors and two training supervisors.
SNOPAC 2016 Optimal based on fully cross trained, eliminating the current Call-Taker salary range. All positions are budgeted within the dispatcher range.
Dispatcher/CT, Supervisor/Lead Salary, Admin & IT Labor line items consist of Salaries / Wages only.
Benefits line items include Med/Vision, Dental, EAP, PERS, Retirement Match, Medicare and Worker's Comp.
Other Labor Costs include Overtime & Employment Security / Unemployment.
M&O includes the remaining Budgeted Operating expenses (excludes Labor related expenses listed above). SNOPAC typically funds captial needs through the use of carryover dollars.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.
Annual Change is based on the 2026 to 2016 Optimal budget, which includes the additional staff in 2020.

Option 2A – Reroute JSA calls to SNOPAC

This option projects the impacts of routing all Jointly Served Area (JSA) calls to SNOPAC, **using the 2016 adopted budget/authorized staffing positions by each agency.**



SNOPAC

E911 Volume Change: +3.96%

Population Change: None

E911 Revenue Change: +\$666K

Staff Model Change: -1 FTE

911 Transfers: -31%

SNOCOM

E911 Volume Change: -21.66%

Population Change: -145K

E911 Revenue Change: -\$534K

Staff Model Change: +7 FTE

911 Transfers: -81%

Note: The SNOCOM Board authorized an increase of 1 FTE in 2017.

Significant Pros

- Eliminates all JSA 911 call transfers.
- Less impactful to staffing changes (SNOCOM +7 vs. +8) as compared to Option 2B.
- Significant reduction in Cross PSAP CFS entry for SNOCOM (workload reduction).

- FD1 experiences increased call taker capacity (due to greater number of staff at SNOPAC).
- Significant increase in E911 revenue for SNOPAC.
- Does not require either Board to change governance structure.

Significant Cons

- 911 call transfers around border areas remain (approx. 15K / 34% of annual transfers).
- Serious officer and public safety concerns remain with separation of call takers and dispatchers in two physical locations.
- SNOCOM capacity levels unchanged/missed opportunity for SNOCOM service level improvement.
- Significant decrease in E911 revenue for SNOCOM.
- In order to provide equal levels of service for those calls around the border area, consistent staffing models were applied, resulting in the need for SNOCOM to increase staff by +7 FTEs.
- Complicates potential for future merger with SERS.
- Limits opportunity for countywide governance model, forces SERS to consider board restructure in support of next-gen radio system.

10 Year Pro Forma Budget - Option 2A - "Move JSA 911 calls to SNOPAC"

Option 2A - SNOCOM

Common Assumptions:

Salary % Chg	3.00%
Benefits % Chg	5.00%
M&O % Chg	4.00%
2016 E911 Combined Revenue	\$ 6,053,000
E911 Revenue % Chg	3.00%

6,053,000	\$	6,184,650	\$	6,370,190	\$	6,561,295	\$	6,758,134	\$	6,960,878	\$	7,169,704	\$	7,384,796	\$	7,606,339	\$	7,834,530	\$	8,069,565
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SNOCOM Assumptions:

5 Yr Dispatcher/CT Salary	\$ 57,252
5 Yr Dispatcher/CT Benefits	\$ 27,062
5 Yr Supervisor Salary	\$ 70,272
5 Yr Supervisor Benefits	\$ 33,062

Model Changes:

Population	(145,074)	Total model estimated population for JSA from OFM
E911 Form Call Chg	(48,300)	Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	-21.66%	% of Change to all incoming (for staffing) calls

	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Annual Pop Chg	(145,074.0)	(146,366.5)	(147,670.4)	(148,986.0)	(150,313.3)	(151,652.5)	(153,003.6)	(154,366.7)	(155,741.9)	(157,129.4)
E911 Form Call Chg	(48,300)	(48,755)	(49,215)	(49,679)	(50,147)	(50,620)	(51,097)	(51,579)	(52,065)	(52,556)

Option 2A - SNOCOM (Move JSA Calls to SNOPAC)

	2016 Budget	2016 Optimal	2017 Optimal MODIFIED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
ORIG Member Agency Population (E911 Formula)	288,848	288,848	290,998	293,620	296,269	298,948	301,655	304,392	307,158	309,954	312,781	315,638
NEW Member Agency Population (E911 Formula)			145,924	147,253	148,599	149,962	151,342	152,739	154,154	155,587	157,039	158,509
ORIG Incoming 911+10DE+Aband Calls (E911 Formula)	190,109	190,109	192,509	194,243	195,996	197,768	199,559	201,369	203,199	205,049	206,919	208,809
NEW Incoming 911+10DE+Aband Calls (E911 Formula)			144,209	145,488	146,781	148,089	149,412	150,749	152,102	153,470	154,854	156,254
ORIG Incoming & Abandoned Phone (Staffing)	223,623	223,623	223,361	225,373	227,407	229,463	231,541	233,641	235,765	237,911	240,081	242,274
NEW Incoming & Abandoned Phone (Staffing)			175,186	174,981	176,557	178,151	179,761	181,389	183,035	184,698	186,379	188,079
Total CAD Calls for Service	162,288	162,288	163,617	165,234	166,873	168,533	170,215	171,920	173,647	175,397	177,171	178,968
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	28/6/11 = 45	36/6/11 = 53	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52	35/6/11 = 52
Dispatcher/CT Labor	\$ 1,509,803	\$ 2,061,072	\$ 2,003,820	\$ 2,063,935	\$ 2,125,853	\$ 2,189,628	\$ 2,255,317	\$ 2,322,977	\$ 2,392,666	\$ 2,464,446	\$ 2,538,379	\$ 2,614,531
Dispatcher/CT Benefits	\$ 721,963	\$ 1,062,036	\$ 947,170	\$ 994,529	\$ 1,044,255	\$ 1,096,468	\$ 1,151,291	\$ 1,208,856	\$ 1,269,298	\$ 1,332,763	\$ 1,439,384	\$ 1,482,566
Supervisor Salary	\$ 426,471	\$ 421,632	\$ 421,632	\$ 434,281	\$ 447,309	\$ 460,729	\$ 474,551	\$ 488,787	\$ 503,451	\$ 518,554	\$ 534,111	\$ 550,134
Supervisor Benefits	\$ 181,267	\$ 177,006	\$ 198,372	\$ 208,291	\$ 218,705	\$ 229,640	\$ 241,122	\$ 253,179	\$ 265,837	\$ 279,129	\$ 293,086	\$ 307,740
Admin & IT Labor	\$ 1,020,452	\$ 1,020,452	\$ 1,020,452	\$ 1,051,066	\$ 1,082,598	\$ 1,115,075	\$ 1,148,528	\$ 1,182,984	\$ 1,218,473	\$ 1,255,027	\$ 1,292,678	\$ 1,331,458
Admin & IT Benefits	\$ 356,748	\$ 356,748	\$ 356,748	\$ 374,585	\$ 393,315	\$ 412,980	\$ 433,629	\$ 455,311	\$ 478,076	\$ 501,980	\$ 527,079	\$ 553,433
Other Labor Costs	\$ 447,609	\$ 573,927	\$ 573,927	\$ 591,145	\$ 608,880	\$ 627,146	\$ 645,960	\$ 665,339	\$ 685,299	\$ 705,858	\$ 727,034	\$ 748,845
Total Labor Cost Center	\$ 4,664,313	\$ 5,672,873	\$ 5,522,121	\$ 5,717,831	\$ 5,920,914	\$ 6,131,667	\$ 6,350,399	\$ 6,577,431	\$ 6,813,101	\$ 7,057,758	\$ 7,351,752	\$ 7,588,707
M&O + Capital Budgets	\$ 1,204,245	\$ 1,204,245	\$ 1,204,245	\$ 1,252,415	\$ 1,302,511	\$ 1,354,612	\$ 1,408,796	\$ 1,465,148	\$ 1,642,254	\$ 1,707,944	\$ 1,776,262	\$ 1,847,313
Total Budget	\$ 5,868,558	\$ 6,877,118	\$ 6,726,366	\$ 6,970,246	\$ 7,223,425	\$ 7,486,279	\$ 7,759,195	\$ 8,042,579	\$ 8,455,355	\$ 8,765,703	\$ 9,128,014	\$ 9,436,020
E911 Revenue Applied to Member Assessments 80%	\$ 1,384,157	\$ 1,384,157	\$ 956,762	\$ 982,680	\$ 1,009,301	\$ 1,036,643	\$ 1,064,727	\$ 1,093,571	\$ 1,123,197	\$ 1,153,626	\$ 1,184,879	\$ 1,216,979
Member Assessment	\$ 4,484,401	\$ 5,492,962	\$ 5,769,605	\$ 5,987,565	\$ 6,214,124	\$ 6,449,635	\$ 6,694,468	\$ 6,949,008	\$ 7,332,158	\$ 7,612,077	\$ 7,943,135	\$ 8,219,041
E911 Revenue Applied to Reserves 20%	\$ 346,039	\$ 346,039	\$ 239,190	\$ 245,670	\$ 252,325	\$ 259,161	\$ 266,182	\$ 273,393	\$ 280,799	\$ 288,406	\$ 296,220	\$ 304,245
E911 Revenue Total	\$ 1,730,196	\$ 1,730,196	\$ 1,195,952	\$ 1,228,350	\$ 1,261,626	\$ 1,295,804	\$ 1,330,908	\$ 1,366,964	\$ 1,403,996	\$ 1,442,032	\$ 1,481,099	\$ 1,521,224
Cost Per Call (Total CAD CFS/Total Budget)	\$ 36.16	\$ 42.38	\$ 41.11	\$ 42.18	\$ 43.29	\$ 44.42	\$ 45.58	\$ 46.78	\$ 48.69	\$ 49.98	\$ 51.52	\$ 52.72
Cost Per Capita (Total Population/Total Budget)	\$ 30.87	\$ 36.17	\$ 46.64	\$ 47.91	\$ 49.21	\$ 50.55	\$ 51.93	\$ 53.35	\$ 55.59	\$ 57.12	\$ 58.95	\$ 60.39

Difference compared to 2016 Budget	
Labor	\$ 857,808
M&O	\$ -
Total Budget Change	\$ 857,808
Total E911 Rev Change	\$ (534,244)
Total Assessment Change	\$ 1,285,203

Dispatch/CT and Supervisor salary based on 5 year employee.

Beneifts include: Employer cost of Medicare, PERS, ICMA LTD, L&I, medical, dental, vision.

Common assumptions applied year 2018 through 2026.

Labor Cost Center figures include salaries and benefits only.

Other Labor Costs include: budgeted overtime, CBA holiday buyback, CBA longevity, and unemployment

For 2016 Budget and Optimal, M&O Includes a \$228K per year contribution to capital replacement. 2017 going forward uses budget assumptions.

E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.

Annual Change is based on the 2026 to 2016 Optimal budget, which already includes the additional staff.

\$118,500 is added in 2023-2026 M&O for SNOCOM rent. This is based on the \$1.25 per sq ft, the same amount SNOPAC currently pays.

Option 2A - SNOPAC

SNOPAC Assumptions:

5 Yr Dispatcher/CT Salary	\$	63,665
5 Yr Dispatcher/CT Benefits	\$	25,268
5 Yr Supervisor Salary	\$	82,293
5 Yr Supervisor Benefits	\$	28,484

Model Changes:

Population	-	Total model estimated population for JSA from OFM
E911 Form Call Chg	22,923	Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	3.96%	% of Change to all incoming (for staffing) calls

	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Annual Pop Chg										
E911 Form Call Chg	22,923	23,316	23,715	24,121	24,534	24,954	25,382	25,816	26,258	26,708

Option 2A - SNOPAC (Move JSA Calls to SNOPAC)

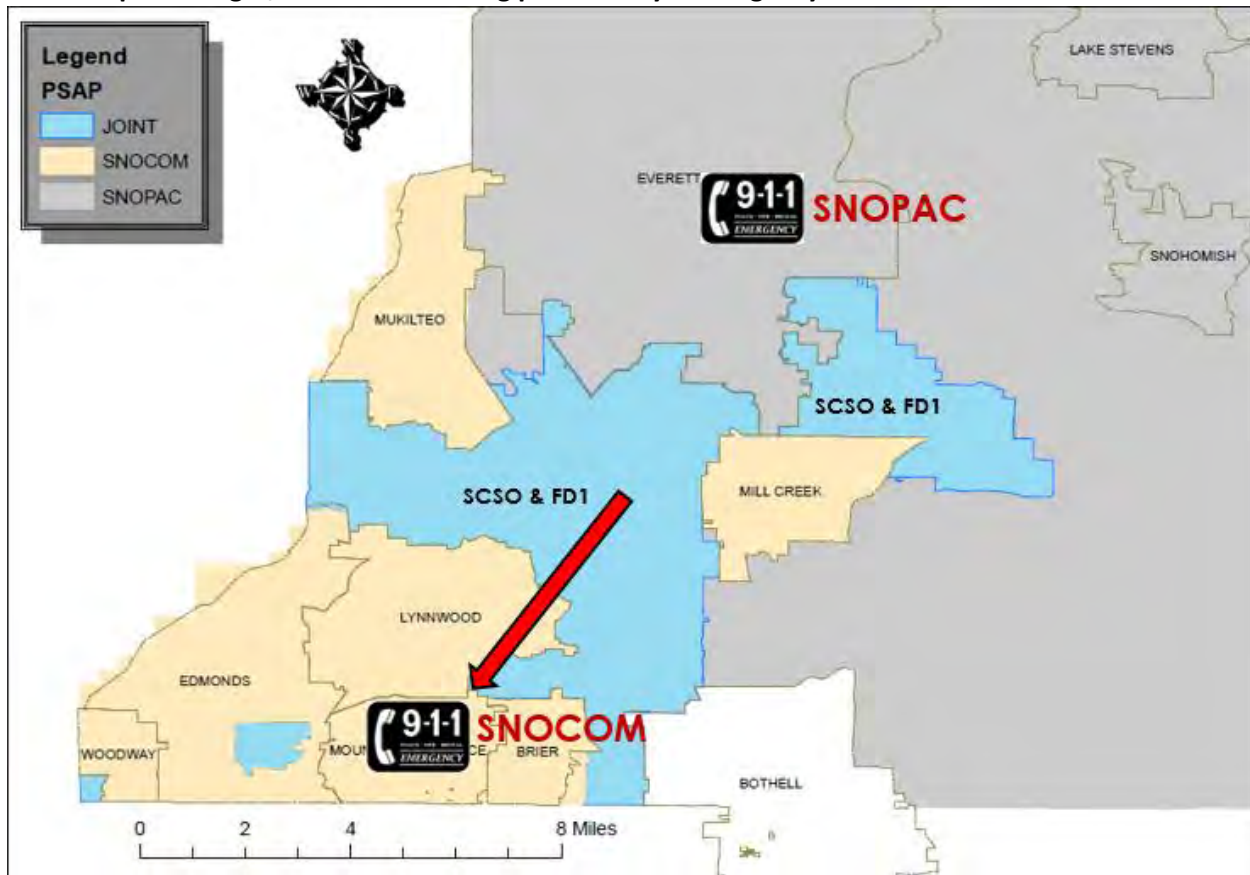
	2016 Budget	2016 Optimal	2017 Optimal MODIFIED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
ORIG Member Agency Population (E911 Formula)	593,875	593,875	608,600	616,147	623,802	631,566	639,440	647,428	655,529	663,748	672,084	680,541
NEW Member Agency Population (E911 Formula)			608,600	616,147	623,802	631,566	639,440	647,428	655,529	663,748	672,084	680,541
ORIG Incoming 911+10DE+Aband Calls (E911 Formula)	546,027	546,027	578,681	585,857	593,136	600,518	608,005	615,600	623,303	631,118	639,044	647,086
NEW Incoming 911+10DE+Aband Calls (E911 Formula)			601,604	609,173	616,850	624,639	632,539	640,554	648,685	656,934	665,303	673,794
ORIG Incoming & Abandoned Phone (Staffing)	583,848	583,848	598,170	605,588	613,112	620,743	628,482	636,333	644,296	652,373	660,567	668,879
NEW Incoming & Abandoned Phone (Staffing)												
Total CAD Calls for Service	651,556	651,556	663,132	672,493	682,004	691,667	701,486	711,462	721,599	731,900	742,367	753,004
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	78/14/21 = 113	76/14/21 = 111	77/14/21 = 112	77/14/21 = 112	77/14/21 = 112	84/14/21 = 119	84/14/21 = 119	84/14/21 = 119	84/14/21 = 119	84/14/21 = 119	85/14/21 = 120	85/14/21 = 120
Dispatcher/CT	\$ 4,805,974	\$ 4,838,540	\$ 4,902,205	\$ 5,049,271	\$ 5,200,749	\$ 5,843,751	\$ 6,019,064	\$ 6,199,635	\$ 6,385,625	\$ 6,577,193	\$ 6,855,158	\$ 7,060,813
Dispatcher/CT Benefits	\$ 1,943,276	\$ 1,920,368	\$ 1,945,636	\$ 2,042,918	\$ 2,145,064	\$ 2,457,073	\$ 2,579,927	\$ 2,708,923	\$ 2,844,369	\$ 2,986,588	\$ 3,173,249	\$ 3,268,447
Supervisor/Lead Salary	\$ 1,059,243	\$ 1,152,102	\$ 1,152,102	\$ 1,186,665	\$ 1,222,265	\$ 1,258,933	\$ 1,296,701	\$ 1,335,602	\$ 1,375,670	\$ 1,416,940	\$ 1,459,448	\$ 1,503,232
Supervisor/Lead Benefits	\$ 382,742	\$ 398,776	\$ 398,776	\$ 418,715	\$ 439,651	\$ 461,633	\$ 484,715	\$ 508,950	\$ 534,398	\$ 561,118	\$ 589,174	\$ 618,632
Admin & IT Labor	\$ 2,139,512	\$ 2,139,512	\$ 2,139,512	\$ 2,203,697	\$ 2,269,808	\$ 2,337,903	\$ 2,408,040	\$ 2,480,281	\$ 2,554,689	\$ 2,631,330	\$ 2,710,270	\$ 2,791,578
Admin & IT Benefits	\$ 726,636	\$ 726,636	\$ 726,636	\$ 762,968	\$ 801,116	\$ 841,172	\$ 883,231	\$ 927,392	\$ 973,762	\$ 1,022,450	\$ 1,073,572	\$ 1,127,251
Other Labor Costs	\$ 600,000	\$ 600,000	\$ 600,000	\$ 618,000	\$ 636,540	\$ 703,897	\$ 725,014	\$ 746,765	\$ 769,168	\$ 792,243	\$ 824,002	\$ 848,723
Total Labor Cost Center	\$ 11,657,383	\$ 11,775,934	\$ 11,864,867	\$ 12,282,234	\$ 12,715,193	\$ 13,904,362	\$ 14,396,690	\$ 14,907,548	\$ 15,437,680	\$ 15,987,861	\$ 16,684,874	\$ 17,218,675
M&O + Captial Budgets	\$ 2,214,254	\$ 2,214,254	\$ 2,214,254	\$ 2,302,824	\$ 2,394,937	\$ 2,490,735	\$ 2,590,364	\$ 2,693,979	\$ 2,801,738	\$ 2,913,807	\$ 3,030,359	\$ 3,151,574
Total Budget	\$ 13,871,637	\$ 13,990,188	\$ 14,079,121	\$ 14,585,058	\$ 15,110,130	\$ 16,395,096	\$ 16,987,054	\$ 17,601,527	\$ 18,239,418	\$ 18,901,668	\$ 19,715,233	\$ 20,370,249
E911 Revenue Applied to Member Assessments 80%	\$ 3,458,243	\$ 3,458,243	\$ 3,990,958	\$ 4,113,471	\$ 4,239,735	\$ 4,369,864	\$ 4,503,976	\$ 4,642,192	\$ 4,784,639	\$ 4,931,446	\$ 5,082,745	\$ 5,238,674
Member Assessment	\$ 10,413,394	\$ 10,531,945	\$ 10,088,163	\$ 10,471,587	\$ 10,870,395	\$ 12,025,233	\$ 12,483,079	\$ 12,959,334	\$ 13,454,778	\$ 13,970,223	\$ 14,632,489	\$ 15,131,575
E911 Revenue Applied to Reserves 20%	\$ 864,561	\$ 864,561	\$ 997,740	\$ 1,028,368	\$ 1,059,934	\$ 1,092,466	\$ 1,125,994	\$ 1,160,548	\$ 1,196,160	\$ 1,232,861	\$ 1,270,686	\$ 1,309,668
E911 Revenue Total	\$ 4,322,804	\$ 4,322,804	\$ 4,988,698	\$ 5,141,839	\$ 5,299,669	\$ 5,462,330	\$ 5,629,970	\$ 5,802,741	\$ 5,980,799	\$ 6,164,307	\$ 6,353,431	\$ 6,548,342
Cost Per Call (Total CAD CFS/Total Budget)	\$ 21.29	\$ 21.47	\$ 21.23	\$ 21.69	\$ 22.16	\$ 23.70	\$ 24.22	\$ 24.74	\$ 25.28	\$ 25.83	\$ 26.56	\$ 27.05
Cost Per Capita (Total Population/Total Budget)	\$ 25.40	\$ 25.62	\$ 23.40	\$ 23.94	\$ 24.50	\$ 26.25	\$ 26.86	\$ 27.48	\$ 28.12	\$ 28.77	\$ 29.63	\$ 30.23

Difference compared to 2016 Budget	
Labor	\$ 207,484
M&O	\$ -
Total Budget Change	\$ 207,484
Total E911 Rev Change	\$ 665,894
Total Assessment Change	\$ (325,231)

The eight supervisor positions include six line supervisors and two training supervisors.
SNOPAC 2016 Optimal based on fully cross trained, eliminating the current Call-Taker salary range. All positions are budgeted within the dispatcher range.
Common assumptions applied year 2018 through 2026.
Dispatcher/CT, Supervisor/Lead Salary, Admin & IT Labor line items consist of Salaries / Wages only.
Benefits line items include Med/Vision, Dental, EAP, PERS, Retirement Match, Medicare and Worker's Comp.
Other Labor Costs include Overtime & Employment Security / Unemployment.
M&O includes the remaining Budgeted Operating expenses (excludes Labor related expenses listed above). SNOPAC typically funds captial needs through the use of carryover dollars.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.
Annual Change is based on the 2026 to 2016 Optimal budget, which includes the additional staff in 2020.

Option 2B – Reroute JSA calls to SNOCOM

This option projects the impacts of routing all Jointly Served Area (JSA) calls to SNOCOM, using the 2016 adopted budget/authorized staffing positions by each agency.



SNOPAC

E911 Volume Change: -6.05%

Population Change: -145K

E911 Revenue Change: -\$175K

Staff Model Change: -2 FTE

911 Transfers: -31%

SNOCOM

E911 Volume Change: +14.2%

Population Change: None

E911 Revenue Change: +\$307K

Staff Model Change: +9 FTE

911 Transfers: -81%

Note: The SNOCOM Board authorized an increase of 1 FTE in 2017.

Significant Pros

- Eliminates all JSA 911 call transfers.
- Significant increase in E911 revenue for SNOCOM.

- Does not require either Board to change governance structure.

Significant Cons

- 911 call transfers around border areas remain.
- More impactful to staffing as compared to Option 2A (for SNOCOM +7 vs +9).
- Serious security/safety concerns with separation of call takers and dispatchers in two physical locations.
- SNOPAC/SCSO JSA area experience reduction in call taker capacity (smaller staff at SNOCOM).
- Decrease in E911 revenue for SNOPAC.
- In order to provide equal levels of service for those calls in the JSA consistent staffing models were applied, resulting in the need for SNOCOM to increase staff by +9 FTEs.
- Complicates potential for future merger with SERS.
- Limits opportunity for countywide governance model, forces SERS to consider board restructure in support of next-gen radio system.

10 Year Pro Forma Budget - Option 2B - "Move JSA 911 calls to SNOCOM"

Option 2B - SNOCOM

Common Assumptions:

Salary % Chg	3.00%
Benefits % Chg	5.00%
M&O % Chg	4.00%
2016 E911 Combined Revenue	\$ 6,053,000
E911 Revenue % Chg	3.00%

6,053,000	\$	6,184,650	\$	6,370,190	\$	6,561,295	\$	6,758,134	\$	6,960,878	\$	7,169,704	\$	7,384,796	\$	7,606,339	\$	7,834,530	\$	8,069,565
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SNOCOM Assumptions:

5 Yr Dispatcher/CT Salary	\$ 57,252
5 Yr Dispatcher/CT Benefits	\$ 27,062
5 Yr Supervisor Salary	\$ 70,272
5 Yr Supervisor Benefits	\$ 33,062

Model Changes:

Population	-	Total model estimated population for JSA from OFM
E911 Form Call Chg	31,671	Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	14.20%	% of Change to all incoming (for staffing) calls

Annual Pop Chg										
E911 Form Call Chg	31,671	31,970	32,271	32,575	32,882	33,192	33,505	33,821	34,140	34,461

Option 2B - SNOCOM (Move JSA calls to SNOCOM)

	2016 Budget	2016 Optimal	2017 Optimal MODIFIED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
ORIG Member Agency Population (E911 Formula)	288,848	288,848	290,998	293,620	296,269	298,948	301,655	304,392	307,158	309,954	312,781	315,638
NEW Member Agency Population (E911 Formula)			290,998	293,620	296,269	298,948	301,655	304,392	307,158	309,954	312,781	315,638
ORIG Incoming 911+10DE+Aband Calls (E911 Formula)	190,109	190,109	192,509	194,243	195,996	197,768	199,559	201,369	203,199	205,049	206,919	208,809
NEW Incoming 911+10DE+Aband Calls (E911 Formula)			224,180	226,213	228,267	230,343	232,441	234,561	236,704	238,870	241,059	243,271
ORIG Incoming & Abandoned Phone (Staffing)	223,623	223,623	223,361	225,373	227,407	229,463	231,541	233,641	235,765	237,911	240,081	242,274
NEW Incoming & Abandoned Phone (Staffing)			255,378	255,078	257,376	259,699	262,047	264,420	266,819	269,243	271,694	274,172
Total CAD Calls for Service	162,288	162,288	163,617	165,234	166,873	168,533	170,215	171,920	173,647	175,397	177,171	178,968
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	28/6/11 = 45	36/6/11 = 53	37/6/11 = 54	37/6/11 = 54	37/6/11 = 54	38/6/11 = 55	38/6/11 = 55	38/6/11 = 55	38/6/11 = 55	38/6/11 = 55	39/6/11 = 56	39/6/11 = 56
Dispatcher/CT Labor	\$ 1,509,803	\$ 2,061,072	\$ 2,118,324	\$ 2,181,874	\$ 2,247,330	\$ 2,377,311	\$ 2,448,630	\$ 2,522,089	\$ 2,597,752	\$ 2,675,684	\$ 2,758,067	\$ 2,840,809
Dispatcher/CT Benefits	\$ 721,963	\$ 1,062,036	\$ 1,001,294	\$ 1,051,359	\$ 1,103,927	\$ 1,190,451	\$ 1,249,973	\$ 1,312,472	\$ 1,378,095	\$ 1,447,000	\$ 1,562,760	\$ 1,609,643
Supervisor Salary	\$ 426,471	\$ 421,632	\$ 421,632	\$ 434,281	\$ 447,309	\$ 460,729	\$ 474,551	\$ 488,787	\$ 503,451	\$ 518,554	\$ 534,111	\$ 550,134
Supervisor Benefits	\$ 181,267	\$ 177,006	\$ 198,372	\$ 208,291	\$ 218,705	\$ 229,640	\$ 241,122	\$ 253,179	\$ 265,837	\$ 279,129	\$ 293,086	\$ 307,740
Admin & IT Labor	\$ 1,020,452	\$ 1,020,452	\$ 1,020,452	\$ 1,051,066	\$ 1,082,598	\$ 1,115,075	\$ 1,148,528	\$ 1,182,984	\$ 1,218,473	\$ 1,255,027	\$ 1,292,678	\$ 1,331,458
Admin & IT Benefits	\$ 356,748	\$ 356,748	\$ 356,748	\$ 374,585	\$ 393,315	\$ 412,980	\$ 433,629	\$ 455,311	\$ 478,076	\$ 501,980	\$ 527,079	\$ 553,433
Other Labor Costs	\$ 447,609	\$ 573,927	\$ 591,145	\$ 608,880	\$ 641,282	\$ 660,521	\$ 680,336	\$ 700,746	\$ 721,769	\$ 743,899	\$ 766,216	
Total Labor Cost Center	\$ 4,664,313	\$ 5,672,873	\$ 5,690,749	\$ 5,892,600	\$ 6,102,063	\$ 6,427,468	\$ 6,656,954	\$ 6,895,157	\$ 7,142,431	\$ 7,399,144	\$ 7,711,680	\$ 7,959,434
M&O + Capital Budgets	\$ 1,204,245	\$ 1,204,245	\$ 1,204,245	\$ 1,252,415	\$ 1,302,511	\$ 1,354,612	\$ 1,408,796	\$ 1,465,148	\$ 1,642,254	\$ 1,707,944	\$ 1,776,262	\$ 1,847,313
Total Budget	\$ 5,868,558	\$ 6,877,118	\$ 6,894,994	\$ 7,145,015	\$ 7,404,574	\$ 7,782,080	\$ 8,065,750	\$ 8,360,305	\$ 8,784,685	\$ 9,107,088	\$ 9,487,942	\$ 9,806,746
E911 Revenue Applied to Member Assessments 80%	\$ 1,384,157	\$ 1,384,157	\$ 1,629,953	\$ 1,674,817	\$ 1,720,901	\$ 1,768,237	\$ 1,816,860	\$ 1,866,802	\$ 1,918,100	\$ 1,970,789	\$ 2,024,907	\$ 2,080,491
Member Assessment	\$ 4,484,401	\$ 5,492,962	\$ 5,265,041	\$ 5,470,198	\$ 5,683,673	\$ 6,013,843	\$ 6,248,891	\$ 6,493,503	\$ 6,866,585	\$ 7,136,299	\$ 7,463,035	\$ 7,726,255
E911 Revenue Applied to Reserves 20%	\$ 346,039	\$ 346,039	\$ 407,488	\$ 418,704	\$ 430,225	\$ 442,059	\$ 454,215	\$ 466,700	\$ 479,525	\$ 492,697	\$ 506,227	\$ 520,123
E911 Revenue Total	\$ 1,730,196	\$ 1,730,196	\$ 2,037,441	\$ 2,093,522	\$ 2,151,126	\$ 2,210,297	\$ 2,271,074	\$ 2,333,502	\$ 2,397,624	\$ 2,463,486	\$ 2,531,133	\$ 2,600,614
Cost Per Call (Total CAD CFS/Total Budget)	\$ 36.16	\$ 42.38	\$ 42.14	\$ 43.24	\$ 44.37	\$ 46.18	\$ 47.39	\$ 48.63	\$ 50.59	\$ 51.92	\$ 53.55	\$ 54.80
Cost Per Capita (Total Population/Total Budget)	\$ 30.87	\$ 36.17	\$ 30.76	\$ 31.59	\$ 32.44	\$ 33.78	\$ 34.70	\$ 35.64	\$ 37.11	\$ 38.13	\$ 39.36	\$ 40.31

Difference compared to 2016 Budget	
Labor	\$ 1,026,436
M&O	\$ -
Total Budget Change	\$ 1,026,436
Total E911 Rev Change	\$ 307,246
Total Assessment Change	\$ 780,640

Dispatch/CT and Supervisor salary based on 5 year employee.

Beneifts include: Employer cost of Medicare, PERS, ICMA LTD, L&I, medical, dental, vision.

Common assumptions applied year 2018 through 2026.

Labor Cost Center figures include salaries and benefits only.

Other Labor Costs include: budgeted overtime, CBA holiday buyback, CBA longevity, and unemployment

For 2016 Budget and Optimal, M&O Includes a \$228K per year contribution to capital replacement. 2017 going forward uses budget assumptions.

E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.

Annual Change is based on the 2026 to 2016 Optimal budget, which already includes the additional staff.

\$118,500 is added in 2023-2026 M&O for SNOCOM rent. This is based on the \$1.25 per sq ft, the same amount SNOPAC currently pays.

Option 2B - SNOPAC

SNOPAC Assumptions:

5 Yr Dispatcher/CT Salary	\$	63,665
5 Yr Dispatcher/CT Benefits	\$	25,268
5 Yr Supervisor Salary	\$	82,293
5 Yr Supervisor Benefits	\$	28,484

Model Changes:

Population	(145,074)	Total model estimated population for JSA from OFM
E911 Form Call Chg	(34,976)	Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	-6.05%	% of Change to all incoming (for staffing) calls

	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Annual Pop Chg	(145,074.0)	(146,366.5)	(147,670.4)	(148,986.0)	(150,313.3)	(151,652.5)	(153,003.6)	(154,366.7)	(155,741.9)	(157,129.4)
E911 Form Call Chg	(34,976)	(35,575)	(36,184)	(36,804)	(37,434)	(38,075)	(38,727)	(39,391)	(40,065)	(40,751)

Option 2B - SNOPAC (Move JSA calls to SNOCOM)

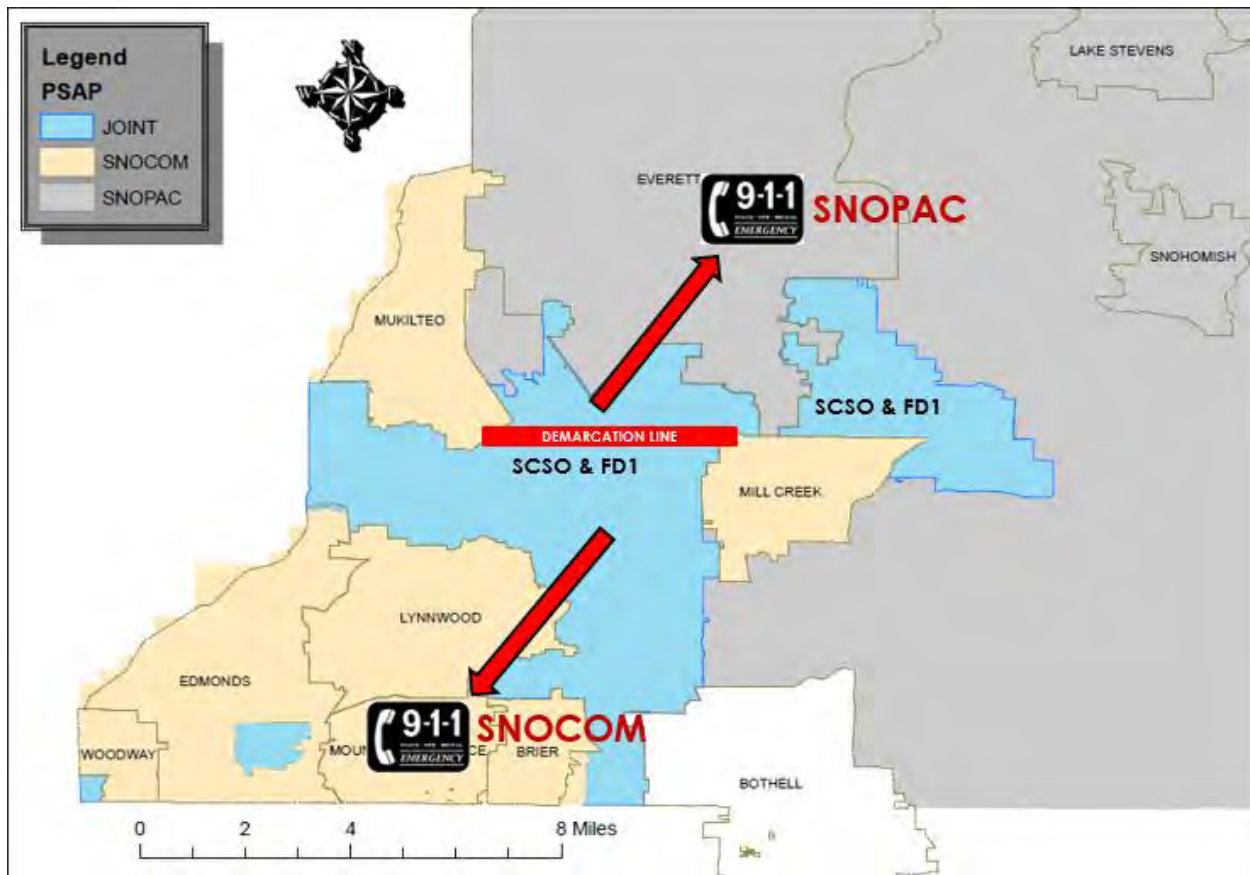
	2016 Budget	2016 Optimal	2017 Optimal MODIFIED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
ORIG Member Agency Population (E911 Formula)	593,875	593,875	608,600	616,147	623,802	631,566	639,440	647,428	655,529	663,748	672,084	680,541
NEW Member Agency Population (E911 Formula)			463,526	469,781	476,131	482,580	489,127	495,775	502,526	509,381	516,342	523,412
ORIG Incoming 911+10DE+Aband Calls (E911 Formula)	546,027	546,027	578,681	585,857	593,136	600,518	608,005	615,600	623,303	631,118	639,044	647,086
NEW Incoming 911+10DE+Aband Calls (E911 Formula)			543,705	550,282	556,951	563,714	570,571	577,525	584,576	591,727	598,979	606,334
ORIG Incoming & Abandoned Phone (Staffing)	583,848	583,848	598,170	605,588	613,112	620,743	628,482	636,333	644,296	652,373	660,567	668,879
NEW Incoming & Abandoned Phone (Staffing)												
Total CAD Calls for Service	651,556	651,556	663,132	672,493	682,004	691,667	701,486	711,462	721,599	731,900	742,367	753,004
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	78/14/21 = 113	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	83/14/21 = 118	83/14/21 = 118
Dispatcher/CT	\$ 4,805,974	\$ 4,838,540	\$ 4,838,540	\$ 4,983,696	\$ 5,133,207	\$ 5,704,614	\$ 5,875,753	\$ 6,052,025	\$ 6,233,586	\$ 6,420,593	\$ 6,693,860	\$ 6,894,676
Dispatcher/CT Benefits	\$ 1,943,276	\$ 1,920,368	\$ 1,920,368	\$ 2,016,386	\$ 2,117,206	\$ 2,398,571	\$ 2,518,500	\$ 2,644,425	\$ 2,776,646	\$ 2,915,478	\$ 3,098,585	\$ 3,191,542
Supervisor/Lead Salary	\$ 1,059,243	\$ 1,152,102	\$ 1,152,102	\$ 1,186,665	\$ 1,222,265	\$ 1,258,933	\$ 1,296,701	\$ 1,335,602	\$ 1,375,670	\$ 1,416,940	\$ 1,459,448	\$ 1,503,232
Supervisor/Lead Benefits	\$ 382,742	\$ 398,776	\$ 398,776	\$ 418,715	\$ 439,651	\$ 461,633	\$ 484,715	\$ 508,950	\$ 534,398	\$ 561,118	\$ 589,174	\$ 618,632
Admin & IT Labor	\$ 2,139,512	\$ 2,139,512	\$ 2,139,512	\$ 2,203,697	\$ 2,269,808	\$ 2,337,903	\$ 2,408,040	\$ 2,480,281	\$ 2,554,689	\$ 2,631,330	\$ 2,710,270	\$ 2,791,578
Admin & IT Benefits	\$ 726,636	\$ 726,636	\$ 726,636	\$ 762,968	\$ 801,116	\$ 841,172	\$ 883,231	\$ 927,392	\$ 973,762	\$ 1,022,450	\$ 1,073,572	\$ 1,127,251
Other Labor Costs	\$ 600,000	\$ 600,000	\$ 600,000	\$ 618,000	\$ 636,540	\$ 697,442	\$ 718,366	\$ 739,917	\$ 762,114	\$ 784,978	\$ 816,604	\$ 841,103
Total Labor Cost Center	\$ 11,657,383	\$ 11,775,934	\$ 11,775,934	\$ 12,190,128	\$ 12,619,793	\$ 13,700,268	\$ 14,185,304	\$ 14,688,592	\$ 15,210,865	\$ 15,752,887	\$ 16,441,513	\$ 16,968,014
M&O + Captial Budgets	\$ 2,214,254	\$ 2,214,254	\$ 2,214,254	\$ 2,302,824	\$ 2,394,937	\$ 2,490,735	\$ 2,590,364	\$ 2,693,979	\$ 2,801,738	\$ 2,913,807	\$ 3,030,359	\$ 3,151,574
Total Budget	\$ 13,871,637	\$ 13,990,188	\$ 13,990,188	\$ 14,492,952	\$ 15,014,730	\$ 16,191,003	\$ 16,775,668	\$ 17,382,570	\$ 18,012,603	\$ 18,666,694	\$ 19,471,873	\$ 20,119,588
E911 Revenue Applied to Member Assessments 80%	\$ 3,458,243	\$ 3,458,243	\$ 3,317,767	\$ 3,421,334	\$ 3,528,135	\$ 3,638,270	\$ 3,751,843	\$ 3,868,962	\$ 3,989,737	\$ 4,114,283	\$ 4,242,717	\$ 4,375,161
Member Assessment	\$ 10,413,394	\$ 10,531,945	\$ 10,672,421	\$ 11,071,617	\$ 11,486,595	\$ 12,552,733	\$ 13,023,825	\$ 13,513,609	\$ 14,022,866	\$ 14,552,412	\$ 15,229,156	\$ 15,744,427
E911 Revenue Applied to Reserves 20%	\$ 864,561	\$ 864,561	\$ 829,442	\$ 855,334	\$ 882,034	\$ 909,567	\$ 937,961	\$ 967,240	\$ 997,434	\$ 1,028,571	\$ 1,060,679	\$ 1,093,790
E911 Revenue Total	\$ 4,322,804	\$ 4,322,804	\$ 4,147,209	\$ 4,276,668	\$ 4,410,169	\$ 4,547,837	\$ 4,689,804	\$ 4,836,202	\$ 4,987,171	\$ 5,142,853	\$ 5,303,396	\$ 5,468,951
Cost Per Call (Total CAD CFS/Total Budget)	\$ 21.29	\$ 21.47	\$ 21.10	\$ 21.55	\$ 22.02	\$ 23.41	\$ 23.91	\$ 24.43	\$ 24.96	\$ 25.50	\$ 26.23	\$ 26.72
Cost Per Capita (Total Population/Total Budget)	\$ 25.40	\$ 25.62	\$ 25.73	\$ 26.34	\$ 26.96	\$ 28.72	\$ 29.40	\$ 30.10	\$ 30.81	\$ 31.55	\$ 32.51	\$ 33.18

Difference compared to 2016 Budget	
Labor	\$ 118,551
M&O	\$ -
Total Budget Change	\$ 118,551
Total E911 Rev Change	\$ (175,596)
Total Assessment Change	\$ 259,027

The eight supervisor positions include six line supervisors and two training supervisors.
SNOPAC 2016 Optimal based on fully cross trained, eliminating the current Call-Taker salary range. All positions are budgeted within the dispatcher range.
Common assumptions applied year 2018 through 2026.
Dispatcher/CT, Supervisor/Lead Salary, Admin & IT Labor line items consist of Salaries / Wages only.
Benefits line items include Med/Vision, Dental, EAP, PERS, Retirement Match, Medicare and Worker's Comp.
Other Labor Costs include Overtime & Employment Security / Unemployment.
M&O includes the remaining Budgeted Operating expenses (excludes Labor related expenses listed above). SNOPAC typically funds captial needs through the use of carryover dollars.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.
Annual Change is based on the 2026 to 2016 Optimal budget, which includes the additional staff in 2020.

Option 3 – Aggressive Cross PSAP Call Entry

This option projects the impacts of processing the entirety of all calls, without transferring, using the shared CAD system, **using the 2016 adopted budget/authorized staffing positions by each agency.**



SNOPAC

E911 Volume Change: -5.96%

Population Change: -79K

E911 Revenue Change: +\$197K

Staff Model Change: -2 FTE

911 Transfers: None

SNOCOM

E911 Volume Change: -4.78%

Population Change: -67K

E911 Revenue Change: -\$66K

Staff Model Change: +7 FTE

911 Transfers: None

Note: The SNOCOM Board authorized an increase of 1 FTE in 2017.

Significant Pros

- Eliminates all JSA and border area 911 call transfers.
- Increase in E911 revenue for SNOPAC (removal of transfers from E911 formula).
- Does not require either Board to change governance structure.

Significant Cons

- SNOPAC/SCSO JSA and border areas experience reduction in call taker capacity.
- Significant workload increase for SNOCOM with a reduction in E911 revenue.
- Serious security/safety concerns with separation of call takers and dispatchers in two physical locations.
- Unfunded staffing need at SNOCOM.
- SNOCOM must up-staff (approx. \$875K new costs) to provide standards compliant service levels currently provided at SNOPAC.
- Complicates potential for future merger with SERS.
- Limits opportunity for countywide governance model, forces SERS to consider board restructure in support of next-gen radio system.
- Modest decrease in E911 revenue for SNOCOM.

Common Assumptions:

SNOCOM Assumptions:

Model Changes:

2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
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Option 3 SNOCOM - ACPP

Difference compared to 2016 Budget		
Labor	\$	857,808
M&O	\$	48,170
Total Budget Change	\$	905,978
Total E911 Rev Change	\$	(66,174)
Total Assessment Change	\$	958,917

\$118,500 is added in 2023-2026 M&O for SNOCOM rent. This is based on the \$1.25 per sq ft, the same amount SNOPAC currently pays.

Option 3 - SNOPAC

SNOPAC Assumptions:

5 Yr Dispatcher/CT Salary	\$	63,665
5 Yr Dispatcher/CT Benefits	\$	25,268
5 Yr Supervisor Salary	\$	82,293
5 Yr Supervisor Benefits	\$	28,484

Model Changes:

Population	(78,999)	Total model estimated population for JSA from OFM
E911 Form Call Chg	(34,473)	Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	-5.96%	% of Change to all incoming (for staffing) calls

	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Annual Pop Chg	(78,999.0)	(79,702.8)	(80,412.9)	(81,129.3)	(81,852.0)	(82,581.3)	(83,317.0)	(84,059.3)	(84,808.1)	(85,563.7)
E911 Form Call Chg	(34,473)	(35,063)	(35,664)	(36,275)	(36,896)	(37,528)	(38,170)	(38,824)	(39,489)	(40,165)

Option 3 SNOPAC - ACP

	2016 Budget	2016 Optimal	2017 Optimal	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
ORIG Member Agency Population (E911 Formula)	593,875	593,875	608,600	616,147	623,802	631,566	639,440	647,428	655,529	663,748	672,084	680,541
NEW Member Agency Population (E911 Formula)			529,601	536,444	543,389	550,436	557,588	564,846	572,212	579,688	587,276	594,978
ORIG Incoming 911+10DE+Aband Calls (E911 Formula)	546,027	546,027	578,681	585,857	593,136	600,518	608,005	615,600	623,303	631,118	639,044	647,086
NEW Incoming 911+10DE+Aband Calls (E911 Formula)			544,208	550,794	557,472	564,243	571,109	578,072	585,133	592,294	599,555	606,920
ORIG Incoming & Abandoned Phone (Staffing)	583,848	583,848	598,170	605,588	613,112	620,743	628,482	636,333	644,296	652,373	660,567	668,879
NEW Incoming & Abandoned Phone (Staffing)												
Total CAD Calls for Service	651,556	651,556	663,132	672,493	682,004	691,667	701,486	711,462	721,599	731,900	742,367	753,004
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	78/14/21 = 113	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	76/14/21 = 111	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	82/14/21 = 117	83/14/21 = 118	83/14/21 = 118
Dispatcher/CT	\$ 4,805,974	\$ 4,838,540	\$ 4,838,540	\$ 4,983,696	\$ 5,133,207	\$ 5,704,614	\$ 5,875,753	\$ 6,052,025	\$ 6,233,586	\$ 6,420,593	\$ 6,693,860	\$ 6,894,676
Dispatcher/CT Benefits	\$ 1,943,276	\$ 1,920,368	\$ 1,920,368	\$ 2,016,386	\$ 2,117,206	\$ 2,398,571	\$ 2,518,500	\$ 2,644,425	\$ 2,776,646	\$ 2,915,478	\$ 3,098,585	\$ 3,191,542
Supervisor/Lead Salary	\$ 1,059,243	\$ 1,152,102	\$ 1,152,102	\$ 1,186,665	\$ 1,222,265	\$ 1,258,933	\$ 1,296,701	\$ 1,335,602	\$ 1,375,670	\$ 1,416,940	\$ 1,459,448	\$ 1,503,232
Supervisor/Lead Benefits	\$ 382,742	\$ 398,776	\$ 398,776	\$ 418,715	\$ 439,651	\$ 461,633	\$ 484,715	\$ 508,950	\$ 534,398	\$ 561,118	\$ 589,174	\$ 618,632
Admin & IT Labor	\$ 2,139,512	\$ 2,139,512	\$ 2,139,512	\$ 2,203,697	\$ 2,269,808	\$ 2,337,903	\$ 2,408,040	\$ 2,480,281	\$ 2,554,689	\$ 2,631,330	\$ 2,710,270	\$ 2,791,578
Admin & IT Benefits	\$ 726,636	\$ 726,636	\$ 726,636	\$ 762,968	\$ 801,116	\$ 841,172	\$ 883,231	\$ 927,392	\$ 973,762	\$ 1,022,450	\$ 1,073,572	\$ 1,127,251
Other Labor Costs	\$ 600,000	\$ 600,000	\$ 600,000	\$ 618,000	\$ 636,540	\$ 697,442	\$ 718,366	\$ 739,917	\$ 762,114	\$ 784,978	\$ 816,604	\$ 841,103
Total Labor Cost Center	\$ 11,657,383	\$ 11,775,934	\$ 11,775,934	\$ 12,190,128	\$ 12,619,793	\$ 13,700,268	\$ 14,185,304	\$ 14,688,592	\$ 15,210,865	\$ 15,752,887	\$ 16,441,513	\$ 16,968,014
M&O + Capital Budgets	\$ 2,214,254	\$ 2,214,254	\$ 2,302,824	\$ 2,394,937	\$ 2,490,735	\$ 2,590,364	\$ 2,693,979	\$ 2,801,738	\$ 2,913,807	\$ 3,030,359	\$ 3,151,574	\$ 3,277,637
Total Budget	\$ 13,871,637	\$ 13,990,188	\$ 14,078,758	\$ 14,585,065	\$ 15,110,527	\$ 16,290,632	\$ 16,879,282	\$ 17,490,330	\$ 18,124,672	\$ 18,783,247	\$ 19,593,087	\$ 20,245,651
E911 Revenue Applied to Member Assessments	\$ 3,458,243	\$ 3,458,243	\$ 3,616,502	\$ 3,728,400	\$ 3,843,756	\$ 3,962,677	\$ 4,085,273	\$ 4,211,658	\$ 4,341,948	\$ 4,476,265	\$ 4,614,732	\$ 4,757,479
Member Assessment	\$ 10,413,394	\$ 10,531,945	\$ 10,462,256	\$ 10,856,665	\$ 11,266,772	\$ 12,327,956	\$ 12,794,010	\$ 13,278,672	\$ 13,782,724	\$ 14,306,982	\$ 14,978,355	\$ 15,488,172
E911 Revenue Applied to Reserves	\$ 864,561	\$ 864,561	\$ 904,126	\$ 932,100	\$ 960,939	\$ 990,669	\$ 1,021,318	\$ 1,052,914	\$ 1,085,487	\$ 1,119,066	\$ 1,153,683	\$ 1,189,370
E911 Revenue Total	\$ 4,322,804	\$ 4,322,804	\$ 4,520,628	\$ 4,660,500	\$ 4,804,695	\$ 4,953,346	\$ 5,106,591	\$ 5,264,572	\$ 5,427,435	\$ 5,595,331	\$ 5,768,415	\$ 5,946,848
Cost Per Call (Total CAD CFS/Total Budget)	\$ 21.29	\$ 21.47	\$ 21.23	\$ 21.69	\$ 22.16	\$ 23.55	\$ 24.06	\$ 24.58	\$ 25.12	\$ 25.66	\$ 26.39	\$ 26.89
Cost Per Capita (Total Population/Total Budget)	\$ 25.40	\$ 25.62	\$ 25.87	\$ 26.48	\$ 27.11	\$ 28.87	\$ 29.56	\$ 30.26	\$ 30.98	\$ 31.71	\$ 32.68	\$ 33.36

Difference compared to 2016 Budget	
Labor	\$ 118,551
M&O	\$ 88,570
Total Budget Change	\$ 207,121
Total E911 Rev Change	\$ 197,824
Total Assessment Change	\$ 48,862

The eight supervisor positions include six line supervisors and two training supervisors.
SNOPAC 2016 Optimal based on fully cross trained, eliminating the current Call-Taker salary range. All positions are budgeted within the dispatcher range.
Common assumptions applied year 2018 through 2026.
Dispatcher/CT, Supervisor/Lead Salary, Admin & IT Labor line items consist of Salaries / Wages only.
Benefits line items include Med/Vision, Dental, EAP, PERS, Retirement Match, Medicare and Worker's Comp.
Other Labor Costs include Overtime & Employment Security / Unemployment.
M&O includes the remaining Budgeted Operating expenses (excludes Labor related expenses listed above). SNOPAC typically funds capital needs through the use of carryover dollars.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding to offset agency assessments, which is historically not how the PSAPS have budgeted the use of E911 funds.
Annual Change is based on the 2026 to 2016 Optimal budget, which includes the additional staff in 2020.

Option 4A & 4B – Consolidated Agency

This option projects the impacts of full consolidation, as compared to the 2017 adopted budget/authorized staffing positions by each agency.



Option 4A – one facility (SNOPAC's current facility)

Option 4B – maintaining SNOCOM's facility as a warm back-up

***JTF recommends Option 4B that includes \$220K annual for SNOCOM warm backup costs.**

Consolidated Agency

E911 Volume: 727K

Population: 754K

E911 Revenue: \$6.2MM

Staff Model Change: -15 FTE (11 Dispatch (SNOCOM added 1 Dispatch in 2017), -4 Supervisor)*

911 Transfers: None

Budgetary Impact 4A: -\$1,331,092

Budgetary Impact 4B: -\$1,111,092

Significant Pros

- Eliminates all JSA and border area 911 SNOPAC/SNOCOM call transfers countywide.
- Significant cost reduction.
- Greater uniformity and interoperability in service delivery, Equal levels of service countywide.
- Duplicative functions eliminated.
- Maintain existing physical resiliency provided by SNOCOM transitioning to warm back-up.
- Delays or eliminates need for additional Police talk-group expected in 2020 for SNOPAC.
- Economies of scale benefit all agencies equally.
- Significant increase in call taker capacity for SNOCOM agencies.
- Increased service level for SNOCOM agencies by attaining staffing levels necessary for standards compliance.
- Eliminated operational dispatch challenges associated with having two PSAPs dispatch for the same agency (FD7/Mill Creek Fire).

Significant Cons

- Additional one-time transition costs.
- 4A – Reduced resiliency (without SNOCOM as warm-backup).
- 4B – Maintain same level of resiliency.
- Both Boards and Member Agencies would have to change governance structure.

*** Savings from staff reductions recognized through attrition over time.**

10 Year Pro Forma Budget - Option 4 - Consolidated Agency

Option 4A - Consolidated Agency - Single Facility

Common Assumptions:

Salary % Chg	3.00%
Benefits % Chg	5.00%
M&O % Chg	4.00%
2016 E911 Combined Revenue	\$ 6,053,000
E911 Revenue % Chg	3.00%

Combined Assumptions:

5 Yr Dispatcher/CT Salary	\$ 65,564
5 Yr Dispatcher/CT Benefits	\$ 27,062
5 Yr Supervisor Salary	\$ 84,752
5 Yr Supervisor Benefits	\$ 33,062

Model Changes:

Population	(145,074)	Total model estimated population for JSA from OFM
E911 Form Call Chg		Total of 2016 911&Aband Calls from Terry V Map
ErlangC Chg	-5.63%	% of Change to all incoming (for staffing) calls - reduced by transfer volume
Need Actual M%O Chg	-14.0%	From combined M&O Worksheet

	2017	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Annual Pop Chg		(145,074.0)	(146,366.5)	(147,670.4)	(148,986.0)	(150,313.3)	(151,652.5)	(153,003.6)	(154,366.7)	(155,741.9)
E911 Form Call Chg										

Option 4A - Consolidated Agency - Single Facility

	2016 Budget COMBINED	2017 Budget COMBINED	2017 Optimal CONSOLIDATED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Combined Member Agency Population (E911 Formula)	288,848	740,370	754,524	763,400	772,401	781,527	790,782	800,167	809,684	819,335	829,123	839,050
Combined Incoming 911+10DE+Aband Calls (E911 Formula)	190,109	736,136	727,772	736,181	744,704	753,342	762,098	770,974	779,971	789,091	798,336	807,708
Combined Incoming & Abandoned Phone (Staffing)	223,623	807,471	775,279	784,178	793,198	802,339	811,604	820,995	830,513	840,161	849,941	859,855
Total CAD Calls for Service	814,843	813,843	826,749	837,727	848,877	860,200	871,701	883,382	895,246	907,297	919,538	931,972
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	106/20/32 = 158	107/20/32 = 159	96/16/32 = 144	96/16/32 = 144	96/16/32 = 144	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	98/16/32 = 146	98/16/32 = 146
Dispatcher/CT	\$ 6,315,777	\$ 6,554,595	\$ 6,294,144	\$ 6,482,968	\$ 6,677,457	\$ 6,949,425	\$ 7,157,907	\$ 7,372,645	\$ 7,593,824	\$ 7,821,639	\$ 8,058,707	\$ 8,300,468
Dispatcher/CT Benefits	\$ 2,665,239	\$ 2,801,196	\$ 2,597,985	\$ 2,727,884	\$ 2,864,278	\$ 3,038,820	\$ 3,190,761	\$ 3,350,299	\$ 3,517,814	\$ 3,693,705	\$ 3,989,201	\$ 4,108,877
Supervisor/Lead Salary	\$ 1,485,714	\$ 1,552,021	\$ 1,356,032	\$ 1,396,713	\$ 1,438,614	\$ 1,481,773	\$ 1,526,226	\$ 1,572,013	\$ 1,619,173	\$ 1,667,748	\$ 1,717,781	\$ 1,769,314
Supervisor/Lead Benefits	\$ 564,009	\$ 591,196	\$ 528,997	\$ 555,447	\$ 583,220	\$ 612,381	\$ 643,000	\$ 675,150	\$ 708,907	\$ 744,353	\$ 781,570	\$ 820,649
Admin & IT Labor	\$ 3,159,964	\$ 3,257,298	\$ 3,352,441	\$ 3,453,014	\$ 3,556,605	\$ 3,663,303	\$ 3,773,202	\$ 3,886,398	\$ 4,002,990	\$ 4,123,080	\$ 4,246,772	\$ 4,374,175
Admin & IT Benefits	\$ 1,083,277	\$ 1,257,304	\$ 1,257,304	\$ 1,320,170	\$ 1,386,178	\$ 1,455,487	\$ 1,528,261	\$ 1,604,674	\$ 1,684,908	\$ 1,769,153	\$ 1,857,611	\$ 1,950,492
Other Labor Costs	\$ 1,047,609	\$ 1,050,270	\$ 1,047,609	\$ 1,079,037	\$ 1,111,408	\$ 1,154,561	\$ 1,189,198	\$ 1,224,874	\$ 1,261,620	\$ 1,299,469	\$ 1,338,784	\$ 1,378,948
Total Labor Cost Center	\$ 16,321,589	\$ 17,063,881	\$ 16,434,512	\$ 17,015,233	\$ 17,617,761	\$ 18,355,749	\$ 19,008,555	\$ 19,686,053	\$ 20,389,237	\$ 21,119,146	\$ 21,990,426	\$ 22,702,923
M&O + Capital Budgets	\$ 3,418,500	\$ 3,383,740	\$ 2,682,016	\$ 2,789,297	\$ 2,900,869	\$ 3,016,904	\$ 3,137,580	\$ 3,263,083	\$ 3,393,606	\$ 3,529,351	\$ 3,670,525	\$ 3,817,346
Total Budget	\$ 19,740,089	\$ 20,447,621	\$ 19,116,529	\$ 19,804,531	\$ 20,518,629	\$ 21,372,653	\$ 22,146,135	\$ 22,949,136	\$ 23,782,843	\$ 24,648,497	\$ 25,660,951	\$ 26,520,268
E911 Revenue Applied to Member Assessments	\$ 4,860,918	\$ 5,078,113	\$ 5,256,953	\$ 5,096,152	\$ 5,249,036	\$ 5,406,507	\$ 5,568,702	\$ 5,735,764	\$ 5,907,836	\$ 6,085,072	\$ 6,267,624	\$ 6,455,652
Special Member Assessment	N/A	N/A	\$ 66,349									
Member Assessment	\$ 14,548,057	\$ 14,956,910	\$ 13,793,227	\$ 14,708,379	\$ 15,269,593	\$ 15,966,146	\$ 16,577,433	\$ 17,213,372	\$ 17,875,007	\$ 18,563,425	\$ 19,393,327	\$ 20,064,616
E911 Revenue Applied to Reserves	\$ 1,192,082	\$ 1,106,537	\$ 927,698	\$ 1,274,038	\$ 1,312,259	\$ 1,351,627	\$ 1,392,176	\$ 1,433,941	\$ 1,476,959	\$ 1,521,268	\$ 1,566,906	\$ 1,613,913
E911 Revenue Total	\$ 6,053,000	\$ 6,184,650	\$ 6,184,650	\$ 6,370,190	\$ 6,561,295	\$ 6,758,134	\$ 6,960,878	\$ 7,169,704	\$ 7,384,796	\$ 7,606,339	\$ 7,834,530	\$ 8,069,565
Cost Per Call (Total CAD CFS/Total Budget)	N/A	N/A	\$ 23.12	\$ 23.64	\$ 24.17	\$ 24.85	\$ 25.41	\$ 25.98	\$ 26.57	\$ 27.17	\$ 27.91	\$ 28.46
Cost Per Capita (Total Population/Total Budget)	N/A	N/A	\$ 25.34	\$ 25.94	\$ 26.56	\$ 27.35	\$ 28.01	\$ 28.68	\$ 29.37	\$ 30.08	\$ 30.95	\$ 31.61

Difference compared to 2017 Actual Budget	
Labor/Benefits	\$ (629,368)
M&O	\$ (701,724)
Total Budget Change	\$ (1,331,092)
Total Assessment Change	\$ (1,163,683)

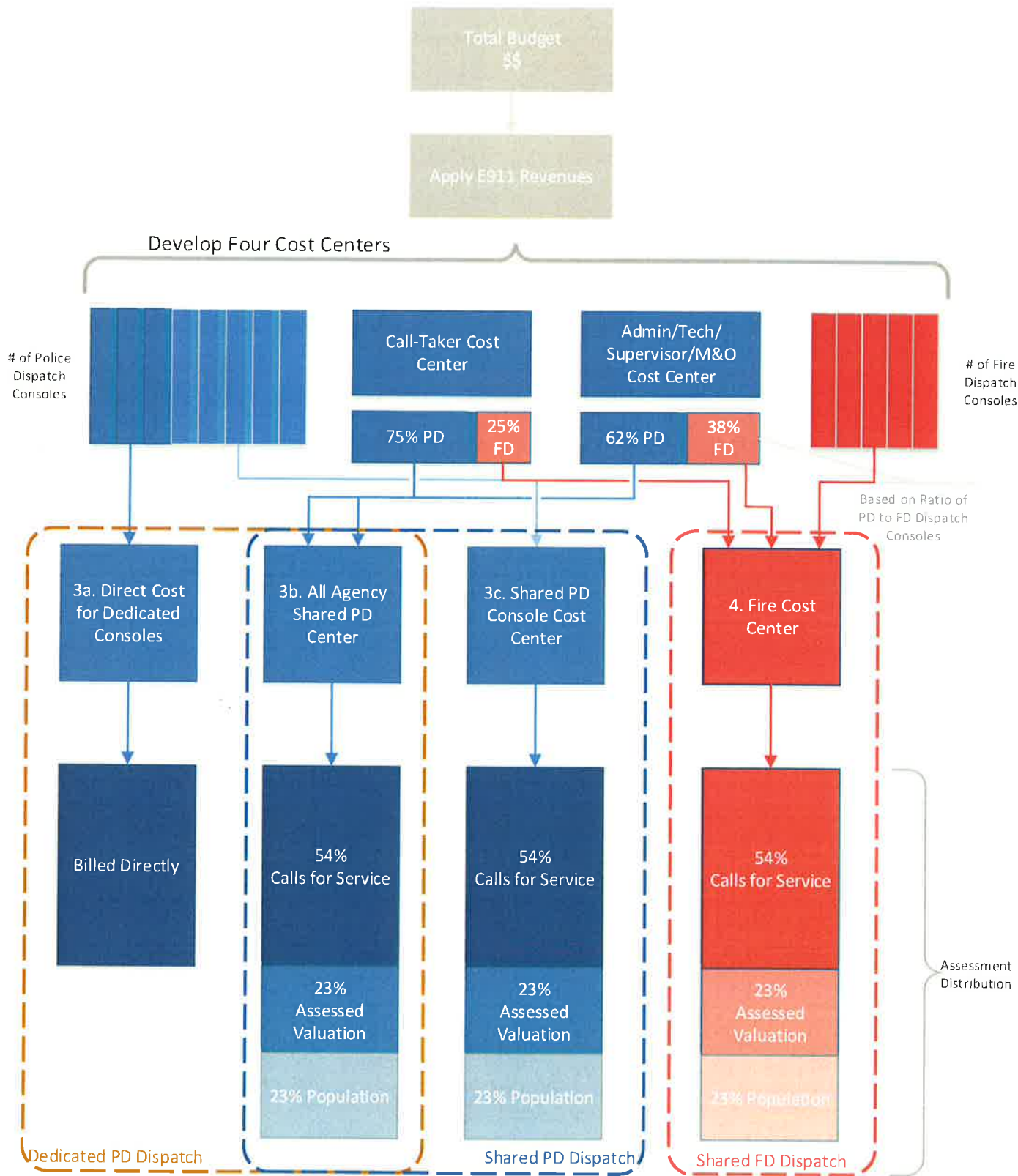
Dispatch/CT/Supervisor working standard 2080 schedule and SNOPAC leave usage.
Dispatch/CT and Supervisor salary based on 5 year employee, highest wage/benefit of both agencies.
Admin/IT positions modeled on highest wage of both agencies.
Modified fire dispatch staffing, reduced by two 16 hours positions, increased one 24 hour position.
Common assumptions applied year 2018 through 2026.
Benefits include: Employer cost of Medicare, PERS, ICMA LTD, L&I, medical, dental, vision and for SNOPAC, holiday pay.
Labor Cost Center figures include salaries and benefits only.
Other Labor Costs include: budgeted overtime, CBA holiday buyback, CBA longevity, and unemployment
\$228K was removed from 2017 M&O (SNOCOM) to not "double count" contributions to reserve accounts. Reserve contributions are accounted for in top step salaries and 20% E911 reserve funding.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding, which is historically not how the PSAPS have budgeted the use of E911 funds
Does not include any rent for the SNOCOM facility in this model.
Does not include any one-time transition costs.

Option 4B - Consolidated Agency - Two Facilities (Keep SNOCOM as Warm Backup)

	2016 Budget COMBINED	2017 Budget COMBINED	2017 Optimal CONSOLIDATED	2018	2019	2020 Optimal	2021	2022	2023	2024	2025 Optimal	2026
Combined Member Agency Population (E911 Formula)	288,848	740,370	754,524	763,400	772,401	781,527	790,782	800,167	809,684	819,335	829,123	839,050
Combined Incoming 911+10DE+Aband Calls (E911 Formula)	190,109	736,136	727,772	736,181	744,704	753,342	762,098	770,974	779,971	789,091	798,336	807,708
Combined Incoming & Abandoned Phone (Staffing)	223,623	807,471	775,279	784,178	793,198	802,339	811,604	820,995	830,513	840,161	849,941	859,855
Total CAD Calls for Service	814,843	813,843	826,749	837,727	848,877	860,200	871,701	883,382	895,246	907,297	919,538	931,972
Labor Cost Center												
Dispatcher / Supervisor / Admin&IT = TOTAL	106/20/32 = 158	107/20/32 = 159	96/16/32 = 144	96/16/32 = 144	96/16/32 = 144	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	97/16/32 = 145	98/16/32 = 146	98/16/32 = 146
Dispatcher/CT	\$ 6,315,777	\$ 6,554,595	\$ 6,294,144	\$ 6,482,968	\$ 6,677,457	\$ 6,949,425	\$ 7,157,907	\$ 7,372,645	\$ 7,593,824	\$ 7,821,639	\$ 8,058,707	\$ 8,300,468
Dispatcher/CT Benefits	\$ 2,665,239	\$ 2,801,196	\$ 2,597,985	\$ 2,727,884	\$ 2,864,278	\$ 3,038,820	\$ 3,190,761	\$ 3,350,299	\$ 3,517,814	\$ 3,693,705	\$ 3,989,201	\$ 4,108,877
Supervisor/Lead Salary	\$ 1,485,714	\$ 1,552,021	\$ 1,356,032	\$ 1,396,713	\$ 1,438,614	\$ 1,481,773	\$ 1,526,226	\$ 1,572,013	\$ 1,619,173	\$ 1,667,748	\$ 1,717,781	\$ 1,769,314
Supervisor/Lead Benefits	\$ 564,009	\$ 591,196	\$ 528,997	\$ 555,447	\$ 583,220	\$ 612,381	\$ 643,000	\$ 675,150	\$ 708,907	\$ 744,353	\$ 781,570	\$ 820,649
Admin & IT Labor	\$ 3,159,964	\$ 3,257,298	\$ 3,352,441	\$ 3,453,014	\$ 3,556,605	\$ 3,663,303	\$ 3,773,202	\$ 3,886,398	\$ 4,002,990	\$ 4,123,080	\$ 4,246,772	\$ 4,374,175
Admin & IT Benefits	\$ 1,083,277	\$ 1,257,304	\$ 1,257,304	\$ 1,320,170	\$ 1,386,178	\$ 1,455,487	\$ 1,528,261	\$ 1,604,674	\$ 1,684,908	\$ 1,769,153	\$ 1,857,611	\$ 1,950,492
Other Labor Costs	\$ 1,047,609	\$ 1,050,270	\$ 1,047,609	\$ 1,079,037	\$ 1,111,408	\$ 1,154,561	\$ 1,189,198	\$ 1,224,874	\$ 1,261,620	\$ 1,299,469	\$ 1,338,784	\$ 1,378,948
Total Labor Cost Center	\$ 16,321,589	\$ 17,063,881	\$ 16,434,512	\$ 17,015,233	\$ 17,617,761	\$ 18,355,749	\$ 19,008,555	\$ 19,686,053	\$ 20,389,237	\$ 21,119,146	\$ 21,990,426	\$ 22,702,923
M&O + Capital Budgets	\$ 3,418,500	\$ 3,383,740	\$ 2,902,016	\$ 2,789,297	\$ 2,900,869	\$ 3,016,904	\$ 3,137,580	\$ 3,263,083	\$ 3,393,606	\$ 3,529,351	\$ 3,670,525	\$ 3,817,346
Total Budget	\$ 19,740,089	\$ 20,447,621	\$ 19,336,529	\$ 19,804,531	\$ 20,518,629	\$ 21,372,653	\$ 22,146,135	\$ 22,949,136	\$ 23,782,843	\$ 24,648,497	\$ 25,660,951	\$ 26,520,268
E911 Revenue Applied to Member Assessments	\$ 4,860,918	\$ 5,078,113	\$ 5,256,953	\$ 5,096,152	\$ 5,249,036	\$ 5,406,507	\$ 5,568,702	\$ 5,735,764	\$ 5,907,836	\$ 6,085,072	\$ 6,267,624	\$ 6,455,652
Special Member Assessment			\$ 66,349									
Member Assessment	\$ 14,879,171	\$ 14,956,910	\$ 14,013,227	\$ 14,708,379	\$ 15,269,593	\$ 15,966,146	\$ 16,577,433	\$ 17,213,372	\$ 17,875,007	\$ 18,563,425	\$ 19,393,327	\$ 20,064,616
E911 Revenue Applied to Reserves	\$ 1,192,082	\$ 1,106,537	\$ 927,698	\$ 1,274,038	\$ 1,312,259	\$ 1,351,627	\$ 1,392,176	\$ 1,433,941	\$ 1,476,959	\$ 1,521,268	\$ 1,566,906	\$ 1,613,913
E911 Revenue Total	\$ 6,053,000	\$ 6,184,650	\$ 6,184,650	\$ 6,370,190	\$ 6,561,295	\$ 6,758,134	\$ 6,960,878	\$ 7,169,704	\$ 7,384,796	\$ 7,606,339	\$ 7,834,530	\$ 8,069,565
Cost Per Call (Total CAD CFS/Total Budget)	N/A	N/A	\$ 23.39	\$ 23.64	\$ 24.17	\$ 24.85	\$ 25.41	\$ 25.98	\$ 26.57	\$ 27.17	\$ 27.91	\$ 28.46
Cost Per Capita (Total Population/Total Budget)	N/A	N/A	\$ 25.63	\$ 25.94	\$ 26.56	\$ 27.35	\$ 28.01	\$ 28.68	\$ 29.37	\$ 30.08	\$ 30.95	\$ 31.61
			Difference compared to 2017 Actual Budget									
			Labor/Benefits	\$ (629,368)								
			M&O	\$ (481,724)								
			Total Budget Change	\$ (1,111,092)								
			Total Assessment Change	\$ (943,683)								

Dispatch/CT/Supervisor working standard 2080 schedule and SNOPAC leave usage.
Dispatch/CT and Supervisor salary based on 5 year employee, highest wage/benefit of both agencies.
Admin/IT positions modeled on highest wage of both agencies.
Modified fire dispatch staffing, reduced by two 16 hours positions, increased one 24 hour position.
Common assumptions applied year 2018 through 2026.
Benefits include: Employer cost of Medicare, PERS, ICMA LTD, L&I, medical, dental, vision and for SNOPAC, holiday pay.
Labor Cost Center figures include salaries and benefits only.
Other Labor Costs include: budgeted overtime, CBA holiday buyback, CBA longevity, and unemployment
\$228K was removed from 2017 M&O (SNOCOM) to not "double count" contributions to reserve accounts. Reserve contributions are accounted for in top step salaries and 20% E911 reserve funding.
E911 Revenue represents funds potentially available from the County E911 office and assumes there is no change to existing formula. This pro forma assumes 80% application of available funding, which is historically not how the PSAPS have budgeted the use of E911 funds
\$220,000 is added in 2017 M&O for SNOCOM rent, utilities, upkeep, etc. to keep the facility as a warm backup. This is based on the \$1.25 per sq ft, the same amount SNOPAC currently pays.
Does not include any one-time transition costs.

SNOCOM/SNOPAC Option 4B Assessment Walkthrough



SNOCOM/SNOPAC Option 4B- SNOCOM As Warm Backup
Assessment Walk-Through
3/3/2017

Consolidated Cost Centers					
Cost Center	FTEs	Sub Total	Revenues	Assessment Total	
Police	45.5	\$ 4,644,012	\$ 53,539	\$ 4,590,473	
Fire	28.5	\$ 2,902,507	\$ 12,810	\$ 2,889,697	
Call-Taking	22.0	\$ 2,243,560	\$ 2,243,560	\$ -	
Supervision	16.0	\$ 2,034,688	\$ -	\$ 2,034,688	
Admin/Tech	32.0	\$ 4,609,745	\$ -	\$ 4,609,745	
M&O	N/A	\$ 2,902,016	\$ 3,013,393	\$ (111,376)	
Total	144.0	\$ 19,336,529	\$ 5,323,302	\$ 14,013,227	

Console Type	Consoles #	Consoles %	Console \$	Total
Police	8	62%	\$ 573,809	\$ 4,590,473
Fire	5	38%	\$ 577,939	\$ 2,889,697

Console Assignment	Consoles #	Console \$
Everett	2	\$ 1,147,618
Marysville	1	\$ 573,809
Shared Police	5	\$ 2,869,046
Shared Fire	5	\$ 2,889,697

Cost Center	Consoles %	Ad/IT/Sup/M&O \$
Police	62%	\$ 4,020,343
Fire	38%	\$ 2,512,714
Total		\$ 6,533,057

Step 1. Determine total budget and apply E911 Revenue

Step 2. Determine Per Console/Type Cost

Step 3. Determine Shared PD/FD, Dedicated Cost

Step 4. Determine PD/FD Split of Admin/IT/Supervisor/M&O Cost Center

Step 5a. Determine Dedicated Console Assessment = (Dedicated Console \$) + (PD Share of Ad/IT/Sup/M&O \$)

Step 5b. Determine Shared PD Console Assessment = (Shared PD Console \$) + (PD Share of Ad/IT/Sup/M&O \$)

Step 5c. Determine Shared FD Console Assessment = (Shared FD Console \$) + (FD Share of Ad/IT/Sup/M&O \$)

Step 6. Apply Individual Agency Percentage based on CFS, AV, and Population.

Exhibit C

SNOCOM/SNOPAC Option 4B- SNOCOM As Warm Backup
Estimated Assessment By Individual Jurisdiction

Note: The assessment information contained in this estimate is based on the Option 4B – Consolidated Agency Two Facilities pro forma. The estimate is based on 2015 Calls for Service (including self-initiated activity), Assessed Valuation (Snohomish County Assessor February 2016), and Population (Washington State Office of Financial Management, Fire Protection Districts 10/2016, Cities, Towns and Counties 4/2016). Official data is not available for Airport Fire, Fire Marshall, and Stillaguamish PD. The assessment for these agencies is based on a cost-per-call formula. The estimate does not include one-time transition costs and assumes the agency has reduced staff through attrition. This information should only be used to evaluate PSAP consolidation.

Jurisdiction	2017 Actual Assessment	2017 Consolidated Assessment	Difference \$	Difference %
Brier Police	\$88,802	\$61,432	(\$27,370)	-30.82%
Brier Fire	\$24,332	\$34,455	\$10,123	41.61%
Edmonds Police	\$785,690	\$446,398	(\$339,292)	-43.18%
Edmonds Fire	\$243,014	\$333,623	\$90,610	37.29%
Lynnwood Police	\$917,211	\$516,157	(\$401,054)	-43.73%
Lynnwood Fire	\$262,221	\$350,833	\$88,612	33.79%
Mill Creek Police	\$348,219	\$193,206	(\$155,012)	-44.52%
Mill Creek Fire	\$97,181	\$134,448	\$37,267	38.35%
MLT Police	\$364,721	\$224,068	(\$140,653)	-38.56%
MLT Fire	\$110,304	\$149,013	\$38,709	35.09%
Mukilteo Police	\$409,916	\$233,807	(\$176,109)	-42.96%
Mukilteo Fire	\$112,282	\$156,343	\$44,061	39.24%
Woodway Police	\$28,464	\$17,738	(\$10,726)	-37.68%
Fire Dist 1	\$615,660	\$850,412	\$234,752	38.13%
Arlington Fire	\$167,032	\$165,228	(\$1,804)	-1.08%
Arlington Police	\$260,685	\$257,223	(\$3,462)	-1.33%
Darrington Police	\$13,297	\$11,587	(\$1,710)	-12.86%
Everett Fire	\$1,066,807	\$1,034,735	(\$32,072)	-3.01%
Everett Police	\$1,844,597	\$1,922,776	\$78,179	4.24%
Fire 15	\$34,876	\$38,163	\$3,287	9.43%
Fire 16	\$18,453	\$15,716	(\$2,737)	-14.83%
Fire 17	\$83,746	\$87,681	\$3,935	4.70%
Fire 19	\$25,840	\$24,323	(\$1,517)	-5.87%
Fire 21	\$50,477	\$48,954	(\$1,523)	-3.02%
Fire 22	\$31,484	\$28,608	(\$2,876)	-9.14%
Fire 23	\$5,038	\$5,254	\$216	4.29%
Fire 24	\$21,491	\$23,426	\$1,935	9.00%
Fire 25 (Oso)	\$6,529	\$6,388	(\$141)	-2.17%
Fire 26	\$28,973	\$31,899	\$2,926	10.10%
Fire 27	\$2,831	\$1,684	(\$1,147)	-40.50%
Fire 28	\$7,707	\$7,556	(\$151)	-1.96%
Fire 4	\$223,248	\$206,513	(\$16,735)	-7.50%
Fire 5	\$54,991	\$57,853	\$2,862	5.20%
Fire 7 (and 3)	\$631,385	\$564,049	(\$67,336)	-10.66%
Fire 8	\$269,589	\$263,137	(\$6,452)	-2.39%
Gold Bar Police	\$33,861	\$30,443	(\$3,418)	-10.09%
Granite Falls Police	\$52,159	\$49,396	(\$2,763)	-5.30%
Lake Stevens Police	\$323,863	\$296,100	(\$27,763)	-8.57%
Marysville Fire Dist	\$578,908	\$591,012	\$12,104	2.09%
Marysville Police	\$982,416	\$941,871	(\$40,545)	-4.13%
Monroe Police	\$284,553	\$269,005	(\$15,548)	-5.46%
North County Fire	\$123,393	\$116,085	(\$7,308)	-5.92%
SCSO (unincorp)	\$2,900,449	\$2,866,603	(\$33,846)	-1.17%
Snohomish Police	\$129,068	\$125,482	(\$3,586)	-2.78%
Stanwood Fire	\$73,808	\$75,020	\$1,212	1.64%
Stanwood Police	\$86,876	\$84,841	(\$2,035)	-2.34%
Sultan Police	\$68,727	\$62,682	(\$6,045)	-8.80%
Fire Marshall (\$7137)	\$7,137	\$3,870	(\$3,267)	-45.77%
Airport Fire (\$15,577)	\$15,577	\$8,447	(\$7,130)	-45.78%
Stillaguamish Police (\$39,023)	\$39,023	\$51,109	\$12,086	30.97%



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CITY DEPARTMENT REPORT
MARCH 28, 2017 CITY COUNCIL MEETING

Finance Director/City Clerk

- The 2017 Annual Budget document is available on the City website.
- The February Monthly Financial Report has been posted to Sharepoint and the City website
- 2016 Annual Financial Statement preparation is underway. This is a long, time consuming process that will continue through the filing deadline, at the end of May.

Planning Department

- Building / Current Planning
 - 32 new building permit applications / 27 permits issued
 - 3 new sign permits
 - 15 new land use applications
 - 256 inspections
 - City campus is on track, the permit is under review, buildings have been ordered and furniture order is nearly complete
- Code Enforcement
 - 5 active complaints / 11 complaints closed
- Economic Development
 - Chamber had 163 walk-in visits at the Visitor Information Center
 - Continued coordination with Broker and outreach to developers for 20th Street SE and Downtown
 - Report on role of Economic Alliance, Small Business Development Center and Snohomish County Tourism board attached.
- Parks
 - Continued coordination on Eagle Ridge Park for Community Garden
 - Developing policy for Bench Program
 - Finalizing Fact Sheet for Frontier Heights
 - Kick off meeting scheduled with Greenworks for North Cove Park Design
- Long Range Planning
 - Planning Commission recommended approval of 2017 Docket including city-initiated map and text amendments
 - Staff will be bringing updates to land disturbance code, stormwater and permit extension to the Planning Commission in April
 - Staff attended the Planning Advisory Committee – major topic was regional growth centers
 - Staff is continuing to coordinate with major business and landowners in the Machias area. A public meeting has been scheduled.
 - Staff is continuing to coordinate with PD and stakeholders on a buoy plan. A public meeting has been scheduled.
- Administration
 - A recruitment is out to replace the building official. Staff is coordinating professional service agreements for plans examining and inspections to ensure no loss in service.
-

Police Department

➤ Cases of Interest:

We are continuing to work on the Ben Keita case, as it has gained some national attention. Unfortunately, much of the information being reported is inaccurate, making our greatest challenge getting out correct information, while not violating the confidentiality needed in these cases. The cooperation from outside agencies has been fantastic, most recently being the FBI (they have been involved throughout this investigation), and Attorney General's Office.

➤ Personnel Updates:

- Ron Brooks has accepted the position of Commander for the LSPD. Ron has a vast amount of experience and both department and community knowledge, which will prove to be very helpful.
- Jenn Anderson has accepted the position of Records Supervisor. She is experienced and had solid training and education to help her in this new position.
- Jim Barnes has accepted the position of Patrol Sergeant, to fill the position opened with Ron's promotion. Jim also has solid experience, training, and education. I have no doubt he will do well.
- We will interview for the second Commander position on April 7th. We have 4 solid candidates to interview, as well as Bob Summers still being eligible.
- We are moving into background investigations on two lateral candidates, who will fill the spots left from Jim Barnes, and the traffic Officer.

➤ Notes of Interest:

- We have our staff team put together for the new building and will have started to set up visits to other buildings.
- I participated in:
 - A presentation to the Chamber of Commerce
 - A HOA meeting made up of ~50 people, to discuss neighborhood issues.
- I have been involved with the SNOPAC/SNOCOM consolidation efforts, which will be reported on during the next Council Workshop meeting.

Public Works Department

General Maintenance

PW Maintenance crews responded and completed 212 work order requests.

- Catherine Creek Enhancements
DOC crews are cleaning debris and brush to facilitate replanting of native non evasive plantings.
- Eagle Ridge Park/ Food Bank Storage Building Power
Crews have constructed a new parking area, and are working on installing water and cleaning up the park to facilitate the new Community Garden. CDI will be setting a new meter base to fix the power issues at the Food Bank Storage building.
- Lundeen Park Tree Removal
Once the Contract is approved with All Phase Land Clearing they will be scheduled to remove the last 16 danger trees. Fill from the City hall project will be used to level up the area to the west so new landscaping and trees can be planted. The VIC sign is complete except for landscaping which is scheduled to be completed in April.
- Tot Lot clean up

The Crews have replaced rotten wood borders at various tot lots and will be topping them off with new chips.

- Rectangular Rapid Reflective Beacon installation
Three pairs of solar powered cross walk signs have been received and assembled and will be installed in April.

Other maintenance projects for 2017 include.

- Street overlays
- Crack sealing of streets
- Long line striping
- Thermoplastic for turn lanes cross walks etc.

Projects

Public Works has a lot of projects in the works for 2017 and we are very short handed so consultants will be needed to help facilitate this work load. A brief list is below.

- 20th street phase 2
- Callow road stabilization
- South Lake Stevens shoulder widening
- 24th Street Se Extension and regional storm pond
- 91st Ave and Market round about (innovative safety grant)
- 91st Ave and 4th street sidewalks (safe route to school grant)
- 79th Ave extension
- Aerator removal
- Temporary City Hall

Staffing

- Cliff Johnston was hired to fill the vacant maintenance position.
- We have received applications for the vacant Senior Engineer position and will be scheduling interviews.
- Mathew Goad Our Engineer Tech turned in his resignation his last day will be March 31 we will be advertising to replace this position.
- Public Works has received applications and will be hiring 4 seasonal positions, 2 in streets/parks and 2 in facilities/storm.

Equipment

Several pieces of equipment were approved in the 2017 budget. We have recently had some maintenance issues come up with one of our mowers; it is in disrepair and past life expectancy. Public Works has demoed a few new machines that will likely come back for future approval. Additional new maintenance staff has resulted in a shortage of basic work trucks and staff has been using a couple of the old police Crown Vics.

- The new sweeper has been ordered
- The new boom truck has been ordered
- The new flatbed truck has been ordered

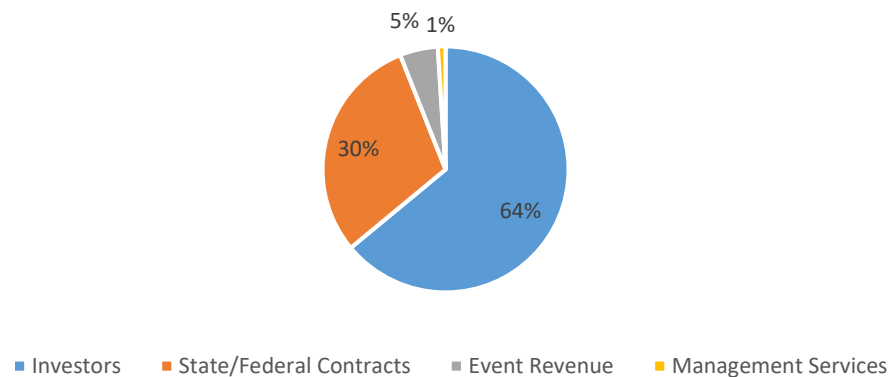
Human Resources Department

- Steve Edin attended the quarterly AWC Employee Benefits Advisory Committee meeting last Friday.
- HR is currently recruiting for a new Building Official, since Mark Sniffen will be leaving to work for Whatcom County at the end of the month.
- We have made an offer to a final candidate for the Communications/Admin. Assistant. The candidate's name is Beth Braun.
- We are in the process of reviewing applications and setting up interviews for our Senior Engineer position vacated by Adam Emerson.
- We are in the process of reviewing applications and setting up interviews for our Seasonal Parks Worker positions.
- Records Clerk Jennifer Anderson has been promoted to Police Records Supervisor effective 4/1/2017. Next week, HR will begin recruiting for new Records Clerk candidates to fill her old position.
- Sergeant Ron Brooks was promoted to Police Commander effective March 14, 2017.
- The Police Department is in the process of interviewing Lateral Police Officer candidates to back fill an Officer promotion to Police Sergeant.
- The City of Lake Stevens has achieved AWC WellCity status, again, for 2017. This will ensure reduced rates on our medical insurance premiums through 2018.
- HR is in the process of reviewing the proposed changes to the Personnel Rules and Policies with the Police Guild and Teamsters.
- The Wellness Committee is busy promoting the latest AWC Wellness Event, Colorful Choices. The event is designed to encourage employees to consume more fruits and vegetables.
- HR is in the process of redesigning the City's new employee orientation process. The goal is to make all enrollment forms and materials electronic and interactive.



The Economic Alliance of Snohomish County (EASC) is one of Washington's 39 Associate Development Organizations (ADO). ADO's are designated by the county and are on contract with the Washington State Department of Commerce to support and coordinate community and economic development services. EASC is a private/non-profit organization that relies on grants and investors for its operating budget.

EASC revenue:



EASC goals:

- Market Snohomish County
- Attract New Investment
- Improve Quality of Place
- Respond to Employer Needs
- Connect Regional Leaders
- Engage the Community

EASC accomplishes its goals by:

- Promoting Regional Policy Priorities
- Relocation and Expansion Assistance
- Connecting Leaders
- Business Resources
- Certificate of Origins (export services)

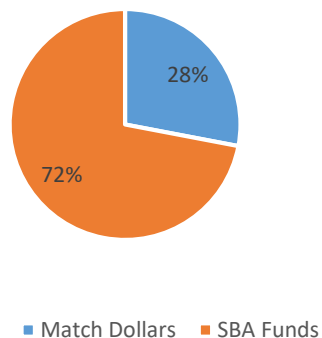
Recommendation: continue to invest in EASC

The EASC is the largest economic development organization in Snohomish County. It has a regional reach and considerable influence. EASC's Legislative agenda benefits Lake Stevens and the organization has lent its name in support of the City's capital request for a community center. Its programming is well attended by the public and private sectors and provides valuable networking opportunities for City Council. EASC provides ongoing support to Lake Stevens' largest manufacturer, Cobalt Enterprises. Most recently, EASC introduced Cobalt to a Japanese manufacturer seeking U.S. suppliers.



The Small Business Development Center (SBDC) is a network of certified business advisors, trainers, and support staff that assist their clients with making better informed business decisions to grow and sustain their business. They provide in-depth, confidential, no cost customized one-on-one business advising, training, and advisor assisted market intelligence.

SBDC revenue:



SBDC goal: Provide insight and solutions for the development and growth toward the long-term success of businesses.

SBDC accomplishes its goal by:

- Provide confidential, objective business advice at no cost to small business owners
- Assemble resources to help clients answer the questions unique to their situation
- Guide clients through the discovery and implementation process
- Help clients make informed decisions that preserve or create wealth.

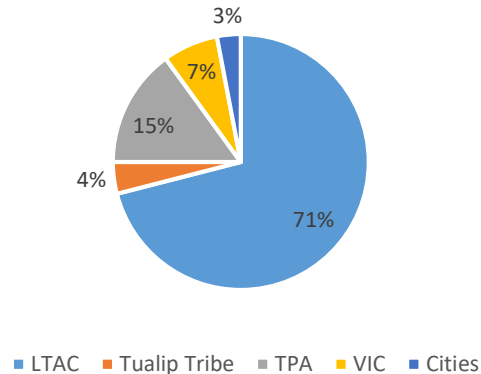
Recommendation: discontinue financial support of the SBDC.

In order to get the highest rate of return on a SBDC investment, the City would need a dedicated employee and a business, retention, and expansion (BRE) program to make the connection between SBDC and Lake Stevens' businesses. The Lake Stevens Chamber of Commerce has taken on the role of small business assistant.



The Snohomish County Tourism Bureau's (SCTB) purpose is to generate economic development via tourism.

SCTB revenue:



Notes:

- The LTAC is collected county wide on all lodging (B&Bs, hotels, campgrounds)
- The Tulalip Tribes does not pay lodging tax to the county. It has a marketing contract with the SCTB
- The Tourism Promotion Area fund is a self-assessment on hotels over 50 rooms. It's an annual application process to fund SCTB sports marketing (staff, advertising, travel/trade shows, etc.)
- The VIC program is supplemented by application to individual city LTACs annually. We receive support from Arlington, Darrington, Edmonds, Granite Falls, Lake Stevens, Lynnwood, Marysville, Mountlake Terrace, Mukilteo and Snohomish. **Our invoice to Lake Stevens, Darrington, Granite Falls are through their general fund as they do not have an LTAC.**

The SCTB accomplishes its mission through internal strategies like product development, packaging, and industry education. Their external strategies include marketing and direct sales.

In 2016, tourism generated \$1 billion and created 10,750 jobs in Snohomish County.



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**BLANKET VOUCHER APPROVAL
2017**

Payroll Direct Deposits	03/01/17, 03/15/17	\$345,764.51
Payroll Checks	42070-42071, 42157-42159	\$12,147.51
Tax Deposit(s)	03/01/17, 03/15/17	\$142,834.65
Electronic Funds Transfers	ACH	\$220,228.80
Claims	42068-42069, 42072-42156, 42160-42250	\$487,373.96
Void Checks	42081	(\$188.88)
Total Vouchers Approved:		\$1,208,160.55

This 28th day of March 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.

Finance Director/Auditing Officer

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:

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

March 28th, 2017

CITY OF LAKE STEVENS



City Expenditures by Type on this voucher packet			
Personnel Costs	\$	357,912	30%
Payroll Federal Taxes	\$	142,835	12%
Retirement Benefits - Employer	\$	77,754	6%
Medical Benefits - Employer	\$	117,405	10%
Employer paid Benefits - By Check	\$	8,429	1%
Employee paid benefits - By Payroll	\$	18,185	2%
Supplies	\$	46,792	4%
Professional Services*	\$	247,735	21%
Intergovernmental Services**	\$	62,871	5%
Capital***	\$	128,432	11%
Void Checks	\$	(189)	0%
Total		\$1,208,160.55	100%

Large Purchases

- * Down Town subarea Plan - \$28,946. Tree Removal from 2016 \$15,000. Also, Municipal Court, and Legal fees make up a large portion.
- ** Prisoner Housing Bills \$23.5K and Dispatch Services \$27,000
- *** City Campus Phase 1 Site Plan \$31,000. Purchase of Police Motorcycle \$23,500. Traffic radar signs \$17,666



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Ace Hardware	42072	3/9/2017						\$1,256.15
			53664	001-013-594-18-60-02	GG - City Hall Demo	PVC/tape/nails Temp Restroom setup	\$84.83	
			53669	101-016-544-90-31-02	ST-Operating Cost	Asphalt tamper	\$38.10	
			53670	001-010-576-80-31-00	PK-Operating Costs	Plumbing fittings for oil pumps	\$11.96	
				101-016-544-90-31-02	ST-Operating Cost	Plumbing fittings for oil pumps	\$11.97	
				410-016-531-10-31-02	SW-Operating Costs	Plumbing fittings for oil pumps	\$11.97	
			53671	001-010-576-80-31-00	PK-Operating Costs	Chain saw chain	\$7.07	
				101-016-544-90-31-02	ST-Operating Cost	Chain saw chain	\$7.07	
				410-016-531-10-31-02	SW-Operating Costs	Chain saw chain	\$7.08	
			53679	001-010-576-80-31-00	PK-Operating Costs	Chain saw chains	\$32.47	
				101-016-544-90-31-02	ST-Operating Cost	Chain saw chains	\$32.48	
				410-016-531-10-31-02	SW-Operating Costs	Chain saw chains	\$32.48	
			53701	001-013-594-18-60-02	GG - City Hall Demo	Electrical supplies City Hall demo	\$106.82	
			53706	001-010-576-80-31-00	PK-Operating Costs	Plywood for boat launch floating dock	\$152.31	
			53710	001-012-575-51-47-00	CS-Grimm House Expenses	Paint/Nails for Grimm House repair	\$25.01	
			53718	001-013-594-18-60-02	GG - City Hall Demo	Claw hammers for permit center demo	\$16.31	
			53719	001-012-569-00-48-00	CS-Aging Services R&M	Weather stripping at senior center	\$80.53	
			53722	001-008-521-20-31-01	LE-Fixed Minor Equipment	Electrical tape	\$1.08	
			53740	001-008-521-21-31-00	LE-Boating Minor Equipment	Fasteners	\$3.92	
			53741	001-008-521-20-31-01	LE-Fixed Minor Equipment	Roughneck Totes	\$39.17	
			53747	001-010-576-80-31-00	PK-Operating Costs	Sure step paint	\$48.44	
			53748	101-016-544-90-31-02	ST-Operating Cost	Drill bit/Utility blades	\$5.22	
				410-016-531-10-31-02	SW-Operating Costs	Drill bit/Utility blades	\$5.21	
			53757	101-016-544-90-31-02	ST-Operating Cost	Hammer/wrench	\$25.04	
				410-016-531-10-31-02	SW-Operating Costs	Hammer/wrench	\$25.03	
			53758	101-016-544-90-31-02	ST-Operating Cost	Paint/spackle/putty knife PW Directors office	\$12.87	
				410-016-531-10-31-02	SW-Operating Costs	Paint/spackle/putty knife PW Directors office	\$12.88	
			53759	101-016-544-90-31-02	ST-Operating Cost	Stencils for safety labeling	\$8.43	
				410-016-531-10-31-02	SW-Operating Costs	Stencils for safety labeling	\$8.42	
			53760	101-016-542-66-31-00	ST-Snow & Ice - Sply	Paint for labeling sand racks	\$43.89	
			53771	410-016-531-10-31-02	SW-Operating Costs	Work light for PW14	\$21.77	
			53773	001-010-576-80-31-00	PK-Operating Costs	Paint supplies	\$33.13	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Ace Hardware	42072	3/9/2017	53773	101-016-544-90-31-02	ST-Operating Cost	Paint supplies	\$33.14	
				410-016-531-10-31-02	SW-Operating Costs	Paint supplies	\$33.14	
			53781	101-016-544-90-31-02	ST-Operating Cost	Electrical supplies for shop	\$24.10	
				410-016-531-10-31-02	SW-Operating Costs	Electrical supplies for shop	\$24.10	
			53782	101-016-544-90-31-02	ST-Operating Cost	Paint supplies for PW Directors office	\$9.51	
				410-016-531-10-31-02	SW-Operating Costs	Paint supplies for PW Directors office	\$9.51	
			53790	001-012-569-00-31-00	CS-Aging Services-Supplies	Weather stripping at senior center	\$9.79	
			53834	101-016-542-66-31-00	ST-Snow & Ice - Sply	Paint & Brush for sander stand	\$42.42	
			53835	001-008-521-20-31-01	LE-Fixed Minor Equipment	Keys for Police Dept	\$16.28	
				001-010-576-80-31-00	PK-Operating Costs	Door Handle for shop	\$27.94	
				101-016-544-90-31-02	ST-Operating Cost	Door Handle for shop	\$27.94	
				410-016-531-10-31-02	SW-Operating Costs	Door Handle for shop	\$27.94	
			53846	001-013-518-20-31-00	GG-Operating	Gutter for City Hall & Desk brackets	\$17.38	
	42073	Check Total						\$94.55
		3/9/2017	53559	101-016-542-70-31-00	ST-Roadside - Supply	Lumber for sign on main street	\$23.87	
			53607	001-008-521-20-31-01	LE-Fixed Minor Equipment	Fluorescent bulbs	\$70.68	
	42167	Check Total						\$104.13
		3/23/2017	53880	001-008-521-20-31-02	LE-Minor Equipment	Keys	\$5.42	
			53912	001-008-521-20-31-02	LE-Minor Equipment	Key	\$4.35	
			53924	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Wire for VIC Monument sign	\$55.19	
			53946	001-008-521-20-31-04	LE - Donation Exp - Other	Explorer patches for jackets	\$30.47	
			54035	001-008-521-20-31-02	LE-Minor Equipment	Turtle wax carwash	\$8.70	
ACES	42168	Check Total						\$329.00
		3/23/2017	12424VM	001-005-517-60-31-00	HR-Safety Program	DOSH facility inspection and management review	\$104.24	
				101-016-517-60-31-00	ST-Safety Program	DOSH facility inspection and management review	\$112.38	
				410-016-517-60-31-00	SW-Safety Program	DOSH facility inspection and management review	\$112.38	
Advance Auto Parts	42074	Check Total						\$501.81
		3/9/2017	2421-253262	001-010-576-80-31-00	PK-Operating Costs	Battery	(\$7.97)	
				101-016-544-90-31-02	ST-Operating Cost	Battery	(\$7.96)	
				410-016-531-10-31-02	SW-Operating Costs	Battery	(\$7.96)	
		2421-253620	101-016-544-90-31-02	ST-Operating Cost	Radiator for PW01	\$78.69		
			410-016-531-10-31-02	SW-Operating Costs	Radiator for PW01	\$78.68		



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advance Auto Parts	42074	3/9/2017	2421-253641	001-010-576-80-31-00	PK-Operating Costs	15 qt drain pan/Drain container	\$7.59
				101-016-544-90-31-02	ST-Operating Cost	15 qt drain pan/Drain container	\$7.58
				410-016-531-10-31-02	SW-Operating Costs	15 qt drain pan/Drain container	\$7.59
			2421-253644	101-016-544-90-31-02	ST-Operating Cost	15 qt drain pan	(\$5.85)
				410-016-531-10-31-02	SW-Operating Costs	15 qt drain pan	(\$5.86)
			2421-253783	001-010-576-80-31-00	PK-Operating Costs	Hose for shop	\$12.59
				101-016-544-90-31-02	ST-Operating Cost	Hose for shop	\$12.59
				410-016-531-10-31-02	SW-Operating Costs	Hose for shop	\$12.59
			2421-253893	001-010-576-80-31-00	PK-Operating Costs	Lube and fuel filter for PW45	\$8.79
				101-016-544-90-31-02	ST-Operating Cost	Lube and fuel filter for PW45	\$8.78
				410-016-531-10-31-02	SW-Operating Costs	Lube and fuel filter for PW45	\$8.79
			2421-254069	001-010-576-80-31-00	PK-Operating Costs	Hydraulic fluid/power steering fluid for PW45	\$11.49
				101-016-544-90-31-02	ST-Operating Cost	Hydraulic fluid/power steering fluid for PW45	\$11.49
				410-016-531-10-31-02	SW-Operating Costs	Hydraulic fluid/power steering fluid for PW45	\$11.49
			2421-254115	101-016-544-90-31-02	ST-Operating Cost	Brake pads/rotors for PW03	\$66.13
				410-016-531-10-31-02	SW-Operating Costs	Brake pads/rotors for PW03	\$66.14
			2421-254187	001-010-576-80-31-00	PK-Operating Costs	ME-Socket rail	\$4.91
				101-016-544-90-31-02	ST-Operating Cost	ME-Socket rail	\$4.91
				410-016-531-10-31-02	SW-Operating Costs	ME-Socket rail	\$4.90
			2421-254193	001-010-576-80-31-00	PK-Operating Costs	Oil & Oil Filter PW47	\$23.38
				101-016-544-90-31-02	ST-Operating Cost	Oil & Oil Filter PW47	\$23.38
				410-016-531-10-31-02	SW-Operating Costs	Oil & Oil Filter PW47	\$23.37
			2421-254201	001-010-576-80-31-00	PK-Operating Costs	Oil filter for PW47	\$4.18
				101-016-544-90-31-02	ST-Operating Cost	Oil filter for PW47	\$4.18
				410-016-531-10-31-02	SW-Operating Costs	Oil filter for PW47	\$4.18
			2421-254247	001-010-576-80-31-00	PK-Operating Costs	Air Filter for PW42	\$4.76
				101-016-544-90-31-02	ST-Operating Cost	Air Filter for PW42	\$4.77
				410-016-531-10-31-02	SW-Operating Costs	Air Filter for PW42	\$4.77
			2421-254248	001-010-576-80-31-00	PK-Operating Costs	ME-Socket rail	\$4.90
				101-016-544-90-31-02	ST-Operating Cost	ME-Socket rail	\$4.91
				410-016-531-10-31-02	SW-Operating Costs	ME-Socket rail	\$4.91



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Advance Auto Parts	42169						Check Total	\$310.74
		3/23/2017	2421-254238	001-010-576-80-31-00	PK-Operating Costs	Return Hydraulic Fluid	(\$8.34)	
				101-016-544-90-31-02	ST-Operating Cost	Return Hydraulic Fluid	(\$8.33)	
				410-016-531-10-31-02	SW-Operating Costs	Return Hydraulic Fluid	(\$8.33)	
		2421-254239	001-010-576-80-31-00	PK-Operating Costs	Return oil filter	(\$4.30)		
			101-016-544-90-31-02	ST-Operating Cost	Return oil filter	(\$4.31)		
			410-016-531-10-31-02	SW-Operating Costs	Return oil filter	(\$4.31)		
		2421-254416	001-010-576-80-31-00	PK-Operating Costs	Antifreeze PW47	\$12.23		
			101-016-544-90-31-02	ST-Operating Cost	Antifreeze PW47	\$12.23		
			410-016-531-10-31-02	SW-Operating Costs	Antifreeze PW47	\$12.23		
		2421-254443	001-010-576-80-31-00	PK-Operating Costs	Band clamp/mufler putty/mender PW45	\$9.28		
			101-016-544-90-31-02	ST-Operating Cost	Band clamp/mufler putty/mender PW45	\$9.28		
			410-016-531-10-31-02	SW-Operating Costs	Band clamp/mufler putty/mender PW45	\$9.27		
		2421-254475	001-010-576-80-31-00	PK-Operating Costs	Power steering fluid PW12	\$16.06		
			101-016-544-90-31-02	ST-Operating Cost	Power steering fluid PW12	\$16.06		
			410-016-531-10-31-02	SW-Operating Costs	Power steering fluid PW12	\$16.07		
		2421-254575	101-016-544-90-31-02	ST-Operating Cost	ME-Rachet/flex set/Ratch wrench set	\$130.32		
		2421-254577	101-016-544-90-31-02	ST-Operating Cost	ME-Magnetic parts trays	\$24.21		
		2421-254625	001-010-576-80-31-00	PK-Operating Costs	Muffler mender/repair tape	(\$3.82)		
			101-016-544-90-31-02	ST-Operating Cost	Muffler mender/repair tape	(\$3.81)		
			410-016-531-10-31-02	SW-Operating Costs	Muffler mender/repair tape	(\$3.81)		
		2421-254645	101-016-544-90-31-02	ST-Operating Cost	Lube PW45	\$4.73		
			410-016-531-10-31-02	SW-Operating Costs	Lube PW45	\$2.36		
		2421-254741	001-010-576-80-31-00	PK-Operating Costs	Lube/fuel filter/Air - PW33	\$35.95		
2421-254742	001-010-576-80-31-00	PK-Operating Costs	Lube/filters/fuel - PW38	\$49.82				
Advantage Building Services	42170						Check Total	\$793.25
		3/23/2017	2883	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$30.00	
				001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$30.00	
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Janitorial Services	\$315.00	
				001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$20.00	
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$120.00	
				001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$280.00	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advantage Building Services	42170	3/23/2017	2883	101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$20.00
				410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$20.00
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$41.75)
AFLAC	0	Check Total					\$1,823.06
		3/9/2017	03.01.17	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,823.06
Alexander Printing	42171	Check Total					\$616.43
		3/23/2017	50136	001-001-511-60-31-00	Legislative - Operating Costs	Business cards for council members	\$432.43
			50250	001-013-518-20-31-00	GG-Operating	#10 regular envelopes	\$129.95
			50370	101-016-544-90-31-02	ST-Operating Cost	Business cards for Eric Durpos	\$54.05
Amec Foster Wheeler Environmental Inc	42075	Check Total					\$5,000.00
		3/9/2017	S22722014	001-013-594-18-60-02	GG - City Hall Demo	City Center Campus ESA Phase 1	\$5,000.00
Assoc of Washington Cities	42172	Check Total					\$600.00
		3/23/2017	49651	001-005-518-10-49-01	HR - Staff Development	2017 Labor Relations Institute registration - Edin	\$300.00
			49667	001-002-513-11-49-00	AD-Staff Development	2017 Labor Relations Institute registration - Brazel	\$300.00
Assoc of Washington Cities EFT	0	Check Total					\$115,369.58
		3/9/2017	03.01.17	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$115,369.57
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	\$0.01
Jerome A Bayha	42160	Check Total					\$600.00
		3/17/2017	Easement	301-016-544-40-41-00	Street Op - Planning -Design	Construction easement for 20th St SE Phase II project	\$600.00
Bills Blueprint	42076	Check Total					\$25.87
		3/9/2017	544362	001-013-518-70-49-00	GG-PRR - Print-Copy	Copies for PTT 2016-2020	\$25.87
	42173	Check Total					\$24.50
		3/23/2017	549392	101-016-544-90-31-02	ST-Operating Cost	Map for City Shop	\$12.25
				410-016-531-10-31-02	SW-Operating Costs	Map for City Shop	\$12.25
Bio Clean Inc	42077	Check Total					\$277.70
		3/9/2017	7716	001-008-521-20-41-00	LE-Professional Services	Decontamination of Patrol Car	\$277.70
Gene Brazel	42161	Check Total					\$183.00
		3/17/2017	031717	001-002-513-11-43-00	AD-Travel & Meetings	Per Diem WOW Conference-Brazel	\$183.00
Business Card	42174	Check Total					\$10,016.76
		3/23/2017	0597 0317	001-008-521-20-31-02	LE-Minor Equipment	Battery	\$90.37
			1923 0317	001-006-518-80-41-00	IT-Professional Services	Survey Monkey subscription 2017	\$228.00



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42174	3/23/2017	1923 0317	001-013-594-18-60-02	GG - City Hall Demo	Computer Cable during City hall demo	\$38.17
				510-006-518-80-31-00	Purchase Computer Equipment	4 new Mitel phones	\$107.80
			2956 0317	001-008-521-20-31-00	LE-Office Supplies	Pulication - Good to Great & the Social Sectors	\$14.47
			4396 0317	001-003-514-20-49-00	CC-Miscellaneous	WAPRO membership - B Stevens	\$25.00
				001-004-514-23-31-00	FI-Office Supplies	Powerstrip	\$34.77
				001-004-514-23-43-00	FI-Travel & Meetings	GFOA conference closing event	\$40.00
				001-004-514-23-49-00	FI-Miscellaneous	WFOA membership - B Stevens	\$50.00
					FI-Miscellaneous	WFOA membership - Roundy	\$50.00
				001-004-514-23-49-01	FI-Staff Development	WPTA Conference - B Stevens/Roundy	\$450.00
				001-005-518-10-41-00	HR-Professional Services	Job safety analysis	\$67.00
				001-008-521-20-43-00	LE-Travel & Per Diem	Toll for PT41	\$14.25
			6863 0317	001-008-521-20-43-00	LE-Travel & Per Diem	Supplies for officer interveiw case 2017-02	\$37.56
			7530 0317	001-007-558-50-31-00	PL-Office Supplies	Paper products	\$12.91
				101-016-543-30-43-00	ST-Travel & Meetings	Parking for 20th St SE Coord mtg w Pertet	\$6.00
				101-016-544-90-31-01	ST-Office Supplies	Paper products	\$12.91
					ST-Office Supplies	Padfolio Portfolio organizer	\$14.23
				101-016-544-90-31-02	ST-Operating Cost	Product Return	(\$19.12)
				410-016-531-10-31-01	SW-Office Supplies	Paper products	\$12.90
					SW-Office Supplies	Padfolio Portfolio organizer	\$14.22
			7638 0317	001-008-521-20-43-00	LE-Travel & Per Diem	Death Investigation case 17-4312	\$17.11
				001-008-521-22-40-00	LE-Investigations Prof.Service	Transcription services	\$193.50
			8026 0317	001-007-558-50-43-00	PL-Travel & Mtgs	Parking in Everett	\$3.00
					PL-Travel & Mtgs	Global Retail Real Estate Convention-Ashe	\$610.00
				001-013-594-18-60-02	GG - City Hall Demo	Demolition supplies	\$15.98
			8232 0317	001-001-511-60-43-00	Legislative - Travel & Mtgs	Hotel during AWC	\$1,453.61
					Legislative - Travel & Mtgs	Meals during AWC	\$260.13
				001-001-513-10-43-00	Executive - Travel & Mtgs	Hotel during AWC	\$242.27
					Executive - Travel & Mtgs	Meals during AWC	\$43.35
				001-002-513-11-43-00	AD-Travel & Meetings	Parking for US2 Trestle replacement mtg	\$6.00
					AD-Travel & Meetings	Meals during AWC	\$43.35
					AD-Travel & Meetings	Hotel during AWC	\$242.27
				001-002-513-11-49-01	AD-Miscellaneous	ICMA annual membership	\$1,315.00



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42174	3/23/2017	8232 0317	001-013-518-20-32-00	GG-Fuel	Fuel for PT28	\$43.96
				001-013-518-20-41-00	GG-Professional Service	Meals during AWC-Swenson	\$43.35
					GG-Professional Service	Hotel during AWC-Swenson	\$242.27
			8484 0317	001-007-558-50-41-03	PL-Advertising	LUA2016-0145	\$55.66
					PL-Advertising	LUA2016-0007	\$14.45
					PL-Advertising	LUA2016-0197	\$15.09
					PL-Advertising	LUA2016-0019	\$26.68
					PL-Advertising	LUA2016-0011	\$20.08
					PL-Advertising	LUA2016-0198	\$27.90
					PL-Advertising	LUA2016-0002 & 0014	\$40.21
				001-007-558-50-49-00	PL-Miscellaneous	WAPT membership dues	\$35.00
				001-007-558-50-49-01	PL-Staff Development	Oregon Chapter Amer Planning Assoc-Wright	\$45.00
				001-007-559-30-49-00	PB-Miscellaneous	WABO Membership 2017	\$95.00
				001-007-559-30-49-01	PB-Staff Development	2017 WABO Education Institute - Sniffen	\$1,225.00
			8877 0317	001-008-521-20-31-01	LE-Fixed Minor Equipment	ARP-CRPLUS-COM Physio-Control Lifepak CR Plus	\$235.30
				001-008-521-20-31-02	LE-Minor Equipment	Software - Adobe add-in	\$199.00
					LE-Minor Equipment	Shirts - J Ubert	\$129.98
				001-008-521-20-31-04	LE - Donation Exp - Other	Supplies for Awards Banquet	\$190.94
					LE - Donation Exp - Other	Clothing for Explorers	\$458.50
					LE - Donation Exp - Other	NOAA Weather Alert Radios - Explorers	\$185.04
				001-008-521-20-41-00	LE-Professional Services	Transcription services case 2017-01	\$81.75
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Database searches	\$54.45
				001-008-521-20-43-00	LE-Travel & Per Diem	Food during investigation of officer involved shooting	\$157.27
					LE-Travel & Per Diem	Parking during training	\$6.00
				001-008-521-20-43-01	LE-Business Meetings	Lunch for Records Sup Oral Boards	\$55.42
					LE-Business Meetings	Supplies for Commander oral board	\$40.50
					LE-Business Meetings	Supplies for Records Sup Oral Boards	\$28.05
					LE-Business Meetings	Supplies for Commander testing	\$22.12
				001-008-521-40-49-01	LE-Registration Fees	NWFIA Conference registration fee - J Ubert	\$165.00
				520-008-594-21-63-00	Capital Equipment	Plano all Weather Tactical gun case PT70	\$120.78
			9185 0317	001-005-518-10-42-00	HR-Communications	1094 postage	\$11.10
				001-008-521-20-41-00	LE-Professional Services	Assessment Inventory Purchase	\$108.90



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	42174	3/23/2017	9185 0317	101-016-542-30-41-01	ST-Advertising	Help Wanted ad - Seasonal Worker	\$22.50
					ST-Advertising	Help Wanted ad - Senior Engineer	\$22.50
				410-016-531-10-41-05	SW-Advertising	Help Wanted ad - Senior Engineer	\$22.50
					SW-Advertising	Help Wanted ad - Seasonal Worker	\$22.50
Canon Financial Services Inc	42078	Check Total					\$34.13
		3/9/2017	17024370	101-016-542-30-45-00	ST-Rentals-Leases	Canon copier rental-City Shop	\$17.07
				410-016-531-10-45-01	SW-Rentals-Leases	Canon copier rental-City Shop	\$17.06
Rick Carlson	42079	Check Total					\$4,900.50
		3/9/2017	3.3.2017	001-013-594-18-60-02	GG - City Hall Demo	Tree clearing for new Temp City Hall	\$4,900.50
CDW Government Inc	42080	Check Total					\$15,879.35
		3/9/2017	GVZ9675	510-006-518-80-31-00	Purchase Computer Equipment	Wireless keyboard	\$56.60
			GWF6112	510-006-518-80-31-00	Purchase Computer Equipment	Surface Pros & accessories for Council	\$11,148.84
			GWQ0215	510-006-518-80-31-00	Purchase Computer Equipment	Computer components	\$806.73
			GWV2236	510-006-518-80-31-00	Purchase Computer Equipment	Surface Pro accessories for Council	\$2,063.96
			GWV2358	510-006-518-80-31-00	Purchase Computer Equipment	Surface Pro warranties	\$1,803.22
	42175	Check Total					\$5,136.15
		3/23/2017	GXL2365	510-006-518-80-49-00	License Renewal - Annual Maint	Surface Pro warranty	\$263.03
			GZT9992	510-006-594-18-64-00	Capital - Purch Computer Equip	Samsun 850 EVO solid state drive	\$1,053.50
			HBH5062	510-006-518-80-31-00	Purchase Computer Equipment	DVD computer drive	\$31.53
			HBV6575	510-006-518-80-31-00	Purchase Computer Equipment	Monitors and misc computer parts	\$1,991.50
			HCB6434	510-006-518-80-31-00	Purchase Computer Equipment	4 Intel NUC processors	\$1,796.59
CHS Engineers LLC	42082	Check Total					\$1,379.40
		3/9/2017	371608	001-007-558-50-41-01	PL-CA-Developer Reimb	Lua2016-0090 Stevens Ridge Plan Review	\$1,273.26
			371611	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2016-0152 Redwood Courts plan review	\$106.14
City of Everett	42083	Check Total					\$800.00
		3/9/2017	I17000339	001-008-521-40-49-01	LE-Registration Fees	Shared training costs per ILA	\$800.00
	42084	Check Total					\$26.11
		3/9/2017	010340 2.17	101-016-543-50-47-00	ST-Utilities	Water services 9306 20th St SE	\$26.11
City of Marysville	42176	Check Total					\$12,611.44
		3/23/2017	17-003	001-013-512-50-41-00	GG-Municipal Court Fees	Municipal court fees Feb 2017	\$11,405.78
			POLIN11-0753	001-008-523-60-51-00	LE-Jail	Prisoner housing SCORE Dec 2016	\$85.00



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
City of Marysville	42176	3/23/2017	POLIN11-0756	001-008-523-60-51-00	LE-Jail	Prisoner medical SCORE Jan 2017	\$32.86
			POLIN11-0757	001-008-523-60-51-00	LE-Jail	Prisoner housing SCORE Jan 2017	\$1,087.80
Code Publishing Co Inc	42177	Check Total					\$1,469.39
		3/23/2017	55759	001-003-514-20-41-00	CC-Professional Services	Code publishing services Ords 972/975-983/987	\$673.82
			55820	001-003-514-20-41-00	CC-Professional Services	Code publishing svc Update #10 Feb 2017	\$795.57
Comcast	42085	Check Total					\$95.68
		3/9/2017	0810218 02.17	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Dr	\$95.68
	42086	Check Total					\$106.18
		3/9/2017	0692756 02.17	001-008-521-20-42-00	LE-Communication	Internet services - Satelite Police Station	\$106.18
	42087	Check Total					\$155.68
		3/9/2017	1009612 02/17	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Internet services - VIC	\$155.68
	42178	Check Total					\$383.04
		3/23/2017	0808840 0217	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
			0991976 0217	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Internet services - VIC	\$145.68
		1012996 0217	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$151.18	
	Comdata Corporation	42179	Check Total				
3/23/2017			20271358	001-008-521-20-32-00	LE-Fuel	Fuel	\$295.91
Control Dynamics Inc	42180	Check Total					\$2,440.66
		3/23/2017	165664	001-010-594-76-64-00	PK-Capital Outlay	Electrical upgrades for shop remodel	\$488.14
				101-016-594-42-64-00	ST-Capital Expenditures	Electrical upgrades for shop remodel	\$976.26
				410-016-594-31-60-01	SW - Capital Expenditure	Electrical upgrades for shop remodel	\$976.26
Crandall Arambula PC	42181	Check Total					\$28,945.91
		3/23/2017	1	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Plan	\$5,460.00
			7	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Plan	\$13,188.16
			9	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Plan	\$10,297.75
Crystal and Sierra Springs	42182	Check Total					\$406.87
		3/23/2017	16015194030417	001-008-521-50-30-00	LE-Facilities Supplies	Bottled water	\$106.51
			5249844030117	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$42.64
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$27.64



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Crystal and Sierra Springs	42182	3/23/2017	5249844030117	001-013-518-20-31-00	GG-Operating	Bottled water	\$27.64	
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$101.22	
				410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$101.22	
Dept of Emergency Management	42183						Check Total	\$9,124.64
		3/23/2017	I000432431	001-013-525-10-51-00	GG-Emergency	2017 Emergency Services	\$9,124.64	
Dept of Licensing	0						Check Total	\$2,634.00
		3/23/2017	2163-2318	633-000-589-30-00-05	Gun Permit - State Remittance	Weapons permit remittance to the state	\$2,634.00	
Dept of Retirement (Deferred Comp)	0						Check Total	\$4,765.00
		3/9/2017	03.01.17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,370.00	
		3/17/2017	031517	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,395.00	
Dept of Retirement PERS LEOFF	0						Check Total	\$77,754.17
		3/9/2017	03.01.17	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$77,754.17	
Dept of Revenue	0						Check Total	\$5,158.09
		3/23/2017	02.2017	001-013-518-90-49-06	GG-Excise Tax	Excise Taxes Feb 2017	\$326.28	
				101-016-595-64-63-00	ST-Traffic Control-Capital	UseTaxes Feb 2017	\$4,831.81	
Dicks Towing Inc	42088						Check Total	\$507.78
		3/9/2017	143094	001-008-521-80-40-01	LE - Evidence Impound	Evidence Towing case 2017-2874	\$125.58	
			166508	101-016-544-90-31-02	ST-Operating Cost	Winch out and Towing PW42	\$191.10	
				410-016-531-10-31-02	SW-Operating Costs	Winch out and Towing PW42	\$191.10	
Dunlap Industrial Hardware	42089						Check Total	\$281.78
		3/9/2017	1381928-01	101-016-544-90-31-02	ST-Operating Cost	Amerizorb Throw & Go	\$140.89	
				410-016-531-10-31-02	SW-Operating Costs	Amerizorb Throw & Go	\$140.89	
E&E Lumber Inc	42090						Check Total	\$114.09
		3/9/2017	116087	001-012-575-51-47-00	CS-Grimm House Expenses	Tongue & Groove boards for Grimm House repairs	\$22.52	
			116088	001-013-594-18-60-02	GG - City Hall Demo	Hammers/Pry bars for permit center tear down	\$91.57	
Andrew Echelbarger	42091						Check Total	\$150.00
		3/9/2017	LUA2016-0167	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund LUA2016-0167 permit-not needed	\$150.00	
Electronic Federal Tax Pmt System EFTPS	0						Check Total	\$142,834.65
		3/9/2017	03.01.17	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$65,987.26	
		3/17/2017	031517	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$76,847.39	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Electronic Business Machines	42092						Check Total	\$1,227.10
		3/9/2017	AR60280	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance	\$50.39	
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maintenance	\$50.39	
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & maintenance	\$50.39	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair & maintenance	\$50.39	
		AR61761	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance	\$251.05		
			001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maintenance	\$251.05		
			001-013-518-20-48-00	GG-Repair & Maintenance	Copier repair & maintenance	\$251.04		
		AR62602	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance	\$136.20		
			101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair & maintenance	\$68.10		
	410-016-531-10-48-00		SW-Repairs & Maintenance	Copier repair & maintenance	\$68.10			
	42184						Check Total	\$200.58
3/23/2017		AR63164	001-008-521-50-48-00	LE-Facility Repair & Maint	Copier maintenance	\$200.58		
Environemental Systems Research Inst	42185						Check Total	\$1,306.80
		3/23/2017	93257593	001-007-558-50-41-02	PL-Software Maint.	ArcGIS software maintenance	\$653.40	
				101-016-543-30-41-02	ST-Software Maint & Support	ArcGIS software maintenance	\$326.70	
				410-016-531-10-41-04	SW-Software Maint & Support	ArcGIS software maintenance	\$326.70	
Everett Office Furniture	42093						Check Total	\$402.93
		3/9/2017	15789N	001-008-521-20-31-01	LE-Fixed Minor Equipment	Furniture for Chiefs office	\$402.93	
Everett Stamp Works	42186						Check Total	\$50.97
		3/23/2017	21029	101-016-544-90-31-02	ST-Operating Cost	Council Nameplate - Durpos	\$11.38	
				410-016-531-10-31-02	SW-Operating Costs	Council Nameplate - Durpos	\$11.38	
			21162	101-016-544-90-31-02	ST-Operating Cost	Desk namplate - Durpos	\$14.11	
				410-016-531-10-31-02	SW-Operating Costs	Desk namplate - Durpos	\$14.10	
Evergreen Safety Council	42094						Check Total	\$718.73
		3/9/2017	071243	101-016-542-30-41-02	ST-Professional Service	Flagger Training	\$359.37	
				410-016-531-10-41-01	SW-Professional Services	Flagger Training	\$359.36	
Evergreen Security Systems	42187						Check Total	\$348.00
		3/23/2017	76610	001-008-521-20-41-01	LE-Proessional Serv-Fixed	NMC monthly monitoring 4/17-3/18	\$348.00	
Fastenal Company	42095						Check Total	\$22.78
		3/9/2017	WAEV134251	101-016-544-90-31-02	ST-Operating Cost	Oil sock for oil spill clean up	\$11.39	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Fastenal Company	42095	3/9/2017	WAEV134251	410-016-531-10-31-02	SW-Operating Costs	Oil sock for oil spill clean up	\$11.39
	42188						Check Total \$93.17
		3/23/2017	WAEV134305	101-016-544-90-31-02	ST-Operating Cost	Oil soc/RKzone Non-Chlorinated	\$46.59
				410-016-531-10-31-02	SW-Operating Costs	Oil soc/RKzone Non-Chlorinated	\$46.58
Feldman and Lee	42189						Check Total \$10,000.00
		3/23/2017	02.2017	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services Feb 2017	\$10,000.00
Financial Consulting Solutions Group	42190						Check Total \$5,663.75
		3/23/2017	2563-21702080	001-004-514-23-41-00	FI-Professional Service	Strategic Financial Plan Consulting	\$5,663.75
Frontier	42191						Check Total \$58.28
		3/23/2017	4253979674 3.17	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$58.28
Gall LLC	42096						Check Total \$1,099.34
		3/9/2017	006962329	001-008-521-20-26-00	LE-Clothing Allowance	Ballistic vest - Bryant	\$1,039.08
			006996655	001-008-521-20-26-00	LE-Clothing Allowance	Emblem	\$27.77
			007013025	001-008-521-20-26-00	LE-Clothing Allowance	Nik Tests	\$32.49
	42192						Check Total \$324.44
		3/23/2017	007030651	001-008-521-20-31-02	LE-Minor Equipment	Locking Holster - Warbis	\$54.79
			007047826	001-008-521-20-31-02	LE-Minor Equipment	NIK test - opiates	\$32.50
			007054639	001-008-521-20-31-02	LE-Minor Equipment	Commendation bar/Center Star bar - Summers	\$188.17
GCR Tire & Service			007091662	001-008-521-20-31-02	LE-Minor Equipment	2 color center star bar - Summers	\$48.98
	42097						Check Total \$569.20
		3/9/2017	801-34471	001-010-576-80-31-00	PK-Operating Costs	Replacement Tire - PW31	\$50.79
				101-016-542-30-48-00	ST-Repair & Maintenance	Tire repair PW31	\$76.19
				101-016-544-90-31-02	ST-Operating Cost	Replacement Tire - PW31	\$50.79
				410-016-531-10-31-02	SW-Operating Costs	Replacement Tire - PW31	\$50.79
				410-016-531-10-48-00	SW-Repairs & Maintenance	Tire repair PW31	\$76.18
			801-35198	001-010-576-80-48-00	PK-Repair & Maintenance	Tire repair on PW34 backhoe	\$88.16
				101-016-542-30-48-00	ST-Repair & Maintenance	Tire repair on PW34 backhoe	\$88.15
				410-016-531-10-48-00	SW-Repairs & Maintenance	Tire repair on PW34 backhoe	\$88.15
	42193						Check Total \$264.46
		3/23/2017	801-35198	101-016-542-30-48-00	ST-Repair & Maintenance	Service call to repair flat PW 34	\$132.23



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
GCR Tire & Service	42193	3/23/2017	801-35198	410-016-531-10-48-00	SW-Repairs & Maintenance	Service call to repair flat PW 34	\$132.23
Brandt Gerow	42194						Check Total
		3/23/2017	021617	101-016-544-90-31-02	ST-Operating Cost	ASE Cert Testing - Gerow	\$9.10
				410-016-531-10-31-02	SW-Operating Costs	ASE Cert Testing - Gerow	\$9.09
Glens Welding and Machine Inc	42098						Check Total
		3/9/2017	S9646	001-010-576-80-31-00	PK-Operating Costs	Chainsaw chains/concrete saw belt/maul handle	\$43.84
				101-016-544-90-31-02	ST-Operating Cost	Chainsaw chains/concrete saw belt/maul handle	\$43.83
				410-016-531-10-31-02	SW-Operating Costs	Chainsaw chains/concrete saw belt/maul handle	\$43.83
Grainger	42099						Check Total
		3/9/2017	9364017096	101-016-544-90-31-02	ST-Operating Cost	Disinfecting Wipes/Extension cords	\$230.99
				410-016-531-10-31-02	SW-Operating Costs	Disinfecting Wipes/Extension cords	\$230.98
			9368149697	001-013-594-18-60-02	GG - City Hall Demo	Dirt Tampers	\$349.02
			9368608734	001-013-594-18-60-02	GG - City Hall Demo	Sledge hammers	\$281.42
	42195						Check Total
		3/23/2017	9375634749	101-016-544-90-31-02	ST-Operating Cost	Corn brooms	\$19.77
				410-016-531-10-31-02	SW-Operating Costs	Corn brooms	\$19.76
			9377627394	101-016-542-64-31-00	ST-Traffic Control - Supply	Exit signs	\$416.21
			9381685594	101-016-544-90-31-02	ST-Operating Cost	Danger sign	\$6.47
				410-016-531-10-31-02	SW-Operating Costs	Danger sign	\$6.47
Granite Construction Supply	42100						Check Total
		3/9/2017	262_00066626	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic cones	\$465.55
			262_00066627	101-016-542-64-31-00	ST-Traffic Control - Supply	Street name signs	\$38.22
			262_00066640	101-016-542-64-31-00	ST-Traffic Control - Supply	Signs	\$100.46
			262_00066641	101-016-542-64-31-00	ST-Traffic Control - Supply	School Bus stop signs	\$141.57
			262_00066642	101-016-542-64-31-00	ST-Traffic Control - Supply	Signs	\$107.81
			262_00066647	101-016-542-64-31-00	ST-Traffic Control - Supply	Type III Barricades	\$588.06
			262_00066648	101-016-542-64-31-00	ST-Traffic Control - Supply	Police parking only signs	\$239.58
			262_00066650	001-010-576-80-31-01	PK-Ops-Clothing	Jacket	\$36.30
				101-016-542-90-31-01	ST-Clothing	Jacket	\$36.30
				410-016-531-10-31-00	SW-Clothing	Jacket	\$36.30
			262_00066656	001-010-576-80-31-01	PK-Ops-Clothing	Jackets	\$36.30



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Granite Construction Supply	42100	3/9/2017	262_00066656	101-016-542-90-31-01	ST-Clothing	Jackets	\$36.30	
				410-016-531-10-31-00	SW-Clothing	Jackets	\$36.30	
	42196	Check Total						\$3,769.78
		3/23/2017	262_00066696	101-016-544-90-31-02	ST-Operating Cost	Decals/hard hats	\$88.21	
				410-016-531-10-31-02	SW-Operating Costs	Decals/hard hats	\$88.21	
			262_00066697	101-016-542-64-31-00	ST-Traffic Control - Supply	Street name signs	\$38.22	
			262_00066699	001-010-576-80-31-01	PK-Ops-Clothing	Short sleeve/long sleeve shirts/Hooded sweatshirts	\$1,072.20	
				101-016-542-90-31-01	ST-Clothing	Short sleeve/long sleeve shirts/Hooded sweatshirts	\$1,072.21	
				410-016-531-10-31-00	SW-Clothing	Short sleeve/long sleeve shirts/Hooded sweatshirts	\$1,072.21	
				262_00066707	101-016-542-64-31-00	ST-Traffic Control - Supply	Street name signs	\$338.52
Chris L Griffen	42197		Check Total					
		3/23/2017	6Z1141520	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$187.50	
Group Health Coop	42101	Check Total						\$245.00
		3/9/2017	1684248	101-016-542-30-41-02	ST-Professional Service	Employee medical tests & exams	\$122.50	
				410-016-531-10-41-01	SW-Professional Services	Employee medical tests & exams	\$122.50	
Harbor Freight Tools	42198	Check Total						\$61.11
		3/23/2017	793168	101-016-544-90-31-02	ST-Operating Cost	Ratchet tie downs/drill bits/flat fixit	\$30.56	
				410-016-531-10-31-02	SW-Operating Costs	Ratchet tie downs/drill bits/flat fixit	\$30.55	
James Haugen	42102	Check Total						\$98.11
		3/9/2017	3.7.17 req	001-013-518-20-31-00	GG-Operating	Frames/photo art for state legislators	\$98.11	
Home Depot	42103	Check Total						\$137.62
		3/9/2017	8720547	001-013-594-18-60-02	GG - City Hall Demo	Filter	\$137.62	
Honey Bucket	42199	Check Total						\$364.00
		3/23/2017	0550257369	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental - boat launch	\$214.00	
			0550257370	001-012-571-20-45-00	CS-Special Event-Eqp Rent	Honeybucket for special event	\$150.00	
HRA VEBA Trust	42104	Check Total						\$1,305.72
		3/9/2017	700142342	101-016-542-30-20-00	ST-Benefits	Payout of 25% sick leave for Emerson	\$652.86	
				410-016-531-10-20-00	SW-Benefits	Payout of 25% sick leave for Emerson	\$652.86	
Theodore Hunter	42105	Check Total						\$4,000.00
		3/9/2017	1927	001-007-558-60-41-02	PL-Prof Serv-Hearing E	LUA2016-0139 Eagle Glen North	\$2,000.00	
					PL-Prof Serv-Hearing E	LUA2016-0034 Autumn Crest	\$2,000.00	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
IACP	42200						\$170.00
		3/23/2017	1001236436	001-008-521-20-49-00	LE-Dues & Memberships	IACP membership - Dyer	\$170.00
Industrial Supply Inc	42106						\$372.18
		3/9/2017	594063	101-016-544-90-31-02	ST-Operating Cost	Brooms/shovels	\$27.33
				410-016-531-10-31-02	SW-Operating Costs	Brooms/shovels	\$27.33
			594305	101-016-544-90-31-02	ST-Operating Cost	Hand tools	\$158.76
				410-016-531-10-31-02	SW-Operating Costs	Hand tools	\$158.76
ISOOutsource	42107						\$712.50
		3/9/2017	CW199058	001-006-518-80-41-00	IT-Professional Services	IT Consulting	\$712.50
	42201						\$285.00
		3/23/2017	CW200173	001-006-518-80-41-00	IT-Professional Services	IT professional services	\$285.00
J Thayer Company Inc	42108						\$593.57
		3/9/2017	1122039-0	001-008-521-20-31-00	LE-Office Supplies	Detergent/cds	\$211.20
			1123394-0	001-003-514-20-31-00	CC-Office Supply	Mechanical Pencil	\$4.35
				001-013-518-20-31-00	GG-Operating	Paper/folders/pens/pencils/tape	\$276.52
			1124624-0	001-001-511-60-43-00	Legislative - Travel & Mtgs	Travel Portfolios for council	\$44.99
				001-013-518-20-31-00	GG-Operating	Paper/napkins	\$56.51
	42202						\$49.95
		3/23/2017	1126689-0	001-008-521-20-31-00	LE-Office Supplies	Toner	\$223.14
			C1062363-0	001-008-521-20-31-00	LE-Office Supplies	Sherpa panel	(\$116.63)
			C1113521-0	001-007-558-50-31-00	PL-Office Supplies	Folders	(\$56.56)
John E Reid and Associates	42109						\$600.00
		3/9/2017	172737	001-008-521-40-49-01	LE-Registration Fees	4 day Interview & Interrogation training	\$600.00
Johns Cleaning Service	42110						\$87.60
		3/9/2017	1930	001-008-521-20-26-00	LE-Clothing Allowance	Uniform cleaning	\$87.60
Kevin Ricco	42068						\$1,325.81
		2/24/2017	688347	621-000-589-20-00-01	Retainage Release - Other PW	Release Retainage-Avid Tree Care Affidavit 688347	\$580.20
			700394	621-000-589-20-00-01	Retainage Release - Other PW	Release Retainage-Avid Tree Care Affidavit 700394	\$745.61
	42069						\$14,166.52
		2/24/2017	1675	001-010-576-80-41-01	PK -Professional Tree Srv	Tree removal services December 7-13th 2016	\$14,912.13
				621-000-389-20-00-02	Retainage - Other PW Project	Retainage-Avid Tree Care	(\$745.61)



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
King County Directors Association Purchasing Dept	42111						\$387.16	
		3/9/2017	300127706	001-008-521-20-31-01	LE-Fixed Minor Equipment	Batteries		\$387.16
KnowBe4 Inc	42203						\$1,035.00	
		3/23/2017	INV12563	510-006-518-80-49-00	License Renewal - Annual Maint	Security Awareness Training Subscription		\$1,035.00
KR Inc	42112						\$578.65	
		3/9/2017	INV-026576	410-016-531-50-31-15	DOE EG160393-4 Capacity	Fiberglass leveling rods/Ultra Bright Tape		\$578.65
Kroesens Uniforms	42204						\$240.67	
		3/23/2017	42761	001-008-521-20-31-01	LE-Fixed Minor Equipment	Trousers alterations - Starkenburg		\$196.02
			42768	001-008-521-20-31-01	LE-Fixed Minor Equipment	Trousers alterations - LeBlanc		\$44.65
Lake Stevens Chamber of Commerce	42113						\$1,500.00	
		3/9/2017	Mar17	001-013-518-90-49-01	GG-Chamber of Commerce	Mar 2017 Contribution for VIC operations		\$1,500.00
Lake Stevens Fire	42114						\$280.00	
		3/9/2017	9951	001-013-518-20-31-00	GG-Operating	Annual Fire Inspection - City Hall		\$95.00
			9956	001-012-572-20-31-00	CS-Library-Office & Operating	Annual Fire Inspection - Library		\$185.00
Lake Stevens Police Guild	42115						\$1,061.50	
		3/9/2017	03.01.17	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues		\$1,061.50
	42162						\$1,061.50	
		3/17/2017	031517	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues		\$1,061.50
Lake Stevens School District	42116						\$176.25	
		3/9/2017	2291	001-001-511-60-45-01	Legislative - Rentals	Chamber rental for Dec 2016 & Jan 2017		\$176.25
Lake Stevens Sewer District	42205						\$996.00	
		3/23/2017	03.2017	001-008-521-50-47-00	LE-Facility Utilities	Sewer - Police Station		\$83.00
					LE-Facility Utilities	Sewer - N Lakeshore Dr		\$83.00
				001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park		\$166.00
				001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library		\$83.00
				001-013-518-20-47-00	GG-Utilities	Sewer - Vacant Houses 20th St SE		\$166.00
					GG-Utilities	Sewer - City Hall		\$166.00
					GG-Utilities	Sewer - Permit Center		\$83.00
					GG-Utilities	Sewer - Family Center		\$83.00
				101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property		\$83.00



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
LeadsonlineLLC	42206						\$1,908.00
		3/23/2017	240030	001-008-521-20-31-01	LE-Fixed Minor Equipment	Investigation System Service Package	\$1,908.00
Lemay Mobile Shredding	42207						\$13.95
		3/23/2017	4512372	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Shredding services	\$9.30
			4512373	001-013-518-20-31-00	GG-Operating	Shredding services	\$4.65
LN Curtis & Sons	42117						\$24.45
		3/9/2017	INV81534	001-008-521-20-26-00	LE-Clothing Allowance	Velcro	\$24.45
Lowes Companies	42118						\$1,165.55
		3/9/2017	911077	001-013-594-18-60-02	GG - City Hall Demo	Supplies for City Hall Demo	\$27.09
			911243	001-013-594-18-60-02	GG - City Hall Demo	Shelf for permit center	\$190.50
			911983	101-016-542-64-31-00	ST-Traffic Control - Supply	Bender board & C Clamps for Eagle Roundabout	\$78.34
			920067	001-013-594-18-60-02	GG - City Hall Demo	Treated lumber for City Hall Demo	\$701.15
			920564	101-016-542-64-31-00	ST-Traffic Control - Supply	Hardie Plank for Eagle Roundabout	\$30.36
			920722	101-016-544-90-31-02	ST-Operating Cost	Nail puller for PW47	\$67.41
			920723	001-010-576-80-31-03	PK-Lundeen-Op Costs	Electrical supplies for Lundeen Park	\$70.70
Rauchel McDaniel	42208						\$130.00
		3/23/2017	031617	001-001-511-60-43-00	Legislative - Travel & Mtgs	Parking at Natl League of Cities	\$130.00
Mead Gilman Land Surveyors	42163						\$8,500.00
		3/17/2017	40212	101-016-595-61-64-41	ST - Cap - Grade Road	Grade Road Asbuilts	\$8,500.00
Monroe Correctional Complex	42119						\$722.70
		3/9/2017	MCC1701.556	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew-Jan 2017	\$129.70
				001-013-518-20-48-00	GG-Repair & Maintenance	DOC Work Crew-Jan 2017	\$296.99
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew-Jan 2017	\$201.87
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work Crew-Jan 2017	\$94.14
	42209						\$665.88
		3/23/2017	MCC1702.567	001-008-521-50-48-00	LE-Facility Repair & Maint	DOC work crew labor	\$27.87
				001-010-576-80-48-00	PK-Repair & Maintenance	DOC work crew labor	\$55.40
				001-013-518-20-48-00	GG-Repair & Maintenance	DOC work crew labor	\$261.82
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC work crew labor	\$237.62
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC work crew labor	\$83.17



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Nationwide Retirement Solution	0					Check Total	\$3,950.00
		3/9/2017	03.01.17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,975.00
		3/17/2017	031517	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,975.00
Nelson Distributing	42210					Check Total	\$1,222.77
		3/23/2017	0609363-IN	001-010-576-80-31-00	PK-Operating Costs	Guardol/Megaflow/Megaplex fluids	\$407.59
				101-016-544-90-31-02	ST-Operating Cost	Guardol/Megaflow/Megaplex fluids	\$407.59
				410-016-531-10-31-02	SW-Operating Costs	Guardol/Megaflow/Megaplex fluids	\$407.59
Neofunds by Neopost	42120					Check Total	\$50.63
		3/9/2017	PPLN01 02.17	001-008-521-20-42-00	LE-Communication	Postage	\$50.63
Norpoint Shooting and Tactical	42121					Check Total	\$976.45
		3/9/2017	20167	001-008-521-40-49-01	LE-Registration Fees	Bay charge for shooting training	\$485.50
			20168	001-008-521-40-49-01	LE-Registration Fees	Repair shot cable training	\$490.95
North Sound Hose Fittings Inc	42211					Check Total	\$87.28
		3/23/2017	79620	001-010-576-80-31-00	PK-Operating Costs	Hydraulic hoses/plugs and caps	\$29.10
				101-016-544-90-31-02	ST-Operating Cost	Hydraulic hoses/plugs and caps	\$29.09
				410-016-531-10-31-02	SW-Operating Costs	Hydraulic hoses/plugs and caps	\$29.09
Northshore Paving Inc	42122					Check Total	\$17,505.41
		3/9/2017	Retainage	621-000-589-20-00-02	Street Project Retainage Reimb	Retainage Release Northshore Paving	\$17,505.41
O Reilly Auto Parts	42212					Check Total	\$115.99
		3/23/2017	2960-318367	001-008-521-20-31-02	LE-Minor Equipment	Vehicle supplies PT1562	\$39.79
			2960-325856	001-010-576-80-31-00	PK-Operating Costs	Transmission fluid/exhaust pipe sealer PW45	\$25.40
				101-016-544-90-31-02	ST-Operating Cost	Transmission fluid/exhaust pipe sealer PW45	\$25.40
				410-016-531-10-31-02	SW-Operating Costs	Transmission fluid/exhaust pipe sealer PW45	\$25.40
Ogden Murphy Wallace	42123					Check Total	\$808.11
		3/9/2017	732035	001-011-515-30-41-00	LG-Professional Service	Attorney services - Mobilities Consortium	\$808.11
	42213					Check Total	\$670.25
		3/23/2017	732667	001-011-515-30-41-00	LG-Professional Service	Attorney services - Mobilitie Consortium	\$670.25
Opentext	42214					Check Total	\$362.20
		3/23/2017	SUS08452629	510-006-518-80-49-00	License Renewal - Annual Maint	RightFax software license renewal	\$362.20
Outcomes by Levy LLC	42215					Check Total	\$5,504.61
		3/23/2017	2017-02-LS	001-013-511-70-40-00	Lobbying Services	Legislative lobbying services Feb 2017	\$5,504.61



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Owen Equipment Company	42124						\$925.65
		3/9/2017	00082447	101-016-544-90-31-02	ST-Operating Cost	Headset	\$462.82
				410-016-531-10-31-02	SW-Operating Costs	Headset	\$462.83
PACLAB	42216						\$15.50
		3/23/2017	LSPD 030117	001-008-521-20-41-00	LE-Professional Services	Blood drawing fee	\$15.50
Pakor Inc NW8935	42217						\$311.62
		3/23/2017	8022402	001-008-521-20-31-00	LE-Office Supplies	Media Fast ID & ID Station	\$311.62
Perteet Engineering Inc	42125						\$36,471.24
		3/9/2017	20120176.001-21	301-016-544-40-41-00	Street Op - Planning -Design	20th Street SE Phase II-Segment 1 Design	\$5,467.86
			20150253.002-2	001-013-594-18-60-02	GG - City Hall Demo	City Campus Phase 1 Site Plan	\$31,003.38
Pitney Bowes	42218						\$112.48
		3/23/2017	3302957721	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$112.48
Platt Electric Supply	42219						\$192.26
		3/23/2017	L523964	001-008-521-21-31-00	LE-Boating Minor Equipment	Ballasts	\$192.26
Precision Concrete Cutting	42126						\$23,837.65
		3/9/2017	W15499	101-016-542-61-48-00	ST - Sidewalk R&M	Various sidewalk repair	\$9,223.83
				621-000-389-20-00-01	Retainage - Street Project	Retainage-Precision Concrete	(\$461.19)
			W3096J	101-016-542-61-48-00	ST - Sidewalk R&M	Various sidewalk repair	\$15,868.43
				621-000-389-20-00-01	Retainage - Street Project	Retainage-Precision Concrete	(\$793.42)
Public Safety Testing Inc	42220						\$1,754.25
		3/23/2017	PSTI16-679	001-008-521-20-41-00	LE-Professional Services	Background Investigation - New employee candidate	\$1,754.25
Puget Sound Energy	42221						\$555.86
		3/23/2017	24316495 0317	001-010-576-80-47-00	PK-Utilities	Natural Gas - City Shop	\$117.38
				101-016-543-50-47-00	ST-Utilities	Natural Gas - City Shop	\$117.38
				410-016-531-10-47-00	SW-Utilities	Natural Gas - City Shop	\$117.38
Kathleen Pugh	42164						\$187.26
		3/17/2017	031717 req	001-003-514-20-43-00	CC-Travel & Meetings	Per Diem & Mileage for WMCA Conference-Pugh	\$187.26
Purchase Power	42165						\$350.00
		3/17/2017	031517	001-007-558-50-42-00	PL-Communication	Postage	\$170.50
				001-013-518-20-42-00	GG-Communication	Postage	\$174.86



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Purchase Power	42165	3/17/2017	031517	101-016-543-30-42-00	ST-Communications	Postage	\$2.32
				410-016-531-10-42-00	SW-Communications	Postage	\$2.32
Asheley Randolph	42222	Check Total \$16.00					
		3/23/2017	Refund	001-000-341-99-00-01	Passport Photos	Refund for passport photo that was rejected	\$16.00
Republic Services 197	42223	Check Total \$1,552.44					
		3/23/2017	0197-002060558	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park	\$249.87
				001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park	\$15.00
			0197-002060726	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop	\$318.50
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$100.00
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$318.50
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$318.50
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$100.00
				0197-002061371	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall
		001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$16.20		
Robinson Noble	42127	Check Total \$118.00					
		3/9/2017	17-151	001-013-594-18-60-02	GG - City Hall Demo	Geotechnical engineering for Temp City Hall	\$118.00
Royal Restrooms of Washington	42224	Check Total \$6,395.00					
		3/23/2017	6142	001-013-594-18-60-02	GG - City Hall Demo	2 portable restrooms during City Hall Demo & relocation	\$2,445.00
			6224	001-013-594-18-60-02	GG - City Hall Demo	2 portable restrooms during City Hall Demo & relocation	\$1,975.00
			6253	001-013-594-18-60-02	GG - City Hall Demo	2 portable restrooms during City Hall Demo & relocation	\$1,975.00
Setina Mfg Co Inc	42225	Check Total \$1,078.68					
		3/23/2017	136767	520-008-594-21-63-00	Capital Equipment	Partitions for new police cars	\$1,078.68
Doris Sinclair	42226	Check Total \$800.00					
		3/23/2017	Feb-Jul 2017	001-013-594-18-60-02	GG - City Hall Demo	Temporary use of parcel 290608-003-001-00	\$800.00
Sirchie Acquisition Company LLC	42128	Check Total \$129.75					
		3/9/2017	0290017-IN	001-008-521-20-31-01	LE-Fixed Minor Equipment	DNA swabs/Tape dispenser	\$129.75
SirennetCom	42129	Check Total \$210.83					
		3/9/2017	0212059-IN	520-008-594-21-63-00	Capital Equipment	Siren & lights for Ford Explorer	\$210.83
	42227	Check Total \$990.37					
		3/23/2017	0212478-IN	520-008-594-21-63-00	Capital Equipment	Patrol car headliner	\$17.42
			0212620-IN	520-008-594-21-63-00	Capital Equipment	Equipment for new PT43	\$203.22



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
SirennnetCom	42227	3/23/2017	0212762-IN	520-008-594-21-63-00	Capital Equipment	Equipment 2014 Impala & 2014 Chevy Tahoe	\$769.73	
Six Robblees Inc	42130	Check Total						\$345.22
		3/9/2017	14-344290	101-016-544-90-31-02	ST-Operating Cost	Wheel Weights	\$100.08	
				410-016-531-10-31-02	SW-Operating Costs	Wheel Weights	\$100.07	
			14-345521	101-016-542-66-31-00	ST-Snow & Ice - Sply	D-ring for sander stands and plug adapter	\$160.02	
			14-345521-1	001-010-576-80-31-00	PK-Operating Costs	Plug Adapter PW42 PW47 and PW27	\$10.31	
				101-016-544-90-31-02	ST-Operating Cost	Plug Adapter PW42 PW47 and PW27	\$10.30	
				410-016-531-10-31-02	SW-Operating Costs	Plug Adapter PW42 PW47 and PW27	\$10.30	
			14-345564	101-016-542-66-31-00	ST-Snow & Ice - Sply	D-Ring - for sander stands	(\$129.11)	
			14-345643	101-016-542-66-31-00	ST-Snow & Ice - Sply	D-ring for sander stands	\$54.89	
			14-346025	001-010-576-80-31-00	PK-Operating Costs	Oil cap o-ring/cap/cap plug PW15	\$9.46	
				101-016-544-90-31-02	ST-Operating Cost	Oil cap o-ring/cap/cap plug PW15	\$9.45	
				410-016-531-10-31-02	SW-Operating Costs	Oil cap o-ring/cap/cap plug PW15	\$9.45	
Smarsh Inc	42228	Check Total						\$300.00
		3/23/2017	INV00215132	510-006-518-80-49-00	License Renewal - Annual Maint	Text & MMS Archiving license renewal	\$300.00	
Smernis Enterprises	42131	Check Total						\$23,498.78
		3/9/2017	8176	001-008-594-21-63-00	LE-Capital Outlays Equipment	Motorcycle 1HD1FMM17FB686613	\$23,498.78	
Snohomish County PUD	42132	Check Total						\$1,294.71
		3/9/2017	100291974	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$182.66	
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$182.66	
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$182.72	
			121218511	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$60.09	
			121221233	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$15.03	
			150861654	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$55.86	
			160508047	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric	\$592.47	
			160514083	001-010-576-80-47-00	PK-Utilities	202340527 Yard	\$7.74	
				101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$7.74	
		410-016-531-10-47-00		SW-Utilities	202340527 Yard	\$7.74		
		42229	Check Total					
	3/23/2017		104628452	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$77.81	
			104631612	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$90.17	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PUD	42229	3/23/2017	107971563	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$831.01	
			111278025	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal	\$79.09	
			11491950	001-010-576-80-47-00	PK-Utilities	205395999 Visitor Center	\$238.27	
			121225307	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$98.28	
			121226124	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$21.42	
			124539808	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum	\$42.64	
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237 Grimm House	\$42.64	
			127842973	001-010-576-80-47-00	PK-Utilities	201513934 Parks	\$16.70	
			131147444	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights	\$237.21	
			131150515	001-010-576-80-47-00	PK-Utilities	200748721 Parks	\$52.20	
			134441888	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$237.58	
			134445432	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting	\$16.70	
			144285168	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights	\$89.40	
			144289539	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$710.24	
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$133.38	
			147579859	001-013-518-20-47-00	GG-Utilities	201783685 Annex	\$185.48	
			147580274	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial	\$25.73	
			150868442	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter	\$195.75	
			157317219	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$73.02	
			157317222	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$92.84	
			157320430	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal	\$170.75	
			160515779	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$258.98	
			163725031	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights	\$44.73	
			166985440	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,081.99	
			166985508	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,181.12	
	42230	Check Total						\$10,973.72
		3/23/2017	100294033	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$10,187.95	
			100294608	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$39.71	
			100295369	001-013-518-20-47-00	GG-Utilities	200245215 Family Center	\$347.16	
			100295718	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$398.90	
Snohomish County PW S	42231	Check Total						\$1,232.12
		3/23/2017	I000432397	101-016-542-64-48-00	ST-Traffic Control - R&M	Traffic signal and sign repair	\$1,232.12	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PW V	42133						Check Total	\$9,675.31
		3/9/2017	I000432059	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair	\$9,675.31	
	42232						Check Total	\$12,046.95
		3/23/2017	I000432868	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle repair Feb 2017	\$12,046.95	
Snohomish County Sherrifs Office	42134						Check Total	\$5,274.47
		3/9/2017	2017-3588	001-008-523-60-51-00	LE-Jail	Prisoner housing January 2017	\$5,274.47	
	42233						Check Total	\$17,035.55
		3/23/2017	2017-3629	001-008-523-60-51-00	LE-Jail	Prisoner housing Feb 2017	\$17,035.55	
Snohomish County Tourism Bureau	42135						Check Total	\$800.00
		3/9/2017	LKS2017	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Sno Co Visitor Info Center Program for 2017	\$800.00	
Snopac	42234						Check Total	\$26,988.62
		3/23/2017	8910	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,988.62	
SoftwareONE Inc	42136						Check Total	\$736.44
		3/9/2017	US-SCU-129185	001-007-558-50-41-02	PL-Software Maint.	Project management software subscription 2016-2017	\$245.48	
				101-016-543-30-41-02	ST-Software Maint & Support	Project management software subscription 2016-2017	\$245.48	
				410-016-531-10-41-04	SW-Software Maint & Support	Project management software subscription 2016-2017	\$245.48	
Sonsray Machinery LLC	42235						Check Total	\$921.10
		3/23/2017	P06171-09	101-016-544-90-31-02	ST-Operating Cost	Exhaust Tube/sight gauges for PW45	\$460.55	
				410-016-531-10-31-02	SW-Operating Costs	Exhaust Tube/sight gauges for PW45	\$460.55	
Sound Publishing Inc	42137						Check Total	\$1,825.51
		3/9/2017	7741033	001-001-513-10-49-00	Executive - Miscellaneous	Help Wanted-Administrative Assistant	\$230.75	
				001-008-521-20-41-03	LE-Advertising	Help Wanted-Police Records Supervisor	\$474.00	
					LE-Advertising	Help Wanted-Police Lateral Police Officer	\$299.00	
		EDH739118	001-007-558-50-41-03	PL-Advertising	LUA2016-0185 Ridgeline Properties	\$87.84		
		EDH741094	001-013-518-30-41-01	GG-Advertising	Planned Final Action Condemnation	\$168.80		
		EDH742596	001-013-518-30-41-01	GG-Advertising	CC Multi Mtg Notice 010417	\$44.84		
		EDH743384	001-007-558-50-41-03	PL-Advertising	LUA2017-0007 Eagle Glen Final Plat	\$182.56		
		EDH744253	001-007-558-50-41-03	PL-Advertising	LUA2017-0019 Wagner Hills NOA	\$99.88		
		EDH744377	001-007-558-50-41-03	PL-Advertising	Ordinance 972	\$44.84		
		EDH744416	001-007-558-50-41-03	PL-Advertising	LUA2016-0198 Hillcrest Estates	\$89.56		
		EDH744924	001-007-558-50-41-03	PL-Advertising	LUA2017-0002 The Refuge Prelim Plat	\$79.24		



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Sound Publishing Inc	42137	3/9/2017	EDH745043	001-007-558-50-41-03	PL-Advertising	Ordinance 987	\$24.20	
	42236	Check Total						\$466.61
		3/23/2017	7746336	001-001-513-10-49-00	Executive - Miscellaneous	Help wanted - Admin Assistant	\$115.37	
				001-002-513-11-49-01	AD-Miscellaneous	Help wanted - Admin Assistant	\$115.38	
				101-016-542-30-41-01	ST-Advertising	Help wanted - Admin Assistant	\$96.31	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Admin Assistant	\$96.31	
		EDH746352	001-013-518-30-41-01	GG-Advertising	Ordinance 988	\$25.92		
	EDH746785	001-013-518-30-41-01	GG-Advertising	Meeting cancellation	\$17.32			
Springbrook Nursery	42138	Check Total						\$1,700.00
		3/9/2017	17-021528	001-010-576-80-31-03	PK-Lundeen-Op Costs	Disposal of brush and stumps	\$1,700.00	
	42237	Check Total						\$2,792.00
		3/23/2017	17-022850	101-016-542-30-48-00	ST-Repair & Maintenance	Brush hauled to shop yard	\$400.00	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Brush hauled to shop yard	\$400.00	
		17-022867	001-013-594-18-60-02	GG - City Hall Demo	Debris hauled from Permit Center demo	\$1,992.00		
Standard Insurance Company	0	Check Total						\$5,934.38
		3/9/2017	03.01.17	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	\$65.37	
				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	\$514.75	
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$285.67	
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$2,922.19	
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$204.35	
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$76.53	
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$611.20	
				401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$12.94	
				410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$590.89	
	Stericycle Inc	42238	Check Total					
3/23/2017			3003763720	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Hazardous waste disposal	\$10.36	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Barbara Stevens	42166						\$164.26	
		3/17/2017	031717 req	001-003-514-20-43-00	CC-Travel & Meetings	Per Diem & Mileage for WMCA Conference-B Stevens	\$164.26	
Robert Stowe	42139						\$312.00	
		3/9/2017	007	001-007-558-70-41-00	PL-Economic Devel	February services: Mtg with 20th Street Brokers & Staff	\$312.00	
Strategies 360	42239						\$4,000.00	
		3/23/2017	772-23242	001-013-511-70-40-00	Lobbying Services	Federal Government Lobbying services	\$4,000.00	
Summit Law Group	42140						\$96.00	
		3/9/2017	82957	001-005-518-10-41-00	HR-Professional Services	Legal services - Labor	\$96.00	
Super Hawk Canopies	42141						\$2,170.00	
		3/9/2017	13896	520-008-594-21-63-00	Capital Equipment	Truck canopy for PT69	\$2,170.00	
SVR Inc	42142						\$6,948.19	
		3/9/2017	17488	001-013-594-18-60-02	GG - City Hall Demo	Pickup & Delivery of 40 yard dumpster	\$883.85	
			17541	001-013-594-18-60-02	GG - City Hall Demo	Pickup & Delivery of 40 yard dumpster	\$6,064.34	
	42240						\$3,767.15	
		3/23/2017	17592	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Dumpster for Park Project	\$605.45	
			17597	001-013-594-18-60-02	GG - City Hall Demo	Dumpster for City Hall Demo	\$3,161.70	
Symbol Arts	42143						\$125.00	
		3/9/2017	0275994-IN	001-008-521-20-26-00	LE-Clothing Allowance	Badge - Records Supervisor	\$125.00	
	42241						\$462.00	
		3/23/2017	0276734-IN	001-008-521-20-31-02	LE-Minor Equipment	Explorer patches	\$462.00	
Teamsters Local No 763	42144						\$967.00	
		3/9/2017	03.01.17	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$967.00	
Terra Services Inc	42145						\$2,527.47	
		3/9/2017	17-03003	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	
			17-03453	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	
	42242						\$293.04	
		3/23/2017	17-03877	001-007-558-50-41-00	PL-Professional Servic	Temporary services - Planning Admin	\$146.52	
				001-007-559-30-41-00	PB-Professional Srv	Temporary services - Planning Admin	\$146.52	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
The Seattle Times	42243						Check Total	\$400.00
		3/23/2017	711496	001-008-521-20-41-03	LE-Advertising	Help wanted - Police Commander	\$200.00	
			714047	101-016-542-30-41-01	ST-Advertising	Help wanted - Engineer	\$100.00	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Engineer	\$100.00	
Dean Thomas	42146						Check Total	\$190.00
		3/9/2017	Req 2.17.17	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem for meals for Sergeants Academy-Thomas	\$190.00	
Tribune	42244						Check Total	\$39.34
		3/23/2017	782317.03	101-016-542-30-41-01	ST-Advertising	Help wanted - Engineer	\$19.67	
				410-016-531-10-41-05	SW-Advertising	Help wanted - Engineer	\$19.67	
United Way of Snohomish Co	42147						Check Total	\$171.68
		3/9/2017	03.01.17	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$171.68	
Universal Field Services Inc	42148						Check Total	\$86.85
		3/9/2017	48193	001-013-518-20-41-00	GG-Professional Service	Ridgeline & Grade Properties Land Exchange	\$86.85	
UPS	42149						Check Total	\$46.29
		3/9/2017	74Y42067	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$36.77	
			74Y42077	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$9.52	
	42245						Check Total	\$105.92
		3/23/2017	74Y42087	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$69.10	
			74Y42097	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$1.42	
			74Y42107	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$35.40	
Vantagepoint Transfer Agents - 307428	42150						Check Total	\$689.42
		3/9/2017	102324253	001-000-282-00-00-00	Payroll Liability Retirement	Deffered Comp ICMA	\$689.42	
Verizon Northwest	42151						Check Total	\$4,031.54
		3/9/2017	9780889876	001-001-511-60-31-00	Legislative - Operating Costs	Wireless phone service	\$171.44	
				001-001-511-60-42-00	Legislative - Communication	Wireless phone service	\$813.49	
				001-001-513-10-42-00	Executive - Communication	Wireless phone service	\$75.50	
				001-002-513-11-42-00	AD-Communications	Wireless phone service	\$73.75	
				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	\$186.78	
				001-007-558-50-42-00	PL-Communication	Wireless phone service	\$210.53	



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Verizon Northwest	42151	3/9/2017	9780889876	001-007-559-30-42-00	PB-Communication	Wireless phone service	\$134.28
				001-008-521-20-42-00	LE-Communication	Wireless phone service	\$1,602.54
				001-010-576-80-42-00	PK-Communication	Wireless phone service	\$218.46
				101-016-543-30-42-00	ST-Communications	Wireless phone service	\$218.46
				410-016-531-10-42-00	SW-Communications	Wireless phone service	\$218.47
Steve Warbis	42246	Check Total					\$75.00
		3/23/2017	031617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem for Child Abuse Interview training-Warbis	\$75.00
Washington State Dept of Enterprise Svcs	42247	Check Total					\$35.61
		3/23/2017	73159489	001-008-521-20-31-00	LE-Office Supplies	Business cards	\$35.61
Washington State Patrol	42248	Check Total					\$608.00
		3/23/2017	117006089	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons permit background checks	\$608.00
Washington State Support Registry	0	Check Total					\$804.92
		3/9/2017	03.01.17	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$402.46
		3/17/2017	031517	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$402.46
Washington Teamsters Welfare Trust EFT	0	Check Total					\$2,035.60
		3/9/2017	02.2017	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$2,035.60
Wave Broadband	42152	Check Total					\$756.93
		3/9/2017	01720402	001-002-513-11-42-00	AD-Communications	Telephone Service	\$11.13
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$22.25
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$22.26
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$11.13
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$33.38
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$72.36
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$11.13
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$378.46
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$11.13
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$11.12
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$44.51
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$64.04
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$64.03



Checks to be Approved for 2/24/2017 to 3/23/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Wave Broadband	42153					Check Total	\$4,161.94
		3/9/2017	01723641	001-013-594-18-60-02	GG - City Hall Demo	Moving Fiber for New World Connection	\$3,511.00
				510-006-518-80-49-00	License Renewal - Annual Maint	Fiber lease for New World Connection	\$650.94
Weed Graafstra & Associates Inc	42154					Check Total	\$13,334.75
		3/9/2017	161	001-011-515-30-41-00	LG-Professional Service	Legal services - General Matters	\$13,334.75
Weeks and Weeks Inc	42249					Check Total	\$326.70
		3/23/2017	16852	001-008-521-20-41-00	LE-Professional Services	Towing services	\$326.70
Western Conference of Teamsters Pension Trust	42155					Check Total	\$2,743.09
		3/9/2017	02.17	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,743.09
Western Systems	42250					Check Total	\$17,666.30
		3/23/2017	0000032372	101-016-595-64-63-00	ST-Traffic Control-Capital	Traffic radar speed signs	\$17,666.30
Zachor and Thomas Inc PS	42156					Check Total	\$11,414.30
		3/9/2017	701	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services February 2017	\$11,414.30
Total							\$850,248.53

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

Tuesday, February 28, 2017
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Council President Hilt

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

ELECTED OFFICIALS ABSENT: Mayor John Spencer, Councilmember Rauchel McDaniel

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh, City Attorney Grant Weed, City Engineer Mick Monken and Senior Planner Stacie Pratschner

OTHERS: Mike Shindler of Operation Military Family

Pledge of Allegiance: Council President Hilt introduced the Lake Stevens Little Leaguers, who led the Pledge of Allegiance.

Roll Call: Councilmember Tageant moved to excuse Councilmember McDaniel, seconded by Councilmember Daughtry. On vote the motion carried (6-0-0-1).

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the agenda as presented.

Councilmember Petershagen requested on the Consent Agenda that Item (B) Approve City Council Special Meeting Minutes of January 20-21, 2017 be corrected to reflect that he attended the meeting and not former Councilmember Low.

VOTE: On vote the motion to approve the Agenda, with the noted correction to the Consent Agenda Item B, carried (6-0-0-1).

Guest Business:

Sally Jo Sebring, 10233 99th Avenue SE, Lake Stevens, expressed concern about the location of the Eagle Glen plat entrance and the sight distance for exiting the plat onto 99th Avenue SE. She added there does not seem to be a plan in place to address the speed issue on 99th Avenue SE.

Chris Nussbaum, 2515 123rd Avenue NE, Lake Stevens, said he built an unpermitted deck and is now, at the request of the City, trying to get the deck permitted; he has submitted the application and plans and is having difficulty receiving final approval of the deck. He wants to finalize the permitting process and have an approved deck.

Shawn Preder, 2523 85th Avenue NE, Lake Stevens, requests that Council consider allowing a second marijuana store in the City. He is very involved in the City with his children's sports activities and other boards, and he would like to open a store in Lake Stevens.

Philip Daudy, 1608 E. Republican Street, Seattle, is here representing Shawn Preder. He said Mr. Preder has completed the licensing requirements with the Washington State Liquor & Cannabis Board, is a member of the community, and he and Mr. Preder are requesting that consideration of allowing a second marijuana store in the City be remanded to the Planning Commission for further study and recommendation.

Dick Todd, 825 99th Avenue SE, Lake Stevens, has lost faith in the process of airing grievances and questions about procedure and follow through. He said that Council needs to be aware of Stitch Creek and that it extends across the back of his property and through Westlake Crossing I and II, and that it is perennial and fish bearing. He added that in December 2016 there were approximately 30 stormwater violations noted by Department of Ecology in the Westlake Crossing development.

Employee Recognition: Human Resources Director Steve Edin said this will be rescheduled to the next meeting.

Council Business:

- Kim Daughtry: AWC Conference, Snohomish County Committee for Improved Transportation (SCCIT) meeting, Sewer Utility meeting.
- Gary Petershagen: Fire District, Sewer District Board meeting.
- Kurt Hilt: Snohomish County Council is in Washington, DC lobbying for improvements to the U.S. 2 Trestle.
- Todd Welch: No report.
- Kathy Holder: No report.
- Marcus Tageant: Sewer District Utility meeting, Permit Center demolition.

Veterans Commission: Council President Hilt introduced Mike Shindler, who is with Operation Military Family. Mr. Shindler spoke in support of establishing a Veterans Commission and assisting Lake Stevens to become a veterans-supportive community. He commented the goal is to improve the message that Lake Stevens is a veteran-friendly community and also to leverage the skills, knowledge and talent that veterans can bring to the Lake Stevens community. He noted most counties have veterans commissions, but most cities do not. If Lake Stevens establishes a veterans commission it would be one of the first cities in the state to do so, and would be very progressive. Mr. Shindler reviewed how a Veterans Commission would interface with veterans and the City to accomplish identified goals.

In response to Councilmember Welch's question, Mr. Shindler said a Veterans Commission is not a bureaucratic stop, but rather sets direction and vision for veterans in the community.

Responding Councilmember Petershagen, Mr. Shindler did not know how many veterans are currently living in Lake Stevens.

Mayor's Business: None.

City Department Report.

- Administrator Brazel: Historical Society Board meeting.
- Community Development Director Wright: City campus activity including demolition, permitting process for new building, contractor for Parks program, downtown subarea meeting March 7, 2017 at 6 p.m.
- Chief Dyer: Police commander interviews.
- Director Edin: Communications/Administrative Assistant interviews rescheduled to March 10, 2017; currently recruiting for senior engineer, seasonal workers, and lateral police officer.
- Director Stevens: Moody's Investor Services upgraded the City's bond rating from A-1 to AA-3.

Consent Agenda:

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Holder, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$167,182.64, Payroll Check Nos. 41964-41965 totaling \$5,142.81, Tax Deposits of \$68,112.91, Electronic Funds Transfers (ACH) totaling \$8,515.67, Claims Check Nos. 41966-42067 totaling \$371,068.19, Void Check Nos. 41746, 41751, 41707, 41729, 41498, 41863 totaling \$2,920.34, Total Vouchers Approved: \$617,101.88]; (B) City Council Special Meeting Minutes of January 20-21, 2017, with earlier noted name correction in attendees, (C) City Council-Park Board Joint Meeting Minutes of January 24, 2017, (D) City Council Regular Meeting Minutes of January 24, 2017, (E) City Council Special Meeting Minutes of February 13, 2017, (F) Resolution 2017-04 Authorizing Purchase of Motorcycle and Related Equipment Under Special Market Conditions; (G) Grade Road Emergency Repair – Marshbank Construction – Final Project Acceptance, and (H) Grade Road Emergency Repair – Marshbank Construction – Contract Amendment No. 1. On vote the motion carried (6-0-0-1).

Public Hearing:

First Reading of Ordinance 984 re Critical Areas Updates: Council President Hilt opened the Public Hearing.

Community Development Director Wright presented the staff report and said tonight's requested action is to approve the first reading of Ordinance No. 984 adopting changes to the Critical Areas regulations of the Lake Stevens Municipal Code and continue the public hearing. Director Wright reviewed that at the previous public hearing Council requested information related to the recent lawsuit filed against Snohomish County over the adoption of revised critical areas regulations, effects of new buffers on remaining buildable land supply, and an overview of the local analysis conducted previously on the revised rating systems. Director Wright noted that staff worked with the City Attorney to identify the main elements of the Snohomish County ruling; he then reviewed how the City has responded to those concerns, as opposed to how Snohomish County proceeded. Director Wright reviewed the procedural history of bringing Ordinance No. 984 forward, and anticipated that Ordinance 984 will be brought to Council for a second reading and adoption at the March 28, 2017 meeting.

Director Wright responded to Councilmember Petershagen's questions regarding how the increased buffers will impact development, particularly along the 20th Street corridor, and expressed concern that adoption of the ordinance will result in a loss of affordable housing.

Councilmember Welch asked if these amendments have been looked at in terms of the upcoming annexations, and Director Wright said they have not.

Councilmember Tageant confirmed with Director Wright that the only way for Lake Stevens to not follow the recommended guidelines is to do its own study.

Council President Hilt invited public comment.

Rob Bennett, 406 101st Avenue NE, Lake Stevens, said he is representing Beverly Morris, the owner of a five-acre piece of property located on the corner on 99th & Chapel Hill Road. Mr. Bennett said if this ordinance is passed it makes his client's property unbuildable. He noted Mrs. Morris and her husband had been living here for fifty years and that they were saving this piece of property for their retirement. She has already experienced declines in property value that Mr. Bennett believes are related impacts created by surrounding development.

Beverly Morris, 25 - 99th Avenue SE, Lake Stevens, has lived here for 55 years. Mrs. Morris said there were no wetlands on the property when they moved in, and that surrounding development has created the wetlands that are now located on her property. These wetlands significantly decrease the value of her property. Mrs. Morris is asking that Council reconsider the new setbacks.

Danny Morris, 25 - 99th Avenue SE, Lake Stevens, said the critical areas ordinance directly affects his mother's property value and represents a 70% loss of property value for her property. Mr. Morris suggested his mother's property may be the exception to the rule.

Jim Hartford, 12001 "A" North Lakeshore Drive, Lake Stevens, said he has been heavily impacted by wetlands and their creation in his career in real estate. Mr. Hartford asked that Council consider themselves, the future, family and friends when adopting these critical areas regulations.

Patrick McCourt, 10515 - 20th Street SE, Lake Stevens, does not believe the City has had an appropriate amount of time to thoroughly review the proposed regulations and how they impact the City. He asked what monetary or Urban Growth Area expansion benefit is afforded to the City by the State Growth Management Act given what the City is asked to do to comply with state law. He asked how the City can meet its population growth targets, address commercial and retail needs, and comply with regulations that result in less buildable lands. Mr. McCourt concluded that the City look at the possibility of including language in the ordinance that would allow the City to return to its current regulations if, for some reason, there is a change in the federal regulations reverting to earlier less stringent regulations.

Angie Sievers, with the Master Builders of King and Snohomish County, reviewed the housing challenges in Snohomish County in terms of cost vs. median income, and that certain environmental challenges restrict the ability to build new homes and increase costs to the consumer. Ms. Sievers asked that the City take a hard look at the regulations before adopting them, and said that the Master Builders has resources that can assist so that whatever decision is made by the City, the decision is made with "eyes wide open."

Sally Jo Sebring, 1023 - 99th Avenue SE, Lake Stevens, said that developers are not building for the community, they are building for the money.

Dick Todd, 825 - 99th Avenue SE, Lake Stevens, said that critical areas mean nothing if the City does not enforce the laws. There needs to be a system in place to evaluate, monitor and investigate what is going on with the critical areas.

Council President Hilt then closed the public comment portion of the public hearing and the public hearing.

Councilmember Welch asked if there is a timeline to act on this ordinance, and Director Wright said that Department of Ecology has not suggested there are any sanctions pending at this point. Director Wright added that it is part of the City's Growth Management Act responsibility to make sure that best available science is enforced so it becomes, at some point, a possibility that grant funding options could be impacted.

Responding to Councilmember Petershagen's question, Director Wright said that technically this is part of the 2015 Comprehensive Plan updates and technically is part of implementing that plan. However, there is no final date for adoption.

Council President Hilt reminded that one of the speakers pointed out that King County has not yet adopted these regulations.

Director Wright responded that historically King County has had the ability and resources to develop their own standards that are not necessarily the state's standards. Director Wright said that if the City adopts these regulations it would be one of the first Snohomish County cities adopting the new buffers.

There was consensus to continue the First Reading to a future Council meeting.

Action Items:

Confirmation of Planning Commission Appointment Recommendations: Council President Hilt introduced Karim Ali, and noted that Brett Gailey was not able to attend tonight's meeting. He said that following interviews conducted by Mayor Spencer, Councilmembers Hilt and McDaniel, Planning Commission Vice Chair Vicki Oslund and Director Wright, it is the Mayor's recommendation that Mr. Ali be appointed to fill a vacancy for a term that expires December 31, 2018, and that Mr. Gailey be appointed to fill a vacancy for a term that ends December 31, 2020.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to confirm the appointments to the Planning Commission of Karim Ali, for a term ending December 31, 2108 and Brett Gailey, for a term ending December 31, 2020, as recommended by Mayor Spencer. On vote the motion carried (6-0-0-1).

Confirmation of Design Review Board Appointment Recommendations: Council President Hilt introduced Sharon "Sammie" Thurber, and noted that Michael Lauer is not here this evening. Mr. Lauer has been serving as "member at large" on the Design Review Board; Ms. Thurber recently interviewed for the Planning Commission vacancies. Following Ms. Thurber's

interview she was asked if she would be interested in serving as “member at large” on the Design Review Board, and she is interested in serving in this capacity. Council President Hilt said that it is Mayor Spencer’s recommendation that Mr. Lauer and Ms. Thurber be appointed to fill vacancies on the Design Review Board. Both Mr. Lauer’s and Ms. Thurber’s appointments would expire December 31, 2019.

MOTION: Moved by Councilmember Petershagen, seconded by Councilmember Holder, to confirm the appointments of Michael Lauer and Sharon “Sammie” Thurber to the Design Review Board for terms expiring December 31, 2019. On vote the motion carried (6-0-0-1).

Eagle Glen Plat Public Meeting – Final Plat Acceptance and Right-of-Way Acceptance:

Senior Planner Stacie Pratschner presented the staff report and said that Lake Stevens Municipal Code 14.18.035(a) requires that final plats and dedications of right-of-way be accepted at a public meeting. Planner Pratschner provided a brief history of the plat development. It is staff’s recommendation that the final plat be accepted subject to the identified conditions, specifically the plat will not be recorded until all sewer improvements are inspected, accepted and approved by the Lake Stevens Sewer District. She then invited Councilmembers’ questions.

Councilmember Petershagen asked what the timeframe is for the off-site sewer connection.

Project proponent Matt Recknagel, of Lennar Homes, 33455 - 6th Avenue S, Federal Way, responded they are projecting a construction start date of April 1 and they expect to have the sewer connections in place by that time.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Tageant, to accept the final plat of Eagle Glen subdivision and the associated right-of-way dedication. On vote the motion carried (6-0-0-1).

Approve Ordinance No. 988 Amending 2017 Budget: Finance Director Barb Stevens presented the staff report and said that tonight’s action is to hold a second reading of Ordinance 988 Amending the 2017 Budget. Director Stevens reviewed the amendments to the budget, including those made since the first hearing of Ordinance 988, and then responded to Councilmembers’ questions.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Welch, to approve Ordinance No. 988 Amending the 2017 Budget. On vote the motion carried (6-0-0-1).

Discussion Items:

2016 Year End Financial Update: Finance Director Stevens presented the 2016 Year End Financial Update, and said the City finished the year with revenues that were about 5% more than budgeted and about 2% less than estimated at the time the 2017 budget was being prepared. Expenditures were about 15% under budget. Director Stevens said that the estimations for 2016 yearend that were used in preparing the 2017 budget were very close to the 2016 yearend balances. Director Stevens reviewed the major revenue sources and expenditure. She then invited Councilmembers’ questions and there were none.

Permit Extensions / Permit Expiration: Director Wright reviewed proposed amendments to the Lake Stevens Municipal Code related to permit extensions for subdivisions and other types

of land use approvals. Staff has reviewed codes of surrounding jurisdictions, and particularly those of Marysville and Snohomish County. Snohomish County code provides for up to 12 years of life for a subdivision, which is beyond what state law allows. A comparison is provided showing the differences between the codes reviewed and Lake Stevens; they all share the fact that state regulations that have specific requirements, depending on when the project was started and how long it vests for, are considered. The jurisdictions vary after that point. The City of Lake Stevens would request an extension after five years, and that extension can roll up to ten years, depending on when the project came on. Director Wright said that two formal subdivisions would be eligible for an extension if this is approved, and potentially a few short subdivisions.

Director Wright said that no matter what direction Council takes regarding permit extensions, it is worthwhile to review and simplify this portion of the code, and pointed to Snohomish County's code as a good model. He then responded to Councilmembers' questions. Director Wright said the Planning Commission will be considering at future meetings.

Discussion ensued and there was consensus that to accommodate the two pending plats, each will need to show substantial progress is being made on their project to be eligible.

Marijuana Regulations – Status: Director Wright provided an overview of marijuana facilities and regulations in Lake Stevens and the history of the City's adoption of Ordinance 985; he added there is interest from a citizen to change the City's marijuana regulations to allow an additional retail location. This is brought forward at this time for Council's information. He then responded to Councilmembers' questions.

Councilmember Welch commented he requested this be brought forward at this time and believes the City should have a second store to conform with state law. Council President Hilt agreed it is timely to revisit this topic, particularly in light of Snohomish County's recent actions.

There was consensus that the Planning Commission should review this and make a recommendation as to whether the City should allow another retail location.

Executive Session: Council President Hilt announced an executive session beginning at 9:00 p.m. and lasting 15 minutes for the purpose of discussing a real property sale and acquisition, with no action to follow.

At 9:15 p.m. the regular meeting of the City Council was reconvened.

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adjourn the meeting at 9:15 p.m. On vote the motion carried (6-0-0-1).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 28, 2017

Subject: Authorizing the establishment of the International County/City Management Association Retirement Corporation (ICMA-RC) 401(a) Money Purchase Plan

Contact Person/Department: Steve Edin/Human Resources **Budget Impact:** None.

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Resolution No. 2017-05 authorizing the establishment of the International County/City Management Association (ICMA) Retirement Corporation 401(a) Money Purchase Plan and authorize the Mayor to sign the Employer Administrative Services Agreement and the Governmental Money Purchase Plan & Trust Adoption Agreement with ICMA Retirement Corporation.

SUMMARY/BACKGROUND: As part of the City Administrator's agreed upon compensation package, a deferred compensation match of five percent (5%) of earnings will be deposited into a 401(a) Money Purchase Plan by the City each month. The City Administrator currently has a deferred compensation (457) account with the ICMA and would like the 401a match to be administered by the ICMA as well.

The City Attorney has reviewed these documents.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: None

ATTACHMENTS:

- ▶ Exhibit A: Resolution No. 2017-05
- ▶ Exhibit B: Administrative Services Agreement
- ▶ Exhibit C: 401(a) Governmental Money Purchase Plan & Trust Adoption Agreement
- ▶ Exhibit D:
- ▶ Exhibit E:

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

RESOLUTION NO. 2017-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON
AUTHORIZING THE ESTABLISHMENT
OF THE INTERNATIONAL COUNTY/CITY MANAGEMENT ASSOCIATION (ICMA)
RETIREMENT CORPORATION 401(a) GOVERNMENTAL MONEY PURCHASE PLAN**

WHEREAS, the City of Lake Stevens has employees rendering valuable services; and

WHEREAS, the establishment of a governmental money purchase plan for such employees serves the interest of the City by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the City has determined that the establishment of an additional money purchase plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the City desires that this money purchase plan be administered by the ICMA Retirement Corporation, and that some, or all, of the funds held under such plans be invested in the Vantage Trust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. Effective April 1, 2017, the Employer hereby adopts the money purchase plan in the form of the ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A.

Section 2. The City Council hereby authorizes execution of the Administrative Services Agreement between ICMA Retirement Corporation and City of Lake Stevens, and the Governmental Money Purchase Plan & Trust Adoption Agreement, attached hereto as Appendix B, and any associated amendments provided by the City, intending this execution to be operative with respect to any retirement or money purchase plan subsequently established by the City, provided the assets of the plan are invested in the Vantage Trust.

Section 3. The assets of the Plan shall be held in trust, with the City serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

Section 4. The City hereby agrees to serve as trustee under the Plan.

Section 5. The Human Resources Director with the concurrence of the City Administrator shall be the coordinator for this program; shall receive necessary reports, notices, etc., from the ICMA Retirement Corporation or Vantage Trust; shall cast, on behalf of the City, any required votes under Vantage Trust; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

PASSED by the City Council of the City of Lake Stevens this ____ day of _____, 2017.

CITY OF LAKE STEVENS

John Spencer, Mayor

ATTEST:

Barbara Stevens, Finance Director/City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Dated: _____

ADMINISTRATIVE SERVICES AGREEMENT

Between

ICMA Retirement Corporation

and

City of Lake Stevens

Type: 401

Account #: 108991

Plan number 108991

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of the 28 day of March, 2017 between the International City Management Association Retirement Corporation ("ICMA-RC"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the City of Lake Stevens ("Employer"), a City organized and existing under the laws of the State of Washington with an office at 1812 Main Street, Lake Stevens, Washington 98258.

RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds held by various state and local governmental units for their employees;

ICMA-RC acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

ICMA-RC has designed, and VantageTrust offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in VantageTrust's principal disclosure document, "Making Sound Investment Decisions: A Retirement Investment Guide" and the accompanying VantageTrust Fund Fees and Expenses document ("Retirement Investment Guide");

The Funds are available only to public employers and only through VantageTrust and ICMA-RC; and

In addition to serving as investment adviser to VantageTrust, ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, benefit disbursement, and asset management.

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AGREEMENTS

1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

2. Adoption of Trust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the Retirement Investment Guide or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. This is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed, but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to ICMA-RC through our electronic data feeds from external sources (such as Morningstar) or third party fund providers, the Employer is responsible for providing to ICMA-RC timely fund investment updates for disclosure to Plan participants. Such updates may be provided to ICMA-RC through the Employer's investment consultant or other designated representative.

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Failure to provide timely fund profile update information, including the source of the information, may result in a lack of fund information for participants, as ICMA-RC will remove outdated fund profile information from the systems that provide fund information to Plan participants.

4. Certain Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of ICMA-RC to serve as investment adviser to VantageTrust is dependent upon the continued willingness of VantageTrust for ICMA-RC to serve in that capacity.
- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) ICMA-RC shall maintain and administer the Plan in accordance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue Code and other applicable federal law; provided, however, ICMA-RC shall not be responsible for the qualified status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of ICMA-RC's standardized plan document, ICMA-RC shall not be responsible for the qualified status of the Plan to the extent affected by the differing terms in the Employer's plan document. ICMA-RC shall not be responsible for monitoring state or local law or for administering the Plan in compliance with local or state requirements unless Employer notifies ICMA-RC of any such local or state requirements.

Employer represents and warrants to ICMA-RC that:

- (d) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (e) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative,

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investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is not the Plan Administrator or Plan Sponsor as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a “fiduciary” of the Plan under applicable law, except, and only, to the extent that ICMA-RC provides investment advisory services to individual participants enrolled in Guided Pathways.

- (f) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan’s investment options. Employer shall have exclusive responsibility for the Plan’s investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement IncomeAdvantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the Retirement Investment Guide and that it has read the information therein concerning the VT Retirement IncomeAdvantage Fund.
- (g) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (h) Employer acknowledges that it has received ICMA-RC’s Fee Disclosure Statement, prepared in substantial conformance with ERISA regulations regarding the disclosure of fees to plan sponsors.
- (i) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

5. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the

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disbursement by ICMA-RC of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

6. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.55% per annum of the amount of Plan assets invested in VantageTrust. Such fee shall be computed based on average daily net Plan assets in VantageTrust.
- (b) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, ICMA-RC receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further acknowledges that ICMA-RC, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with ICMA-RC, ICMA-RC or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the Retirement Investment Guide and ICMA-RC's fee disclosure statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.
- (c) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the Retirement Investment Guide.
- (d) **Payment Procedures.** All payments to ICMA-RC pursuant to this Section 6 shall be made from Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan

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assets invested in such third-party mutual funds, to the extent not paid by the Employer. The amount of Plan assets administered by ICMA-RC shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 6 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 6 are contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

7. Contribution Remittance

Employer understands that amounts invested through VantageTrust are to be remitted directly to VantageTrust in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

8. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

9. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other; provided however, that the Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the VT PLUS Fund as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the VT PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the VT PLUS Fund).

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10. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) ICMA-RC may amend this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed amendment. Such amendment shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such amendment.
- (c) The parties agree that enhancements may be made to administrative and operations services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages or special mailing.

11. Notices

All notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

ICMA-RC: Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

12. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

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13. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

14. Incorporation of Schedules

All Schedules (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF LAKE STEVENS

By _____
Signature/Date

By John Spencer, Mayor
Name and Title (Please Print)

INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION

By 
Erica McFarquhar
Assistant Secretary

Please return an executed copy of the Agreement either:

- (a) Electronically to PlanAdoptionServices@icmarc.org, or
- (b) In paper form to ICMA-RC
ATTN: PLAN ADOPTION SERVICES
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

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Exhibit A

Administrative Services

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services, including providing a welcome package and enrollment kit containing instructions and notices necessary to implement the Plan's administration. Employees will enroll online or through a paper form. Employer can also enroll employees through EZLink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access or EZLink), beneficiary designation instructions and all other and documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Investor Services, Voice Response System, Account Access and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Investor Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings), to assist participants.
- (i) Making available access to ICMA-RC's web site, to allow participants to access certain account information and initiate plan transactions at any time. Account access is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to

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ensure high-quality performance. The scheduled maintenance window is outlined at <https://harper1.icmarc.org/login.jsp>

- (j) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (k) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held there under.
- (l) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Investor Services or Account Access.
- (m) Guided Pathways – Participant Advice and Guidance may be made available through a third party vendor on the terms specified on ICMA-RC's website.
- (n) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).

VantageTrust Funds

Fund Fee Disclosure

Data as of December 31, 2016

Fund Name	Asset Category ¹	Gross Expense	Waiver	Net Expense	Waiver Expiration Date	Redemption Fee ²	Trading Restriction ³
Stable Value/Cash Management							
VantageTrust PLUS Fund ⁴	Stable Value	1.36%	0.00%	1.36%	---	---	90-day Wash
VantageTrust Cash Management Fund ⁵	Money Market	0.98%	0.00%	0.98%	---	---	---
Bond Funds							
VT Vantagepoint Inflation Focus Fund ⁶	Inflation-Protected Bond	1.20%	0.00%	1.20%	---	---	---
VT Vantagepoint Core Bond Index Fund ⁶	Intermediate-Term Bond	1.01%	0.05%	0.96%	April 30, 2017	---	---
VT Western Assets Core Plus Bond Fund ⁶	Intermediate-Term Bond	1.07%	0.07%	1.00%	December 31, 2017	---	---
VT PIMCO High Yield Fund ⁷	High Yield Bond	1.36%	---	---	---	---	---
Guaranteed Lifetime Income Funds							
VT Retirement Income Advantage Fund ⁸	N/A	2.26%	0.00%	2.26%	---	---	90-day Wash
Asset Allocation/Balanced Funds							
VT Vantagepoint Milestone Retirement Income Fund ⁹	Target-Date Retirement	1.33%	0.00%	1.33%	---	---	---
VT Vantagepoint Milestone 2010 Fund ⁹	Target-Date 2000-2010	1.33%	0.00%	1.33%	---	---	---
VT Vantagepoint Milestone 2015 Fund ⁹	Target-Date 2015	1.36%	0.00%	1.36%	---	---	---
VT Vantagepoint Milestone 2020 Fund ⁹	Target-Date 2020	1.36%	0.00%	1.36%	---	---	---
VT Vantagepoint Milestone 2025 Fund ⁹	Target-Date 2025	1.37%	0.00%	1.37%	---	---	---
VT Vantagepoint Milestone 2030 Fund ⁹	Target-Date 2030	1.39%	0.00%	1.39%	---	---	---
VT Vantagepoint Milestone 2035 Fund ⁹	Target-Date 2035	1.40%	0.00%	1.40%	---	---	---
VT Vantagepoint Milestone 2040 Fund ⁹	Target-Date 2040	1.42%	0.00%	1.42%	---	---	---
VT Vantagepoint Milestone 2045 Fund ⁹	Target-Date 2045	1.45%	0.00%	1.45%	---	---	---
VT Vantagepoint Milestone 2050 Fund ⁹	Target-Date 2050	1.48%	0.00%	1.48%	---	---	---
VT Vantagepoint Milestone 2055 Fund ⁹	Target-Date 2055	4.43%	2.89%	1.54%	April 30, 2017	---	---
VT Vantagepoint Model Port Conser Growth Fund	Allocation--30% to 50% Equity	1.37%	0.00%	1.37%	April 30, 2017	---	---
VT Vantagepoint Model Port Tradit Growth Fund	Allocation--50% to 70% Equity	1.39%	0.00%	1.39%	---	---	---
VT Vantagepoint Model Port Long-Term Growth Fund	Allocation--70% to 85% Equity	1.44%	0.00%	1.44%	---	---	---
VT Vantagepoint Model Port Gbl Eqty Growth Fund ¹⁵	World Stock	1.47%	0.00%	1.47%	---	---	---
VT Puritan® Fund ¹⁰	Allocation--50% to 70% Equity	1.11%	0.00%	1.11%	---	---	---
U.S. Stock Funds							
VT Vantagepoint Equity Income Fund ¹¹	Large Value	1.27%	0.00%	1.27%	---	---	---
VT Invesco Diversified Dividend Fund ¹¹	Large Value	1.14%	0.01%	1.13%	June 30, 2017	---	31 days, any \$
VT AllianzGI NFJ Dividend Value Fund ¹¹	Large Value	1.53%	0.15%	1.38%	October 31, 2017	---	---
VT Vantagepoint 500 Stock Index Fund	Large Blend	1.00%	0.05%	0.95%	April 30, 2017	---	---
VT Vantagepoint Broad Market Index Fund	Large Blend	0.99%	0.05%	0.94%	April 30, 2017	---	---
VT Parnassus Core Equity Fund	Large Blend	1.43%	0.01%	1.42%	May 1, 2017	---	---
VT Vantagepoint Growth & Income Fund	Large Blend	1.37%	0.00%	1.37%	---	---	---
VT Oppenheimer Main Street Fund	Large Blend	1.24%	0.00%	1.24%	---	---	---
VT Vantagepoint Growth Fund ¹¹	Large Growth	1.36%	0.00%	1.36%	---	---	---
VT ContraFund® ^{10,11}	Large Growth	1.26%	0.00%	1.26%	---	---	---
VT Wells Fargo Advantage Premier Large Company Growth ¹¹	Large Growth	1.60%	0.05%	1.55%	November 30, 2017	---	30 days, >\$5,000
VT T. Rowe Price® Growth Stock Fund ^{11,12}	Large Growth	1.47%	0.00%	1.47%	---	---	30 days, any \$
VT Vantagepoint Select Value Fund ^{11,13}	Mid-Cap Value	1.52%	0.00%	1.52%	---	---	---
VT Gold. Sachs Mid Cap Value Fund ^{11,13}	Mid-Cap Value	1.45%	0.00%	1.45%	---	---	---
VT Vantagepoint Aggressive Opportunities Fund ^{11,13}	Mid-Cap Growth	1.35%	0.00%	1.35%	---	---	---
VT AMG TimesSquare Mid Cap Growth Fund ^{11,13}	Mid-Cap Growth	1.78%	0.00%	1.78%	---	---	---
VT Harbor Mid Cap Growth Fund ^{11,13}	Mid-Cap Growth	1.66%	0.00%	1.66%	---	---	---
VT Vantagepoint Mid /Small Co Inx Fund ¹³	Small Blend	1.00%	0.05%	0.95%	April 30, 2017	---	---
VT Vantagepoint Discovery Fund ¹⁴	Small Blend	1.37%	0.00%	1.37%	---	---	---
VT Oppenheimer Discovery Fund ^{11,14}	Small Growth	1.42%	0.00%	1.42%	---	1%, 180 days	---

VantageTrust Funds Fund Fee Disclosure Data as of December 31, 2016

Fund Name	Asset Category ¹	Gross Expense	Waiver	Net Expense	Waiver Expiration Date	Redemption Fee ²	Trading Restriction ³
International/Global Stock Funds							
VT Vantagepoint Overseas Index Fund ¹⁵	Foreign Large Blend	1.10%	0.05%	1.05%	April 30, 2017	---	91 days, any \$
VT Vantagepoint International Fund ¹⁵	Foreign Large Blend	1.53%	0.00%	1.53%	---	---	91 days, any \$
VT Diversified Int'l Fund ^{15,16}	Foreign Large Blend	1.55%	0.00%	1.55%	---	1%, 30 days	---
VT Harbor International Fund ¹⁵	Foreign Large Blend	1.58%	0.02%	1.56%	February 28, 2017	2%, 60 days	---
Specialty							
VT Nuveen Real Estate Secs Fund ¹⁷	Real Estate	1.60%	0.00%	1.60%	---	---	---

Please read Making Sound Investment Decisions: A Retirement Investment Guide and the accompanying VantageTrust Fund Fees and Expenses document ("Guide") carefully for a complete summary of all fees, expenses, investment objectives and strategies, and risks before investing. For a current Guide, contact ICMA-RC by calling 800-669-7400 or log into your account at www.icmarc.org. VantageTrust Funds invest either in collective investment funds or underlying registered funds. Please refer to the underlying fund's disclosure documents for additional information on fund fees and expenses.

ICMA-RC's identified fund line-up is a commitment to administer these funds for the plan, not advice to the plan sponsor on the composition of the plan's fund line-up. ICMA-RC provides plan sponsors fund information to assist them in meeting their fiduciary responsibility in managing the plan. The plan sponsor retains the obligation to prudently select and monitor the investment funds it offers to plan participants. ICMA-RC may adjust fees commensurate with changes in revenue from alternative funds selected by the plan sponsor from ICMA-RC's mutual fund platform.

Fund expenses are subject to change.

¹ Morningstar places funds in certain categories based on the fund's historical portfolio holdings. Placement of a fund in a particular Morningstar category does not mean that the fund will remain in that category or that it will invest primarily in securities consistent with its Morningstar category. A fund's investment strategy and portfolio holdings are governed by its prospectus, guidelines or other governing documents, not its Morningstar category. The source for this information is Morningstar, Inc. Copyright © 2016 Morningstar, Inc. All Rights Reserved. The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied or distributed; and (3) is not warranted to be accurate, complete or timely. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information. Morningstar, Inc. is a global investment research firm that is not affiliated with ICMA-RC. ICMA-RC does not independently verify Morningstar data.

² Certain funds or underlying funds may charge a redemption fee. Current information about redemption fee, if any, will be contained in the fund's or underlying fund's prospectus. You may contact us to obtain a prospectus or to answer questions by calling 800-669-7400, emailing investorservices@icmarc.org, or visiting www.icmarc.org. You may contact us to obtain a prospectus or to answer questions by calling 800-669-7400, emailing investorservices@icmarc.org, or visiting www.icmarc.org.

³ Frequent trading rules are designed to detect and discourage trading activities that may increase costs to all investors. All funds or underlying funds are monitored for frequent trading. Certain funds or underlying funds may impose fees or restrictions to deter frequent trading. Current information about these fees or restrictions can be found in a fund's or underlying fund's prospectus. You may contact us to obtain a prospectus or to answer questions by calling 800-669-7400, emailing investorservices@icmarc.org, or visiting www.icmarc.org. You can obtain information about ICMA-RC's Frequent Trading Policy at www.icmarc.org/frequenttrading.

⁴ Direct transfers from a stable value fund to competing funds are restricted. Competing funds may include, but are not limited to money market mutual funds, certificates of deposit, stable value funds, investment options that offer guarantees of principal or income, certain short-term bond funds and self-directed brokerage accounts. Certain restrictions may apply when you want to transfer money from a stable value fund to a competing fund. These restrictions generally include waiting periods before transfers can be made back into a stable value fund.

⁵ The VantageTrust Cash Management Fund is invested in a single registered mutual fund, the Fidelity Money Market Government Portfolio. Investments in the fund are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. It is possible to lose money by investing in the fund. The 7-Day Yield more closely reflects the Fund's current earnings than the quotation of total return.

⁶ A fixed income fund is subject to credit risk and interest rate risk. Credit risk is when an issuer of a fixed income security may be unable or unwilling to make payments of principal or interest to the holders of these securities or may declare bankruptcy. Fixed income securities fluctuate in value as interest rates change. When interest rates rise, the market prices of fixed income securities will usually decrease; when interest rates fall, the market prices of fixed income securities usually will increase.

⁷ Funds that invest primarily in high yield bonds (bonds that are rated below investment grade and also known as "junk bonds") are subject to additional risk as these high yield bonds are considered speculative and involve a greater risk of default than "investment grade" securities. The values of these securities are particularly sensitive to changes in interest rates, issuer creditworthiness, and economic and political conditions. The market prices of these securities may decline significantly in periods of general economic difficulty, may be harder to value, and may be less liquid than higher rated securities.

VantageTrust Funds Fund Fee Disclosure Data as of December 31, 2016

⁸ **Prudential Retirement Insurance and Annuity Company (Prudential), CA COA #08003**, Hartford, CT. Neither Prudential nor ICMA-RC guarantees the investment performance or return on contributions to Prudential's Separate Account. You should carefully consider the objectives, risks, charges, expenses and underlying guarantee features before purchasing this product. Prudential may increase the Guarantee Fee in the future, from 1.00% up to a maximum of 1.50%. Like all variable investments, this Fund may lose value. Availability and terms may vary by jurisdiction; subject to regulatory approvals. Annuity contracts contain exclusions, limitations, reductions of benefits and terms for keeping them in force. Guarantees are based on Prudential's claims-paying ability. This annuity is issued under Contract form # GA-2020-TGWB4-0805-RC. ICMA-RC provides recordkeeping services to your Plan and is the investment manager of the underlying Prudential separate account. Prudential or its affiliates may compensate ICMA-RC for providing these and related administrative services in connection with the Fund. Variable annuities are suitable for long-term investing, particularly retirement savings. ©2016 Prudential, the Prudential logo, and the Rock symbol and Bring Your Challenges are service marks of the Prudential Insurance Company of America, Newark, NJ, and its related entities, registered in many jurisdictions worldwide. Note: Participants who are interested in the VT Retirement IncomeAdvantage Fund must first receive and read the VT Retirement IncomeAdvantage Fund Important Considerations document, before investing.

⁹ The Fund is not a complete solution for all of your retirement savings needs. An investment in the Fund includes the risk of loss, including near, at or after the target date of the Fund. There is no guarantee that the Fund will provide adequate income at and through an investor's retirement. Selecting the Fund does not guarantee that you will have adequate savings for retirement.

¹⁰ Effective September 1, 2015, the VT Fidelity Contrafund® is now known as the VT Contrafund® and VT Fidelity Puritan® Fund is now known as the VT Puritan® Fund. PURITAN and CONTRAFUND are registered service marks of FMR LLC. Used with permission.

¹¹ Certain funds may be subject to style risk, which is the possibility that the investment style of its investment adviser will trail the returns of the overall market. In the past, different types of securities have experienced cycles of outperformance and underperformance in comparison to the market in general. For example, growth stocks have performed best during the later stages of economic expansion and value stocks have performed best during periods of economic recovery. Both styles may go in and out of favor. When the investing style used by a fund is out of favor, that fund is likely to underperform other funds that use investing styles that are in favor.

¹² T. Rowe Price is a registered trademark of T. Rowe Price Group, Inc. – all rights reserved.

¹³ Funds that invest primarily in mid-capitalization companies involve greater risk than is customarily associated with investments in larger, more established companies. Equity securities of mid-capitalization companies generally trade in lower volume and are generally subject to greater and less predictable price changes than the securities of larger companies.

¹⁴ Funds that invest primarily in small-capitalization companies involve greater risk than is customarily associated with investments in larger, more established companies. Equity securities of small-capitalization companies are generally subject to greater price volatility than those of larger companies due to less certain growth prospects, the lower degree of liquidity in the markets for their securities, and the greater sensitivity of smaller companies to changing economic conditions. Also, small-capitalization companies may have more limited product lines, fewer capital resources and less experienced management than larger companies.

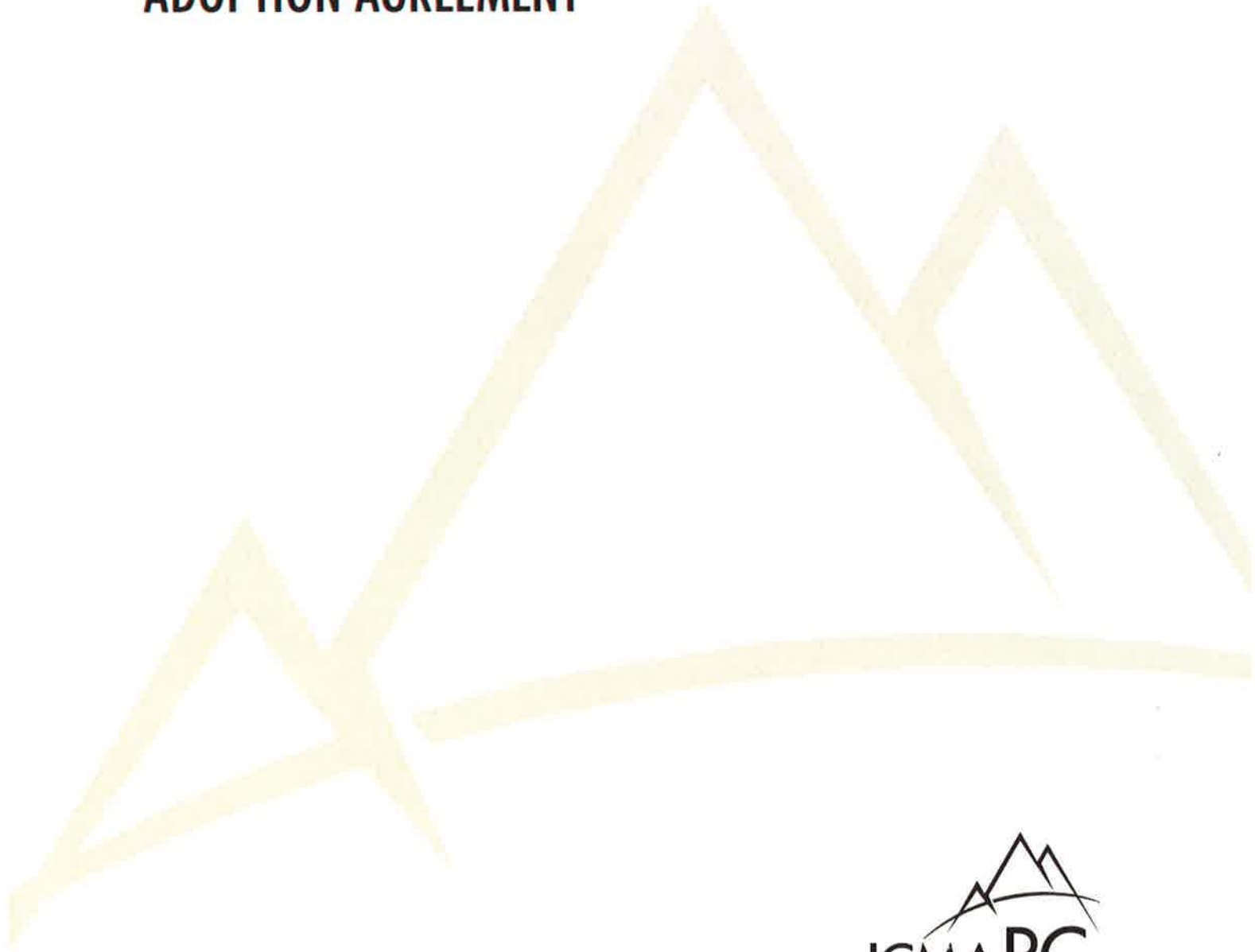
¹⁵ Funds that invest in foreign securities are exposed to the risk of loss due to political, economic, legal, regulatory, and operational uncertainties; differing accounting and financial reporting standards; limited availability of information; currency fluctuations; and higher transaction costs. Investments in foreign currencies or securities denominated in foreign currencies (including derivative instruments that provide exposure to foreign currencies) may experience gains or losses solely based on changes in the exchange rate between foreign currencies and the U.S. dollar. The risk of investing in foreign securities may be greater with respect to securities of companies located in emerging market countries. The value of developing or emerging market currencies may fluctuate more than the currencies of companies with more mature markets.

¹⁶ Effective September 1, 2015, the VT Fidelity Diversified International Fund is now known as the VT Diversified International Fund.

¹⁷ Sector funds tend to be riskier and more volatile than the broad market because they are generally less diversified and more volatile than other mutual funds.

ICMA RETIREMENT CORPORATION

GOVERNMENTAL MONEY PURCHASE PLAN & TRUST ADOPTION AGREEMENT



**ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**

Plan Number 10- 8991

The Employer hereby establishes a Money Purchase Plan and Trust to be known as the City of Lake Stevens MPP
(the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

☐ Yes

☒ No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

I. Employer: City of Lake Stevens

II. Effective Dates

- ☐ 1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than January 1, 2007.)

- ☒ 2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:
April 1, 2017

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. Plan Year will mean:

- ☒ The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)
- ☐ The twelve (12) consecutive month period commencing on _____ and each anniversary thereof.

IV. Normal Retirement Age shall be age 55 (not to exceed age 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- ☐ All Employees
- ☐ All Full Time Employees
- ☐ Salaried Employees
- ☐ Non union Employees
- ☐ Management Employees
- ☐ Public Safety Employees
- ☐ General Employees
- ☒ Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) City Administrator

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment) N/A.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is N/A (not to exceed age 21. Write N/A if no minimum age is declared.)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

- ☒ A. Employer Contributions. The Employer shall contribute on behalf of each Participant 5 % of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).
Mandatory Participant Contributions
☐ are required ☒ are not required
to be eligible for this Employer Contribution.

- ☐ B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

☐ Yes ☐ No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

☐ Yes ☐ No

Contribution Schedule.

- (i) _____ % of Earnings,
(ii) \$ _____, or
(iii) a whole percentage of Earnings between the range of _____ (insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

☐ Yes ☐ No ("Yes" is the default provision under the Plan if no selection is made.)

- ☐ C. Election Window (Complete if Option B is selected):
Newly eligible Employees shall be provided an election window of _____ days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

- ☐ A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant _____ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____ % of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.
- ☐ B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):
_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding _____ % of Earnings or \$ _____);

¹ Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS _____% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____% of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____% of Earnings, whichever is _____ more or _____ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

Semi-Monthly

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

Semi-Monthly

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

☒ Yes ☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

1. Overtime
☐ Yes ☒ No
2. Bonuses
☐ Yes ☒ No
3. Other Pay (specifically describe any other types of pay to be included below)
Base Monthly Salary

VIII. ROLLOVER PROVISIONS

1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:
☒ Yes ☐ No (*"Yes" is the default provision under the Plan if no selection is made.*)
2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.
☐ Effective Date is _____
(*Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.*)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
☐ Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
2. The Limitation Year is the following 12 consecutive month period: _____
3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. _____
(*The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.*)

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested	
Zero	0	%
One	100	%
Two	100	%
Three	100	%
Four	100	%
Five	100	%
Six	100	%
Seven	100	%
Eight	100	%
Nine	100	%
Ten	100	%

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):

- ☐ Normal Retirement Age
☒ Age 70½ (*"70½" is the default provision under the Plan if no selection is made.*)
☐ Alternate age (after Normal Retirement Age): _____
☐ Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.

- ☒ Yes ☐ No (*"Yes" is the default provision under the plan if no selection is made.*)

3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:

- ☐ Yes ☒ No (*"No" is the default provision under the Plan if no selection is made.*)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- ☐ 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- ☒ 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- ☐ 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- ☒ All Eligible Employees
- ☐ Other: _____

Final Pay shall be defined as (select one):

- ☒ A. Accrued unpaid vacation
- ☐ B. Accrued unpaid sick leave
- ☐ C. Accrued unpaid vacation and sick leave
- ☐ D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):

- ☒ 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant 5 % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- ☐ 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute ____ % (insert fixed percentage of final pay to be contributed) or up to ____ % (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- ☐ All Eligible Employees
☐ Other: _____

Accrued Leave shall be defined as (select one):

- ☐ A. Accrued unpaid vacation
☐ B. Accrued unpaid sick leave
☐ C. Accrued unpaid vacation and sick leave
☐ D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):

- ☐ 1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

☐ For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).

☐ For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant _____ % of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

- ☐ 2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute _____ % (insert fixed percentage of accrued unpaid leave to be contributed) or up to _____ % (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

- XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

- XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

- XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

- XVIII.** The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.
- XIX.** An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this 28th day of March, 2017.

EMPLOYER

ICMA RETIREMENT CORPORATION
777 North Capitol St., NE Suite 600
Washington, DC 20002
800-326-7272

By: _____

By: _____

Print Name: John Spencer

Print Name: _____

Title: Mayor

Title: _____

Attest: _____

Attest: _____



ICMA RETIREMENT CORPORATION
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240
800-669-7400
WWW.ICMARC.ORG
BRC000-214-21268-201405-W1303



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 3/28/2017

Subject: Ordinance Amending LSMC Chapter 2.51.050 Duties (Lake Stevens Salary Commission).

Contact Person/Department: Steve Edin/Human Resources **Budget Impact:** None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve Ordinance No. 989 Amending LSMC Chapter 2.51.050 Duties (Lake Stevens Salary Commission).**

SUMMARY/BACKGROUND: On August 25, 2014, City Council passed Ordinance No. 914 creating Chapter 2.51 of the Lake Stevens Municipal Code (LSMC) allowing for a new Lake Stevens Salary Commission.

The new Commission met three times in 2014 and 2015 to establish new salary rates for City Council members and the Mayor. The new salary rates went into effective February 28, 2015. The Commission is scheduled to meet in 2017. To allow for additional time and flexibility for the Salary Commission to schedule meetings, we are proposing to extend the window of meeting opportunities from July 1 to November 30 to January 1 to November 1.

APPLICABLE CITY POLICIES: Lake Stevens Municipal Code Chapter 2.51.050.

BUDGET IMPACT: None

ATTACHMENTS:

- ▶ Exhibit A: Ordinance No. 989
- ▶ Exhibit B:
- ▶ Exhibit C:

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

ORDINANCE NO. 989

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON AMENDING LAKE STEVENS MUNICIPAL CODE (LSMC) SECTION 2.51.050 REGARDING DUTIES OF THE LAKE STEVENS SALARY COMMISSION AND PROVIDING FOR SEVERABILITY.

WHEREAS, on August 25, 2014, the Lake Stevens City Council adopted Ordinance No. 914 establishing an independent Salary Commission for the City of Lake Stevens; and

WHEREAS, pursuant to LSMC Chapter 2.51 the Lake Stevens Salary Commission has the authority to set the salary of the Mayor and members of the City Council; and

WHEREAS, pursuant to LSMC 2.51.050(a) the Lake Stevens Salary Commission is required to meet every three years beginning in 2014 to set said salaries; and

WHEREAS; the Lake Stevens City Council deems it to be in the public interest to review the salaries annually;

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

Section-1: Lake Stevens Municipal Code Section 2.51.050 is hereby amended to read as follows:

2.51.050 Duties.

- (a) The Commission shall meet every ~~three~~ years between ~~July~~ January 1st and November ~~1st~~ ~~30th~~ commencing the year ~~2014~~ 2017. The members of the Commission shall elect a chair from among the members. The Commission shall set a schedule of salaries by an affirmative vote of the majority of the Commission. Three members present at any meeting shall constitute a quorum.
- (b) The Commission shall study the relationship of salaries to the duties of the elected officials and shall set the salaries for the respective position. If after such review the Commission determines that the salary paid to an elected City official should be increased or decreased, the Commission shall hold a public hearing within 30 days before filing the Commission's written salary schedule with the City Clerk.
- (c) Any increase or decrease in salary established by the Commission shall become effective and incorporated into the City budget 30 days after the filing thereof, following Commission review without further action of the City Council or the Commission except as provided in Section 2.51.060.
- (d) Salary increases established by the Commission shall be effective as to all City elected officials, regardless of their terms of office.
- (e) Salary decreases established by the Commission shall become effective as to incumbent City elected officials at the commencement of their next subsequent term of office.
- (f) Staff support shall be provided to the Commission as needed by the Commission. (Ord. 914, Sec. 1, 2014)

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

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

PASSED by the City Council of the City of Lake Stevens this ____ day of _____, 2017.

CITY OF LAKE STEVENS

John Spencer, Mayor

ATTEST:

Barbara Stevens, Finance Director/City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: March 28, 2016

Subject: 2016-2018 On-Call Electrician Services – CDI Task Order 6

Contact	Amanda Wells	Budget	
Person/Department:	<u>Public Works</u>	Impact:	<u>\$ 10,295.76</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to execute Task Order 6 to 2016-2018 on-call contract with Control Dynamics Inc. to provide electrician services for a total budget not to exceed \$75,000 annually.

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 6 scope of work is to repair the electrical at the Lake Stevens Food Bank as described in Task Order 6.

BUDGET IMPACT: \$10,295.76

ATTACHMENTS:

- Attachment A: Task Order 6

**INDIVIDUAL TASK ORDER FORM NO. 6
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 March, 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. 6 is as follows:

Repair the electrical service at the Lake Stevens Food Bank as described in Exhibit A

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

2. INDIVIDUAL TASK APPROVAL ORDER FORM No 6 Project completion date is 24 April 2017.

3. Additional specifications and requirements may be attached to this form (see attached Exhibit 1) 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 \$10,295.76 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 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
INDIVIDUAL TASK ORDER NO 2 (dated 2/3/2017)	\$5,553.20
INDIVIDUAL TASK ORDER NO 3 (dated 2/8/2017)	\$1,665.96
INDIVIDUAL TASK ORDER NO 4 (dated 2/8/2017)	\$2,803.32
INDIVIDUAL TASK ORDER NO 5 (dated 2/28/2017)	\$2,590.66
INDIVIDUAL TASK APPROVAL ORDER FORM NO 6 (dated 3/29/2017)	\$10,295.76

Grand Total of INDIVIDUAL TASK APPROVAL ORDER FORMS	\$27,651.46
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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:	\$47,348.54
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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



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

QUOTATION

TO:

THE CITY OF LAKE STEVENS
1812 MAIN ST
PO BOX 257
LAKE STEVENS, WA 98258
(0)-

SHIP TO:

THE CITY OF LAKE STEVENS
FOOD BANK SERVICE MODIFICATION
ATTN: AMANDA WELLS
LAKE STEVENS, WA 98258
(0)-

ATTN: AMANDA WELLS

ATTN: AMANDA WELLS

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0012192	3/16/2017	301235				ORIGIN	30 DAYS
Item	Quantity	UM	Part	Description	Price \$	Extension \$	
				THIS QUOTATION IS TO ESTABLISH A BUDGET FOR REPAIR OF THE ELECTRICAL SERVICE AT THE LAKE STEVENS FOOD BANK. WORK WILL BE PERFORMED ON A TIME AND MATERIAL BASIS			
001	72	HR	10205	FM ELE PRTL TO PRTL W/VAN ST	126.33	9,095.76	
002	1	EA	MATERIALS	MATERIALS	1,000.00	1,000.00	
003	1	EA	ELECTRICAL PERMIT	ELECTRICAL PERMIT	200.00	200.00	
Total for Quote \$						10,295.76	



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Date: **Agenda** 28 March 2017

Subject: 2017-2019 On-Call Tree Removal Services

Contact	Amanda Wells	Budget	\$14,559.93
Person/Department:	Public Works	Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Task Order 3 under the Master Non-Exclusive on all Public Works contract for Tree Removal Services.

SUMMARY/BACKGROUND:

The anticipated task will be the removal of 16 Cottonwood trees within Lundeen Park as indicated on the attached Task Order. During the recent work in Lundeen Park, near the Visitor's Information Center (VIC), it was found that the Cottonwood trees were in poor condition. The City's Arborist was requested to perform an analysis of the entire park site and found that 71 cottonwood trees were a concern for removal soon or in the "near future." This task is to complete the removal of remaining cottonwood trees identified by the Arborist for removal.

While the cottonwood trees were not a planted tree, the City will be developing a tree replacement plan to address their loss.

BUDGET IMPACT: Not to exceed \$225,000 through 2019 of which \$75,000 is allocated annually.

ATTACHMENTS:

- Attachment A: Task Order 3

ATTACHMENT A
INDIVIDUAL TASK ORDER FORM NO. 3
TO
CITY OF LAKE STEVENS
MASTER NON-EXCLUSIVE ON-CALL PUBLIC WORKS CONTRACT
FOR
TREE REMOVAL SERVICES

This INDIVIDUAL TASK ORDER No 3 is made and entered into on the ____ day of March, 2017, between the City of Lake Stevens, hereinafter called the "City" and All Phase Brush & Land Clearing, 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 Tree Removal Services dated 1 February, 2017 following a Request for Bid awarded on 24 January, 2017.

WITNESSETH THAT:

WHEREAS, the parties hereto have previously entered into the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for on Call Tree Removal Services dated 1 February, 2017 following a Request for Bid awarded on 24 January, 2017 (Contract); and

WHEREAS, both parties desire to implement a Tree Removal service work project pursuant to the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Tree Removal Services dated 1 February, 2017,

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 Tree Removal Services dated 1 February, 2017 (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. 3 is as follows:

This task will be the removal of 16 cottonwood trees within the boundaries of Lundeen Park as indicated on Exhibit A, Map. Tree stumps to remain for City removal. One Large cottonwood to be left at 8 foot height, turf damaged anticipated. Disposal of cottonwood and debris to be removed from work site within 15 business days of job start, unless authorized by of Director of Public Works.

Tree Removal

- a) Trees will be clearly marked with spray paint. The City will review the manner of marking with the Contractor. If there is any doubt, the Contractor is to review any questions with the City before proceeding.
- b) Before starting tree removal, the contractor shall check to determine all utilities are either de-energized or disconnected from structures if needed. The Contractor shall clearly mark the locations of these services (i.e. water, sewer) and preserve and protect them.

- c) Trees shall be removed in such a manner as to avoid hazards to persons and property, interference with the use of adjacent buildings, and interruptions of free passage to and from such buildings.
- d) When work is not in progress adequate barricading and/or fencing will be in place to protect the public.
- e) All trees shall be completely razed and removed from the site. Razing shall include tree removal, including all branches and debris.
- f) All debris shall be disposed of in accordance with applicable statutes, ordinances and regulations of the State of Washington and the City of Lake Stevens or any other municipality in which the debris is disposed.

Removal of debris, cleaning, etc.

- a) The Contractor shall periodically, or as directed during the progress of the work, remove and legally dispose of all limbs and debris, and keep the Project Site and public rights-of-way reasonably clean. Upon completion of the work, he/she shall remove all temporary work, and put the whole site of the work and public rights-of way in a neat and clean condition.
- b) The Contractor is responsible to pay for all disposal fees, if any.

Traffic/Site Control

- a) The Contractor shall at all times so conduct his/her work as to ensure the least possible obstruction to traffic. The safety and convenience of the general public and the residents in or adjacent to the Project Site and the protection of persons and property shall be provided for by the Contractor. The Contractor shall provide and maintain adequate barricade, signs, lights and flags to warn and guide the public. Flagmen and watchmen shall be provided when needed or when so ordered by the City. The Contractor shall be responsible for compliance with this Item by all Subcontractors as well.

Cleanliness

- a) Contractor shall remove all debris and equipment and dispose of all material from the project site, and leave the ground clear of all materials, rubbish or debris and in a clean and neat condition.

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

2. INDIVIDUAL TASK APPROVAL ORDER FORM No 3 Project completion date is 21, April 2017.

3. Additional specifications and requirements may be attached to this form (see attached Exhibit A) and are incorporated into the City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for Tree Removal Services dated 1 February , 2017 (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 \$14,559.93 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 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 On-Call Tree Removal Services dated 1 February, 2017, Authorized Amount not to exceed per the duration of the Contract: \$225,000.00

INDIVIDUAL TASK ORDER NO. 1 (dated 1/8/2017)	\$4,900.50
INDIVIDUAL TASK ORDER NO. 2 (dated 3/2/2017)	\$5,000.00
INDIVIDUAL TASK ORDER NO. 3 (dated 3/29/2017)	\$14,559.93

Grand Total of INDIVIDUAL TASK APPROVAL ORDER FORMS	\$24,460.43
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Balance Remaining under City of Lake Stevens Master Non-Exclusive On-Call Public Works Contract for On-Call Tree Removal Services dated 1 February, 2017:	\$200,539.57
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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

ALL PHASE BRUSH & CLEARING

By: _____
John Spencer, Mayor

By: _____
Rick W. Carlson

ATTEST/AUTHENTICATED:

By: _____
Kathy Pugh, Deputy City Clerk

EXHIBIT A

360-220-1091

Cleaning

Contractors Invoice

TO: ALLPHASE BUSH & LAND

WORK PERFORMED AT: LAKE STEVENS WA.
MAC NAUGHON LANE
PARK

DATE: MARCH 8 2017 YOUR WORK ORDER NO. 003 OUR BID NO. 3

DESCRIPTION OF WORK PERFORMED

16) Trees Removal: Stumps to Remain, However Large Cottonwood to Be Left @ 8' Height & Turf will Be Damaged in Removal of that Large Cottonwood.

Disposal of Cottonwood

Work Area to be Left Clean and All Limbs & Debris Hauled Off

\$ 12,250.⁰⁰
\$ 1,120.⁰⁰

\$ 13,370.⁰⁰

ST 8.9% 1,189.93

Total 14,559.93

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of PER CONTRACT Agreement.

Dollars (\$ _____).

LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: March 28, 2017

Subject: Approve Ordinance 990 Amending LSMC 2.56 re Parks and Recreation Planning Board

Contact	Russ Wright, Community Development	Budget	
Person/Department:	<u>Director</u>	Impact:	<u>N/A</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve Ordinance 990 Amending Lake Stevens Municipal Code 2.56 Parks and Recreation Planning Board to provide for the appointment of an Alternate Member with associated board member responsibilities.**

SUMMARY/BACKGROUND: The Parks and Recreation Planning Board is established by LSMC 2.56. With the increased activity of the Park Board in recent months, related to the Downtown Subarea Planning and the City's goals of moving forward with park improvement projects throughout the City, it is staff's recommendation that Council establish an Alternate Member position on the Parks Board. The Alternate Member would participate in all meetings, with the exception of voting, unless the Parks Board does not have a quorum, in which case the Alternate Member would have motion and voting authority. This will allow the Parks Board to efficiently move forward with its work plan.

APPLICABLE CITY POLICIES: **N/A**

BUDGET IMPACT: **N/A**

ATTACHMENTS:

Attachment A: Ordinance 990

ATTCHMENT A

CITY OF LAKE STEVENS LAKE STEVENS, WASHINGTON

ORDINANCE NO. 990

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING LAKE STEVENS MUNICIPAL CODE 2.56 TO PROVIDE FOR AN ALTERNATE MEMBER TO BE APPOINTED TO THE PARK AND RECREATION PLANNING BOARD, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, City of Lake Stevens Ordinance No. 811, adopted in 2010, established the Park and Recreation Planning Board (Park Board) codified as Chapter 2.56 of the Lake Stevens Municipal Code (LSMC); and

WHEREAS, LSMC 2.56.020 provides that the Park Board shall be composed of seven members; and

WHEREAS, the Park Board establishes, with City Council input and approval, an annual work plan at the beginning of each year; and

WHEREAS, in order to meet the goals of the work plan and to conduct its other business it is necessary that a quorum of Park Board Members be present at each Park Board meeting, and it is not always possible for a quorum of members to be present; and

WHEREAS, the City Council finds that creating an “Alternate Member” position on the Park Board provides an effective process for the Park Board to move forward with its work plan and other business in the event that a quorum of the seven appointed members is not present at a meeting,

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

SECTION 1. Chapter 2.56 of the Lake Stevens Municipal Code is hereby amended as follows:

Chapter 2.56 PARK AND RECREATION PLANNING BOARD

Sections:

<u>2.56.010</u>	Created
<u>2.56.020</u>	Membership/Appointment/ Compensation
<u>2.56.030</u>	Term of Office
<u>2.56.040</u>	Removal From Office
<u>2.56.050</u>	Expenses
<u>2.56.060</u>	Powers and Duties
<u>2.56.070</u>	Rules of Procedures

2.56.010 Created.

The Park and Recreation Planning Board (Park Board) is hereby acknowledged and ratified. (See Section [14.16A.380](#) of the Lake Stevens Municipal Code.) (Ord. 811, Sec.

6, 2010)

2.56.020 Membership/Appointment/ Compensation.

The Park Board shall be composed of seven members and one alternate member, appointed by the Mayor with the approval by a majority vote of the City Council, without regard to political affiliation. The Mayor and Council may appoint a member who resides or owns property within the City or the City's Urban Growth Area. At least four members shall be residents of the City. The members of the Park Board shall serve without compensation.

2.56.030 Term of Office.

The term of office of each member and alternate member shall be for four years. The term shall terminate on the last day of the respective calendar year, even though this shortens or extends slightly the appointed term. Should a Board member desire re-appointment for another term, he/she shall submit a written request to the Mayor for approval, and the concurrence of the City Council. In the event of vacancies by members, the alternate member has the option to become a full member to serve the remainder of the vacated unexpired term, without further action of the City Council and in such case, a new alternative member may be appointed by Council.

2.56.040 Removal From Office.

Members may be removed by the Mayor with the approval of the Council for inefficiency, neglect of duty, three consecutive unexcused absences, or malfeasance in office. Notification of such dismissal shall be in writing stating the exact cause for dismissal; however, all dismissals shall be final on approval of the Council.

2.56.050 Expenses.

The Park Board as a body or individual members thereof may be reimbursed actual and reasonable expenses in the performance of their duties on behalf of the Board from funds included within the general budget of the Planning and Community Development Department. Such expenses may include, but are not limited to, such items as: Travel and subsistence, registration fees and other costs incidental to meetings and conferences, professional and consulting services, educational fees, dues and assessments of professional park planning organizations, subscriptions to periodicals and purchase of informational and educational texts, and similar expenditures that may be deemed necessary to increase the efficiency and professional ability of the members of the Board. Park Board expenses shall be authorized only by the Planning and Community Development Director.

2.56.060 Powers and Duties.

A. The Park Board shall be the principal planning advisory body for all matters relating to parks and the provision of recreation services. Public hearings required by Chapter [35A.63](#) RCW to be held in the course of the adoption or amendment of the text and/or map of the Park and Recreation Element of the Comprehensive Plan, shall be held by the Park Board; however, this in no way prohibits the City Council from making the final decision.

B. The Park Board shall perform such other advisory functions (including hearings on certain park and recreation permit applications) as may be assigned to it by resolution or motion of the City Council.

C. In addition to these and other powers and duties set forth elsewhere in this chapter, the Park Board shall be given the powers and duties hereinafter set forth:

- (1) To recommend to the Mayor and Council programs for the provision of recreation opportunities and for park and open space acquisitions and improvements;
- (2) To publish and distribute copies of status reports of activities of the Park Board which may include plans and official recommendations made by the Board in the regular exercise of its duties, as set forth in this section;
- (3) To consult with and advise public officials and agencies, public utility companies, civic, educational, professional, and other organizations and citizens in relation to its plans and recommendations prepared by it;
- (4) To request all public officials to furnish, within a reasonable time, such available information to assist in formulating the Board's plans and recommendations;
- (5) To exercise such authority as may be necessary to enable it to fulfill its functions, promote park and recreation planning, and carry out the purposes of this section;
- (6) To conduct, upon request by the Mayor or Council, an investigation and submit a report, plan, map, or recommendation in connection with the development of the parks and recreation facilities of the City.

2.56.070 Rules of Procedures.

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

SECTION 2. 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 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 March, 2017.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

By: _____
Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First Reading and Adoption: March 28, 2017

Published: _____

Effective Date: _____



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 28, 2017

Subject: Recreational Park Trailers and Recreational Vehicles (RV) Regulations

Contact Person/Department: Melissa Place, Senior Planner

Budget Impact: None

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Public Hearing and First and Final Reading for Ordinance 991 related to the municipal code amendments for Recreational Park Trailers and Recreational Vehicles (RV) Regulations (LUA2016-0158).
2. **Motion to approve Ordinance 991:** An ordinance of the City of Lake Stevens, adding a Lake Stevens Municipal Code Chapter 14.44.070 Entitled "Recreational Park Trailers and Recreational Vehicles (RV) Regulations" and amending the Lake Stevens Municipal Code Chapters 14.08 Entitled "Basic Definitions and Interpretations", 14.16C.110 "Temporary Use" and 14.40.040 Entitled "Permissible and Prohibited Uses".

BACKGROUND AND PROPOSED SCOPE:

The proposed code amendments respond to a WCIA land use audit in 2015 of the city's municipal code that identified some regulatory deficiencies that Lake Stevens needs to address to comply with recent WA State legislative enactments governing manufactured housing/recreational vehicles. Per RCW 35.21.684, cities and counties may not adopt an ordinance that has the effect, directly or indirectly, of preventing the entry or requiring the removal of a recreational vehicle used as a primary residence in manufactured/mobile home communities. The amendments propose to add LSMC 14.44.070 Recreational Park Trailers and Recreational Vehicles (RV) Regulations and amend Chapters 14.08 Definitions, 14.16C.110 Temporary Use and 14.40.040 Permissible and Prohibited Uses.

The Planning Commission was briefed on the proposed amendments on November 2, 2016 and a public hearing was held by the Commission on December 7, 2016. No public testimony was received. The Planning Commission held further discussion on the matter on February 1, 2017 to consider additional information researched by staff to address questions the Commission had after the public hearing. The Planning Commission forwarded a unanimous recommendation to approve the proposal (Exhibit A of Ordinance 991).

APPLICABLE CITY POLICIES: Adding Chapter 14.44.070 and amending Chapters 14.08, 14.16C.110 and 14.40.040 of the LSMC.

BUDGET IMPACT: There is not a budget impact.

Attached: Attachment 1 - Ord 991

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON**

ORDINANCE NO. 991

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON ADDING A LAKE STEVENS MUNICIPAL CODE CHAPTER 14.44.070 ENTITLED “RECREATIONAL PARK TRAILERS AND RECREATIONAL VEHICLES (RV) REGULATIONS” AND AMENDING THE LAKE STEVENS MUNICIPAL CODE CHAPTERS 14.08 ENTITLED “BASIC DEFINITIONS AND INTERPRETATIONS”, 14.16C.110 ENTITLED “TEMPORARY USE” AND 14.40.040 ENTITLED “PERMISSIBLE AND PROHIBITED USES”; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, in 2015 a WCIA land use audit of the city’s municipal code identified some regulatory deficiencies that Lake Stevens needs to address in order to comply with recent WA State legislative enactments governing manufactured housing/recreational vehicles, and

WHEREAS, Per RCW 35.21.684, cities and counties may not adopt an ordinance that has the effect, directly or indirectly, of preventing the entry or requiring the removal of a recreational vehicle used as a primary residence in manufactured/mobile home communities; and

WHEREAS, the to address these deficiencies, the city proposes a new chapter to the municipal code 14.44.070 and amendments to the chapters of 14.08, 14.16C.110 and 14.40.040 as set forth herein in Section 2; and

WHEREAS, LSMC 14.16C.075 sets forth the process for land use code amendments; and

WHEREAS, the Lake Stevens SEPA Responsible Official issued a Determination of Non-significance (DNS) for the proposed code amendments on November 7, 2016; and

WHEREAS, the city requested expedited review from the Department of Commerce on November 4, 2016 and the Department of Commerce granted expedited review on November 29, 2016; and

WHEREAS, the Lake Stevens Planning Commission conducted a duly noticed public hearing on December 7, 2016 to consider the proposed code amendments; and

WHEREAS, the Lake Stevens Planning Commission conducted further discussion on the matter on February 1, 2017; and

WHEREAS, the Lake Stevens Planning Commission has provided the City Council with a recommendation of approval for the proposed amendments; and

WHEREAS, the above referenced recommendation was based on Findings and Conclusions recommended by city staff and approved by the Lake Stevens Planning Commission on February 1, 2017 in support of the code amendments; and

WHEREAS, the City Council reviewed and considered the Planning Commission’s findings, conclusions, and recommendation at a public hearing on March 28, 2017; and

WHEREAS, the City Council finds that the proposed code amendments are consistent with the

decision criteria found in LSMC 14.16C.075(f);

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

Section 1. Findings. The City Council hereby adopts the above recitals as findings in support of the code amendments effectuated by this ordinance. The City Council also adopts the Findings and Conclusions recommended by the Lake Stevens Planning Commission attached hereto as **Exhibit A**, approved February 1, 2017 and signed March 17, 2017 in support of said amendments.

Section 2. LSMC Chapter 14.44.070 is added as follows:

14.44.070 Recreational Park Trailers and Recreational Vehicles (RV) Regulations

Recreational park trailers and recreational vehicles as defined in WAC 296-150P-0020, WAC 296-150R-0020 and LSMC 14.08 shall be permitted in manufactured/mobile home parks. Existing recreational park trailers and RV's within existing manufactured home/mobile home parks on or prior to the effective date of this section are exempt from the requirements listed below. As allowed by state law the following additional standards shall apply when housing governed by this section is sited:

- (a) Recreational park trailers and recreational vehicles may be installed within a manufactured home park pursuant to RCW 35A.21.312 and the requirements listed below:
 - (1) Utility hookups shall meet local, state, and federal building code standards;
 - (2) Recreational park trailers and recreational vehicles shall be equipped with an internal toilet and an internal shower; or the manufactured/mobile home park shall provide a common toilet and shower facility for the residents of the park;
 - (3) Recreational park trailers or recreational vehicles shall be connected to the sanitary sewer system provided within the park if used as permanent residence; otherwise waste from the unit must be disposed of at an appropriate receiving location;
 - (4) The unit shall be placed on an impervious pad made of cement concrete or asphalt concrete; and
 - (5) Any steps, landings, stairways, decks, and balconies (not originally attached) shall meet the requirements of the International Residential Code, shall be independently supported, and require a building permit.
- (b) Approvals
 - (1) If a recreational park trailer or recreational vehicle is to be used as a temporary residence, it must comply with the standards of LSMC 14.16C.110.
 - (2) If a recreational park trailer or recreational vehicle is to be used as a permanent residence, it must comply with the standards of LSMC 14.16C.105 for a site plan review, but will be considered a Type I review. Recreational park trailers or recreational vehicles used as permanent residences are considered dwelling units subject to all applicable impact fees that apply per LSMC 14.110, 14.112 and 14.120.
- (c) Inspections. The city and/or affected agency shall inspect the installation of each recreational park trailer or recreational vehicle to determine that its installation complies with this section before residency begins.

- (d) Insignia required. All recreational park trailers or recreational vehicles, installed within the city, shall contain the insignia of approval of the state of Washington or be exempt from said insignia, pursuant to the standards of the state of Washington for the manufacture of such homes.

Section 3. Chapter 14.08 entitled Basic Definitions and Interpretations, is hereby amended to read as follows - all other provisions of Section 14.08.010 remain in effect and unchanged:

14.08 Basic Definitions and Interpretations

Mobile Home Park. A residential use in which more than one mobile ~~or~~ home, manufactured home, recreational park trailer, or recreational vehicle is located on a single lot.

Recreational Park Trailer. "Recreational park trailer" is a trailer-type unit that is primarily designed to provide temporary living quarters for recreational, camping or seasonal use that meets the following criteria:

- a) Built on a single chassis, mounted on wheels;
- b) Having a gross trailer area not exceeding 400 square feet (37.15 square meters) in the set-up mode; and
- c) Certified by the manufacturer as complying with ANSI A119.5.

Section 4. Chapter 14.16C.110 entitled Temporary Use, is hereby amended to read as follows - all other provisions of Section 14.16C.110 remain in effect and unchanged:

14.16C.110 Temporary Use.

- (d) Recreational Vehicles as Temporary Dwelling Units. No recreational vehicle shall be occupied for residential or commercial purposes anywhere in the City of Lake Stevens except:
- (1) In the case of temporary uses per subsection (c) of this section; or,
 - (2) Recreational vehicles may be occupied by visitors within residential zones for a period not to exceed 30 days where a Planning Director approval has been granted for such use, provided:
 - (i) Temporary occupancy shall not exceed 30 days in a calendar year per visitor;
 - (ii) Under no circumstances shall a recreational vehicle be occupied while parked overnight on a public street;
 - (iii) No recreational vehicle shall be serviced by a temporary or permanent sewer hook-up emptying into the City's system or a private septic system; and
 - (iv) Space shall not be provided for an occupied recreational vehicle for monetary or other compensation.
 - (3) Recreational vehicles and recreational park trailers may be occupied inside manufactured/mobile home parks pursuant to LSMC 14.44.070 as a temporary use.

Section 5. Chapter 14.40.040 entitled Permissible and Prohibited Uses, is hereby amended to read as follows - all other provisions of Section 14.40.040 remain in effect and unchanged:

14.40.040 Permissible and Prohibited Uses.

(a) The presumption established by this title is that all legitimate uses of land are addressed within the Table of Permissible Uses, and are either allowed or not allowed thereby. But because the list of permissible uses set forth at the end of this chapter cannot be all inclusive, those uses that are listed shall be interpreted liberally to include other uses that have similar impacts to the listed uses.

(b) Without limiting the generality of the foregoing provisions, the following uses are specifically prohibited in all districts:

(1) Any use that involves the manufacture, handling, sale, distribution, or storage of any highly combustible or explosive materials in violation of the City's fire prevention code.

(2) Stockyards, slaughterhouses, rendering plants.

(3) Use of a travel trailer, motor home, or other recreational vehicle as a permanent residence except those permitted in a manufactured/mobile home park as per 14.44.070. Recreational vehicles may be used as a temporary guest residence for up to two weeks without a permit, or up to three months within any one consecutive year upon approval by the Planning Director. Situations that do not comply with this subsection on the effective date of the ordinance codified in this title are required to conform within one year.

(4) Use of a motor vehicle parked on a lot as a structure in which, out of which, or from which any goods are sold or stored, any services are performed, or other business is conducted. This prohibition does not apply to temporary public services, such as bookmobiles, blood donation centers, public service information, etc., or temporary food vendors allowed pursuant to Sections 14.44.400 and 14.44.410 (situations that do not comply with this subsection on the effective date of the ordinance codified in this title are required to conform within 30 days).

(5) Repealed by Ord. 958.

(6) Sewage/septic sludge recycling except when approved as an essential public facility pursuant to Section 14.16C.060.

Section 6. Transmittal to Department of Commerce. Pursuant to RCW 36.70A.106, this ordinance shall be transmitted to the Washington State Department of Commerce.

Section 7. Severability. If any section, clause, phrase, or term of this ordinance is held for any reason to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance, and the remaining portions shall be in full force and effect.

Section 8. 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 full force five days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 28th day of March, 2017.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathleen Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

First and Final Reading: March 28, 2017

Published:

Effective Date:

**Planning & Community Development**

1812 Main Street

P.O. Box 257

Lake Stevens, WA 98258

March 17, 2017

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

Subject: Planning Commission Recommendation - Recreational Park Trailers and Recreational Vehicles (RV) Regulations – LUA2016-0158

Dear Council Members:

The Lake Stevens Planning Commission held discussion on Wednesday, February 1, 2017, to consider the Recreational Park Trailers and Recreational Vehicles (RV) Regulations. The Planning Commission held a public hearing on the proposed code amendments on December 7, 2016 but ultimately decided to hold off on forwarding a recommendation to City Council until further discussion ensued and additional research by staff was conducted.

Commissioners Present: Jennifer Davis, Janice Huxford, Vicki Oslund, and Tracy Trout

Commissioners Absent: Linda Hoult

PLANNING COMMISSION DISCUSSION (February 1, 2017)

Planning and Community Development staff provided the Commission with additional information to address questions the Commission had after the public hearing on December 7, 2016 regarding the Recreational Park Trailers and Recreational Vehicles (RV) Regulations. Staff discussed the grandfathering of RVs in existing mobile home parks and provided the Commission with the number of existing mobile home/manufactured home parks within city limits. Staff responded to questions and comments from the Planning Commission and the public.

FINDINGS AND CONCLUSIONS

The Planning Commission hereby adopts staff's findings and conclusions as outlined in this staff report and as described in the staff reports dated December 7, 2016 and February 1, 2017 and concludes that the proposed amendments comply with the following:

1. Compliance with selected elements of the Comprehensive Plan

- HOUSING GOAL 3.1 – Provide fair and equal access to a range of housing types and choices to meet the existing and projected housing needs of all Lake Stevens residents regardless of income level or demographic status.

- HOUSING GOAL 3.2 – Increase the opportunity for all residents and special needs populations to have access to affordable, safe, and sanitary housing.
- ECONOMIC DEVELOPMENT GOAL 6.7 – Provide a predictable development atmosphere.

Conclusions – The proposed code amendments are consistent with several Comprehensive Plan goals as they relate to housing and the permitting process.

2. *Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)*

- Staff prepared an environmental checklist for the proposed code revisions, dated November 4, 2016 **(Exhibit 2a)**.
- The SEPA official issued a Determination of Non-significance on November 7, 2016 **(Exhibit 2b)**.
- The city did not receive any comments or appeals related to the SEPA determination.

Conclusions – The proposed code amendments have met local and state SEPA requirements.

3. *Compliance with the Growth Management Act (RCW 36.70A.106)*

- The city requested expedited review from the Department of Commerce on November 4, 2016 **(Exhibit 3a)**.
- The Department of Commerce sent granted approval on November 29, 2016 **(Exhibit 3b)**.
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

Conclusions – The proposed code amendments have met Growth Management Act requirements.

4. *Public Notice and Comments (Exhibit 4)*

- The city published a notice of SEPA determination in the Everett Herald on November 7, 2016.
- The city published a notice of Public Hearing in the Everett Herald on November 25 and December 3, 2016 per LSMC 14.16B.

Conclusions – The City has met public notice requirements per Chapter 14.16B LSMC.


PLANNING COMMISSION RECOMMENDATION

Recreational Park Trailers and Recreational Vehicles (RV) Regulations: Commissioner Trout made a motion to forward a recommendation to the City Council to approve the Recreational Park Trailers and Recreational Vehicles (RV) Regulations. Commissioner Huxford seconded the motion. Motion passed 4-0-0-1.

Respectfully submitted,

Lake Stevens Planning Commission

 _____, Jennifer Davis, Chair

 _____, Vicki Oslund, Vice-Chair



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: March 28, 2017

Subject: LUA2017-0004 - Soper Hill Road Right-of-Way Vacation (Ordinance No. 992)

Contact Eric Durpos, Public Works Director
Person/Department: Russ Wright, Community Development
Director

Budget Impact: There is no
budget
impact.

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the proposed Right-of-Way Vacation and accept an equal amount of Right-of-Way Dedication by adoption of Ordinance 934 (**Attachment 1**).

BACKGROUND/HISTORY:

The applicant proposes to construct a commercial retail center at the intersection of Soper Hill Road and SR-9. The proposed center will include a convenience store and gas pumps, along with associated site improvements such as a stormwater facility and landscaping. A future phase may include a car wash subject to approval of a code amendment. Proposed off-site improvements include the construction of a roundabout on Soper Hill Road that would provide access to a new road to the northeast for commercial development and the new elementary school adjacent to Lake Drive.

The commercial center design is predicated on the city vacating 12,077 square feet of unused right-of-way adjacent to Soper Hill Road. The ROW is not necessary for future road needs due to the configuration of Soper Hill Road as constructed.

In return for the ROW vacation, the City would receive 25,085 square feet of dedicated property in compensation. A drawing that illustrates the proposed vacation and dedication areas is included (**Attachment 1**). Subject to Lake Stevens Municipal Code 14.16C.095, the applicant has provided a cost summary of adjacent properties estimated to be between \$13.40 per square foot and \$0.04 per square foot to determine a value for the proposed vacations and dedications (**Attachment 2**).

The requested project is a legislative decision subject to a Type V permit and public hearing with City Council. The ROW vacation and associated dedication would need to be approved and accepted by the City Council prior to the issuance of any development permits. The city is in receipt of public comment concerning the proposed development and improvements to Soper Hill Road (**Attachment 3**).

ANALYSIS:

1. The city received a Type V application and supporting materials on December 28, 2016, identified as File No. LUA2016-0201, which staff deemed complete on January 13, 2017.
2. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus

bulletin boards, publishing on the city website and posting the site on March 14, 2017 in accordance with Chapter 14.16B LSMC, Part V.

3. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative responding to LSMC 14.16C.095 with the application.
 - a. Mr. Harry Cussen, on behalf of Mr. Walter Kjorsvik, petitioned the city to consider a right-of-way vacation of approximately 12,072 square feet. Mr. Kjorsvik proposes to dedicate a compensatory amount of property to the city totaling approximately 25,085 square feet
 - b. The application contains the signature of Walter Kjorsvik, the adjacent property owner.
 - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.
 - d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey.
 - e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
 - f. Decision Criteria pursuant to LSMC 14.16C.095(f):
 - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
 - 2) Responses to City Council criteria for deciding upon the petition:
 - i. The realignment and frontage improvements to Soper Hill Road will assure safer travel for both pedestrians and vehicles.
 - ii. The construction of a roundabout will provide improved vehicle circulation.
 - iii. The ROW vacation does not adversely affect the public need and will provide an opportunity for infill development.
 - iv. The ROW is not contemplated or needed for a future public use.
 - v. No abutting owner will become landlocked nor will any abutting owner have their access substantially impaired.
 - 3) The total assessed value of the area proposed to be vacated is \$82,376.08. The total assessed value of the area to be dedicated to the city is \$209,894.88.
 - g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

CONCLUSIONS:

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

descriptions or survey.

RECOMMENDATION

Staff recommends that the City Council **APPROVE** the proposed Right-of-Way Vacation (LUA2016-0201) subject to Ordinance 992 (**Attachment 4**).

APPEALS

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

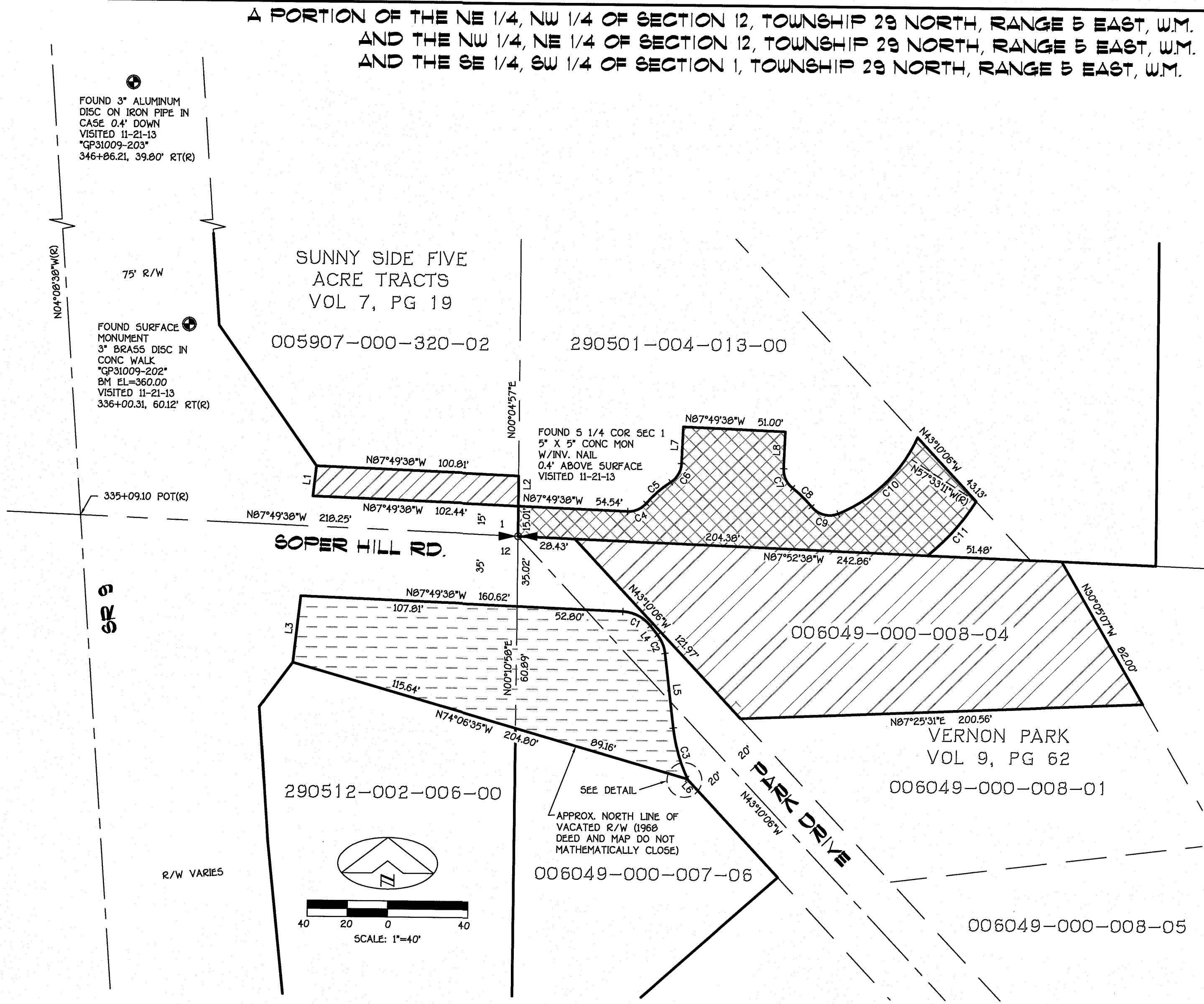
APPLICABLE CITY POLICIES: Lake Stevens Municipal Code 14.16C.095 – Right-of-Way Vacation and Chapter 14.16B LSMC, Part V – Type V Review - Quasi-Judicial, City Council Decisions

BUDGET IMPACT: There is no budget impact.

ATTACHMENTS:

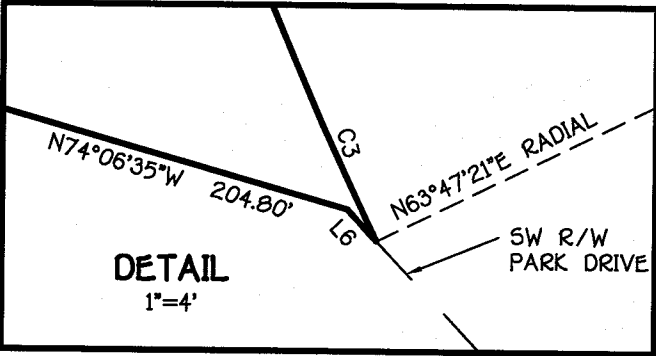
1. Survey
2. Value Assessment
3. Public Comment
4. Draft Ordinance 992

Exhibit 1



LINE	BEARING	DISTANCE
L1	N06°18'07"E	15.04'
L2	N00°04'57"E	15.01'
L3	N06°18'07"E	33.52'
L4	N38°23'54"W	5.77'
L5	N06°50'19"W	37.46'
L6	N43°10'06"W	0.91'
L7	N02°10'22"E	18.30'
L8	N02°10'22"E	18.28'

CURVE	RADIUS	DELTA ANGLE	ARC LENGTH
C1	18.50'	49°25'44"	15.96'
C2	18.50'	31°33'35"	10.19'
C3	80.50'	19°22'20"	27.22'
C4	11.50'	52°04'02"	10.45'
C5	53.50'	17°21'12"	16.20'
C6	11.50'	55°17'09"	11.10'
C7	11.50'	55°19'15"	11.10'
C8	53.50'	14°06'18"	13.17'
C9	11.50'	73°37'26"	14.78'
C10	74.50'	43°09'14"	56.11'
C11	115.50'	18°07'15"	36.53'



SURVEY REFERENCES
(R) WSDOT RECORD OF SURVEY AFN 201301095001
WSDOT RIGHT OF WAY PLAN: SR9, SOPER HILL VIC. TO SR92 VIC, JUNE 18, 2009
WSDOT RECORD OF SURVEY AFN 200801315002

BASIS OF BEARING
WSDOT RECORD OF SURVEY AFN 201301095001

SURVEY NOTES
EQUIPMENT: 5" ELECTRONIC TOTAL STATION AND/OR TOPCON GB 500 RTK GP5
METHOD: FIELD TRAVERSE AND/OR RTK GP5
THE CLOSURES OF THIS FIELD TRAVERSE CONDUCTED DURING THIS SURVEY MEET OR EXCEED THE MINIMUM CLOSURE STANDARDS STATED IN WAC 332-130-090.

- NORTH VACATION AREA: 1,524 SF
- SOUTH VACATION AREA: 10,523 SF
- NORTH DEDICATION AREA: 7,372 SF
- SOUTH DEDICATION AREA: 17,713 SF



A.S.P.I.
LAND SURVEYING
AND
PLANNING
4532-B EVERGREEN WAY
EVERETT, WA 98203
(425) 252-1884

**RIGHT-OF-WAY VACATION
& DEDICATION
LUA2016-0201**
SURVEY EXHIBIT
FOR
SOPER HILL LLLP
CITY OF LAKE STEVENS
SNOHOMISH COUNTY, WASHINGTON

PREP: 12-23-2016
REV: 03-21-2017
ASL
MSG
1 OF 2
213160

A PORTION OF THE NE 1/4, NW 1/4 OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M.
AND THE NW 1/4, NE 1/4 OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M.
AND THE SE 1/4, SW 1/4 OF SECTION 1, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M.

LEGAL DESCRIPTIONS - VACATIONS

NORTH

THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 1, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1;
THENCE NORTH 00°04'57" EAST ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER 30.02 FEET TO THE SOUTHEAST CORNER OF TRACT 320, SUNNY SIDE FIVE ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 7 OF PLATS, PAGE 19, RECORDS OF THE AUDITOR OF SNOHOMISH COUNTY, WASHINGTON, THE POINT OF BEGINNING;
THENCE NORTH 07°49'30" WEST ALONG THE SOUTH LINE OF SAID TRACT 100.81 FEET TO A POINT ON THE EAST RIGHT-OF-WAY MARGIN OF STATE ROUTE 9 AS CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 201008270653;
THENCE SOUTH 06°18'07" WEST ALONG SAID MARGIN 15.04 FEET TO A POINT ON A LINE WHICH IS PARALLEL WITH AND 15.00 FEET NORTH OF THE SOUTH LINE OF SAID SOUTHEAST QUARTER;
THENCE SOUTH 07°49'30" EAST ALONG SAID PARALLEL LINE 102.44 FEET TO A POINT ON SAID EAST LINE OF SAID SOUTHEAST QUARTER;
THENCE NORTH 00°04'57" EAST ALONG SAID EAST LINE 15.01 FEET TO THE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

HAVING AN AREA OF 1,524 SQUARE FEET, MORE OR LESS.

SOUTH

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 29 NORTH, RANGE 5 EAST W.M. AND THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 12 DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 12;
THENCE SOUTH 00°10'50" WEST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST QUARTER 95.92 FEET TO A POINT ON THE NORTH LINE OF THE PARTIAL VACATION OF SOPER HILL ROAD AS VACATED UNDER SNOHOMISH COUNTY COMMISSIONER'S RECORD VOLUME 40, PAGE 160, THE POINT OF BEGINNING;
THENCE NORTH 74°06'35" WEST ALONG SAID NORTH LINE 115.64 FEET TO A POINT ON THE EAST RIGHT-OF-WAY MARGIN OF STATE ROUTE 9 AS CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 201002090086;
THENCE NORTH 06°18'07" EAST ALONG SAID MARGIN 33.52 FEET TO A POINT ON A LINE WHICH IS PARALLEL WITH AND 35.00 FEET SOUTH OF THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHWEST QUARTER;
THENCE SOUTH 07°49'30" EAST ALONG SAID PARALLEL LINE 107.81 FEET TO A POINT ON SAID EAST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER;
THENCE CONTINUE SOUTH 07°49'30" EAST 52.80 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 10.50 FEET;
THENCE SOUTHEASTERLY ALONG SAID CURVE 15.96 FEET THROUGH A CENTRAL ANGLE OF 49°25'44";
THENCE SOUTH 30°23'54" EAST 5.77 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 10.50 FEET;
THENCE SOUTHEASTERLY ALONG SAID CURVE 10.19 FEET THROUGH A CENTRAL ANGLE OF 31°33'35";
THENCE SOUTH 06°50'19" EAST 37.46 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 80.50 FEET;
THENCE SOUTHERLY ALONG SAID CURVE 27.22 FEET THROUGH A CENTRAL ANGLE OF 19°22'20" TO A POINT ON THE SOUTHWESTERLY RIGHT-OF-WAY MARGIN OF PARK DRIVE;
THENCE NORTH 43°10'06" WEST ALONG SAID MARGIN 0.91 FEET TO A POINT ON THE SOUTHEASTERLY EXTENSION OF SAID NORTH LINE OF SAID PARTIAL VACATION;
THENCE NORTH 74°06'35" WEST ALONG SAID SOUTHEASTERLY EXTENSION AND SAID NORTH LINE 89.16 FEET TO THE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

HAVING AN AREA OF 10,523 SQUARE FEET, MORE OR LESS.

LEGAL DESCRIPTIONS - DEDICATIONS

NORTH

THAT PORTION OF THE WEST 310.04 FEET OF THE SOUTH 645.77 FEET OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 29 NORTH, RANGE 5 EAST OF THE WILLAMETTE MERIDIAN, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF SAID SECTION 1;
THENCE NORTH 00°04'57" EAST ALONG THE WEST LINE OF SAID SOUTHEAST QUARTER 15.01 FEET;
THENCE SOUTH 07°49'30" EAST 54.54 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 11.50 FEET;
THENCE NORTHEASTERLY ALONG SAID CURVE 10.45 FEET THROUGH A CENTRAL ANGLE OF 52°04'02" TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE SOUTHEAST HAVING A RADIUS OF 53.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS NORTH 49°53'40" WEST;
THENCE NORTHEASTERLY ALONG SAID CURVE 16.20 FEET THROUGH A CENTRAL ANGLE OF 17°21'12" TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 11.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS SOUTH 32°32'29" EAST;
THENCE NORTHEASTERLY ALONG SAID CURVE 11.10 FEET THROUGH A CENTRAL ANGLE OF 55°17'09";
THENCE NORTH 02°10'22" EAST 10.30 FEET;
THENCE AT RIGHT ANGLES SOUTH 07°49'30" EAST 51.00 FEET;
THENCE AT RIGHT ANGLES SOUTH 02°10'22" WEST 10.20 FEET TO THE BEGINNING OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 11.50 FEET;
THENCE SOUTHEASTERLY ALONG SAID CURVE 11.10 FEET THROUGH A CENTRAL ANGLE OF 55°19'15" TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 53.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS NORTH 36°51'07" EAST;
THENCE SOUTHEASTERLY ALONG SAID CURVE 13.17 FEET THROUGH A CENTRAL ANGLE OF 14°06'18" TO THE BEGINNING OF A REVERSE CURVE CONCAVE TO THE NORTH HAVING A RADIUS OF 11.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS SOUTH 50°57'25" WEST;
THENCE EASTERLY ALONG SAID CURVE 14.70 FEET THROUGH A CENTRAL ANGLE OF 73°37'26" TO THE BEGINNING OF A COMPOUND CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 74.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS SOUTH 22°40'02" EAST;
THENCE NORTHEASTERLY ALONG SAID CURVE 56.11 FEET THROUGH A CENTRAL ANGLE OF 43°09'14";
THENCE SOUTH 43°10'06" EAST 43.13 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE TO THE NORTHWEST HAVING A RADIUS OF 115.50 FEET AND TO WHICH POINT A RADIAL LINE BEARS SOUTH 57°33'11" EAST;
THENCE SOUTHWESTERLY ALONG SAID CURVE 36.53 FEET THROUGH A CENTRAL ANGLE OF 10°07'15" TO A POINT ON THE SOUTH LINE OF SAID SOUTHEAST QUARTER;
THENCE NORTH 07°52'30" WEST ALONG SAID SOUTH LINE 204.38 FEET TO THE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

HAVING AN AREA OF 7,372 SQUARE FEET, MORE OR LESS.

SOUTH

A PORTION OF LOT 0, VERNON PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 9 OF PLATS, PAGE 62, RECORDS OF SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 0;
THENCE SOUTH 45°07'40" EAST ALONG THE WEST LINE OF SAID LOT 0 FOR 121.97 FEET;
THENCE NORTH 05°04'57" EAST 199.97 FEET;
THENCE NORTH 32°03'40" WEST FOR 02 FEET TO THE NORTHERLY LINE OF SAID LOT 0;
THENCE NORTH 09°51'11" WEST ALONG SAID LINE FOR 241.73 FEET TO THE TRUE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

HAVING AN AREA OF 17,713 SQUARE FEET, MORE OR LESS.



<div><div>A.S.P.I.</div><div>LAND SURVEYING AND PLANNING</div><div>4532-B EVERGREEN WAY EVERETT, WA 98203 (425) 252-1884</div></div>	RIGHT-OF-WAY VACATION & DEDICATION LUA2016-0201		PREP: 12-23-2016
	SURVEY EXHIBIT FOR SOPER HILL LLLP		REV: 03-21-2017
	CITY OF LAKE STEVENS SNOHOMISH COUNTY, WASHINGTON		ASL
			M5G
			2 OF 2
		213160	

A.S.P.I.

4532-B Evergreen Way Everett, WA 98203

Land Surveying & Planning

Tele: (425) 252-1884 Fax: (425) 339-0269

December 21, 2016

Russ Wright
City of Lake Stevens Planning and Community Development
1812 Main Street
Lake Stevens, WA 98258

RE: Soper Hill Commercial ROW Vacation Preliminary Appraisal

Mr. Wright:

The following is a preliminary appraisal for the Soper Hill Commercial ROW Vacation (Exhibit "A"). The proposal includes two areas of vacation; North Vacation Area and South Vacation Area. LSMC 14.16C.095(e)(1) outlines the methodology used in this appraisal:

"The assessed value of comparable abutting property shall be obtained from the records of the Snohomish County assessor. The average of said values, on a square foot basis, shall be applied to the right-of-way which is proposed for vacation."

North Vacation Area

Abutting Parcel Numbers: 005907-000-320-02
290501-004-013-00

005907-000-320-02 (Exhibit "B"):

Use Code: 910 Undeveloped (Vacant) Land
Size (Gross): 21,093 SF (0.48 acres)
Assessed Value: \$82,500.00
Value/SF: \$3.91/SF

290501-004-013-00 (Exhibit "C"):

Use Code: 910 Undeveloped (Vacant) Land
Size (Gross): 30,264 SF (0.69 acres)
Assessed Value: \$1,300.00
Value/SF: \$0.04/SF

Assessed Value of North Vacation Area:

Size (Gross): 1,524 SF (0.03 acres)
Average Value/SF (B & C): \$1.98/SF
Assessed Value: **\$3,017.52**

South Vacation Area

Abutting Parcel Numbers: 290512-002-006-00
006049-000-007-06

290512-002-006-00 (Exhibit "D"):

Use Code: 910 Undeveloped (Vacant) Land
Size (Gross): 67,689 SF (1.55 acres)
Assessed Value: \$111,000.00
Value/SF: \$1.64/SF

006049-000-007-06 (Exhibit "E"):

Use Code: 111 Single Family Residence - Detached
Size (Gross): 14,113 SF (0.32 acres)
Assessed Value: \$189,100.00
Value/SF: \$13.40/SF

Assessed Value of South Vacation Area:

Size (Gross): 10,553 SF (0.24 acres)
Average Value/SF (D & E): \$7.52/SF
Assessed Value: \$79,358.56

Total Assessed Value of area to be vacated: \$82,376.08

North Dedication Area

Parcel Number: 290501-004-013-00

290501-004-013-00 (Exhibit "C"):

Use Code: 910 Undeveloped (Vacant) Land
Size (Gross): 30,264 SF (0.69 acres)
Assessed Value: \$1,300.00
Value/SF: \$0.04/SF

Assessed Value of North Dedication Area:

Size (Gross): 7,372 SF (0.17 acres)
Value/SF: \$0.04/SF
Assessed Value: \$294.88

South Dedication Area

Parcel Number: 006049-000-008-04

006049-000-008-04 (Exhibit "F"):

Use Code: 111 Single Family Residence - Detached
Size (Gross): 17,713 SF (0.41 acres)
Assessed Value: \$209,600.00
Value/SF: \$11.83/SF

Assessed Value of South Dedication Area:

Size (Gross): 17,713 SF (0.41 acres)
Value/SF: \$11.83/SF
Assessed Value: \$209,600.00

Total Assessed Value of area to be dedicated: \$209,894.88

If you have any questions please feel free to call or e-mail me.

Sincerely,
ALPHA SUBDIVISION PRO'S, INC.



Andrew S. Lofstedt



VICINITY MAP

SCALE: 1" = 2,000'



NORTH VACATION AREA: 1,524 SF



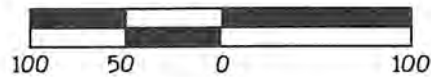
SOUTH VACATION AREA: 10,523 SF



NORTH DEDICATION AREA: 7,372 SF



SOUTH DEDICATION AREA: 17,713 SF



SCALE: 1" = 100'

**RIGHT-OF-WAY EXHIBIT
 FOR
 SOPER HILL COMMERCIAL**

**CITY OF LAKE STEVENS
 SNOHOMISH COUNTY, WASHINGTON**

12-23-2016

A5L

213160

A.S.P.I.



**4532-B EVERGREEN WAY
 EVERETT, WA 98203
 (425) 252-1884**

EXHIBIT "B"



Property Account Summary

Parcel Number	00590700032002	Property Address	UNKNOWN UNKNOWN , UNKNOWN,
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Parties - For changes use 'Other Property Data' menu

Role	Percent	Name	Mailing Address
Taxpayer	100	KJORSVIK WALTER/PETRA	1312 E LAKESHORE DR, LAKE STEVENS, WA 98258
Owner	100	KJORSVIK WALTER & PETRA	1312 E LAKESHORE DR, LAKE STEVENS, WA 98258-9742 United States

General Information

Property Description	Section 1 Township 29 Range 5 Quarter SW - SUNNYSIDE FIVE ACRE TRS BLK 000 D-02 - THAT PTN TR 320 LY E OF E BDY S/HY 1A AKA HWY 9 & LY SLY OF FDL BEG INT C/L S/HY NO 15-A AKA VERNON RD TAP WH IS180FT ELY OF & MEAS PERP TO C/L OF CO RD KNOWN AS PARK DR IN SEC 12-29-5 TH NWLY ALG LN 180FT ELY OF & PLT C/L SD PARK DR TO INT OF SD LN WITH C/L OF S/HY 1-A IN SEC 1-29-5 TERM OF SD LN LESS RD R/WTO ST OF WA PER WD REC AFN 201008270653
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	910 Undeveloped (Vacant) Land
Unit of Measure	Acre(s)
Size (gross)	0.45

Related Properties

No Values Found

Active Exemptions

No Exemptions Found

Statement of Payable/Paid For Tax Year: 2016

Distribution of Current Taxes

District	Rate	Amount
CITY OF LAKE STEVENS	1.43	118.06
FIRE DISTRICT 08 LAKE STEVENS	1.78	147.07
LAKE STEVENS SCHOOL DIST NO 4	4.57	377.08
SNO-ISLE INTERCOUNTY RURAL LIBRARY	0.44	36.51
SNOHOMISH COUNTY-CNT	0.93	76.97
STATE	2.12	175.21
SNOHOMISH CONSERVATION DISTRICT		5.02
TOTALS	11.28	935.92

Pending Real Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2017	82,500	0	82,500	0	0	0

Property Values

Value Type	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013	Tax Year 2012
Taxable Value Regular	82,500	82,500	82,500	82,500	87,400
Exemption Amount Regular					
Market Total	82,500	82,500	82,500	82,500	87,400
Assessed Value	82,500	82,500	82,500	82,500	87,400
Market Land	82,500	82,500	82,500	82,500	87,400
Market Improvement	0	0	0	0	0
Personal Property					

Levy Rate History

Tax Year	Total Levy Rate
2015	12.145206
2014	13.074286
2013	13.819751

Real Property Structures

Description	Type	Year Built	More Information

Property Sales (since 7/31/1999)

Transfer Date	Receipt Date	Sales Price	Excise Number	Deed Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
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10/15/2014	10/16/2014	\$1,250,000	E042865	W	JENKINS MELVIN ESTATE/JENKINS BETTY	KJORSVIK WALTER & PETRA	Yes
7/8/2009	8/28/2009	\$0	130739	QC	JENKINS BETTY E ESTATE	JENKINS JOHN PAUL TRUSTEE	Yes
7/8/2009	8/28/2009	\$0	130740	QC	JENKINS BETTY E ESTATE	JENKINS MELVIN PAUL	Yes

Property Maps

Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
5209000	29	05	01	SW	View parcel maps for this Township/Range/Section

Receipts

Date	Receipt No.	Amount Applied
04/18/2016 14:31:00	8699093	467.96
10/30/2015 11:32:00	8568583	503.50
04/15/2015 11:31:00	8133900	503.50
10/17/2014 10:48:00	7842755	541.83
03/13/2014 00:00:00	7531100	541.82
09/17/2013 09:15:00	7274271	572.58
04/10/2013 10:12:00	7042256	1,405.39
09/18/2012 13:37:00	6735443	1,256.14
04/07/2011 00:00:00	5942673	660.97

Events

Effective Date	Entry Date-Time	Type	Remarks
10/16/2014	10/16/2014 11:32:06	Excise Processed	Temporary Excise: T014265 Finalized to: E042865
10/15/2014	10/20/2014 10:39:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: E042865, Statutory Warranty Deed by sascaf
10/15/2014	10/20/2014 10:37:00	Owner Terminated	Property Transfer Filing No.: E042865 10/15/2014 by sascaf
10/15/2014	10/20/2014 10:37:00	Owner Terminated	Property Transfer Filing No.: E042865 10/15/2014 by sascaf
10/15/2014	10/20/2014 10:37:00	Owner Added	Property Transfer Filing No.: E042865 10/15/2014 by sascaf
10/15/2014	10/16/2014 11:32:00	Excise Processed	Property Transfer Filing No.: T014265, submitted by eREET 10/15/2014 by ASCEREET
10/08/2010	10/08/2010 10:45:00	Tax Bill Recalculation	Value Modification for 2010 performed by straml
09/21/2010	09/21/2010 10:42:00	Value Modification	Type: Value Change Due to Segregation/Merger, Status: Approved, Tax Year: 2011 by sascaf
09/21/2010	09/21/2010 10:42:00	Property Characteristic Changed	2011 Size (gross) changed from 0.48 to 0.45 by sascaf
09/21/2010	09/21/2010 10:42:00	Property Characteristic Changed	2011 Surface Water Units changed from 0.48 to 0.45 by sascaf
09/21/2010	09/21/2010 10:42:00	Property Characteristic Changed	2010 Size (gross) changed from 0.48 to 0.45 by sascaf
09/21/2010	09/21/2010 10:42:00	Property Characteristic Changed	2010 Surface Water Units changed from 0.48 to 0.45 by sascaf
09/21/2010	09/21/2010 10:41:00	Value Modification	Type: Value Change Due to Segregation/Merger, Status: Approved, Tax Year: 2010 by sascaf
09/08/2010	09/08/2010 09:32:00	Value Modification	Type: Value Change Due to Segregation/Merger, Status: Under Review, Tax Year: 2010 by sascaf
08/05/2010	08/27/2010 14:45:00	Excise Processed	Property Transfer Filing No.: 417351, Warranty Deed 08/05/2010 by strdlg
07/08/2009	09/08/2009 11:42:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 130740, Quit Claim Deed by sascaf
07/08/2009	09/08/2009 11:42:00	Owner Terminated	Property Transfer Filing No.: 130740 07/08/2009 by sascaf
07/08/2009	09/08/2009 11:42:00	Owner Added	Property Transfer Filing No.: 130740 07/08/2009 by sascaf
07/08/2009	09/08/2009 11:40:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 130739, Quit Claim Deed by sascaf
07/08/2009	09/08/2009 11:40:00	Owner Added	Property Transfer Filing No.: 130739 07/08/2009 by sascaf
07/08/2009	08/28/2009 11:04:00	Taxpayer Changed	Property Transfer Filing No.: 130740 07/08/2009 by strphb
07/08/2009	08/28/2009 11:03:00	Taxpayer Changed	Property Transfer Filing No.: 130739 07/08/2009 by strphb
07/08/2009	08/28/2009 10:51:00	Excise Processed	Property Transfer Filing No.: 130740, Quit Claim Deed 07/08/2009 by strphb
07/08/2009	08/28/2009 10:46:00	Excise Processed	Property Transfer Filing No.: 130739, Quit Claim Deed 07/08/2009 by strphb
12/04/2006	12/04/2006 15:34:00	Property Characteristic Changed	2007 State Forest Fire Units changed from 0.01 to by sascaf
12/04/2006	12/04/2006 15:25:00	Property Characteristic Changed	2007 State Forest Fire Units changed from to 0.01 by sascaf
10/13/2006	10/13/2006 12:03:00	Property Characteristic Changed	2007 State Forest Fire Units changed from 0.01 to by sascaf
01/31/2006	01/31/2006 16:37:00	Annexation Completed For Property	CTYLSK ORD 719 - GREENSPACE - CAM WEST-added to annexation by batch process 87,261. by sascaf
06/14/2004	06/14/2004 15:28:00	Taxpayer Changed	Party/Property Relationship by strsjb

Version 1.0.5211.18540

EXHIBIT "C"



Property Account Summary

Parcel Number	29050100401300	Property Address	UNKNOWN UNKNOWN , UNKNOWN,
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Parties - For changes use 'Other Property Data' menu

Role	Percent	Name	Mailing Address
Taxpayer	100	KJORSVIK WALTER/PETRA	1312 E LAKESHORE DR, LAKE STEVENS, WA 98258
Owner	100	KJORSVIK WALTER & PETRA	1312 E LAKESHORE DR, LAKE STEVENS, WA 98258-9742 United States

General Information

Property Description	SEC 01 TWP 29 RGE 05THAT PTN W 318.04FT OF S 645.77FT OF SW1/4 SE1/4 LY SLY OF FDL BEG INT C/L S/HY NO 15-A AKA VERNON RD IN SEC 12-29-5 BEING ON THE E LN SD SEC TH SWLYALG C/L VERNON RD TAP WH IS 180FT ELYOF & MEAS PERP TO C/L OF CO RD KNOWN AS PARK DR IN SEC 12-29-5 TH NWLY ALG LN 180FT ELY OF & PLT C/L SD PARK DR TO INT OF SD LN WITH C/L OF S/HY 1-A INSEC 1-29-5 & TERM OF SD LN
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	910 Undeveloped (Vacant) Land
Unit of Measure	Acre(s)
Size (gross)	0.65

Related Properties

No Values Found

Active Exemptions

No Exemptions Found

No Taxes Owed at this Time. No Charges are currently due.

No Charge Amounts can be reported because no taxes are due for the year this application is processing. No Charge Amounts are due for this property. If you believe this is incorrect, please contact a Property Support Specialist.

Statement of Payable/Paid For Tax Year: 2016

Distribution of Current Taxes

District	Rate	Amount
CITY OF LAKE STEVENS	1.43	1.86
FIRE DISTRICT 08 LAKE STEVENS	1.78	2.31
LAKE STEVENS SCHOOL DIST NO 4	4.57	5.94
SNO-ISLE INTERCOUNTY RURAL LIBRARY	0.44	0.58
SNOHOMISH COUNTY-CNT	0.93	1.21
STATE	2.12	2.77
SNOHOMISH CONSERVATION DISTRICT		5.03
TOTALS	11.28	19.70

Pending Real Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2017	1,300	0	1,300	0	0	0

Property Values

Value Type	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013	Tax Year 2012
Taxable Value Regular	1,300	1,300	1,300	1,300	1,300
Exemption Amount Regular					
Market Total	1,300	1,300	1,300	1,300	1,300
Assessed Value	1,300	1,300	1,300	1,300	1,300
Market Land	1,300	1,300	1,300	1,300	1,300
Market Improvement	0	0	0	0	0
Personal Property					

Levy Rate History

Tax Year	Total Levy Rate
2015	12.145206
2014	13.074286
2013	13.819751

Real Property Structures

Description	Type	Year Built	More Information

Property Sales (since 7/31/1999)

Transfer Date	Receipt Date	Sales Price	Excise Number	Deed Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
10/15/2014	10/16/2014	\$1,250,000	E042865	W	JENKINS MELVIN ESTATE/JENKINS BETTY	KJORSVIK WALTER & PETRA	Yes
7/8/2009	8/28/2009	\$0	130739	QC	JENKINS BETTY E ESTATE	JENKINS JOHN PAUL TRUSTEE	Yes
7/8/2009	8/28/2009	\$0	130740	QC	JENKINS BETTY E ESTATE	JENKINS MELVIN PAUL	Yes

Property Maps

Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
5209000	29	05	01	SE	View parcel maps for this Township/Range/Section

Receipts

Date	Receipt No.	Amount Applied
04/18/2016 14:31:00	8699093	
04/15/2015 11:31:00	8133900	19.70
03/14/2014 00:00:00	7534698	20.82
04/10/2013 13:37:00	7042431	22.02
04/07/2011 00:00:00	5942675	50.35
		21.07

Events

Effective Date	Entry Date-Time	Type	Remarks
10/16/2014	10/16/2014 11:32:06	Excise Processed	Temporary Excise: T014265 Finalized to: E042865
10/15/2014	10/20/2014 10:39:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: E042865, Statutory Warranty Deed by sasset
10/15/2014	10/20/2014 10:37:00	Owner Terminated	Property Transfer Filing No.: E042865 10/15/2014 by sasset
10/15/2014	10/20/2014 10:37:00	Owner Terminated	Property Transfer Filing No.: E042865 10/15/2014 by sasset
10/15/2014	10/20/2014 10:37:00	Owner Added	Property Transfer Filing No.: E042865 10/15/2014 by sasset
10/15/2014	10/16/2014 11:32:00	Excise Processed	Property Transfer Filing No.: T014265, submitted by eREET 10/15/2014 by ASCEREET
07/08/2009	09/08/2009 11:42:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 130740, Quit Claim Deed by sasset
07/08/2009	09/08/2009 11:42:00	Owner Terminated	Property Transfer Filing No.: 130740 07/08/2009 by sasset
07/08/2009	09/08/2009 11:42:00	Owner Added	Property Transfer Filing No.: 130740 07/08/2009 by sasset
07/08/2009	09/08/2009 11:40:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 130739, Quit Claim Deed by sasset
07/08/2009	09/08/2009 11:40:00	Owner Added	Property Transfer Filing No.: 130739 07/08/2009 by sasset
07/08/2009	08/28/2009 11:04:00	Taxpayer Changed	Property Transfer Filing No.: 130740 07/08/2009 by strphb
07/08/2009	08/28/2009 11:03:00	Taxpayer Changed	Property Transfer Filing No.: 130739 07/08/2009 by strphb
07/08/2009	08/28/2009 10:51:00	Excise Processed	Property Transfer Filing No.: 130740, Quit Claim Deed 07/08/2009 by strphb
07/08/2009	08/28/2009 10:46:00	Excise Processed	Property Transfer Filing No.: 130739, Quit Claim Deed 07/08/2009 by strphb
10/13/2006	10/13/2006 14:46:00	Property Characteristic Changed	2007 State Forest Fire Units changed from 0.65 to by sascab
01/31/2006	01/31/2006 17:02:00	Tax Code Area Change	Property Maintenance Changed TCA from 03194 TO 05048 for tax year 2006. by sascab
01/31/2006	01/31/2006 16:53:00	Tax Code Area Change	Property Maintenance Changed TCA from 05048 TO 03194 for tax year 2006. by sascab
01/31/2006	01/31/2006 16:37:00	Annexation Completed For Property	CTYLS ORD 719 - GREENSPACE - CAM WEST-added to annexation by batch process 87,261. by sascab
06/14/2004	06/14/2004 15:25:00	Taxpayer Changed	Party/Property Relationship by strsjb

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Version 1.0.5211.18540

EXHIBIT "D"



Property Account Summary

Parcel Number	29051200200600	Property Address	UNKNOWN UNKNOWN , UNKNOWN,
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Parties - For changes use 'Other Property Data' menu

Role	Percent	Name	Mailing Address
Taxpayer	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258
Owner	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258

General Information

Property Description	Section 12 Township 29 Range 05 Quarter NW N 840 FT OF E1/2 NE1/4 NW1/4 LY E OF S/HY LESS RD TGW PTN VAC RD SUR 1536 LY ADJ TO & ABTG UPON SD TR LESS TH PTN CONVD TO ST OF WA FOR RD R/W PER SWDAFN 201002090086
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	910 Undeveloped (Vacant) Land
Unit of Measure	Acre(s)
Size (gross)	1.47

Related Properties

No Values Found

Active Exemptions

No Exemptions Found

Statement of Payable/Paid For Tax Year: 2016

Distribution of Current Taxes

District	Rate	Amount
CITY OF LAKE STEVENS	1.43	158.85
FIRE DISTRICT 08 LAKE STEVENS	1.78	197.87
LAKE STEVENS SCHOOL DIST NO 4	4.57	507.34
SNO-ISLE INTERCOUNTY RURAL LIBRARY	0.44	49.12
SNOHOMISH COUNTY-CNT	0.93	103.56
STATE	2.12	235.73
SNOHOMISH CONSERVATION DISTRICT		5.07
TOTALS	11.28	1,257.54

Pending Real Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2017	132,300	0	132,300	0	0	0

Property Values

Value Type	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013	Tax Year 2012
Taxable Value Regular	111,000	82,000	78,600	65,100	94,800
Exemption Amount Regular					
Market Total	111,000	82,000	78,600	65,100	94,800
Assessed Value	111,000	82,000	78,600	65,100	94,800
Market Land	111,000	82,000	78,600	65,100	94,800
Market Improvement	0	0	0	0	0
Personal Property					

Levy Rate History

Tax Year	Total Levy Rate
2015	12.145206
2014	13.074286
2013	13.819751

Real Property Structures

Description	Type	Year Built	More Information

Property Sales (since 7/31/1999)

Transfer Date	Receipt Date	Sales Price	Excise Number	Deed Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
10/5/2015	10/12/2015	\$27,500	1087607	QC	KJORSVIK WALTER K & PETRA	SOPER HILL LLLP	No
6/25/2014	7/2/2014	\$5,000	E038883	QC	POPE RESOURCES	KJORSVIK WALTER & PETRA	No

9/30/2013	10/1/2013	\$55,000	E030704	W	PHILABAUM SHIRLEY E	KJORSVIK WALTER	No
8/14/2013	8/15/2013	\$0	1032494	QC	MCS DEV LLC	PHILABAUM SHIRLEY & DANIEL	No
6/28/2006	7/3/2006	\$25,000	300634	QC	BURNS ANN LOUISE & DON	FLICKNER/TAFF/PHILABAUM	No
6/28/2006	7/3/2006	\$0	300635	QC	TAFF WILLIAM	TAFF CHERYL	No
6/28/2006	7/3/2006	\$0	300636	QC	PHILABAUM DANIEL	PHILABAUM SHIRLEY E	No
6/28/2006	7/3/2006	\$0	300637	QC	FLICKNER LAURIE	FLICKNER MARVIN H	No
6/28/2006	7/3/2006	\$0	300638	QC	FLICKNER/TAFF/PHILABAUM	MCS DEV LLC	No

Property Maps

Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
2616000	29	05	12	NW	View parcel maps for this Township/Range/Section

Receipts

Date	Receipt No.	Amount Applied
04/18/2016 14:31:00	8699093	628.77
10/30/2015 11:32:00	8568583	500.49
04/15/2015 11:31:00	8133900	1,770.73
10/14/2013 11:03:00	7307976	452.37
05/06/2013 00:00:00	7235867	452.37
10/26/2012 00:00:00	6843098	630.60
05/02/2012 00:00:00	6694652	630.59
11/02/2011 00:00:00	6407127	697.38
04/27/2011 00:00:00	6117116	697.37

Events

Effective Date	Entry Date-Time	Type	Remarks
10/05/2015	10/14/2015 14:49:00	Owner Terminated	Property Transfer Filing No.: 1087607 10/05/2015 by sasset
10/05/2015	10/14/2015 14:49:00	Owner Added	Property Transfer Filing No.: 1087607 10/05/2015 by sasset
10/05/2015	10/12/2015 09:32:00	Taxpayer Changed	Property Transfer Filing No.: 1087607 10/05/2015 by strjin
10/05/2015	10/12/2015 09:32:00	Excise Processed	Property Transfer Filing No.: 1087607, Quit Claim Deed 10/05/2015 by strjin
07/02/2014	07/02/2014 09:07:19	Excise Processed	Temporary Excise: T010201 Finalized to: E038883
06/25/2014	07/02/2014 09:07:00	Excise Processed	Property Transfer Filing No.: T010201, submitted by eREET 06/25/2014 by ASCEREET
10/01/2013	10/01/2013 13:16:33	Excise Processed	Temporary Excise: T001797 Finalized to: E030704
09/30/2013	10/23/2013 14:17:00	Owner Terminated	Property Transfer Filing No.: E030704 09/30/2013 by sascaf
09/30/2013	10/23/2013 14:17:00	Owner Added	Property Transfer Filing No.: E030704 09/30/2013 by sascaf
09/30/2013	10/01/2013 13:16:00	Excise Processed	Property Transfer Filing No.: T001797, submitted by eREET 09/30/2013 by ASCEREET
08/14/2013	10/04/2013 12:07:00	Owner Terminated	Property Transfer Filing No.: 1032494 08/14/2013 by sascaf
08/14/2013	10/04/2013 12:07:00	Owner Added	Property Transfer Filing No.: 1032494 08/14/2013 by sascaf
08/14/2013	08/15/2013 11:20:00	Taxpayer Changed	Property Transfer Filing No.: 1032494 08/14/2013 by strtjg
08/14/2013	08/15/2013 11:20:00	Excise Processed	Property Transfer Filing No.: 1032494, Quit Claim Deed 08/14/2013 by strtjg
05/19/2010	05/19/2010 12:50:00	Tax Bill Recalculation	Value Modification for 2010 performed by straml
05/04/2010	05/04/2010 12:41:00	Property Characteristic Changed	2010 Size (gross) changed from 1.80 to 1.47 by sasdas
05/04/2010	05/04/2010 12:41:00	Property Characteristic Changed	2010 Surface Water Units changed from 1.80 to 1.47 by sasdas
05/04/2010	05/04/2010 11:42:00	Value Modification	Type: Value Change Due to Segregation/Merger, Status: Approved, Tax Year: 2010 by sasdas
04/30/2010	04/30/2010 10:27:00	Value Modification	Type: Value Change Due to Segregation/Merger, Status: Under Review, Tax Year: 2010 by sasdas
01/27/2010	02/09/2010 09:32:00	Excise Processed	Property Transfer Filing No.: 227364, Warranty Deed 01/27/2010 by strgss
10/13/2006	10/13/2006 14:50:00	Property Characteristic Changed	2007 State Forest Fire Units changed from 0.01 to by sascaf
06/28/2006	07/26/2006 14:02:00	Owner Terminated	Property Transfer Filing No.: 300638 06/28/2006 by sasset
06/28/2006	07/26/2006 14:02:00	Owner Terminated	Property Transfer Filing No.: 300638 06/28/2006 by sasset
06/28/2006	07/26/2006 14:02:00	Owner Terminated	Property Transfer Filing No.: 300638 06/28/2006 by sasset
06/28/2006	07/26/2006 14:02:00	Owner Added	Property Transfer Filing No.: 300638 06/28/2006 by sasset
06/28/2006	07/26/2006 14:00:00	Owner Terminated	Property Transfer Filing No.: 300634 06/28/2006 by sasset
06/28/2006	07/26/2006 14:00:00	Owner Added	Property Transfer Filing No.: 300634 06/28/2006 by sasset
06/28/2006	07/26/2006 14:00:00	Owner Added	Property Transfer Filing No.: 300634 06/28/2006 by sasset
06/28/2006	07/26/2006 14:00:00	Owner Added	Property Transfer Filing No.: 300634 06/28/2006 by sasset

06/28/2006	07/17/2006 16:49:00	Taxpayer Changed	Property Transfer Filing No.: 300638 06/28/2006 by strbaw
06/28/2006	07/03/2006 15:01:00	Excise Processed	Property Transfer Filing No.: 300638, Quit Claim Deed 06/28/2006 by strbjp
06/28/2006	07/03/2006 14:58:00	Excise Processed	Property Transfer Filing No.: 300637, Quit Claim Deed 06/28/2006 by strbjp
06/28/2006	07/03/2006 14:55:00	Excise Processed	Property Transfer Filing No.: 300636, Quit Claim Deed 06/28/2006 by strbjp
06/28/2006	07/03/2006 14:53:00	Excise Processed	Property Transfer Filing No.: 300635, Quit Claim Deed 06/28/2006 by strbjp
06/28/2006	07/03/2006 14:49:00	Excise Processed	Property Transfer Filing No.: 300634, Quit Claim Deed 06/28/2006 by strbjp
01/31/2006	01/31/2006 16:37:00	Annexation Completed For Property	CTYLS ORD 719 - GREENSPACE - CAM WEST-added to annexation by batch process 87,261. by sascab

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EXHIBIT "E"



Property Account Summary

Parcel Number	0060490000706	Property Address	2730 SOPER HILL RD , LAKE STEVENS, WA 98258-4235
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Parties - For changes use 'Other Property Data' menu

Role	Percent	Name	Mailing Address
Taxpayer	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258
Owner	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258

General Information

Property Description	VERNON PARK BLK 000 D-06 - TH PTN LOT 7 DAF BAAP ON PARK DR656.6 FT N OF SE COR SD LOT AS MEAS ALG SD DR TH SWLY TO W LN SD LOT AAP 552.98 FT N OF SW COR SD LOT TH NLY ALG W LN SD LOT TO INT OF W LN SD LOT& PARK DR TH SLY TPB LESS SOPER HILL RDSURV NO 1536 PER AF NO 615017 QCD 280- 565 ON 2/3/36 TGW PTN SOPER HILL RD SURV 1536 LY ADJ TO & ABTG UPON SD TR VAC PER COMM RECORDS V 48 P 160 9/30/68
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	111 Single Family Residence - Detached
Unit of Measure	Acre(s)
Size (gross)	0.4

Related Properties

No Values Found

Active Exemptions

No Exemptions Found

Statement of Payable/Paid For Tax Year: 2016

Distribution of Current Taxes

District	Rate	Amount
CITY OF LAKE STEVENS	1.43	270.62
FIRE DISTRICT 08 LAKE STEVENS	1.78	337.10
LAKE STEVENS SCHOOL DIST NO 4	4.57	864.31
SNO-ISLE INTERCOUNTY RURAL LIBRARY	0.44	83.68
SNOHOMISH COUNTY-CNT	0.93	176.43
STATE	2.12	401.58
LAKE STEVENS CITY WMA		104.00
SNOHOMISH CONSERVATION DISTRICT		5.02
TOTALS	11.28	2,242.74

Pending Real Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2017	99,100	103,300	202,400	0	0	0

Property Values

Value Type	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013	Tax Year 2012
Taxable Value Regular	189,100	188,300	161,900	148,800	177,900
Exemption Amount Regular					
Market Total	189,100	188,300	161,900	148,800	177,900
Assessed Value	189,100	188,300	161,900	148,800	177,900
Market Land	87,700	81,900	69,300	54,000	67,500
Market Improvement	101,400	106,400	92,600	94,800	110,400
Personal Property					

Levy Rate History

Tax Year	Total Levy Rate
2015	12.145206
2014	13.074286
2013	13.819751

Real Property Structures

Description	Type	Year Built	More Information
1 Story	Dwelling	1968	View Detailed Structure Information

Property Sales (since 7/31/1999)

Transfer Date	Receipt Date	Sales Price	Excise Number	Deed Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
10/5/2015	10/8/2015	\$0	1087468	QC	KJORSVIK/CUSSEN	SOPER HILL LLLP	No
8/19/2015	8/26/2015	\$220,500	E055614	W	PHILABAUM/FLICKNER/TAFF	KJORSVIK WALT/CUSSEN HARRY	No
7/12/2006	7/14/2006	\$0	205926	QC	FLICKNER LAURIE	FLICKNER MARVIN H	No
7/12/2006	7/14/2006	\$0	205927	QC	TAFF WILLIAM	TAFF CHERYL ANN	No
7/6/2006	7/14/2006	\$0	205928	QC	PHILABAUM DANIEL L	PHILABAUM SHIRLEY E	No
7/5/2006	7/14/2006	\$260,000	205925	W	SONDERLAND DAVID M & KAREN T	FLICKNER/TAFF/PHILABAUM	No

Property Maps

Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
2616000	29	05	12	NE	View parcel maps for this Township/Range/Section

Receipts

Date	Receipt No.	Amount Applied
04/18/2016 14:31:00	8699093	1,121.37
10/30/2015 11:32:00	8568583	1,197.98
04/15/2015 00:00:00	8130222	1,197.98
10/27/2014 00:00:00	7895805	1,112.88
04/16/2014 00:00:00	7618933	1,112.87
10/28/2013 00:00:00	7392019	1,082.70
04/25/2013 00:00:00	7127814	1,082.70
10/26/2012 00:00:00	6855151	1,233.12
04/26/2012 00:00:00	6586559	1,233.11
10/26/2011 00:00:00	6317645	1,308.55
04/27/2011 00:00:00	6059506	1,308.55

Events

Effective Date	Entry Date-Time	Type	Remarks
10/05/2015	10/14/2015 14:00:00	Owner Terminated	Property Transfer Filing No.: 1087468 10/05/2015 by sasset
10/05/2015	10/14/2015 14:00:00	Owner Added	Property Transfer Filing No.: 1087468 10/05/2015 by sasset
10/05/2015	10/08/2015 15:20:00	Taxpayer Changed	Property Transfer Filing No.: 1087468 10/05/2015 by strtgj
10/05/2015	10/08/2015 15:20:00	Excise Processed	Property Transfer Filing No.: 1087468, Quit Claim Deed 10/05/2015 by strtgj
08/26/2015	08/26/2015 08:42:22	Excise Processed	Temporary Excise: T027419 Finalized to: E055614
08/19/2015	09/14/2015 16:00:00	Owner Terminated	Property Transfer Filing No.: E055614 08/19/2015 by sasset
08/19/2015	09/14/2015 16:00:00	Owner Terminated	Property Transfer Filing No.: E055614 08/19/2015 by sasset
08/19/2015	09/14/2015 16:00:00	Owner Terminated	Property Transfer Filing No.: E055614 08/19/2015 by sasset
08/19/2015	09/14/2015 16:00:00	Owner Added	Property Transfer Filing No.: E055614 08/19/2015 by sasset
08/19/2015	09/14/2015 16:00:00	Owner Added	Property Transfer Filing No.: E055614 08/19/2015 by sasset
08/19/2015	09/14/2015 16:00:00	Owner Terminated	Party/Property Relationship by sasset
08/19/2015	08/26/2015 08:42:00	Excise Processed	Property Transfer Filing No.: T027419, submitted by eREET 08/19/2015 by ASCEREET
07/12/2006	07/14/2006 10:02:00	Excise Processed	Property Transfer Filing No.: 205927, Quit Claim Deed 07/12/2006 by strbjp
07/12/2006	07/14/2006 09:59:00	Excise Processed	Property Transfer Filing No.: 205926, Quit Claim Deed 07/12/2006 by strbjp
07/06/2006	07/14/2006 10:04:00	Excise Processed	Property Transfer Filing No.: 205928, Quit Claim Deed 07/06/2006 by strbjp
07/05/2006	10/24/2007 14:07:00	Owner Added	Party/Property Relationship by sasmjt
07/05/2006	10/24/2007 14:07:00	Owner Terminated	Party/Property Relationship by sasmjt
07/05/2006	10/24/2007 14:06:00	Owner Added	Party/Property Relationship by sasmjt
07/05/2006	10/24/2007 14:04:00	Owner Added	Party/Property Relationship by sasmjt
07/05/2006	07/21/2006 15:01:00	Taxpayer Changed	Property Transfer Filing No.: 205925 07/05/2006 by strami
07/05/2006	07/14/2006 09:56:00	Excise Processed	Property Transfer Filing No.: 205925, Statutory Warranty Deed 07/05/2006 by strbjp
01/31/2006	01/31/2006 16:37:00	Annexation Completed For Property	CTYLKS ORD 719 - GREENSPACE - CAM WEST-added to annexation by batch process 87,261. by sascab

EXHIBIT "F"



Property Account Summary

Parcel Number	00604900000804	Property Address	2731 SOPER HILL RD , LAKE STEVENS, WA 98258-4235
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Parties - For changes use 'Other Property Data' menu

Role	Percent	Name	Mailing Address
Taxpayer	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258
Owner	100	SOPER HILL LLLP	1312 E LAKE SHORE DR, LAKE STEVENS, WA 98258

General Information

Property Description	VERNON PARK BLK 000 D-04 - A PTN LOT 8 DAF BEG NW COR SD LOT TH S45*07 40E ALG W LN SD LOT 121.97 FT TH N85*04 57E 199.97 FT TH N32*03 40W 82 FT TO NLY LN SD LOT TH N89* 51 11W ALG SD LN 241.73 FT TO TPB
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	111 Single Family Residence - Detached
Unit of Measure	Acre(s)
Size (gross)	0.42

Related Properties

No Values Found

Active Exemptions

No Exemptions Found

Statement of Payable/Paid For Tax Year: 2016

Distribution of Current Taxes

District	Rate	Amount
CITY OF LAKE STEVENS	1.43	299.95
FIRE DISTRICT 08 LAKE STEVENS	1.78	373.64
LAKE STEVENS SCHOOL DIST NO 4	4.57	958.01
SNO-ISLE INTERCOUNTY RURAL LIBRARY	0.44	92.75
SNOHOMISH COUNTY-CNT	0.93	195.55
STATE	2.12	445.13
LAKE STEVENS CITY WMA		104.00
SNOHOMISH CONSERVATION DISTRICT		5.02
TOTALS	11.28	2,474.05

Pending Real Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2017	102,400	121,400	223,800	0	0	0

Property Values

Value Type	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013	Tax Year 2012
Taxable Value Regular	209,600	191,600	165,700	153,000	182,600
Exemption Amount Regular					
Market Total	209,600	191,600	165,700	153,000	182,600
Assessed Value	209,600	191,600	165,700	153,000	182,600
Market Land	90,600	81,900	70,200	55,800	69,300
Market Improvement	119,000	109,700	95,500	97,200	113,300
Personal Property					

Levy Rate History

Tax Year	Total Levy Rate
2015	12.145206
2014	13.074286
2013	13.819751

Real Property Structures

Description	Type	Year Built	More Information
1 Story	Dwelling	1968	View Detailed Structure Information

Property Sales (since 7/31/1999)

Transfer Date	Receipt Date	Sales Price	Excise Number	Deed Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
11/19/2014	11/25/2014	\$250,000	E044178	W	NELSON DUANE R & KATHY L	SOPER HILL LLLP	No

Property Maps					
Neighborhood Code	Township	Range	Section	Quarter	Parcel Map
2616000	29	05	12	NE	View parcel maps for this Township/Range/Section

Receipts		
Date	Receipt No.	Amount Applied
04/18/2016 14:31:00	8699093	1,237.02
10/30/2015 11:29:00	8568578	1,218.02
04/15/2015 11:31:00	8133900	1,218.02
10/28/2014 00:00:00	7935961	1,137.72
03/27/2014 00:00:00	7551546	1,137.71
09/24/2013 00:00:00	7281481	1,111.73
03/28/2013 00:00:00	7013824	1,111.72
10/05/2012 00:00:00	6752329	1,264.26
04/06/2012 00:00:00	6485909	1,264.26
10/06/2011 00:00:00	6216652	1,317.80
04/19/2011 00:00:00	5976098	1,317.80

Events			
Effective Date	Entry Date-Time	Type	Remarks
11/25/2014	11/25/2014 09:54:01	Excise Processed	Temporary Excise: T015615 Finalized to: E044178
11/19/2014	12/02/2014 14:00:00	Owner Terminated	Property Transfer Filing No.: E044178 11/19/2014 by sasset
11/19/2014	12/02/2014 14:00:00	Owner Added	Property Transfer Filing No.: E044178 11/19/2014 by sasset
11/19/2014	11/25/2014 09:54:00	Excise Processed	Property Transfer Filing No.: T015615, submitted by eREET 11/19/2014 by ASCEREET
01/31/2006	01/31/2006 16:37:00	Annexation Completed For Property	CTYLS ORD 719 - GREENSPACE - CAM WEST-added to annexation by batch process 87,261. by sascab

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From: [Matthew Mikulsky](#)
To: [Stacie Pratschner](#)
Cc: [Jill Meis](#); [Russell Wright](#); [David Williamson](#); [Mark Sniffen](#); [Jeanie Ashe](#); [Melissa Place](#); [Dillon Roth](#); [Mick Monken](#)
Subject: Re: ARCO & Soper Round-About.
Date: Thursday, March 23, 2017 11:18:28 AM

Stacie,

I REALLY — appreciate the response and your kindness.

Matthew

On Mar 23, 2017, at 11:17 AM, Stacie Pratschner
<spratschner@lakestevenswa.gov> wrote:

Good morning Mr. Mikulsky,

Thank you for your email and comments concerning the proposed development at SR-9 and Soper Hill Road. The ROW vacation proposal being presented to Council on the 28th is a legislative action to request that the city vacate portions of the Soper Hill ROW and also accept commensurate dedication of private property to the city; no development permits have been processed by staff yet. However your correspondence will be included in the City Council staff report and I have noted you as a Party of Record on this application.

Staff is not yet in receipt of a construction plan (civil drawings) application or building permit(s) for the proposed roundabout, and the request to permit a gas station and car wash on the subject properties has not yet been approved. These development permit applications will be subject to compliance with the city's Comprehensive Plan, all applicable zoning regulations and be evaluated pursuant to the State Environmental Policy Act (SEPA). This will include the submittal of engineered plans and technical studies (stormwater, traffic, etc.) subject to review and approval by the city's Public Works Department.

The properties were the subject of a land use map amendment and rezone in 2014 (you can view the Ordinance [here](#)) in order to support business development. The proposed roundabout is being required by the city in order to maintain the Level of Service (LOS) of the intersection of Soper Hill Road. The new intersection will be connected to a required road to the north and support the proposed development and the new school on Lake Drive. This will improve circulation throughout the northern portion of the city.

Thank you and let me know if I can be of further assistance.

Stacie Pratschner, AICP

Senior Planner

City of Lake Stevens | Planning & Community Development

1812 Main Street | PO Box 257

Lake Stevens, WA 98258-0257

425.377.3219 | spratschner@lakestevenswa.gov

<image001.png>

Please note that this email correspondence may be subject to the public disclosure requirements of RCW 42.56.070.

From: Matthew Mikulsky [<mailto:m.mikulsky@comcast.net>]

Sent: Thursday, March 23, 2017 8:31 AM

To: Jill Meis <jmeis@lakestevenswa.gov>; Russell Wright <rwright@lakestevenswa.gov>; David Williamson <dwilliamson@lakestevenswa.gov>; Mark Sniffen <msniffen@lakestevenswa.gov>; Jeanie Ashe <jashe@lakestevenswa.gov>; Melissa Place <mplace@lakestevenswa.gov>; Stacie Pratschner <spratschner@lakestevenswa.gov>

Cc: Gretchen Mikulsky <gmikulsky@chattercreative.com>

Subject: Re: ARCO & Soper Round-About.

Importance: High

Good morning Stacie,

Attached is our thoughts on the redevelopment & Arco AMPM. The first part of my report is impact studies of adding a Gas Station near a neighborhood. I understand that Lake Stevens needs tax money to operate and we are ALL for that. But, I do ask you to take into consideration my final comments on the last page.

We moved to Lake Stevens because of it's wonderful woods. To hear the crickets & frogs. To watch the deer & birds. I ask you and EVERYONE on the planing committee — to really look at the effect it could have on our families health and the health of the surrounding environment.

I REALLY appreciate the time Stacie gave to me. I want to do EVERYTHING I can to help make Lake Stevens a enjoyable & safe place for all of us. My wife and I plan on being very active. In the past I was part of Edmonds Planing Committee and Development.

Stacie would you be kind enough to let me know you received my PDF.

> On Mar 20, 2017, at 5:58 PM, Matthew Mikulsky <m.mikulsky@comcast.net> wrote:

>

> Hello Planning & Community Development,

>

> My family and I just moved to Lake Stevens to "get-away" from the crime activity going on in our

old neighborhood - Lynnwood/Briar.

>

> We found a lovely home off of Soper Hill Road. Moved in only to find out that the house across the way was a habitat for people with drug problems. After many calls to the Lake Stevens Police, Chief Jon Dyer came over to talk to my family and our neighbor — Patrol Officer Darryl Tolen.

>

> We finally achieved what seemed to be the possible, making it safe for my family & children.

>

> Now I see that a Round-About with a ARCO gas station is planed for the top of the hill. Patrol Officer Tolen said that ARCO's and 24hr gas stations are a hot spot for trouble.

>

> With a new school about to open just a block away. I have MAJOR concerns about having this our neighborhood. I also have concerns about the round about. Why not just add a dedicated right turn lane to Soper? seems like turning right is what slows down the traffic.

>

> I've started a thread on Nextdoor, it's a neighborhood app and most people have similar feelings. I'd be happy to invite you to the page or print the comments for you to read. Most of them address both the ARCO and the Traffic Circle.

>

> Many of us feel that a ARCO should be placed by the WalMart North of Soper.

>

> I would like to see a impact study and a crime study of other ARCO's and 24hr gas stations. Does such a study exist?

>

> Please let me know. I'll do my best to attend the community hearing.

>

> Thank you for your time and understanding. Feel free to reach me on my home number 425-903-4999 — I am more than happy to send the comment string on Nextdoor once I get more feedback. It has only been one day thus far.

>

> Matthew Mikulsky

>

Soper Hill Road ARCO

Convenience Stores, Gas Stations

While convenience stores, gas stations and vehicle repair facilities provide many benefits, they can have a severe quality of life impact when allowed too close to homes and other inappropriate locations. In fact, new stores and stations can even harm existing establishments, particularly when predatory pricing is employed to eliminate competition.

Convenience Stores: When the first convenience store opened in 1927, they were mostly small, Mom and Pop establishments where one could buy snacks, basic kitchen-health supplies, beverages, prepared foods, etc. Beginning in the 1980s, convenience stores were combined with gas stations. Today, a growing number offer vehicle maintenance and repair as well.

Today, there are more than 140,000 convenience stores in the USA. Convenience is indeed the key to the success of these stores. It is this attribute which prompts 80% of Americans to prefer shopping at a convenience store vs. supermarkets. In fact, 100 million Americans shop at convenience stores every day.

Gas Stations: The number of gas stations in the U.S. has been declining. In 1994, there were 202,800 gas stations across the nation, but by 2012 the number was down to 156,065. The decline can be attributed to cars getting more miles per gallon, thus needing less gas, as well as new stations adding many more pumps. The decline is also due to supermarkets, big-box stores and others using cheap gas outside to draw customers inside. CEDS developed a spreadsheet approach for determining if a need exists for additional gas stations in an area. For further detail see: Assessing Gas Station Need below.

Hypermarts, Supermarkets & Big-Box Stores: Known as Hypermarts, large combination convenience stores with sit-down space and numerous fueling positions are becoming increasingly common. Hypermarts, supermarkets and big-box stores that are part of regional or national chains can buy and sell gas for less than traditional, locally-owned gas stations. This usually causes one or more of these older businesses to go out of business when one of these big newcomers opens.

A number of studies have shown that local economies are better off with locally owned businesses compared to those which are part of national chain. These studies show that on average 48% of each purchase at a locally-owned business circulates through the local economy compared to less than 14% of purchases from national chain stores.

Abandoned gas station sites are difficult to convert to other uses. In the meantime, they deteriorate causing the area to appear rundown, lowering property value. This impact is addressed below under Blighting.

Impacts: Following are the impacts which may be associated with a convenience store, a gas station or a vehicle repair facility. Note that most can be resolved, provided both the site and design is right.

Crime

Convenience store hold-ups account for about 6% of all robberies in the nation. One study noted that:

“Convenience store employees suffer from high rates of workplace homicide, second only to taxicab drivers.”

A study of the relationship between violence of other factors found an increasing trend as the number of alcohol outlets in an area rose. Following is a principal finding from this study:

“A larger number of alcohol outlets and a higher rate of violence might be expected in poorer neighborhoods or in neighborhoods with a larger population young people. But as the research described above shows, even when levels of poverty and the age and the ethnic background of residents are taken into account, a high density of outlets is strongly related to violence regardless of a neighborhood’s economic, ethnic or age status.”

Another study only noted an increase in crime in relation to number of alcohol outlets in low-income communities.

A National Association of Convenience Stores report noted that the following steps were the most effective in reducing convenience store crime:

- cash control (by frequently putting excess cash in an in-store safe);
- locating a store where there are few escape routes (e.g. nearby highways);
- good lighting;
- visibility (locating stores in areas with lots of passersby); and employee training.

Health Effects

A number of compounds injurious to human health are released while fueling a vehicles. Health effects range from nausea to cancer. The cancer risk posed by gas station emissions stems from benzene and other compounds released to the atmosphere while pumping gas. Following is a sampling of relevant research:

A 2003-2004 study conducted in France documented a significant relationship between childhood leukemia and living near a gas station.

A 2010 study conducted in Spain documented elevated air pollution within 100 meters (328 feet) of a gas station.

In 2012, Brazilian researchers found that air quality was significantly degraded up to 150 meters (492 feet) from gas stations.

Benzene is arguably the gasoline constituent most harmful to human health. Adverse health effects of benzene include cancer, anemia, increased susceptibility to infections, and low birth weight. According to the World Health Organization Guidelines for Indoor Air Quality there is no safe level for benzene. The following studies document the extent of benzene releases from gas stations:

A study published by the Canadian petroleum industry found average benzene concentrations of 146 and 461 parts per billion (ppb) at the gas station property boundary in summer and winter, respectively.

A South Korean study examined outdoor and indoor benzene concentrations at numerous residences within 100 feet and between 196 to 328 feet of gas stations and found median outdoor benzene concentrations of 3.1 and 1.9 ppb, respectively. Median indoor concentrations at these locations were higher, reaching 4.1 and 5.2 ppb, respectively.

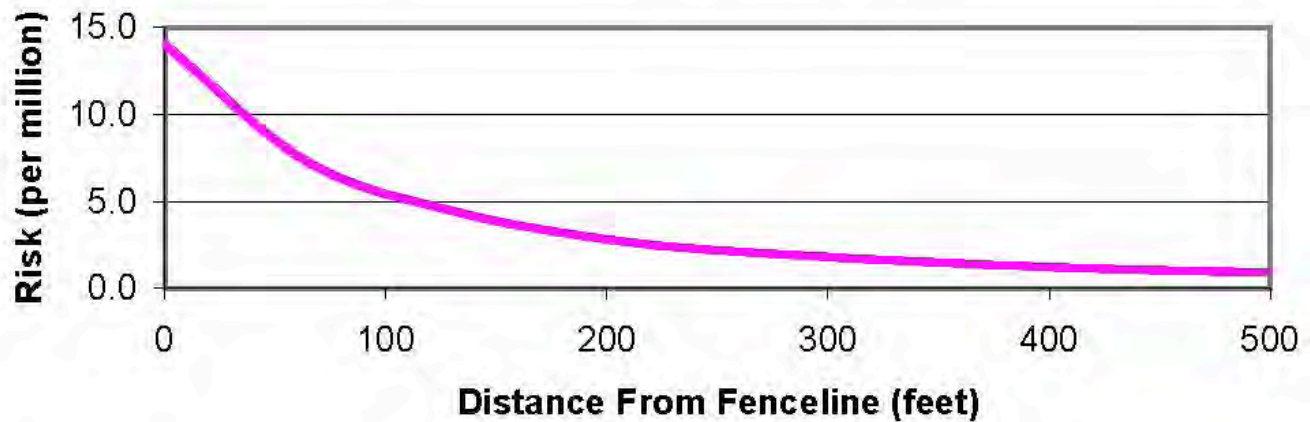
Another study found median ambient benzene levels of 1.9 ppb in houses both <165 and >328 feet from a service station.

Yet, another study found that benzene and other gasoline vapor releases from service stations can be discerned from traffic emissions as far as 246 feet from service stations and that the contribution of service stations to ambient benzene is less important in areas of high traffic density. This is because vehicle exhaust is usually the most abundant volatile organic compound (VOC) in urban areas, often followed by gasoline vapor emissions from fuel handling and vehicle operation.

The California Air Resources Board publication Air Quality and Land Use Handbook: A Community Health Perspective, recommends a minimum 300-foot separation distance between gas stations and "sensitive land uses such as residences, schools, daycare centers, playgrounds, or medical facilities." The State of California is widely recognized as having some of the most effective air pollution control requirements in the nation. Yet even with these controls a minimum separation is still required to protect public health.

Furthermore, the U.S. Environmental Protection Agency echoed the concerns about the health risk associated with fueling emissions in their School Siting Guidelines. The USEPA recommended screening school sites for potential health risk when located within 1,000 feet of a high-volume gas station.

Figure 1-6
Gasoline Dispensing Facility Health Risk
for 3,600,000 gal/yr throughput



cancer risk distance from gas station

The graph above is from the California Air Resources Board Handbook. The graph shows how cancer risk varies with distance from the perimeter of a gas station. Of course the risk also varies with the volume of fuel dispensed at a location. But many of the large combination (hypermart) convenience store-gas stations being built today will sell 3 million gallons a year or more. While the cancer risk may be lower than for the 3,600,000 gallon per year throughput shown in the graph, it is by no means zero. Table 1-1, in the California Air Resources Board Handbook recommended a minimum separation distance of 300 feet between gas stations and "sensitive land uses such as residences, schools, daycare centers, playgrounds, or medical facilities."

Idling engines, particularly those in large diesel trucks, emit a large quantity of particulates into the local atmosphere. These particulates can pose a significant health risk for those living near convenience store/truck stops.

Following are a couple of other examples of health effects associated with convenience stores.

A California study noted a 50% increase in smoking among adolescents exposed to tobacco advertising during weekly visits to small grocery, convenience or liquor stores;

Poor, inner city neighborhoods tend to lack access to supermarkets with convenience stores and fast food establishments serving as poor substitutes. An East Harlem study found that children with a convenience store on their block were significantly more likely to have a high Body Mass Index.

A convenience store could be healthier if it were located in an area accessible by walking or bicycling.

Lighting Impacts

Lighting is essential to convenience store safety and profitability. We're less likely to patronize a poorly lit store while criminals find this inviting. But too much lighting and area residents may suffer glare in their bedrooms or lose their view of the nighttime sky.

There's a phenomenon known as ratcheting where one business installs bright lights. The new lights cause nearby establishments to look darker than before, so they install brighter lights and on the upward spiral goes. Ratcheting can greatly increase light trespass impacts to area residents.

Fortunately new LED lights and other approaches can make a convenience store safe and attractive. The lighting should be fully shielded and follow the latest recommendations of the Illuminating Engineering Society of North America (IESNA) along with those of the International Dark-Sky Association.

Noise

All of us who have taken our cars in for service are familiar with the many loud noises generated by repair facilities. Tire air guns produce a noise level of 104 dBA and the air chisels used in body shops emits 112 dBA. An accelerating diesel truck emits 114 dBA and even 100 dBA while idling. Make it a late-night or all-night establishment and you have a use which definitely does not belong near homes.

So how close is too close? CEDS recommends a minimum separation of 300 feet between homes and late-night/all-night stores. However, a site-specific noise analysis may show a lesser setback will adequately protect area homes. Such an analysis should distinguish between rural and urban settings. A nighttime noise level of 55 dBA may be OK in a city or suburb while 45 dBA is more appropriate for rural areas.

Blighting

Every community has boarded up stores and even entire blocks or shopping centers that have been abandoned. These lost commercial opportunities are frequently poorly maintained, making them unattractive and unpleasant neighbors. This is known as blight.

One of the causes of blight is excessive or unfair competition. There is an upper limit to the number of retail establishments any area can handle. In urban areas with high traffic volumes there can be a thriving gas station-convenience store on nearly every corner. Whereas rural settings may only support a single store at only one out of every ten or so major intersections.

Some localities have adopted limits on how many convenience stores or gas stations can exist within a given area. Others require a market analysis to demonstrate that an area can accommodate another store. But applying these planning tools can be tricky in situations where an aging c-store would be put out of business by a new establishment with four times the floor space. One option though is to provide strong incentives for the new store owners to buy out the old and redevelop the site.

Predatory Pricing

Many establishments use low gas prices to attract customers into the store. Profit margins are generally much higher on the goods sold in the store when compared to gas sales. National chains can purchase and sell gas at much lower prices when compared to smaller (Mom and Pop) stores.

It is not uncommon for the national chains to sell gas so low that it draws many customers away from existing stores. This is known as competition or predatory pricing depending upon whether you are the national chain or the Mom or Pop. However, once the competition goes out of business gas prices frequently rise. Some jurisdictions have laws against predatory pricing, but enforcement can be challenging.

Property Value

A convenience store or gas station can lower the value of nearby homes. One of the most plausible effects is on mortgages. Federal Housing Administration (FHA) insurance is not available for properties located within 300 feet of tanks capable of storing 1,000 gallons or more of gasoline or other flammable-explosive materials. Most gas station storage tanks have a capacity far in excess of 1,000 gallons.

A Georgia study noted that commercial development in general can depress residential property value when first completed then the effect diminishes with time. However, this study examined homes located 0.5- to 1.0-miles distant. Several studies documented that commercial uses can depress nearby property value but not at a distance. In King County, Washington commercial uses were found to depress residential properties within 300 feet but not beyond 1,000 feet or so.

Visual Impacts

In upscale areas, some convenience stores are almost attractive. But few homeowners would chose a convenience store as a prominent item in their viewshed. The problem is compounded if blighting forces owners to cut back on store upkeep or to close.

Well vegetated perimeters and other visual buffering methods can do much to reduce the impact. The buffer must be dense enough to achieve nearly 100% opacity. Dumpsters should be well screened with fencing or other methods. Trash receptacles must be regularly emptied. Of course local Code Enforcement must be up to the job of keeping store owners in compliance.

Aquatic Resource Impacts

Because of the high traffic volume and refueling, convenience stores-gas stations pose an unusually severe threat to ground and surface waters. Adding vehicle servicing facilities increases the threat. One study found that contaminant levels in convenience store-gas station runoff were 5- to 30-times higher when compared to residential runoff. In another study researchers detected several compounds in vehicle repair facility runoff which were probable cancer-causing agents. These findings have prompted a number of states and local governments to list vehicle repair facilities as stormwater hotspots. USEPA guidance advises caution with regard to allowing hotspot runoff to infiltrate the soil, particularly in areas where drinking water is obtained through wells. The use of highly-effective stormwater Best Management Practices to treat repair facility runoff before it is infiltrated into the soil.

Fuel storage tanks and pipelines pose another source of contamination, though the design of both has improved dramatically over the past couple of decades

Spillage at the pump is a more likely source of fuel release into nearby waterways.

In fact, Johns Hopkins University researchers found that an average of 40 gallons of gasoline is spilled at a typical gas station per year at the pumps. The JHU researchers also found that a significant portion of the spilled gasoline can migrate through the concrete pads at many fueling stations.

So how far should a gas station be from a well or surface waters to reduce the likelihood of contamination to a reasonable level? Well, the key question is actually how far can one anticipate that a plume of spilled gasoline will travel underground. One review of scientific studies of plume travel indicated that the 90th percentile distance is 400 feet. Add another 100 feet for installing grout curtains or other containment measures and a gas station should be no closer than 500 feet to a well, wetland, spring, stream, river, pond, lake, reservoir or tidal waters.

Best Management Practices (BMPs) are available that reduce the probability of contamination. One study indicated bioretention facilities could remove 80% - 95% of hydrocarbons in synthetic stormwater runoff. But even the most effective BMPs may not be enough if a store or station adjoins highly sensitive waters.

Community Character

Originally, most commercial uses were located in downtown areas. With the automobile new convenience stores and other commercial uses were increasingly located in strips along major highways. This ugly form of growth is only accessible by car.

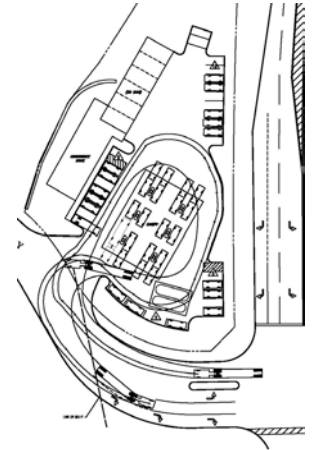
Modern planning philosophy calls for locating convenience stores in neighborhood scale commercial areas accessible by walking, bicycling or car. Of course there will always be a need to locate convenience stores and gas stations along major highways. However, managing growth to bring convenience stores and other retail outlets back to downtown areas could do much to revitalize blighted areas and enhance our quality of life.

Common Traffic Issues

As a rough rule of thumb, each proposed pump at a gas station generates about 100 to 130 trips per day. By “pump” we mean fueling position. The convenience store will generate 800 to 1,200 trips per day per 1,000 square feet. So a 2,000 square foot store with ten pumps would generate around 3,150 trips per day. We provide these numbers so you can compare them with those for a proposed store to see if they are in the right range. However, the standard reference is ITE’s Trip Generation manual.

With regard to safety, customers should not have to walk across vehicle travel lanes. Instead ample parking should be provided along the front and sides of the store. Yes, many customers will leave their car at the pump and walk to the store. But, again, this should be kept to a minimum by creating lots of spaces next to the store.

Delivery trucks, particularly long tractor-trailers, must be able to maneuver without encroaching upon parking spaces, fueling positions or other features. To the right is an exhibit from one case involving an unusually small gas station site. With this exhibit the traffic engineer showed that large delivery trucks would strike cars at several fueling positions when attempting to navigate around the site. This issue was one of several that prompted the Board of Appeals to deny a special exception for this project.



Assessing Gas Station Need

Over the years CEDS has researched the effects of many proposed convenience stores, gas stations and vehicle repair facilities. With regard to gas stations, the market area usually extends 0.5- to 1.5-miles. It takes about 3,000 to 6,000 people living or working within the market area to support a single gas station.

CEDS has developed a spreadsheet for determining if a market area will support a proposed gas station. Normally we would post the spreadsheet on a webpage like this along with instructions showing how you can run your own analysis. Unfortunately we’ve found that each area is unique and requires a fair bit of experience to develop an accurate analysis. But you can get a rough idea of need by seeing if 3,000 to 6,000 people live or work within a half to a mile and a half from the site. If you wish CEDS can run the analysis for you, but we would need to charge a modest fee.

Many local zoning ordinances allow planning commissions and other decision-makers to consider need when asked to act on a request to build another gas station. Need should also be factored into a decision about a zoning change. CEDS and our clients have convinced many decision-makers to deny approval for a poorly sited or badly designed project.

Good & Bad Convenience Store-Station Locations

Given the impacts and corrective measures described above, an optimum convenience store-gas station location would have the following characteristics:

- At least 300 feet from the nearest home; or
- Buffered so the store cannot be seen or heard from the nearest home;
- For ultra-high volume gas stations, a minimum if 300 feet away;
- Not within view of historic resources;
- Away from highly sensitive ground or surface water resources;
- Accessible by foot and bike as well as cars;
- Located in a downtown or neighborhood commercial area;
- Well lit, but not to the point of causing light trespass into nearby homes;
- In an area with many passersby and few escape routes for criminals; and
- In an area where the market can accommodate a new store without putting existing ones out of business.

Local Comments

Deborah Grogan from Lake Stevens North

I really dislike the roundabouts on highways. Many people just speed through them when they are not turning off the highway. I think they should leave Soper Hill alone and they should put the ARCO station by the Walmart if they need to build another gas station. Don't we have enough of them? - There are my thoughts for what they're worth :)

Matthew Mikulsky from Soper Hill

Traffic should be interesting once Stevens Creek elementary opens.

Erika Simpson from Pilchuck Meadows

I hadn't heard about this idea until this weekend. I think the word is just getting out so now we're able to hear everyone's concerns. My concern is even more traffic in the area. We live off Lake, and traffic going up Soper Hill the past two years has tripled by my guesstimate. I can just imagine what it will be like once both schools (ELS and elementary) are up and running in a year and half. Soper Hill just isn't ready for the amount of heavy traffic it has now, much less the increase with parents, consumers and vendors in the area. It's scary driving that road when there's an oncoming large truck! Besides, a gas station? Think of the potential damage to the environment. What about the possible crime it can bring? Minimarts are not welcoming mats for wholesome families to do their shopping, but rather, the opposite. Our city is already dealing with rif-raf, and we've already experienced how difficult it is to boot out unwelcomed squatters on Soper Hill. What, that took a good year and many houses broken into during that time? Yeah, if the city wants to put in something like that, they need to be more up front about it. I try to attend city meetings, but with three kids, it isn't always possible. So more advertising would be helpful. I'm with you Matthew, very concerned about that plan!

Tina Decker from Lake Stevens Cavlero Hill

Having lived in 3 countries and 7 states I've experienced roundabouts in many locations. They generally work- mainly because drivers in other locations actually drive by the rules. That is definitely not the case in LS. It is indeed frightening at times to be either a pedestrian or fellow driver because road rules and courtesies are simply ignored or just unknown. And roundabouts are where I've experienced the most danger here.

Larissa Hobbs from Ridgewood Park

We don't need another gas station, especially not at this location - agree with the previous poster that it should be going up by Walmart. Leave our 2-lane residential streets alone!!

For crying out loud, we don't even have sidewalks in that area and no room to put in any, what would putting in a gas station accomplish? Kids trying to unsafely walk to it on busy road shoulders to buy junk, that's what.

Bonnie Leemans from Pilchuck Meadows

We don't need any more undesirable people loitering around neighborhoods because a convenience store is in the area. I agree put it up by Wal-Mart, the intersection is larger and better able to accommodate it. Better lighting and easier access.

Dana Groulx from Brighton Park

We need a gas station but I would prefer nearer to the Walmart. I have to drive to the Union 76 by the Little Cesar's. I do not pass one gas station going Soper Hill to Sunnyside to 2 to I5. What is going up on Hwy 92 and 9? A gas station by that location would work, too.

Local Comments

Brett DeLaVergne from Lake Stevens Cavlero Hill

It seems like Lake Stevens is starting to get the attitude as Marysville. If someone will pay the fees they will let them build it. We do not want a gas station in this location.

Rudy McDaniel from Lake Cassidy

It's hard to tell exactly where the store/gas station will be, but we do know one thing. Any all-night gas/store gets all the riff-raff after 11pm and provides a place for those people to scope out neighborhoods they would otherwise never go to. The tweakers, meth heads, and other deplorable always stay up all night and go to bed at dawn so you never even know they were there checking out the area. Could it raise the crime rate? Need to look at studies done on this subject.

Erika Simpson from Pilchuck Meadows

I'm all for bringing in successful businesses here to LS in order to lessen the tax burden on the homeowners. However, NOT at the expense of the safety of our community. Do we really want a hot bed of fast-food restaurants and mini-marts? Putting the gas station down near Walmart is the best idea. I understand motorists traveling the 9 will benefit from the convenience, and we that live in the Soper Hill area will benefit from it being there because it's not here. It's a win-win.

I came home last night down Soper Hill to Lake Dr., and a police car zoomed past me with lights and sirens. I feared for any person, child, or pet that was out on Soper Hill at that moment. He was going extremely fast, and since there isn't a sidewalk, the turns and blind spots create danger to those living on Soper Hill. With the added schools and suggested commercial real estate, it's just a matter of time before someone gets killed. Honestly, there has to be a better answer to raising tax dollars.

Kahleen Ignacio from West Lake Stevens

Hwy 9 from Woodinville to Arlington will eventually be 4 lanes. They have been doing sections at a time. But yes, I agree that no gas station at Soper Hill road. They really need to do something first at Hwy 9 and Hwy 92 to ease the traffic congestion. I've seen it backed up to Lundeen during rush hour. With the new school going in and no sidewalks on Soper Hill, we could be looking at serious injuries or deaths.

Rudy McDaniel from Lake Cassidy

Projects like this always have the same outcome for one very good reason. Developers submit a plan to the county and present it as good for the area with growth and more money coming in, also they have a lot of influence with their deep pocket books. The county then holds meetings with the community to get input (only because they are required to by law) but their minds are already made up, or should I say corrupted by big money and then continue on with the project anyway. I've seen this a thousand times.

Matthew Mikulsky from Soper Hill

It makes me want to vomit. My family moved away from Lynwood because of this same thing. Having a new school is great. Having ANOTHER gas station is sad. There's so many open spaces that they could build this? It just feels helpless.

Rudy McDaniel from Lake Cassidy

I agree with Matthew, it is sickening. But developers don't care because it's not in their neighborhood, they are just greedy and only care about themselves.

FINAL COMMENTS

My family moved from Lynnwood to Lake Stevens to get away from the "Mini-Marts" and crime. We fell in love with how beautiful Lake Stevens. At the rate things are being developed rather than re-developed is VERY concerning.

I am VERY concerned about:

- Health and safety of my family
- Run off with gas into local streams & lakes
- Size of the station (it looks like there is 8 pumping stations) The smaller the better.
- Amount of traffic on the corner
- My home value
- Environmental effect of run off & fumes
- Light Pollution

To me it sad to see all of the trees and lovely wild life being destroyed.

I oppose this Gas Station & the decision to build it.

If you have any questions or concerns. Please contact us.

Matthew & Gretchen Mikulsky
2519 Soper Hill Road
Lake Steven 98258

home: 425-903-4999
mobile: 206-427-8253

From: Stacie Pratschner
To: ["myrnatwina@aol.com"](mailto:myrnatwina@aol.com)
Cc: [Russell Wright](#); [Jennie Fenrich](#); [Mick Monken](#)
Subject: RE: Project Name: Soper Hill ROW Vacation File number: LUA2016-0201
Date: Thursday, March 23, 2017 11:56:00 AM
Attachments: [image001.png](#)

Hello Ms. Spoon,

Thank you for your email and comments concerning the proposed development at SR-9 and Soper Hill Road. The ROW vacation proposal being presented to Council on the 28th is a legislative action as authorized by State law ([35.79.010 RCW](#)) and local regulation ([LSMC 14.16C.095](#)) to request that the city vacate portions of the Soper Hill ROW and also accept commensurate dedication of private property to the city. No development permits have been processed by staff yet. However your correspondence concerning the proposed development will be included in the City Council staff report and I have noted you as a Party of Record on this application.

Staff is not yet in receipt of a construction plan (civil drawings) application or building permit(s) for the proposed roundabout, and the request to permit a gas station and car wash on the subject properties has not yet been approved. These development permit applications will be subject to compliance with the city's Comprehensive Plan, all applicable zoning regulations and be evaluated pursuant to the State Environmental Policy Act (SEPA). This will include the submittal of engineered plans and technical studies (stormwater, traffic, etc.) subject to review and approval by the city's Public Works Department. Developers are responsible for paying the cost of their developments through the payment of traffic impact fees to the city, the construction of public and private site improvements (sidewalks, curbs, new road overlays, stormwater facilities) and any other facilities necessary to achieve adopted Levels of Service (in this case, a roundabout) as required by LSMC 14.110.090. Making provisions for adequate public facilities to serve new development is required under Washington State's [Growth Management Act](#).

The properties were the subject of a land use map amendment and rezone in 2014 (you can view the Ordinance [here](#)) in order to support business development. The proposed roundabout is being required by the city in order to maintain the Level of Service (LOS) of the intersection of Soper Hill Road. The new intersection will be connected to a required road to the north and support the proposed development and the new school on Lake Drive. This will improve circulation throughout the northern portion of the city. You can find further detail on the city's Capital Facilities Program in Chapter 9 of the [Lake Stevens Comprehensive Plan](#).

Thank you and let me know if I can be of further assistance.

Stacie Pratschner, AICP
Senior Planner

City of Lake Stevens | Planning & Community Development
1812 Main Street | PO Box 257
Lake Stevens, WA 98258-0257

425.377.3219 | spratschner@lakestevenswa.gov



Please note that this email correspondence may be subject to the public disclosure requirements of RCW 42.56.070.

From: myrnatwina@aol.com [mailto:myrnatwina@aol.com]

Sent: Wednesday, March 22, 2017 5:59 PM

To: Stacie Pratschner <spratschner@lakestevenswa.gov>

Subject: Project Name: Soper Hill ROW Vacation File number: LUA2016-0201

My name is Myrna Spoon and I have lived in Lake Stevens for almost 4 years. I have some questions/concerns regarding this project. I know there is a public hearing next Tuesday, March 28th, at 7:00pm. At this time I am not sure if I can attend or not--that is why I want my questions in writing and addressed at this meeting. I'm assuming minutes of this hearing will be available shortly after the meeting at a city website? Please provide that website address if this is correct.

I called your department this morning, left a message, and "Jennie" returned my call. However, after asking her many questions she referred me to you. She said you were the city planner assigned to this project and you would have the answers to my questions/concerns. I left a voicemail for you (she forwarded my call to your number), time was about 1230p. It is now 5:10pm and I'm sure you've left for the day.

1. Why would the city of Lake Stevens support this request from Mr. Walter Kjorsvik c/o Mr. Harry Cussen?? I know Mr Kjorsvik will 'dedicate' some property to the city in support of this. I would call this bribery; however, I do know this goes on and that is how land owners get their requests approved. The main question regarding the city's support is this: **How do you rationalize a need for an Arco gas station (or any gas station) to be built at this intersection, when there are all ready 4 gas stations at the HWY 9 and HWY 204 intersections?** Specifically, there are Union 76, Chevron, Valero and Safeway gas stations just a few miles south of Soper Hill Road. How would this request for an Arco station be so important as to cause more financial costs and headaches to the current traffic flow which, in my mind, work much more efficiently with the traffic lights that are all ready installed. Other than a request from a land owner to build a business for his/her benefit I don't see that this request should be approved given the simple fact another gas station within this short distance is totally unnecessary!! (We can't keep a family-owned restaurant in Lake Stevens but requests for a 5th gas station within a short distance of 4 others would be approved?? In my mind, this request is definitely a want-- NOT a need!!)

2. If this request is approved, and I hope it isn't, will the property owner, Mr. Walter Kjorsvik, **pay for all costs related to the road changes needed for this project??specifically, the current traffic lights be taken out and a round-about built--including, but limited to, safety workers, asphalt, asphalt removal, pavers, etc.--list goes on and on. This clearly should NOT be another project taxpayers should have to swallow when there is no need for a gas station!**

How much money will this project cost?? and, does Mr. Kjorsvik have that in the bank? --cash--not land!!

He can pay all bills associated with this project and, down the road, if it is approved and completed, he

can then 'dedicate' land to the city.

NO money should be taken out of the Lake Stevens budget for this project, if it is approved!! --not one lousy penny!--and that includes any payment due for traffic studies that were done regarding this project.

If the city takes money out of the budget that would again be we taxpayers having to pay for it and the property owner not only gets his business, but he doesn't have to write a check for anything

3. I would like to see recent traffic flow studies that I assume have been conducted by the Highway department. When I say recent I specifically mean within the last 1-2 years--a study older than that clearly would not reflect actual, current traffic volumes and delays. Lake Stevens has grown a lot in the past few years and accurate data is needed to make an intelligent decision not only for this request, but other ones coming in that are of this magnitude and inconvenience.

I'm sure I will think of more questions and if I do I shall forward them to you.

I am hoping you will answer my questions and also, if I am unable to attend the March 28th meeting, you bring each of the 3 issues to the meeting to be addressed. In the meantime, I am looking to you to provide response/answers to these questions via email.

I thank you for your time and look forward to hearing from you my concerns.

Myrna Spoon
Home # (425)903-4025
Cell # (218)781-5558

From: Stacie Pratschner
To: ["Shyla Cockle"](#)
Cc: [Russell Wright](#); [Mick Monken](#)
Subject: RE: Roundabout and ARCO gas station at Soper Hill and Hwy 9
Date: Thursday, March 23, 2017 12:11:00 PM
Attachments: [image001.png](#)

Hello Ms. Cockle,

Thank you for your email and comments concerning the proposed development at SR-9 and Soper Hill Road. The ROW vacation proposal being presented to Council on the 28th is a legislative action to request that the city vacate portions of the Soper Hill ROW and also accept commensurate dedication of private property to the city. No development permits have been processed by staff yet. All land use permits are reviewed by staff for compliance with local zoning code, SEPA and the city's Comprehensive Plan. Your correspondence concerning the proposed development will be included in the City Council staff report and I have noted you as a Party of Record on this application.

Developers are responsible for paying the cost of their developments through the payment of traffic impact fees to the city, the construction of public and private site improvements (sidewalks, curbs, new road overlays, stormwater facilities) and the installation of any other facilities necessary to achieve adopted Levels of Service (in this case, a roundabout) as required by State law and local regulation. The Public Works Department will evaluate civil drawings and necessary technical reports for all public improvements required by this proposal.

The properties were the subject of a land use map amendment and rezone in 2014 (you can view the Ordinance [here](#)) in order to support business development. The proposed roundabout is being required by the city in order to maintain the Level of Service (LOS) of the intersection of Soper Hill Road. The new intersection will be connected to a required road to the north and support the proposed development and the new school on Lake Drive. This will improve circulation throughout the northern portion of the city.

Thank you and please let me know if additional questions come up.

Stacie Pratschner, AICP

Senior Planner

City of Lake Stevens | Planning & Community Development

1812 Main Street | PO Box 257

Lake Stevens, WA 98258-0257

425.377.3219 | spratschner@lakestevenswa.gov



Please note that this email correspondence may be subject to the public disclosure requirements of RCW 42.56.070.

From: Shyla Cockle [mailto:shyla-c@hotmail.com]
Sent: Monday, March 20, 2017 5:18 PM
To: Stacie Pratschner <spratschner@lakestevenswa.gov>
Subject: Roundabout and ARCO gas station at Soper Hill and Hwy 9

I am strongly opposed to the development of a roundabout and ARCO gas station at highway 9 and Soper Hill rd. Traffic is already a nightmare during the afternoon commute and there is a school going in at the same area. I have lived in areas where there has been a roundabout in close vicinity to a school and they DO NOT WORK. The increased traffic during drop off and pick up of children will inevitably block the roundabout and all traffic trying to continue on highway 9. As I said I speak from experience with roundabouts near schools. We don't need another gas station on that side of Lake Stevens. A better area would be next to Walmart. We already have problems with traffic around Soper Hill Rd. Please don't add to it with so called "improvements" that will only make matters worse. Especially if the roundabout will be like the one at 84th and highway 9. I have lost count of how many accidents or extremely close calls I have seen in that roundabout. We don't need another roundabout or gas station here. Please do not allow this to go in.

Have a great Day!
Shyla Cockle
Concerned Resident

**CITY OF LAKE STEVENS
Lake Stevens, Washington
ORDINANCE NO. 992**

AN ORDINANCE OF THE CITY OF LAKE STEVENS PROVIDING FOR A RIGHT-OF-WAY VACATION OF APPROXIMATELY 12,077 SQUARE FEET OF LAND AND A DEDICATION OF APPROXIMATELY 25,085 SQUARE FEET OF LAND BETWEEN THE KJVORSIK PROPERTIES (PARCEL NUMBERS 00590700032002, 29050100401300, 29051200200600, 00604900000706 and 00604900000804) AND ADJACENT CITY RIGHT-OF-WAY LOCATED OFF SOPER HILL ROAD AND SR-9.

WHEREAS, the City of Lake Stevens is the owner of public right-of-way located east of the intersection of Soper Hill Road and SR-9; and

WHEREAS, Walter Kjorsvik is the owner of Parcel Numbers 00590700032002, 29050100401300, 29051200200600, 00604900000706 and 00604900000804 and did petition the City Council to vacate portions of Soper Hill Road, described and shown in **Exhibit A**, in accordance with the provisions of Lake Stevens Municipal Code (LSMC) 14.16C.095; and

WHEREAS, Walter Kjorsvik proposed to dedicate portions of his property to the city of Lake Stevens to compensate the city for the proposed vacation of portions of Soper Hill Road, described and shown in **Exhibit A**; and

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

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

WHEREAS, Public notice for the land use action and hearing was provided by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties; and posting the site on March 14, 2017, in accordance with Chapter 14.16B LSMC, Part V; and

WHEREAS; The Lake Stevens City Council held a public hearing on March 28, 2017 to receive public comment and testimony, in accordance with Chapter 14.16B LSMC, Part V; and

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

Section 1. The City Council hereby adopts the following findings and conclusions, in addition to the analysis, conclusions and recommendations contained in the staff report dated March 28, 2017 in support of the proposed request:

ANALYSIS:

1. The city received a Type V application and supporting materials on December 28, 2016, identified as File No. LUA2016-0201, which staff deemed complete on January 13, 2017.
2. The city provided public notice for the land use action and hearing by publication in the Everett Herald, mailing postcards to residents within 300-feet of the properties, posting the notice on city campus bulletin boards, publishing on the city website and posting the site on March 14, 2017 in accordance with Chapter 14.16B LSMC, Part V.
3. LSMC 14.16C.095 establishes the procedure and decision criteria for right-of-way vacations. The applicant provided a narrative responding to LSMC 14.16C.095 with the application.
 - a. Mr. Harry Cussen, on behalf of Mr. Walter Kjorsvik, petitioned the city to consider a right-of-way vacation of approximately 12,072 square feet. Mr. Kjorsvik proposes to dedicate a compensatory amount of property to the city totaling approximately 25,085 square feet
 - b. The application contains the signature of Walter Kjorsvik, the adjacent property owner.
 - c. A draft ordinance is attached (subject to the City Attorney's approval), for City Council's consideration.
 - d. The applicant has provided a survey and legal descriptions for the affected portions of the properties under review. The city's consulting engineer, CHS Engineers, has stated that no substantive discrepancies exist in the legal descriptions or survey.
 - e. The applicant has provided documentation for the assessed value of the adjacent property on a square foot basis established using Snohomish County Assessor's information. The Public Works Director has found the valuations to be fair and accurate.
 - f. Decision Criteria pursuant to LSMC 14.16C.095(f):
 - 1) This criterion is not applicable, as the property does not adjoin any fresh water body.
 - 2) Responses to City Council criteria for deciding upon the petition:
 - i. The realignment and frontage improvements to Soper Hill Road will assure safer travel for both pedestrians and vehicles.
 - ii. The construction of a round-about will provide improved vehicle circulation.
 - iii. The ROW vacation does not adversely affect the public need and will provide an opportunity for infill development.
 - iv. The ROW is not contemplated or needed for a future public use.
 - v. No abutting owner will become landlocked nor will any abutting owner have their access substantially impaired.
 - 3) The total assessed value of the area proposed to be vacated is \$82,376.08. The total assessed value of the area to be dedicated to the city is \$209,894.88.
 - g. The ordinance upon approval will be recorded with Snohomish County along with the record of survey

CONCLUSIONS:

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

Section 2. Conditioned on the compensatory dedication of land required in Section 3 hereof, the city of Lake Stevens does hereby vacate the portions of Soper Hill Road, described and shown in **Exhibit A** to Walter Kjorsvik, the adjacent landowner, to become part of his parcels. Recording of this ordinance in accordance with Section 5 hereof shall confirm satisfaction of the condition to this right-of-way vacation; and

Section 3. Walter Kjorsvik or successor agrees to dedicate a compensatory amount of property to the city totaling approximately 25,085 square feet; and

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

Section 5. Pursuant to LSMC 14.16C.095 (g) the City Clerk or designee will confirm that Walter Kjorsvik or successor shall and has recorded the record of survey for the right-of-way vacation and certified copy of Ordinance 992 and any part thereof and returned conformed copies of the same to the Lake Stevens Planning and Community Development Department. Walter Kjorsvik or successor shall be responsible for all recording costs; and

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

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

ADOPTED by the City Council and **APPROVED** by the Mayor this 28th day of March, 2017.

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

ATTEST/AUTHENTICATED:

By: _____
Barbara Stevens, City Clerk/Finance Director

APPROVED AS TO FORM:

By: _____
Grant K. Weed, City Attorney

1st and Final Reading: March 28, 2017

Date of Publication:

Effective Date:

EXHIBIT A

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

DRAFT



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda March 28, 2017
Date: _____

Subject: Makers Professional Services Contract

Contact	Russ Wright,	Budget	Facilities
Person/Department:	<u>Community Development Director</u>	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to execute a Professional Service Agreement not to exceed \$106,000 with Makers to develop a master plan for the municipal campus at Chapel Hill.

SUMMARY/BACKGROUND:

The city of Lake Stevens and Sno-Isle Libraries requested a letter of interest and statement of qualifications for professional architectural, planning and engineering services to prepare a joint site development plan for a proposed civic center located near Chapel Hill. City and Sno-Isle Library staff interviewed four highly qualified firms. The review panel unanimously recommended that the Mayor approve a contract with Makers to develop a master plan for the municipal campus. The review panel has recommended Makers for several reasons:

1. They have assembled a good support team of engineers, planners and cost estimators;
2. They have familiarity with Lake Stevens, responded most thoroughly to the proposal request and focused on the identified topics of interest during the panel interview;
3. They have produced many needs assessments and participated in multi-agency master plans; and
4. They understood the scope of the proposal and work required.

Maker's draft scope of work and budget are included as exhibits for Council's consideration. The scope of the project will include a Needs Assessment for necessary office space for city departments over the next 20 years. They will also help define the facility needs for civic/non-profit uses that may be able to share this site. They will provide a traffic analysis that focuses on proposed land uses in comparison to the Environmental Impact Statement prepared for the Lake Stevens Center Subarea. Makers will also prepare three site alternatives that identify appropriate locations for the library, city buildings and other civic/non-profit uses at the Chapel Hill site. Finally, Makers will help develop 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. Council has previously authorized a budget of \$100,000 dollars as a placeholder for this project. The total identified budget for the project is \$158,672. The city's portion of the project is \$105,334.50. The city's portion is larger than Sno-Isles' to account for the financing model and needs assessment, which are city-specific tasks.

APPLICABLE CITY POLICIES: Capital Facilities Plan

BUDGET IMPACT: Expenditure of Funds for Professional Services

ATTACHMENTS:

Attachment A – Scope of Services

Attachment B – Budget

Chapel Hill Civic Center Site Development Plan

March 22, 2017

Work Plan

A. KICK-OFF, PROJECT MANAGEMENT, ENGAGEMENT

This initial step sets clear expectations, refines project goals, drafts decision-making criteria, and refines the project work plan, schedule, and engagement strategy. These will be discussed at a kick off meeting with the Project Coordinating Committee (PCC) to include the City Administrative and Police staff and Sno-Isle Library. MAKERS will develop, review, update, and launch the project website and prepare, attend, and summarize progress check-ins and preparing status updates with monthly invoices.

The scope includes the following meetings, discussed more specifically in each task:

- Kickoff meeting, key staff/Council interviews, and one City needs assessment review meeting
- Four PCC meetings/work sessions (approximately every three weeks after the needs assessment phase)
- One public open house
- Two City Council briefings (and invitation to the public open house)

DELIVERABLES

- Kickoff meeting summary
- Project website
- Monthly progress meeting agendas and summaries; invoicing and progress reporting

B. NEEDS ASSESSMENT

The needs assessment will focus on the City of Lake Stevens and include interviews with key staff and council members, a draft program and needs assessment review meeting with staff, and a Council Briefing/Work Session.

This task includes:

- Reviewing existing data, plans, and reports
- Meeting with up to eight (8) City department representatives, Council members, and representatives of other civic/non-profit uses to discuss and refine existing and projected needs. A primary emphasis should be placed on housing a new Police Department, general office space for city business including Information Technology Services and Permit Center. The needs assessment should also look at siting and strategic pros and cons of other civic/non-profit uses of the Chapel Hill Site. These uses will be identified by the PCC and may include a food bank, family resource center and senior center. Programming will be at an overview level to facilitate site planning.
- Drafting a facility needs program, including space use standards and allowances for each City department
- Preparing a Draft and Final Needs Assessment and Site Summary memo, including recommending areas of focus to guide development of alternative site concepts
- City staff review meeting and milestone Council presentation
- Website updates as needed

DELIVERABLES

- Interview summaries
- Needs Assessment and Site Summary memo

- Milestone presentation and feedback summary
- Website updates

C. TRAFFIC ANALYSIS

This task will analyze potential traffic impacts of proposed land uses based on the draft facility program developed in Task B, relying on traffic analysis and planned improvements included in a recent EIS provided by the City. Additional analysis of the preferred concept developed in Task E will be undertaken at the building permit level as the project moves forward into environmental review and design.

D. SITE CONCEPT ALTERNATIVES

This task includes:

- Facilitating an alternatives development workshop with the PCC
- Preparing up to three site layout alternatives, illustrating potential building placement, parking, civic open space, and potential expansion options. The site concept alternatives will focus on the integration of both the City and Sno-Isle Libraries
- Developing potential concept-level costs associated with each alternative
 - Shared site development
 - Building cost for City buildings
- Analyzing the pros and cons associated with each alternative
- Evaluating typical and potential financing tools, opportunities, and recommendations
- Reviewing alternatives and initial evaluation and potential financing and phasing strategies with the PCC
- Refining materials and presenting conclusions to date at a public open house hosted by the PCC; Council attendance optional
- Preparing a summary briefing of outcomes with the PCC to refine and confirm direction for preferred site concept and discuss phasing and financing
- Website updates

DELIVERABLES

- Draft and refined alternative concepts and ROM cost estimates
- Three PCC meeting summaries
- Public open house materials and summary
- Website updates

E. DRAFT & FINAL PLAN

This task includes refining the preferred concept into a Draft Plan that summarizes and illustrates the study's findings and recommendations. This task includes:

- Developing a draft summary report that includes:
 - Preferred site plan illustrating building placement, parking, expansion areas, and civic open spaces if appropriate
 - Building functional diagrams showing adjacencies needs
 - 3-D site visualization of the site development concept (optional)
 - Utility services location diagram
 - Traffic and parking plan diagram
 - Probable ROM construction and total costs broken up by agency
 - Financing recommendations

- Potential cost sharing diagram related to site construction and potentially common area maintenance agreements
- Reviewing at a PCC meeting and updating summary report
- Preparing a final presentation to the PCC; updating and presenting Pre-Final to Council
- Making any final adjustments to the Plan and coordinating printing and final deliverables

DELIVERABLES

- Draft and Final summary report
- Two PCC meeting summaries
- Final Council Presentation
- Final website updates

Schedule

A draft project schedule is included below but can be refined if needed after project kickoff. It provides a draft concept site plan for use by Sno-Isle Libraries and the City of Lake Stevens by July 2017, assuming the notice to proceed is provided by the end of March. August and September work will be focused on report documentation and the final City Council presentation.



Assumptions

- The City and Sno-Isle Libraries will provide the team with any relevant surveys, background reports, architectural drawings, current plans, EIS's, GIS data, etc.
- The City will schedule and secure meeting locations for all in person project meetings, interviews, work sessions, or milestone presentations. The City will provide public notice to advertise public open houses and Council Presentations.
- MAKERS will develop and update a project website through the duration of this project. The City and Sno-Isle Libraries will link to the website and complement this with a coordinated social media strategy throughout the duration of the project.
- The scope includes up to eight interviews, two city staff review meetings, five PCC meetings including the Kick-off, two Council presentations and one public open house. These meetings will be in person unless MAKERS and the client agree the material can be covered adequately via phone/webex. Project

management coordination will be held via phone. MAKERS will take no more than 10 trips to Lake Stevens.

- Other civic/non-profit uses potentially located on the site will be considered at a strategic level. Uses will be identified by the PCC. Pros and cons from a site planning and construction cost perspective will be considered. A detailed feasibility analysis for these uses is not included in this project.
- No more than three alternative site concepts will be explored at a strategic planning level of detail.
- Rough order of magnitude estimates of probable construction costs provided by the team, based on recent estimates developed for similar projects. It is assumed these estimates will be refined by the City and Sno-Isle Libraries as projects move forward into design. Total project costs can be provided if desired with owner assistance.
- The City will distribute materials for review and coordinate/consolidate comments received. No more than three versions of the report will be provided (Draft, Pre-Final, and Final).
- Eight hard copy prints of the Final Report will be provided; electronic files will be provided at project close-out.

	MAKERS Julie B. Cecilia \$195 \$115		CHS \$185	Heffron \$200	Property Counselors \$200	TRC \$165	City Tasks	
							Shared Tasks	
PROJECT KICK-OFF/PROJECT MANAGEMENT	Estimated Number of Hours							\$26,860
Prep, conduct, summarize kick-off meeting and initial site tour	8	32	2	2				\$6,010
Prepare project schedule & update as needed	4	12	1	1	1	1		\$2,910
Prepare data collection and stakeholder engagement plan	2	8						\$1,310
Monthly progress phone meetings and minutes	8	16						\$3,400
Monthly progress updates/invoicing	2	8						\$1,310
Develop, review, update, and launch project website	8	40			4			\$6,960
Other project coordination	16	16						\$4,960
CITY NEEDS ASSESSMENT								\$33,600
Review background information	8	24	4	4	4	4		\$7,320
Interview up to 8 City staff, Councilmembers, etc.	12	24						\$5,100
Develop space standards/conceptual program	6	24						\$3,930
Develop/update space needs assessment & site summary memo	8	40	32					\$12,080
Prep and conduct needs assessment briefings (staff & Council)	8	24						\$4,320
Update website	2	4						\$850
TRAFFIC ANALYSIS (High level look at uses and EIS)								\$5,650
Conduct traffic analysis	2	4		24				\$5,650
SITE CONCEPT ALTERNATIVES								\$49,790
Alternatives development workshop	12	32						\$6,020
Develop up to three conceptual site plans, including ROM costs and pro/con analysis of alternatives	24	80	8			24		\$19,320
Evaluate and draft preliminary thoughts regarding typical financing tools and opportunities (includes meeting with City Finance)	4	8			40			\$9,700
Prepare and conduct Alternatives Evaluation Workshop with PCC; document results	16	32						\$6,800
Present conclusions to date and get feedback at a public open house	12	32						\$6,020
Summarize feedback and direction; provide for PCC review	2	6						\$1,080
Update website	2	4						\$850
DRAFT & FINAL PLAN								\$41,400
Refine concept and financing recommendations	4	16			8			\$4,220
Prepare conceptual utility plan	1	8	6					\$2,225
Prepare circulation and parking plan	1	8		4				\$1,915
Prepare cost sharing and phasing diagrams	4	24						
Draft summary report incl. refined cost estimates	8	80				8		\$12,080
Prepare and conduct Draft Plan presentation to PCC	8	24						\$4,320
Update Draft/Prepare Pre-Final Plan	6	40						\$5,770
Prepare and conduct 'final' presentation with PCC	8	24						\$4,320
Update if needed and present to Council	8	24						\$4,320
Make final adjustments; coordinate printing and deliverables	2	16						\$2,230
<i>Total hours</i>	216	734	53	35	57	37		\$157,300
Subtotal labor by company	<i>\$126,530</i>		<i>\$9,805</i>	<i>\$7,000</i>	<i>\$11,400</i>	<i>\$6,105</i>		
Expenses								
MAKERS travel (72 miles @ \$0.54 per mile)				10	\$	38.88		\$389
CHS travel				2	\$	38.88		\$78
Heffron travel				2	\$	38.88		\$78
TRC travel				2	\$	38.88		\$78
Working documents, presentation copies, etc.; color per page (estimated)				200	\$	0.50		\$100
Final report documents; color; bound (estimated)				8	\$	65.00		\$520
Large color plots (estimated)				20	\$	6.50		\$130
								\$1,372
Project Total								\$158,672
Shared								\$106,677
City								\$51,996

Council Agenda Date: March 28, 2017

Subject: Fees Resolution 2017-06

Contact Person/Department:	Russ Wright, Community Development Director	Budget Impact:	none
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Adopt Resolution 2017-06 adjusting fees for city licenses, permits and other services.

The city periodically adjusts fees for licenses, permits and other services by resolution to ensure city costs are appropriate.

Staff is recommending that City Council adopt Resolution 2017-06 revising fees for 2017. The following list describes the proposed fee adjustments to Section 2 - Table A.

- a. The separate “buoy section” in Table A has been deleted. Mooring Buoy Application is provided under the Shoreline Permits Section. The fee increases from \$105 to \$150 to be more in line with fees for similar reviews.
- b. Impact fees for school mitigation increase to be consistent with the adopted Lake Stevens School District Capital Facilities Plan. The School District collects these fees directly.
- c. A sign insert fee is added for minor reviews of replacement signage of \$25.00. The intent will be to complete these reviews over the counter. Staff analyzed the idea of combining the sign review with the underlying building permit fee. The consensus was that this might add costs to the permit as building permits are based on overall valuation of the project. These reviews can be processed concurrently if the tenant / business has identified signage needs early on.
- d. The city has added online permitting features, online scheduling and online payments in the last year. We will be looking to expand digital functions in the future. A technology fee of three percent (3%) is proposed in Table F as a cost recovery for these convenience services attached to building and land use permits. Staff has reviewed the fee structure of several jurisdictions including Bothell, Kirkland, Snohomish County, Issaquah, Mill Creek, Kenmore, Snoqualmie, Mercer Island, Sammamish and King County. Technology fees range between 3 and 5 percent with the average being 3.81 percent. The city’s proposed fee is in line with Snohomish County and Mill Creek.
- e. Area-wide rezone fee eliminated – analysis is the same as other rezones not associated with a Comprehensive Plan Amendment.

Resolution 2017-06

CITY OF LAKE STEVENS
Lake Stevens, Washington

RESOLUTION NO. 2017-06

A RESOLUTION REPEALING RESOLUTION NO. 2016-14 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS: Resolution No. 2016-14 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

Section 1. Fees and Deposits-General.

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the City Council may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm.
- E. **Concurrent Applications.** Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

Section 2. Land Use Fees. Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required (may also require SEPA and critical area review fees)	150
Grading Permits (less than or equal to 100 cubic yards)	375
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040) Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
ADMINISTRATIVE REVIEW (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit (includes grading permits over 100 cubic yards)	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
ANNEXATIONS	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
ATTORNEY FEES	Applicant pays actual cost charged City plus 35 Administrative fee
APPEALS PER TITLE 14	
To City Council	350

CITY OF LAKE STEVENS

RESOLUTION NO. 2017-06

Action/Permit/Determination	Fee (\$)
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
BINDING SITE PLANS	6,000
Revision	1,000
BUOY OR MARKER PERMIT (PRIVATE) (Per LSMC 10.16.070)	
Initial Application Review	105
Private buoy or marker permit (annual) (LSMC 10.16.070)	-75
CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
CONCESSIONS	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
CONDITIONAL USE PERMITS	3,500+ Hearing Examiner cost
CONSTRUCTION PLAN APPROVAL	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the

CITY OF LAKE STEVENS

RESOLUTION NO. 2017-06

Action/Permit/Determination	Fee (\$)
	appropriate Department Director
CONSULTANT FEES (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
CRITICAL AREA REVIEW	Applicant pays actual cost charged City plus 35 Administrative fee
DESIGN REVIEW	
Design Review – Administrative Decision	450
Design Review –Design Review Board	450
DEVELOPMENT AGREEMENT	1,400
EDDS DEVIATION REQUEST	150 for first two hours + 75 per hour for each additional hour of staff time
ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
EVENT PERMITS	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
FIREWORKS PERMITS	
Fireworks Display	250
Fire Works Stand	100
IMPACT FEES	
Park Mitigation	
Single Family Residence and Apartments with 3+ bedrooms	2,363/dwelling
Duplex and Apartments with 2 bedrooms	1,733/dwelling
Apartments with 0-1 bedrooms	1,103/dwelling
School Mitigation	
Detached Single Family Residence	4,680/6,624/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	2,532/3,678/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,039/PM Peak Hour Trip
Traffic Impact Zones 2 & 3	2,917/PM Peak Hour Trip
Impact Fee Adjustment/Deferral Application	150

CITY OF LAKE STEVENS

RESOLUTION NO. 2017-06

Action/Permit/Determination	Fee (\$)
LAND USE CODE AMENDMENTS	3,000
MISCELLANEOUS ACTIONS/ITEMS	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	Equal to cost of purchasing & planting trees as per applicant submitted report prepared by certified arborist or landscape designer/contractor
MISCELLANEOUS TASKS	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
PARK PERMITS	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
PLANNED NEIGHBORHOOD DEVELOPMENTS	3,500+Hearing Examiner cost
PRE-APPLICATION CONFERENCE FEE (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
RECONSIDERATION OF DECISION by:	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
RECORDING FEES	At cost (paid directly to Snohomish County)
REZONES - ZONING MAP AMENDMENTS	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Action/Permit/Determination	Fee (\$)
RIGHT-OF-WAY	
Right-of-Way Permit	
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot

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SEPA REVIEW (does not include critical areas review, which is a separate fee)	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
SHORELINE PERMITS (may also require SEPA and critical area review fees)	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
Shoreline Exemption with Floodplain Development Permit	300
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
SIGN PERMITS	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
VARIANCE (Hearing Examiner review)	1,100+Hearing Examiner cost
ZONING CERTIFICATION LETTER	150

Section 3. Building Permit Fees. (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2015 edition of the International Building Code (IBC)
 2. 2015 edition of the International Residential Code (IRC)
 3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code)
 4. 2015 edition of the Uniform Plumbing Code
 5. Washington State Barrier Free Regulations (Title 51 WAC)
 6. Current edition of the Washington State Energy Code
 7. 2015 edition of the International Fire Code
 8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

Table 1A: Building Permit Fees

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

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C. Plan Review Fees:

Residential:

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

Commercial:

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Groups R-3 and U

Construction Valuation		Fee
From:	To:	
\$0	\$1,000	\$30
\$1,001	\$5,000	\$115
\$5,001	\$10,000	\$175
\$10,001	\$20,000	\$200
\$20,001	\$45,000	\$260
\$45,001	\$100,000	\$315
\$100,001	\$250,000	\$430
\$250,001	\$500,000	\$545
\$500,001	\$1,000,000	\$690
\$1,000,001	\$1,500,000	\$775
\$1,500,001	\$2,000,000	\$835
>\$2 million		\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.
Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.
Reinspection fees assessed at \$75 per hour (1 hour minimum).
Penalty for commencing work prior to permit issuance: Double permit fee.
Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).
Additional plan review required by changes, additions or revisions to plans: \$75/hour.
For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

Table B2: Schedule of Miscellaneous Building Permit Fees

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
BASIC HOUSE PLAN REVIEW			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each permit)	\$4.50		\$4.50
Each additional residential unit (per RCW 19.27.085)	\$2.00		\$2.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, August 2012, International Code Council

Table B3: Mechanical and Plumbing Fees

Mechanical Fees		Plumbing Fees	
Mechanical Permit	35.00	Plumbing Permit	35.00
AC unit < 100,000k	20.00	Back Flow Preventer	10.00
AC unit 100,000k – 499,999 k	30.00	Bathtub	10.00
AC unit 500,000k and up	40.00	Commercial Dishwasher	15.00
Air Handlers <10,000 CFM	13.00	Drinking Fountain	10.00
Air Handlers 10,000 CFM and up	23.00	Floor Sink or Drain	10.00
Boilers	15.00	Grease Interceptor	50.00

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Mechanical Fees		Plumbing Fees	
Commercial Incinerator	30.00	Grease Traps	10.00
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00
Wall/Unit Heaters	20.00	Water Heater	15.00

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Mechanical Fees		Plumbing Fees	
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

Section 5. Animal Code Fees. Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
Dog/Cat License: <ul style="list-style-type: none"> Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime Each dog or cat neutered or non-neutered, lifetime Senior Citizen (defined as being 62 years of age or older) owners, lifetime Service and guide dogs, lifetime Duplicate license for lost or destroyed dog/cat tag Duplicate license - Senior Citizen owners and Service/Guide Dogs Other Code Violations: <ul style="list-style-type: none"> First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts. 	<p>Free</p> <p>20</p> <p>Free</p> <p>Free</p> <p>4</p> <p>Free</p>
Impound Fees for Cost Recovery: <ul style="list-style-type: none"> Dogs and cats (at police kennel) Animals Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements. Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred. 	<p>25</p> <p>30</p> <p>Varies</p>
Pasture/Waste Management Plan (Sec 519.040)	<p>Varies</p>

Section 6. Miscellaneous Police Fees. Fees for various Police services, actions, and permits shall be as listed in Table E.



Table E: Schedule of Miscellaneous Police Fees & Fines

Permit/Action/Service	Fee (\$)
Fingerprinting:	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
Lamination Services – Concealed Pistol Licenses	3.50
Boat Launch Parking Fees and Fine:	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
DUI cost recovery:	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
False Alarm Fees:	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
Impound Fees for Cost Recovery:	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
Fine for parking:	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
Off-duty Officer:	Refer to current billable rate schedule
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
Special Event Services Deposit: (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
Letters for search of local criminal justice data bases	10
Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee	25

Section 7. Miscellaneous Fees. Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
Public Works :	Refer to current billable rate schedule
Hourly Rate for Service for Non-profits	
Hourly Rate for Service for others (includes a 15% administrative fee)	
Business Licenses:	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/ Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1 st three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing's Master License Service	Currently New Application \$15 Renewal \$9
- Business license handling fee (fees shall be automatically amended by the State)	
Duplication of Public Records: (postage/delivery costs extra)	
- In-house Copying of City documents for the public	15¢/page/side first \$2 charge is free
- In-house Copying of City documents to pdf when original document is not in electronic format	10¢/page/side first \$2 charge is free \$1 extra for copy to CD
- In-House duplication of City documents to CD, such as Comprehensive Plan, Lake Stevens Municipal Code Title 14, Urban Design Standards, Engineering Design and Development Standards, etc.	10/CD
- Documents or CDs printed by outside party	Actual cost to reproduce (minimum deposit required)
- Maps - Duplication of maps less than 11"X17"	2
- Maps - Duplication of maps greater than 11"x17"	6
- Special requests for plotted maps, aerials, plans, etc. (each)	12
- Audio recordings of meetings: Duplicated by staff Duplicated by outside party	1/tape/disc Actual cost to reproduce
- Color photos (cost to reproduce)	40¢

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Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> - Duplication of all other types of City media (i.e., photographs, audio/video tapes, blueprints) shall include the cost of duplication, postage/delivery costs, and actual staff time - Certified copy of a public record 	\$5 for 1 st Page and \$1 each after the 1 st Page
Dishonored Check Fine (in payment of City services)	35
Passports (fees shall be automatically amended by U.S. Dept. of State)	Consistent with effective federal changes
Age 16 and Over	Passport Fee 110 Execution Fee 25
Under Age 16	Passport Fee 80 Execution Fee 25
Passport Photos	\$16.00/set including sales tax
<u>Technology Fee</u>	<u>A technology fee of three (3) percent will be assessed on each building and land use permit issued.</u>

Section 8. Community Center Rental Fees. Fees for renting the City's Community Center shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
*Local users – see definition below	\$10/ hour or \$60/day
Non-local users	\$15/hour or \$90/day
**Non-Profit Community Interest Groups - see definition below	\$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free
Key Replacement Fee	\$25

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. **Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee.
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

Maximum of 50 people per shelter.
Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens

Section 9. Lundeen Park Shelter Fees. Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

Section 10. Stormwater Utility and Lake Management Charges. Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table I (below).

	Group Size	Number of shelters	Rate
Lundeen Park Single Shelter Pricing			
	1-50	1	\$ 60 <i>Non-refundable reservation fee + \$ 7</i> \$ 67
Lundeen Park Double Shelter Pricing			
	1-100	2	\$ 120 <i>Non-refundable reservation fee + \$ 7</i> \$ 127

Table I: Stormwater Management Utility

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67/parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per 1/4 acre	\$28.61per 1/4 acre
Light	20% to 39%	\$8.00 per 1/4 acre	\$96.00 per 1/4 acre
Moderate	40% to 59%	\$13.28 per 1/4 acre	\$159.36 per 1/4 acre
Heavy	60% to 79%	\$18.06 per 1/4 acre	\$216.77 per 1/4 acre
Very Heavy	80% to 100%	\$23.90 per 1/4 acre	\$286.85 per 1/4 acre
City Roads	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
State Highways	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
Low Income Senior & Disabled Exemption			Set in accordance with Snohomish County guidelines

Mobile Home parks shall be charged under the appropriate rate category by their percentage of impervious surface.

Duplex, Triplex, Four-plex will be charged the base single family rate multiplied by the number of units.

Parcels with multiple single family structures will be charged the base single family rate multiplied by the number of structures.

Miscellaneous structures over 120sf, will be charged under the appropriate rate category by their percentage of impervious surface.

Undeveloped lots are not altered from the natural state by construction and include lakefront and split lots.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

Table IB: Lake Management Benefit Assessment

Class	Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot	NA	\$16.00per parcel	\$192.00 per parcel
Split Lot	NA	\$11.33 per parcel	\$136.00per parcel

The lake front lot assessment applies to each land parcel abutting the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and a portion of the lot separated from the lake shore by the city road. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.

Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.

Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.

Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.

Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.

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Section 11. Annual Fire Inspection Fees and Fire Department Related Service fees. Fees for fire inspection and Fire Department related Services fees shall be as listed in Table J below.

Table J: ANNUAL FIRE INSPECTION

AND FIRE DEPARTMENT RELATED SERVICE FEES

TABLE A -- ANNUAL FIRE INSPECTION FEE			
Building size In square feet	FEE		
	B, M, R	A, E, LC, R	F, H, I, S Occupancies
0-1000	\$45	\$75	\$95
1,001-2,500	\$65	\$105	\$165
2,501-5,000	\$95	\$155	\$245
5,001-7,500	\$115	\$185	\$285
7,501-10,000	\$125	\$195	\$300
10,001-12,500	\$145	\$230	\$315
12,501-15,000	\$165	\$275	\$330
15,001-17,500	\$175	\$295	\$345
17,501-20,000	\$190	\$310	\$365
20,001-30,000	\$215	\$350	\$375
30,001-40,000	\$230	\$375	\$385
40,001-50,000	\$245	\$400	\$400
50,001-60,000	\$260	\$425	\$425
60,001-70,000	\$275	\$450	\$450
70,001-100,000	\$300	\$475	\$475
100,001-150,000	\$350	\$500	\$500
150,001-200,000	\$400	\$525	\$525
OVER 200,000	\$450	\$550	\$550
REINSPECTION FEES			
For uncorrected violations at time of first re-inspection			\$25
For uncorrected violations at time of second re-inspection			\$50
SPECIAL INSPECTION FEES			
Riser system Re testing			\$58 each
Fuel storage tank abandonment			\$58.00 each
Alarm System re-testing			\$58.00 each
SPECIAL EVENT PERMIT FIRE INSPECTIONS			

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During regular business hours	\$115
After regular business hours/weekends	\$69/hour of actual
PYROTECHNIC FIREWORKS	
Retail fireworks	\$115
Wholesale fireworks	\$115

FIRE DEPARTMENT RELATED SERVICE

Table B -- SPECIAL ASSEMBLY PERMITS(IFC 105.6.43)	
Temporary Membrane Structures, Tents & Canopies	
(See IFC 105.6.43& IFC 24)	
Duration / Commercial Use	Fee:
< 3 days	No Fee
4 to 180 days	\$58
Temporary Assembly	
For <99 people	\$58
For >100 people	\$115
Table C -- EXPLOSIVES (105.6.15)	
Retail Fireworks Stand	
Retail Sales - Wood Stand	included in Fireworks Permit fee
Retail Sales – Tent	included in Fireworks Permit fee
Must meet requirements of Table B, but no additional fees required.	
Public Display	
Licensed Pyrotechnic Operators Only	\$115
Temporary Storage	\$173

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Table D -- NFPA 72 FIRE ALARM SYSTEMS 105.7.4		
Comprehensive Fees for Permit, Review & Inspection		
Tenant Improvement or System Modification		
Number of Devices* From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 431
101	200	\$ 546
>200		\$575 plus \$58 per 100 additional devices (prorated)
New System		
Number of Devices* From: To:		Fee:
1	100	\$403
101	200	\$546
>200		\$575 plus \$58 per 100 additional devices (prorated)
In addition to device* fees shown, the following fees also apply:		
FACP and/or Transmitter		
Replaced		\$144
New		\$230
Note: All Central Station Monitoring must be UL or FM listed.		
*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device), and other such devices.		

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Table E -- FIRE SPRINKLER SYSTEMS (105.7.1, 105.7.11, 105.7.4)		
Tenant Improvement or System Modification (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 460
101	200	\$ 546
201	300	\$ 661
>300		\$690 plus \$58 per 100 additional devices (prorated)
New System (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From: To:		Fee:
1	100	\$431
101	200	\$546
201	300	\$690
>300		\$719 plus \$58 per 100 additional devices (prorated)
NFPA 13-D (RESIDENTIAL)		
Number of Sprinklers:		Fee*:
1 to 10		\$ 201
11 to 25		\$ 259
26+		\$ 316
*Non-required NFPA 13-D Systems Fee 50% of listed fees for voluntary installations		
Hood Suppression Systems		

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Type of System:	Fee:
Pre-Engineered	\$144
Custom Engineered	\$316
Standpipe Systems	
Class I, II or III new or existing	\$173
Fire Pump (each)	
\$345 each, maximum \$575	
**Devices include separate individual portions of a Fire Sprinkler System such as: Sprinklers, Risers, Valves, Pull Stations, Beam Detectors (each piece is one device) and other such devices.	
Table F -- HAZARDOUS MATERIALS FACILITY CONSTRUCTION (105.7.7)	
Hazardous Materials Installation, Repair, Abandonment, Removal, Closure or Substantial Improvement	
Permits in addition to Annual Operational Permit	
Permits required when quantity exceeds permit amounts in Table 105.6.20.	
QUANTITY	FEE
1-2 Materials in Excess of Permit Amount	\$115.00
3-5 Materials in Excess of Permit Amount	\$230.00
>5 Materials in Excess of Permit Amount	\$460.00
Table G -- COMPRESSED GASES (105.7.3) AND FLAMMABLE & COMBUSTIBLE LIQUIDS (105.7.6) AND LP-GAS (105.7.9)	
Compressed Gas Installation, Repair, Abandonment, Closure or Substantial Modification to a Compressed Gas System when the Compressed Gases used or Stored exceed the amounts listed in Table 105.6.8.	
Modification or repair of a flammable or combustible liquids pipeline. Installation or construction or Alteration of those items listed in 105.7.6	
For installation of or modification to an LP-gas system.	
Compressed Gas System	\$201
Flammable & Combustible Liquids	
< 500 Gallons	\$115
>= 500 Gallons	\$230
>= 1000 Gallons	\$575
LP-Gas System	\$86

Table H -- SPRAY BOOTHS (105.7.11) AND INDUSTRIAL OVENS (105.7.8)
Note: Separate Sprinkler Permit Required under Table E

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NOT SUBJECT TO TABLE A FEES	
SPRAY BOOTHS Type:	Fee:
Pre-Engineered w/ documents	\$ 173
Site-Built or used w/o documents	\$ 288
INDUSTRIAL OVENS	\$ 288
Table I -- ANNUAL BUSINESS INSPECTION FEES	
1 st Inspection	In accordance with LSMC 2.52
Table J -- MISCELLANEOUS FEES	
Work Begun or Completed before Permit Issuance	Permit Fees Triple / No inspections until paid
After Hours Inspection (Regular Inspection Hours: 7:30am to 3:30pm)	\$86 per hour / 1 hour minimum
Firefighter Fire Watch or Standby	\$75 per hour / per firefighter 2-hour minimum per firefighter
Fire Flow Determination	\$115
Re-Inspection Fee for each inspection after the 3rd site visit, or as required by the fire code official.	\$86
<p>Fees may be reduced by the fire code official for small or short duration projects. Note: \$25 of each fire permit issued is retained by the permit department as an administrative fee. The remainder of the fees listed is remitted to the Fire Department. "Additional plan review required by changes, additions or revisions to plans \$58.00 per hour." Outside Consultant Review: Actual Costs plus 10% (Fire Marshal Review Fee)</p>	
TABLE K -- OPERATIONAL PERMITS	
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes which may produce conditions hazardous to life or property.	
An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.	
<p>Unless otherwise indicated, Operational Permit Fees are \$100 each. If more than one permit is required for a single occupancy, all permits shall be issued under a single permit fee in the amount of \$150.</p> <p>Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event or will not be considered.</p>	
Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs

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Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC 105.6.8 (compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids	See WAC 51-54-0100, 105.6.16
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.

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Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table 105.6.20.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m ²)
Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft ³) (236 m ³)
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71 m ³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 425.334.3034
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly

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Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m3) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3)

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS THIS 28th DAY OF March 2017.

ATTEST:

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant K. Weed, City Attorney