

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.

WORKSHOP MEETING AGENDA

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

Tuesday November 14, 2017 – 6:00 p.m.

- Snohomish County Executive Dave Somers

CITY COUNCIL REGULAR MEETING AGENDA

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

Tuesday, November 14, 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		Council President
ROLL CALL		
APPROVAL OF AGENDA		Council President
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA:	*A Approve 2017 Vouchers	Barb
	*B Approve October 24, 2017 City Council Workshop Meeting Minutes	Barb
	*C Approve October 24, 2017 City Council Regular Meeting Minutes	Barb
	*D Approve Subscriber Agreement with Public Safety Testing	Teri

Lake Stevens City Council Regular Meeting Agenda

November 14, 2017

PUBLIC HEARING:

PUBLIC HEARING FORMAT:

1. Open Public Hearing
2. Staff presentation
3. Council's questions of staff
4. Proponent's comments
5. Comments from the audience
6. Close public comments portion of hearing
7. Discussion by City Council
8. Re-open the public comment portion of the hearing for additional comments (optional)
9. Close hearing
10. COUNCIL ACTION:
 - a. Approve
 - b. Deny
 - c. Continue

*A First Reading of Ordinance No. 1005 Adopting 2018 Barb
Budget

ACTION ITEMS:

Admin/Budget Subcommittee

Councilmember McDaniel

- *A Approve Ordinance No. 1006 Levying Taxes Upon All Real Property-Real, Personal and Utility Barb
- *B Approve Agreement with New York Life re Life Insurance Teri
- *C Approve Non-Represented Employee Pay Scale Teri

Economic Development Subcommittee

Councilmember Tageant

Public Safety Subcommittee

Councilmember McDaniel

*F Approve Ordinance No. 1007 re Interlocal Agreement
Creating a New Emergency Communications Agency

Public Works Subcommittee

Councilmember McDaniel

*G Award Bid and Approve Public Works Contract re Callow Road Frontage Improvements Cory

Parks Subcommittee

Councilmember Holder

*H Approve Reimbursement of Attorney Fees to Frontier Heights Homeowners Association re Frontier Heights Park Property Transfer Jim

DISCUSSION ITEMS:

- *A Update on Interlocal Agreement with Snohomish County re Cavelero Park Russ
- *B Comprehensive Plan Briefing Russ

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.

EXECUTIVE SESSION:

ADJOURN

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

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

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



This page left blank intentionally



**CITY DEPARTMENT REPORT
NOVEMBER 14, 2017 CITY COUNCIL
MEETING**

- Finance/City Clerk
 - The Mayor has signed an amendment to the Laserfiche technology solution contract approved by Council in September, reducing the number of "named user" licenses purchased from 100 to 50. Based on preliminary planning meetings with Cities Digital it was determined that not all employees need to be "named users." The city can add more licenses and services later as needed. This reduction in licenses will reduce the contract amount by approximately \$40,000.
 - The Washington State Auditors began working onsite Thursday and will be here approximately four weeks.



This page left blank intentionally

BLANKET VOUCHER APPROVAL
2017

Payroll Direct Deposits	11/1/2017	\$168,593.98
Payroll Checks	43780-43782	\$5,343.90
Tax Deposit(s)	11/1/2017	\$65,522.61
Electronic Funds Transfers	ACH	\$148,619.20
Claims	43777-43779, 43783-43916	\$1,040,065.86
Void Checks		
Total Vouchers Approved:		\$1,428,145.55

This 14th day of November 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



November 14th, 2017

City Expenditures by Type on this voucher packet

Personnel Costs	\$	173,938	12%
Payroll Federal Taxes	\$	65,523	5%
Excise Tax	\$	1,229	0%
Medical Benefits - Employer	\$	125,923	9%
Employer paid Benefits - By Check	\$	9,197	1%
Employee paid benefits - By Payroll	\$	17,918	1%
Supplies	\$	26,106	2%
Professional Services*	\$	398,270	28%
Intergovernmental Services	\$	43,609	3%
Capital **	\$	142,496	10%
Debt Payments	\$	423,938	30%
Void Check			0%
Total		\$1,428,145.55	100%

Large Purchases

- * 2017 Alum treatment for Lake Stevens - \$95,513
- * Painting Grimm House - \$12,722
- * Dumpster Pickup/delivery-20th St SE Demo - \$10,328
- ** Furniture for City Hall - \$125,031



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$762.19
Ace Hardware	43783	11/9/2017	56221	001-010-576-80-31-00	PK-Operating Costs	Manure		\$92.54
			56269	101-016-544-90-31-02	ST-Operating Cost	Pipe/coupling		\$10.95
				410-016-531-10-31-02	SW-Operating Costs	Pipe/coupling		\$10.94
			56387	101-016-544-90-31-02	ST-Operating Cost	Iphone cable		\$9.79
			56625	001-010-576-80-31-00	PK-Operating Costs	Diamond Line for weedeater		\$21.77
				101-016-544-90-31-02	ST-Operating Cost	Diamond Line for weedeater		\$21.78
				410-016-531-10-31-02	SW-Operating Costs	Diamond Line for weedeater		\$21.78
			56626	101-016-544-90-31-02	ST-Operating Cost	Air fittings for shop air hose		\$12.12
				410-016-531-10-31-02	SW-Operating Costs	Air fittings for shop air hose		\$12.12
			56634	101-016-544-90-31-02	ST-Operating Cost	Black Poly film/utility knife for sidewalk repair		\$43.54
			56637	001-010-576-80-31-00	PK-Operating Costs	Oil for weedeaters		\$12.33
				101-016-544-90-31-02	ST-Operating Cost	Oil for weedeaters		\$12.33
				410-016-531-10-31-02	SW-Operating Costs	Oil for weedeaters		\$12.34
			56642	001-008-521-20-31-02	LE-Minor Equipment	Chipkey for PT69		\$87.11
			56645	410-016-531-10-31-02	SW-Operating Costs	Duct Tape		\$19.76
			56652	101-016-544-90-31-02	ST-Operating Cost	Pipe/adapter/plug clean out-shop repair		\$70.27
				410-016-531-10-31-02	SW-Operating Costs	Pipe/adapter/plug clean out-shop repair		\$70.27
			56654	001-008-521-20-31-02	LE-Minor Equipment	Keys for Market Pl office		\$8.13
			56659	001-008-521-20-31-02	LE-Minor Equipment	Battery for SRO Safe		\$10.44
			56671	101-016-544-90-31-02	ST-Operating Cost	Air fittings for shop air hose		\$14.94
				410-016-531-10-31-02	SW-Operating Costs	Air fittings for shop air hose		\$14.95
			56693	001-012-572-20-31-00	CS-Library-Office & Operating	Pipe/Elbow/Adapter/PVC cement-hot water tank at Library		\$17.48
			56742	001-008-521-20-31-02	LE-Minor Equipment	Stapler/staples		\$32.65
			56771	001-008-521-20-31-02	LE-Minor Equipment	Evidence supplies case 2017-23938		\$89.77
			56778	001-010-576-80-31-00	PK-Operating Costs	Anti-Freeze		\$5.44
				101-016-544-90-31-02	ST-Operating Cost	Anti-Freeze		\$5.45
			56833	001-013-594-18-60-02	GG - City Hall Demo	Sealant/coat hook/Door kick down new city hall		\$21.20
Advance Auto Parts	43784	11/9/2017	2421-266454	101-016-544-90-31-02	ST-Operating Cost	Oil & Filters - PW40		\$25.94
				410-016-531-10-31-02	SW-Operating Costs	Oil & Filters - PW40		\$25.94



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
AFLAC	0	11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,661.50	\$1,685.94
			588001	001-000-284-00-00-00	Payroll Liability Other	Adjustment to correct pmt for M Place		(\$24.44)
Alco Pro	43785	11/9/2017	0205900-IN	520-008-594-21-63-00	Capital Equipment	Alco-sensor PT75	\$559.00	\$559.00
			52763	001-001-513-10-31-00	Executive - Supplies	Business cards - Spencer		\$62.53
American Planning Association	43787	11/9/2017	191874-17101	001-007-558-50-49-00	PL-Miscellaneous	APA membership - Place	\$650.00	\$650.00
			101117	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Dealing w/difficult people-Everett-J Anderson		\$19.00
Aquatechnex	43789	11/9/2017	8474	410-016-531-16-48-00	SW - Alum Treatment	2017 Alum treatment for Lake Stevens	\$95,513.70	\$95,513.70
			110117	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium		\$128,277.71
Assoc of Washington Cities EFT	0	11/9/2017	8484 1017	001-007-558-50-20-00	PL-Benefits	Medical Insurance Premium-Place	\$125,922.51	\$2,355.21
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium		(\$0.01)
				001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Dealing w/difficult people-Everett-Aukerman		\$19.00
Wayne Aukerman	43790	11/9/2017	101117	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Dealing w/difficult people-Everett-Aukerman	\$19.00	\$19.00
			10/24/2017	8484 1017	001-007-558-50-43-00	PL-Travel & Mtgs	Parking - Hilton - Seattle - Wright	\$10.00
Business Card	43778	10/24/2017	8484 1017	001-007-558-50-49-01	PL-Staff Development	WSAPT 2017 Fall Conference Registration-Meyers		\$200.00
				11/9/2017	5467747	101-016-544-90-31-02	ST-Operating Cost	Asphalt for storm water runoff berms
Cadman Materials Inc	43791	11/9/2017	5468158	001-013-594-18-60-02	GG - City Hall Demo	Asphalt for Sidewalk repair at City Hall	\$138.22	\$107.12
				11/9/2017	17875256	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance - City Shop
Canon Financial Services Inc	43792	11/9/2017	424572	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance - City Shop	\$17.07	\$17.06
				302-010-576-90-31-00	Tree Mitigation Expenditures	Trees at new City Hall		\$2,793.28
Rick Carlson	43793	11/9/2017	424572	621-000-389-20-00-02	Retainage - Other PW Project	Retainage-All Phase Brush & Lane	\$2,940.30	(\$147.02)



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Cashmere Valley Bank	43794	11/9/2017	133357 1117	212-016-591-48-71-00	2010A Bond Principal - PW shop	2010 Series A Bond Pmt - Principal	\$35,468.09	
				212-016-592-48-83-00	2010A Bond Interest - PW Shop	2010 Series A Bond Pmt - Interest		\$1,614.00
CDW Government Inc	43795	11/9/2017	KHJ1026 KMZ4257 KQJ0624 KQZ4030	001-008-521-20-31-02	LE-Minor Equipment	Honeywell USB host	\$3,688.08	\$36.97
				510-006-518-80-49-00	License Renewal - Annual Maint	Cisco Meraki Cloud Contract		\$492.66
				510-006-518-80-49-00	License Renewal - Annual Maint	Watchguard security software - 1 year		\$1,914.28
				001-006-518-80-48-00	IT-Repair & Maintenance	Samsung Solid State Computer drives		\$1,244.17
Central Welding Supply	43796	11/9/2017	EV245271	101-016-544-90-31-02	ST-Operating Cost	Gas for Cutting Torch	\$235.54	\$48.81
				410-016-531-10-31-02	SW-Operating Costs	Gas for Cutting Torch		\$48.82
			EV245388	101-016-544-90-31-02	ST-Operating Cost	Welding wire/glasses/tips	\$26.83	
				410-016-531-10-31-02	SW-Operating Costs	Welding wire/glasses/tips		\$26.82
			EV245785	101-016-544-90-31-02	ST-Operating Cost	Cape sleeve-welding protection	\$67.53	
				101-016-544-90-31-02	ST-Operating Cost	Argon welding gas		\$8.37
			RN10171011	101-016-544-90-31-02	ST-Operating Cost	Argon welding gas	\$8.36	
				410-016-531-10-31-02	SW-Operating Costs	Argon welding gas		
CHS Engineers LLC	43797	11/9/2017	371705-1710 371720-1710 371726-1710	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0067 Nourse Development	\$2,610.60	\$1,346.40
				001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2017-0133 A&J Builders		\$523.68
				101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0011 Shadowhawk		\$740.52
CIC Valuation Group Inc	43798	11/9/2017	17-3098	001-013-518-20-41-00	GG-Professional Service	Old Town Center project	\$1,962.00	
								\$1,962.00
City of Arlington	43799	11/9/2017	554	001-008-521-40-49-01	LE-Registration Fees	Use area 8/3 for Evasive Vehicle Operations training	\$144.60	
City of Everett	43800	11/9/2017	I17002611	410-016-531-10-41-01	SW-Professional Services	Fecal coliform testing	\$30.00	
	43801	11/9/2017	010340 1017	101-016-543-50-47-00	ST-Utilities	Water services 9306 20th St SE	\$27.09	
Co Op Supply	43802	11/9/2017	615665/4	001-013-518-20-48-00	GG-Repair & Maintenance	Straw for 20th St SE Demo	\$130.57	



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Coast Gateway Hotel	43803	11/9/2017	472844	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Homicide Investigation-Parnell	\$482.10	
			472845	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Homicide Investigation-Warbis	\$482.10	
			472846	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Homicide Investigation-Bernhard	\$482.10	
			474578	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-No show charge-Kilroy	\$84.00	
			474580	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-No show charge-Lyons	\$84.00	
			474924	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-1st Level Supervision training-Barnes	\$482.10	
Code Publishing Co Inc	43804	11/9/2017	58020	001-003-514-20-41-00	CC-Professional Services	Ordinances 991	\$413.10	
Comcast	43805	11/9/2017	0808840 1017	001-010-576-80-42-00	PK-Communication	Internet services - City Shop	\$32.06	
				101-016-543-30-42-00	ST-Communications	Internet services - City Shop	\$32.06	
				410-016-531-10-42-00	SW-Communications	Internet services - City Shop	\$32.06	
	43806	11/9/2017	0692756 1017	001-008-521-20-42-00	LE-Communication	Internet services - Market Place	\$116.18	
	43807	11/9/2017	0991976 1017	001-010-576-80-42-00	PK-Communication	Internet services - Park & Rec Office	\$136.18	
	43808	11/9/2017	1012996 1017	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Signal Control	\$161.18	
Crandall Arambula PC	43809	11/9/2017	1009612 1017	001-013-518-20-42-00	GG-Communication	Internet services - VIC	\$146.18	
	43810	11/9/2017	0810218 1017	001-008-521-20-42-00	LE-Communication	Internet services - N Lakeshore Dr	\$86.18	
Crystal Springs	43812	11/9/2017	16015194101417	001-008-521-50-30-00	LE-Facilities Supplies	Bottled Water - Police Station	\$109.51	
Daily Journal of Commerce Inc	43813	11/9/2017	3330287	101-016-542-30-41-01	ST-Advertising	Callow Road Project	\$57.50	



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Dept of Emergency Management	43814						Check Total	\$9,124.64
		11/9/2017	I000449932	001-013-525-10-51-00	GG-Emergency	Q4 2017 Emergency services		\$9,124.64
Dept of Labor and Industries	43815						Check Total	\$287.00
		11/9/2017	290360	001-008-521-20-41-00	LE-Professional Services	Boiler certification - N Lakeshore Dr		\$46.60
				001-010-576-80-41-00	PK-Professional Services	Boiler certification - Lundeen Concession		\$23.30
				001-012-557-30-40-02	CS - VIC Professional Services	Boiler certification/permit - VIC		\$77.30
				001-012-572-20-31-00	CS-Library-Office & Operating	Boiler certification - Library		\$23.30
				001-012-575-50-47-00	CS-Community Center-Utilities	Boiler certification - Community Center		\$23.30
		290379		101-016-544-90-31-02	ST-Operating Cost	Boiler certification - City Shop		\$46.60
				410-016-531-10-31-02	SW-Operating Costs	Boiler certification - City Shop		\$46.60
Dept of Licensing	0						Check Total	\$1,683.00
		11/9/2017	2522-2621	633-000-589-30-00-05	Gun Permit - State Remittance	Weapons permits		\$1,683.00
Dept of Retirement (Deferred Comp)	0						Check Total	\$4,995.00
		11/9/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre		\$4,995.00
Dept of Revenue	0						Check Total	\$286.23
		10/25/2017	Sept2017	001-008-521-20-31-02	LE-Minor Equipment	September 2017 Use Tax		\$22.69
				001-008-521-30-31-00	LE-Community Outreach Supplies	September 2017 Use Tax		\$20.76
				001-013-518-90-49-06	GG-Excise Tax	September 2017 Excise Tax		\$242.78
	43779						Check Total	\$1,228.76
		10/25/2017	Q3 2017	633-000-589-30-00-01	Leasehold Excise Tax Remit	Q3 2017 Leasehold Excise Tax		\$1,228.76
Dicks Towing Inc	43816						Check Total	\$630.11
		11/9/2017	166483	001-008-521-20-41-00	LE-Professional Services	Evidence towing case 2017-13374		\$126.16
			170186	001-008-521-20-41-00	LE-Professional Services	Evidence Towing case 2017-22449		\$126.16
			170464	001-008-521-20-41-00	LE-Professional Services	Evidence towing case 2017-22402		\$126.16
			174632	001-008-521-20-41-00	LE-Professional Services	Evidence Towing case 2017-22817		\$125.47
			176211	001-008-521-20-41-00	LE-Professional Services	Evidence Towing case 2017-22701		\$126.16
Electronic Federal Tax Pmt System EFTPS	0						Check Total	\$65,522.61
		11/9/2017	110117	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes		\$65,522.61
Electronic Business Machines	43817						Check Total	\$1,350.49
		11/9/2017	AR80170	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maintenance & repair		\$33.72
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier maintenance & repair		\$33.70



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Electronic Business Machines	43817	11/9/2017	AR80170	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance & repair	\$33.72
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance & repair	\$33.72
			AR81764	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Repair & Maintenance	\$245.67
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier Repair & Maintenance	\$245.68
				001-013-518-20-48-00	GG-Repair & Maintenance	Copier Repair & Maintenance	\$245.67
			AR82704	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & Maintenance	\$139.35
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & Maintenance	\$139.34
			AR83172	001-008-521-50-48-00	LE-Facility Repair & Maint	Copier repair & Maintenance	\$199.92
Emerald Inc	43818	11/9/2017	2784			Check Total	\$771.06
				001-008-521-20-48-00	LE-Repair & Maintenance Equip	Fire extinguisher inspection/reconditioning	\$545.72
				001-012-572-20-48-00	CS-Library-Repair & Maint.	Fire extinguisher inspection/reconditioning	\$54.30
				001-012-575-30-47-00	CS-Historical-Utilities	Fire extinguisher inspection/reconditioning	\$8.15
				001-012-575-50-48-00	CS-Community Center - R & M	Fire extinguisher inspection/reconditioning	\$54.30
				001-013-518-20-48-00	GG-Repair & Maintenance	Fire extinguisher inspection/reconditioning	\$108.59
Employment Security Department	43819	11/9/2017	Q3 2017	501-000-517-60-49-00	Payment to Claimants	Check Total	\$69.67
							\$69.67
Everett Stamp Works	43820	11/9/2017	22937	001-007-558-50-31-00	PL-Office Supplies	Check Total	\$71.28
							\$71.28
Everett Steel	43821	11/9/2017	194895	101-016-544-90-31-02	ST-Operating Cost	Steel stock & D Rings PW40	\$110.41
				410-016-531-10-31-02	SW-Operating Costs	Steel stock & D Rings PW40	\$110.40
						Check Total	\$220.81
Tyler Farmer	43822	11/9/2017	102717	001-013-594-18-60-02	GG - City Hall Demo	Check Total	\$16.32
							\$16.32
Fastenal Company	43823	11/9/2017	WAEV136946	101-016-542-66-31-00	ST-Snow & Ice - Sply	Check Total	\$463.77
							\$463.77
Feldman and Lee	43824	11/9/2017	October 2017	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services	\$10,000.00
				001-011-515-91-41-01	Social Worker Program (Grant)	Social Worker services Q2 2017	\$7,950.00
				001-011-515-91-41-01	Social Worker Program (Grant)	Social Worker services Q3 2017	\$7,950.00
			Q2 2017			Check Total	\$25,900.00
Financial Consulting Solutions Group	43825	11/9/2017	2563-21710071	001-004-514-23-41-00	FI-Professional Service	Check Total	\$5,901.75
							\$962.50



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Financial Consulting Solutions Group	43825	11/9/2017	2767-21710105	001-004-514-23-41-00	FI-Professional Service	Stormwater Rate Study	\$4,939.25
Donna Foster	43826						Check Total \$159.54
		11/9/2017	38918	001-008-521-30-31-00	LE-Community Outreach Supplies	Vinyl Lettering for Table Cloths	\$136.13
			38992	001-013-518-20-31-00	GG-Operating	Posters for Halloween event	\$23.41
Ariane Fox	43827						Check Total \$31.00
		11/9/2017	101717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-WAPRO Conference-Tacoma WA-Fox	\$31.00
Frontier	43828						Check Total \$87.40
		11/9/2017	4253340835 1017	001-013-518-20-42-00	GG-Communication	Fax Line	\$29.14
				101-016-543-30-42-00	ST-Communications	Fax Line	\$29.13
				410-016-531-10-42-00	SW-Communications	Fax Line	\$29.13
Gateway Pet Memorial	43829						Check Total \$42.02
		11/9/2017	WA70314-I-0001	101-016-542-30-41-02	ST-Professional Service	Dead animal cremation	\$42.02
GCR Tire & Service	43830						Check Total \$571.70
		11/9/2017	801-37927	101-016-542-30-48-00	ST-Repair & Maintenance	Replace tires on PW60	\$285.85
				410-016-531-10-48-00	SW-Repairs & Maintenance	Replace tires on PW60	\$285.85
Glens Welding and Machine Inc	43831						Check Total \$468.10
		11/9/2017	S10659	001-010-576-80-31-00	PK-Operating Costs	Bars & Chains for chainsaws	\$156.04
				101-016-544-90-31-02	ST-Operating Cost	Bars & Chains for chainsaws	\$156.03
				410-016-531-10-31-02	SW-Operating Costs	Bars & Chains for chainsaws	\$156.03
Grainger	43832						Check Total \$989.38
		11/9/2017	9580133776	001-010-576-80-31-00	PK-Operating Costs	Full body harness	\$56.91
				101-016-544-90-31-02	ST-Operating Cost	Full body harness	\$56.92
				410-016-531-10-31-02	SW-Operating Costs	Full body harness	\$56.92
			9585302400	101-016-544-90-31-02	ST-Operating Cost	Carabiners/websling/webbing/blade connector	\$105.38
				410-016-531-10-31-02	SW-Operating Costs	Carabiners/websling/webbing/blade connector	\$105.38
			9585852867	101-016-544-90-31-02	ST-Operating Cost	Flanged Receptacle	\$18.75
				410-016-531-10-31-02	SW-Operating Costs	Flanged Receptacle	\$18.76
			9589071969	001-010-576-80-31-00	PK-Operating Costs	2 cycle oil/bar & chain oil	\$79.75
				101-016-544-90-31-02	ST-Operating Cost	2 cycle oil/bar & chain oil	\$79.76
				410-016-531-10-31-02	SW-Operating Costs	2 cycle oil/bar & chain oil	\$79.76



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Grainger	43832	11/9/2017	9590960226	001-010-576-80-31-00	PK-Operating Costs	Body harness belts - Safety	\$27.21
				101-016-544-90-31-02	ST-Operating Cost	Body harness belts - Safety	\$27.21
				410-016-531-10-31-02	SW-Operating Costs	Body harness belts - Safety	\$27.21
			9593230536	001-010-576-80-31-00	PK-Operating Costs	Life jackets/u-bolts	\$249.46
Granite Construction Supply	43833	11/9/2017					Check Total \$1,739.21
			262_00069839	101-016-542-64-31-00	ST-Traffic Control - Supply	Speed Limit signs	\$351.04
			262_00069840	001-010-576-80-31-00	PK-Operating Costs	Attention Park patrons signs	\$490.05
			262_00069939	101-016-542-64-31-00	ST-Traffic Control - Supply	Signs/No left turn/arrows	\$443.19
			262_00069950	001-010-576-80-31-00	PK-Operating Costs	Rubber Boots/Rain jacket/No smoking signs	\$67.55
				101-016-544-90-31-02	ST-Operating Cost	Rubber Boots/Rain jacket/No smoking signs	\$67.56
				410-016-531-10-31-02	SW-Operating Costs	Rubber Boots/Rain jacket/No smoking signs	\$67.56
			262_00070138	101-016-542-64-31-00	ST-Traffic Control - Supply	Posts/tubing for signs	\$252.26
							Check Total \$391.94
Green Dot Concrete LLC	43834	11/9/2017	843	101-016-544-90-31-02	ST-Operating Cost	Concrete	\$117.96
				410-016-531-10-31-02	SW-Operating Costs	Concrete	\$117.97
			845	101-016-544-90-31-02	ST-Operating Cost	Concrete	\$78.01
				410-016-531-10-31-02	SW-Operating Costs	Concrete	\$78.00
HB Jaeger Co LLC	43835	11/9/2017					Check Total \$1,954.83
			192485/1	001-013-524-60-31-01	GG-Protectective Insp Enforce	Wood bollards at code violation site 630 87th Dr SE	\$1,143.45
			192486/1	410-016-531-10-31-02	SW-Operating Costs	Trash grate for storm drain	\$535.79
			192487/1	001-013-518-20-48-00	GG-Repair & Maintenance	Orange reinforced fence-20th St SE Demo	\$275.59
Heritage Bank	43836	11/9/2017	100635410 1217	213-008-591-21-71-00	2015 LTGO 2015 Princ Pmt PD	2015 LTGO loan - Principal	\$81,000.00
				213-008-592-21-83-00	2015 LTGO Interest Pymt PD	2015 LTGO loan - Interest	\$6,303.60
							Check Total \$87,303.60
Michael Hingtgen	43837	11/9/2017					Check Total \$351.00
			103017	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Handgun Level II-Burien-Hingtgen	\$351.00
Honey Bucket	43838	11/9/2017					Check Total \$335.50
			0550477998	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket rental - Boat Launch	\$218.00
			0550477999	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket rental - Eagle Ridge Park	\$117.50
HS Wold Co Inc	43839	11/9/2017					Check Total \$12,722.44
			3181	001-012-575-30-47-00	CS-Historical-Utilities	Painting Grimm House	\$12,722.44



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
HW Lochner Inc	43840	11/9/2017	4	301-016-544-40-41-02	TIZ3 - 24th St Design	24th Street SE Extension project	\$70,560.36	\$70,560.36
Industrial Supply Inc	43841	11/9/2017	608435	101-016-544-90-31-02	ST-Operating Cost	Plug & Coupler to plumb air hose	\$21.73	\$21.73
				410-016-531-10-31-02	SW-Operating Costs	Plug & Coupler to plumb air hose	\$21.73	\$21.73
Iron Mountain Quarry LLC	43842	11/9/2017	0270337	101-016-544-90-31-02	ST-Operating Cost	Rock for Springbrook road	\$138.01	\$138.01
ISOutsource	43843	11/9/2017	CW207365	001-006-518-80-41-00	IT-Professional Services	IT consulting services	\$7,702.50	
			CW207731	001-006-518-80-41-00	IT-Professional Services	IT consulting services	\$5,247.00	
J Thayer Company Inc	43844	11/9/2017	1187314-0	001-008-521-20-31-00	LE-Office Supplies	Chairmat	\$228.42	
			1188951-0	001-007-558-50-31-00	PL-Office Supplies	Folders/tissue/pens/recycle bins/calendar	\$150.69	
			1189506-0	001-008-521-20-31-00	LE-Office Supplies	Toner	\$93.60	
			1189591-0	001-007-558-50-31-00	PL-Office Supplies	Wall pocket	\$53.89	
				001-007-559-30-31-00	PB-Office Supplies	File pockets w/partitions	\$37.00	
				001-013-518-20-31-00	GG-Operating	Wall pocket/Certificate holders/add mach ribbon/desktop supplies	\$212.43	
			1189905-0	001-008-521-20-31-00	LE-Office Supplies	Hand sanitizer	\$32.54	
			1190371-0	001-008-521-20-31-00	LE-Office Supplies	Hand sanitizer	\$43.45	
			1190941-0	001-013-594-18-60-02	GG - City Hall Demo	Wastebaskets/wall files/file pockets	\$491.11	
			1192171-0	001-013-518-20-31-00	GG-Operating	Toilet paper - City Hall	\$130.57	
			1193040-0	001-008-521-20-31-00	LE-Office Supplies	Phone cord detangler & cord	\$52.26	
			1193391-0	001-008-521-20-31-00	LE-Office Supplies	Pens	\$38.08	
			1193492-0	001-008-521-20-31-02	LE-Minor Equipment	Task chairs	\$646.83	
Johns Cleaning Service	43845	11/9/2017	2537	001-008-521-20-41-00	LE-Professional Services	Uniform cleaning	\$15.40	
King County Directors Association Purchasing Dept	43846	11/9/2017	300207909	001-013-594-18-60-02	GG - City Hall Demo	Furniture for New City Hall	\$125,030.92	
Lake Industries LLC	43847	11/9/2017	274152	001-013-518-20-48-00	GG-Repair & Maintenance	Debris hauled in for fill at 20th Street Demo	\$55.89	
			34086	001-010-576-80-31-00	PK-Operating Costs	Broken Concrete Hauled in by the yard	\$40.00	



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Lake Industries LLC	43847	11/9/2017	34086	101-016-544-90-31-02	ST-Operating Cost	Broken Concrete Hauled in by the yard	\$40.00
				410-016-531-10-31-02	SW-Operating Costs	Broken Concrete Hauled in by the yard	\$40.00
			34093	001-010-576-80-31-00	PK-Operating Costs	Broken Concrete Hauled in by the yard	\$148.00
				101-016-544-90-31-02	ST-Operating Cost	Broken Concrete Hauled in by the yard	\$148.00
				410-016-531-10-31-02	SW-Operating Costs	Broken Concrete Hauled in by the yard	\$148.00
			34101	001-010-576-80-31-00	PK-Operating Costs	Broken Concrete Hauled in by the yard	\$256.00
				101-016-544-90-31-02	ST-Operating Cost	Broken Concrete Hauled in by the yard	\$256.00
				410-016-531-10-31-02	SW-Operating Costs	Broken Concrete Hauled in by the yard	\$256.00
			34107	001-010-576-80-31-00	PK-Operating Costs	Broken Concrete Hauled in by the yard	\$140.00
				101-016-544-90-31-02	ST-Operating Cost	Broken Concrete Hauled in by the yard	\$140.00
				410-016-531-10-31-02	SW-Operating Costs	Broken Concrete Hauled in by the yard	\$140.00
			34128	001-010-576-80-31-00	PK-Operating Costs	Fill Hauled in by the yard	\$15.00
				101-016-544-90-31-02	ST-Operating Cost	Fill Hauled in by the yard	\$15.00
				410-016-531-10-31-02	SW-Operating Costs	Fill Hauled in by the yard	\$15.00
			34132	001-010-576-80-31-00	PK-Operating Costs	Broken Concrete Hauled in by the yard	\$73.34
				101-016-544-90-31-02	ST-Operating Cost	Broken Concrete Hauled in by the yard	\$73.33
				410-016-531-10-31-02	SW-Operating Costs	Broken Concrete Hauled in by the yard	\$73.33
			34139	001-013-518-20-48-00	GG-Repair & Maintenance	Debris hauled from 20th Street Demo	\$960.00
			34148	001-013-518-20-48-00	GG-Repair & Maintenance	Debris hauled from 20th Street Demo	\$804.00
Lake Stevens Chamber of Commerce	43848					Check Total	\$1,500.00
		11/9/2017	Nov2017	001-013-518-90-49-01	GG-Chamber of Commerce	Nov 2017 contribution for VIC	\$1,500.00
Lake Stevens Fire	43849					Check Total	\$260.00
		11/9/2017	10406	001-008-521-20-41-00	LE-Professional Services	2017 Annual Fire Inspection-N Lakeshore Dr	\$165.00
			10407	001-008-521-20-41-00	LE-Professional Services	2017 Annual Fire Inspection-Grade Rd	\$95.00
Lake Stevens Police Guild	43850					Check Total	\$1,050.00
		11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,050.00
Lake Stevens School District	43851					Check Total	\$120.00
		11/9/2017	3201617031	001-001-511-60-45-01	Legislative - Rentals	Council chamber rental - Sept 2017	\$120.00
Lemay Mobile Shredding	43852					Check Total	\$10.32
		11/9/2017	4541838	001-013-518-20-41-00	GG-Professional Service	Shredding services-City Hall	\$10.32
Les Schwab Tire Center	43853					Check Total	\$39.63
		11/9/2017	40200357520	101-016-542-30-48-00	ST-Repair & Maintenance	Tire replacement on hand truck	\$19.82



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Les Schwab Tire Center	43853	11/9/2017	40200357520	410-016-531-10-48-00	SW-Repairs & Maintenance	Tire replacement on hand truck	\$19.81
Life-Assist Inc	43854					Check Total	\$119.01
		11/9/2017	823783	001-008-521-20-31-04	LE - Donation Exp - Other	First aid supplies	\$119.01
LN Curtis & Sons	43855					Check Total	\$404.16
		11/9/2017	INV126888	001-008-521-20-31-02	LE-Minor Equipment	Pants/Belt - Barnes	\$201.13
			INV134615	001-008-521-20-31-02	LE-Minor Equipment	Shirt - C Brooks	\$72.39
			INV134625	001-008-521-20-31-02	LE-Minor Equipment	Shirt - D Smith	\$65.29
			INV136113	001-008-521-20-31-02	LE-Minor Equipment	Navy wool blend hats	\$65.35
Lowes Companies	43856					Check Total	\$763.98
		11/9/2017	911196	001-013-594-18-60-02	GG - City Hall Demo	Wood for City Hall shed	\$484.90
			914279	001-013-594-18-60-02	GG - City Hall Demo	Stakes	\$51.89
			951770	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Black plastic edging	\$227.19
Joshua Machen	43857					Check Total	\$34.26
		11/9/2017	102017	001-007-558-50-43-00	PL-Travel & Mtgs	Per Diem/Parking-BIAW LID-Seattle-Machen	\$34.26
Makers Architecture and Urban Design	43858					Check Total	\$3,483.53
		11/9/2017	1707-6	001-007-558-50-41-00	PL-Professional Servic	Chapel Hill Center Site Development Plan	\$3,483.53
Modern Machinery	43859					Check Total	\$5,336.10
		11/9/2017	39921	001-013-594-18-60-02	GG - City Hall Demo	Excavator rental for old City Hall teardown	\$5,336.10
National Rent A Fence National Construction Rentals Inc	43860					Check Total	\$816.75
		11/9/2017	4859592	001-013-594-18-60-02	GG - City Hall Demo	Rental of portable fence panels around old City Hall during demo	\$816.75
National League of Cities	43861					Check Total	\$1,861.00
		11/9/2017	127744	001-013-518-20-49-00	GG-Miscellaneous	NLC Membership 2018	\$1,861.00
Nationwide Retirement Solution	0					Check Total	\$2,819.81
		11/9/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$2,819.81
Neofunds by Neopost	43862					Check Total	\$85.27
		11/9/2017	PPLN01 1017	001-008-521-20-42-00	LE-Communication	Postage	\$85.27
Northend Truck Equipment Inc	43863					Check Total	\$1,535.81
		11/9/2017	1034792	101-016-544-90-31-02	ST-Operating Cost	Tool Box & Cab Rack for PW58	\$767.91
				410-016-531-10-31-02	SW-Operating Costs	Tool Box & Cab Rack for PW58	\$767.90



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$
NorthWest Logo Products	43864	11/9/2017	17298	001-005-517-60-31-00	HR-Safety Program	Polyester Lanyards	\$361.64	
			17305	001-013-518-20-31-00	GG-Operating	City T-Shirts	\$652.25	
O Reilly Auto Parts	43865	11/9/2017	2960-383832	001-008-521-20-31-02	LE-Minor Equipment	Wiper blades for PT51/Delcer	\$72.39	
Ogden Murphy Wallace	43866	11/9/2017	803793	001-011-515-30-41-00	LG-Professional Service	Legal Services - General Matters	\$812.50	
Outcomes by Levy LLC	43867	11/9/2017	2017-10-LS	001-013-511-70-40-00	Lobbying Services	Legislative/Regulatory Consulting - Oct 2017	\$5,298.58	
Pacific Logging LLC	43868	11/9/2017	22119	001-013-518-20-48-00	GG-Repair & Maintenance	Equipment hauling-20th St SE Demo	\$300.00	
Performance Marine Inc	43869	11/9/2017	414208	001-008-521-21-48-00	LE-Boating Repair & Maint	250 Hr service on North River Yamaha Bal remaining	\$91.77	
			4144207	001-008-521-21-48-00	LE-Boating Repair & Maint	20hr/100hr service on PT67	\$461.13	
Perteet Engineering Inc	43870	11/9/2017	20120176.001-28	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street SE Phase II-Segment 1 Design	\$15,421.69	
Melissa Place	43871	11/9/2017	102017	001-007-558-50-43-00	PL-Travel & Mtgs	Mileage for APA Conference-Seatac-Place	\$59.92	
Powerplan	43872	11/9/2017	10660215	101-016-544-90-31-02	ST-Operating Cost	Shroud for PW31	\$186.45	
				410-016-531-10-31-02	SW-Operating Costs	Shroud for PW31	\$186.44	
Kathleen Pugh	43873	11/9/2017	101817	001-003-514-20-43-00	CC-Travel & Meetings	Mileage/parking for WAPRO Conference-Pugh	\$70.27	
Quilceda Paving & Construction Inc	43874	11/9/2017	6101	001-012-569-00-48-00	CS-Aging Services R&M	Paving at Senior Center	\$1,306.80	
				621-000-389-20-00-02	Retainage - Other PW Project	Retainage-Quilceda Paving at Senior Center	(\$65.34)	
S Meyers Electric	43875	11/9/2017	100417-009	001-013-594-18-60-02	GG - City Hall Demo	Installation of 120v outlets front counter new City Hall	\$1,627.39	
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-S Meyers Electric-outlets at City Hall counter	(\$81.37)	
Setina Mfg Co Inc	43876	11/9/2017	150645	520-008-594-21-63-00	Capital Equipment	Lower extension panel PT75	\$52.99	



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$340.87
Sherwin-Williams Co	43877	11/9/2017	6278-1	001-010-576-80-31-03	PK-Lundeen-Op Costs	Paint for Lundeen restrooms		\$340.87
Six Robblees Inc	43878	11/9/2017	14-358887	101-016-544-90-31-02	ST-Operating Cost	Brake shoes/drums PW40		\$251.22
				410-016-531-10-31-02	SW-Operating Costs	Brake shoes/drums PW40		\$251.22
			14-359312	101-016-544-90-31-02	ST-Operating Cost	Lights and grommets to mount on PW19		\$76.03
				410-016-531-10-31-02	SW-Operating Costs	Lights and grommets to mount on PW19		\$76.02
			14-359392	101-016-544-90-31-02	ST-Operating Cost	Right angle stop valve PW19		\$4.51
				410-016-531-10-31-02	SW-Operating Costs	Right angle stop valve PW19		\$4.51
			14-359440	101-016-544-90-31-02	ST-Operating Cost	Lights and grommets to mount on PW19		\$33.81
				410-016-531-10-31-02	SW-Operating Costs	Lights and grommets to mount on PW19		\$33.82
Snohomish County Conservation Dist	43879	11/9/2017	2874	410-016-531-50-31-15	DOE EG160393-4 Capacity	Q2 2017 Salaries & Benefits		\$4,875.97
			2977	410-016-531-50-31-15	DOE EG160393-4 Capacity	Q3 2017 Salaries & Benefits		\$4,141.09
								\$734.88
Snohomish County PUD	43880	11/9/2017	104765873	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867		\$16.44
			108097298	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE		\$75.84
			108100632	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive		\$128.16
			108104100	001-013-518-20-47-00	GG-Utilities	200245215 Family Center		\$179.39
			111393466	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal		\$76.04
			114715250	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal		\$181.82
			118023203	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights		\$237.48
			118032731	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal		\$93.86
			118039039	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights		\$231.90
			124672997	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial		\$27.05
			127964591	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms		\$414.06
			127968337	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal		\$172.53
			127968705	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights		\$46.93
			131282511	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting		\$19.92
			134558642	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric		\$507.42
			134566126	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights		\$82.99
			137781132	001-010-576-80-47-00	PK-Utilities	202340527 Yard		\$7.22



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	43880	11/9/2017	137781132	101-016-542-63-47-00	ST-Lighting - Utilities	202340527 Yard	\$7.22
				410-016-531-10-47-00	SW-Utilities	202340527 Yard	\$7.22
			137787005	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$41.41
			137787482	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter	\$162.18
			144422630	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$70.35
			144422633	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$75.65
			147708199	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$137.17
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$137.17
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$137.21
			147712751	001-012-557-30-40-01	CS - VIC Utilities	205395999 Visitor Center	\$160.13
			150998558	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$54.03
			151001044	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$61.00
			151002668	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$72.45
	43881	11/9/2017				Check Total	\$13,560.64
			154264253	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$0.63
			157448406	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$49.59
			157455461	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$52.78
			160647339	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$215.11
			167111517	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$99.75
			167122148	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$10,735.70
			167122219	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,167.59
			167122285	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,239.49
Snohomish County PW S	43882	11/9/2017				Check Total	\$5,622.24
			I000450140	410-016-531-20-41-00	SW-Aerator Monitori	Q3 2017 Lake Monitoring & Gaging	\$1,636.26
			I000450282	101-016-542-64-48-00	ST-Traffic Control - R&M	Sign and signal repair Sept 2017	\$3,483.26
			I000450283	101-016-542-64-48-00	ST-Traffic Control - R&M	Bridge inspection	\$502.72
Snohomish County PW V	43883	11/9/2017				Check Total	\$5,158.00
			I000450044	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle maintenance & repair Sept 2017	\$4,238.59
				520-008-594-21-63-00	Capital Equipment	Vehicle setup PT72	\$919.41
Snohomish County Sheriffs Office	43884	11/9/2017				Check Total	\$23,220.73
			2017-4016	001-008-523-60-51-00	LE-Jail	Prisoner housing Aug 2017	\$23,167.44
			2017-4038	001-008-523-60-51-00	LE-Jail	Prisoner medical Aug 2017	\$53.29



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Sound Publishing Inc	43885	11/9/2017	EDH781197	001-007-558-50-41-03	PL-Advertising	Road Closure-Downtown Safe Halloween event	\$34.64	
			EDH781728	001-007-558-50-41-03	PL-Advertising	LUA2017-0083 DNS	\$98.16	
			EDH782039	001-007-558-50-41-03	PL-Advertising	LUA2017-0142 North Cascades Crew Boathouse	\$84.40	
			EDH782165	101-016-542-30-41-01	ST-Advertising	RFB Callow Road Improvements	\$25.92	
			EDH782740	001-007-558-50-41-03	PL-Advertising	LUA2017-0083 PH Retail Marijuana Amendments	\$60.32	
			EDH783253	001-013-518-30-41-01	GG-Advertising	Ordinance 1003 & 1004	\$44.84	
			EDH783469	001-007-558-50-41-03	PL-Advertising	LUA2017-0156 Callow Road Improvements	\$68.92	
Sound Security Inc	43886	11/9/2017	867140	001-013-594-18-60-02	GG - City Hall Demo	Installation of intrusion system at City Hall	\$6,410.80	
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage - Sound Security - Intrusion System	(\$3,205.40)	
			868433	001-013-518-20-41-00	GG-Professional Service	Fire & Security system monitoring Nov 2017	\$370.87	
Springbrook Nursery	43887	11/9/2017	17-1023300	001-013-518-20-48-00	GG-Repair & Maintenance	Credit for Tractor/Lowboy Rental-20th St SE Demo		
			17-103185	001-013-518-20-48-00	GG-Repair & Maintenance	Debris haul out from 20th St SE Demo		
			17-103186	001-013-518-20-48-00	GG-Repair & Maintenance	Debris haul out from 20th St SE Demo		
Standard Insurance Company	0	11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Life/Disability Ins Premiums	\$206.50	
				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	\$562.66	
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$289.78	
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$2,998.87	
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$268.62	
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$120.24	
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$749.52	
				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	\$629.06	



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Staples	43888						Check Total	\$570.09
		11/9/2017	3354511485	001-013-594-18-60-02	GG - City Hall Demo	Dry erase boards new City Hall		\$570.09
Kathy Starkenburg	43889						Check Total	\$50.00
		11/9/2017	101117	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Dealing w/difficult people-Everett-Starkenburg		\$19.00
			101717	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-WAPRO Conference-Tacoma-Starkenburg		\$31.00
Troy Stevens	43890						Check Total	\$242.21
		11/9/2017	110217	001-006-518-80-43-00	IT-Travel & Meetings	Mileage & Parking-ACCIS Conference-T Stevens		\$242.21
Strategies 360	43891						Check Total	\$4,000.00
		11/9/2017	772-26094	001-013-511-70-40-00	Lobbying Services	Federal Lobbying services-Nov 2017		\$4,000.00
SVR Inc	43892						Check Total	\$12,078.77
		11/9/2017	18865	001-013-518-20-48-00	GG-Repair & Maintenance	Dumpster pickup/delivery-20th St SE Demo		\$927.79
			18901	001-013-518-20-48-00	GG-Repair & Maintenance	Dumpster pickup/delevery-20th St SE Demo		\$10,328.09
			18931	001-013-518-20-48-00	GG-Repair & Maintenance	Dumpster pickup/delevery-20th St SE Demo		\$822.89
Symbol Arts	43893						Check Total	\$640.00
		11/9/2017	0292521-IN	001-008-521-20-31-02	LE-Minor Equipment	Badges		\$640.00
Tacoma Screw Products Inc	43894						Check Total	\$1,194.87
		11/9/2017	18178140	001-010-576-80-31-00	PK-Operating Costs	Binder chains/screw anchors/pins/screws/etc		\$106.16
				101-016-544-90-31-02	ST-Operating Cost	Binder chains/screw anchors/pins/screws/etc		\$106.16
				410-016-531-10-31-02	SW-Operating Costs	Binder chains/screw anchors/pins/screws/etc		\$106.16
			18178956	001-010-576-80-31-00	PK-Operating Costs	Screws/nuts/bolts/etc		\$86.26
				101-016-544-90-31-02	ST-Operating Cost	Screws/nuts/bolts/etc		\$86.26
				410-016-531-10-31-02	SW-Operating Costs	Screws/nuts/bolts/etc		\$86.27
			18179712	001-010-576-80-31-00	PK-Operating Costs	saw blades/screws/paint/bits/etc		\$205.87
				101-016-544-90-31-02	ST-Operating Cost	saw blades/screws/paint/bits/etc		\$205.87
				410-016-531-10-31-02	SW-Operating Costs	saw blades/screws/paint/bits/etc		\$205.86
Marcus Tageant	43895						Check Total	\$732.80
		11/9/2017	101817	001-001-511-60-43-00	Legislative - Travel & Mtgs	Airfare-NLC-Tageant		\$366.40
				001-002-513-11-43-00	AD-Travel & Meetings	Airfare-NLC-Brazel		\$366.40
Teamsters Local No 763	43896						Check Total	\$1,159.00
		11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Union Dues		\$1,159.00



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	\$
Terex Services	43897	11/9/2017	90862677	101-016-542-30-48-00	ST-Repair & Maintenance	Annual inspection/Dielectric Test PW16	\$516.28	\$516.28
				410-016-531-10-48-00	SW-Repairs & Maintenance	Annual inspection/Dielectric Test PW16		
Trestle Holdings LLC	43898	11/9/2017	BLD2017-0588	001-000-322-10-00-00	Building Permits	Refund incorrectly calculated Commercial Tenant Improv Valuation	\$253.55	\$253.55
United Way of Snohomish Co	43899	11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$130.00	\$130.00
UPS	43900	11/9/2017	74Y42417	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$38.61	\$38.61
				74Y42427	001-008-521-20-42-00	LE-Communication		
				74Y42437	001-008-521-20-42-00	LE-Communication		
								\$34.79
Urban Pantry Catering	43901	11/9/2017	FIR2017-0036	001-000-342-40-00-00	Protective Inspections - Fire	Refund Incorrect permit issued	\$19.00	\$19.00
				633-000-389-30-00-08	Fire District Fees	Refund Incorrect permit issued		
								\$125.00
US Bank St Paul	43902	11/9/2017	721223	210-000-591-75-71-00	2008 Bond Princip Pymt - GG	LAKSGOREF08A-Series 2008A-City Portion	\$139,591.57	\$139,591.57
				210-000-592-18-83-00	2008 Bond Interest Payment	LAKSGOREF08A-Series 2008A-City Portion		
				210-070-591-35-71-00	2008 Bond Principal - Sewer	LAKSGOREF08A-Series 2008A-Sewer Portion		
				210-070-592-35-83-00	2008 Bond Interest Payment	LAKSGOREF08A-Series 2008A-Sewer Portion		
								\$14,308.17
Michelle Vanderwalker	43903	11/9/2017	081817	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Fundraising/Development-Vancouver WA-Vanderwalker	\$82.00	\$82.00
Vantagepoint Transfer Agents - 108991	43904	11/9/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$460.44	\$460.44
Vantagepoint Transfer Agents - 307428	43905	11/9/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$694.71	\$694.71
Verizon Northwest	43906	11/9/2017	9795069095	001-001-511-60-42-00	Legislative - Communication	Wireless phone services	\$389.69	\$389.69
				001-001-513-10-42-00	Executive - Communication	Wireless phone services		
				001-002-513-11-42-00	AD-Communications	Wireless phone services		
				001-003-514-20-42-00	CC-Communications	Wireless phone services		
								\$55.67



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Verizon Northwest	43906	11/9/2017	9795069095	001-005-518-10-42-00	HR-Communications	Wireless phone services	\$52.70
				001-006-518-80-42-00	IT-Communications	Wireless phone services	\$105.40
				001-007-558-50-42-00	PL-Communication	Wireless phone services	\$226.69
				001-007-559-30-42-00	PB-Communication	Wireless phone services	\$132.93
				001-008-521-20-42-00	LE-Communication	Wireless phone services	\$2,636.11
				001-010-576-80-42-00	PK-Communication	Wireless phone services	\$262.29
				101-016-543-30-42-00	ST-Communications	Wireless phone services	\$262.29
				410-016-531-10-42-00	SW-Communications	Wireless phone services	\$262.30
Washington Dept of Ecology	43907						Check Total \$9,580.28
		11/9/2017		410-016-531-10-51-01	SW-DOE Annual Permit	7/2017-6/2018 General Stormwater Permit	\$9,580.28
Washington Energy Services	43908						Check Total \$174.50
		11/9/2017	BLD2017-0558	001-000-322-10-00-00	Building Permits	Refund of withdrawn application BLD2017-0558	\$174.50
Washington State Criminal Justice	43909						Check Total \$225.00
		11/9/2017	201129078	001-008-521-40-49-01	LE-Registration Fees	Homicide Investigations training-Bernhard/Parnell/Warbis	\$225.00
Washington State Support Registry	0						Check Total \$163.50
		11/9/2017	110117	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50
Washington Teamsters Welfare Trust EFT	0						Check Total \$2,326.40
		11/9/2017	110117	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$2,326.40
Wave Broadband	43910						Check Total \$906.90
		11/9/2017	03644723	001-002-513-11-42-00	AD-Communications	Telephone Service	\$13.34
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$26.66
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$26.67
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$13.33
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$39.99
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$86.70
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$13.33
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$453.45
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$13.33
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$13.33
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$53.33
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$76.72



Checks to be Approved for 10/20/2017 to 11/9/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Wave Broadband	43910	11/9/2017	03644723	410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$76.72
	43911					Check Total \$650.94	
Weed Graafstra & Associates Inc	43912					Check Total \$16,400.34	
		11/9/2017	169	001-011-515-30-41-00	LG-Professional Service	Legal Services - General Matters	\$16,400.34
Weed Graafstra & Associates Trust Account	43777					Check Total \$20,000.00	
		10/23/2017	Revenig	301-016-544-40-41-00	Street Op - P&D - 20th St SE	Revenig-Statutory Warranty Deed & Temp Construction Easement	\$20,000.00
Neil Chad Wells	43913					Check Total \$22.00	
		11/9/2017	072917	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-CIT Force Options-Burien-C Wells	\$22.00
Western Conference of Teamsters Pension Trust	43914					Check Total \$2,893.49	
		11/9/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,893.49
David Williamson	43915					Check Total \$125.00	
		11/9/2017	102717	001-007-559-30-49-01	PB-Staff Development	ICC Building Certifications-Williamson	\$125.00
Zachor and Thomas Inc PS	43916					Check Total \$10,992.13	
		11/9/2017	710	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor Retainer - Oct 2017	\$10,992.13
Total							\$1,254,207.67



This page left blank intentionally

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

Tuesday, October 24, 2017

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

CALL TO ORDER: 6:02 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kurt Hilt (6:05 p.m.), Rauchel McDaniel, Kathy Holder and Marcus Tageant; Todd Welch (6:38 p.m.)

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Senior Accountant Josh Roundy, Community Development Director Russ Wright, Police Chief John Dyer, Deputy City Clerk Kathy Pugh

OTHERS: None

Mayor Spencer called the meeting to order at 6:02 p.m.

Third Quarter Financial Update: Senior Accountant Josh Roundy provided an update on City finances through the third quarter and reviewed the projected fourth quarter financial status. The expectation is that the General fund will be on point at the end of this year and General Fund expenditures are expected to end under budget. Mr. Roundy also explained that Reserve Funds have been moved into the General Fund this year to fund one-time capital expenditures; these are expenditures that the City planned for over time. Mr. Roundy then responded to Councilmembers' questions.

2018 Proposed Budget: Director Stevens reviewed the proposed 2018 budget and highlighted updates made since the last presentation to Council. Director Stevens commented that the City Engineer position is not being included in the budget recommendation at this time, and that the two Public Works lead positions being considered for change to superintendents must be negotiated with the Teamsters Union. She then responded to Councilmembers' questions.

Discussion ensued, including whether the budget subcommittee had considered the seasonal employee positions, and what services the Snohomish Health District is providing that are specific to Lake Stevens.

Mayor Spencer commented that his budget message is nearly completed. He also said that the staff has not moved forward with the Transportation Benefit District that was identified as a goal at the January 2017 Council retreat as there is discussion in the broader community regarding establishing a larger transportation benefit district to assist with replacement of the U.S. 2 Trestle.

Adjourn:

There being no further business, the meeting was adjourned at 6:59 p.m.

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk

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

Tuesday, October 24, 2017

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

CALL TO ORDER: 7:04 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Deputy City Clerk Kathy Pugh, City Attorney Grant Weed, Economic Development Coordinator Jeanie Ashe, Commander Ron Brooks

OTHERS:

Pledge of Allegiance: Mayor Spencer opened the meeting and led the Pledge of Allegiance.

Roll Call: All present.

Approval of Agenda:

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to approve the agenda.

Councilmember Petershagen requested a correction to proposed Ordinance No. 1003 regarding marijuana retail sales in the ninth recital. The City Council vote count set out in that recital is correctly 5-0-0-0, and not 4-0-0-0.

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

Citizen Comments:

Mary Dickinson, 2514 85th Drive NE, Lake Stevens, spoke in support of Resolution 2017-17 supporting the Library Bond.

Michele Hampton, Post Office Box 596, Lake Stevens, requested that Exhibit B to Resolution 2017-17 be amended to reflect that the City will own the new facilities including the land, building, furnishings, library collections and equipment.

Council Business:

Council President Hilt commented that Council has been discussing over the year how to get information out of the subcommittees and to the Council and public in an effort to be open and transparent to the public. The plan is that the subcommittee chair will provide a brief report on agenda items reviewed by that particular subcommittee, and staff will be available to answer any additional questions.

Councilmember McDaniel said there are two consent agenda items this evening that were reviewed by the Public Safety Committee. The first is the Interlocal Agreement with the Washington State Traffic Safety Commission. The City was awarded an \$11,500 grant by this commission to be used for traffic emphasis patrols including DUI, motorcycle safety and seatbelt enforcement. The emphasis patrols will be spread out through the year.

Councilmember McDaniel said the second item is an Interlocal Agreement with ICART, which stands for Interagency Child Abduction Response Team. This program is modeled after the SMART program and focuses on child abduction. It provides that in certain cases a multidisciplinary team will be asked to assist the local agency. Participating agencies are asked to provide trained personnel to participate as part of the multidisciplinary team. The City has been asked to participate.

Councilmember McDaniel reported on additional discussion items including, the Interlocal Agreement to participate in the new agency Snohomish County 911, which is being formed through a consolidation of SnoPac and SnoCom, and will be effective January 1, 2018. This will be brought forward at the November 14, 2017 meeting by Police Chief Dyer and Kurt Mills, SnoPac Director, who will be available to answer questions.

Councilmember McDaniel added that the subcommittee has discussed the current police department building, which is experiencing settling issues. The building was inspected and it was determined it is safe for use. Public Works is exploring how this can be addressed. Director Wright and Chief Dyer have been putting together recommendations regarding construction of the new police department. Finally, there is a recommendation to change the police fleet makeup by moving away from the Dodge Charger and going to the Ford Explorer for the patrol fleet, which is a cost-saving measure.

- Councilmember Daughtry: Snohomish County for Improved Transportation; Elected Officials Reception.
- Councilmember Petershagen: Planning Commission.
- Councilmember Hilt: Elected Officials Reception.
- Councilmember Welch: Library Board.
- Councilmember McDaniel: Public Safety, Planning Commission, Historical Society.
- Councilmember Holder: Parks: Gazebo acquired for installation at Eagle Ridge Park near the community garden, Cavelero Park, Snohomish Health District clean air signs, Family Center.
- Councilmember Tageant: No report.

Mayor's Business: Mayor Spencer reported on meetings he has attended in the last two weeks regarding the Trestle. The Port of Everett is very invested in seeing that the Trestle is replaced because of freight mobility and Naval Station Everett. The Port is working with the

congressional delegation and state legislators to move forward with having the Trestle replaced. Mayor Spencer also participated in a meeting with state legislators and their representatives regarding funding of a Trestle replacement, and they are looking forward to legislation that would allow the Trestle to be rebuilt through a public/private partnership.

Mayor Spencer also said there is a Lake Safety Task Force meeting tomorrow night. The meeting is organizational and ultimately the task force will make advisory recommendations to the Public Safety Committee, and ultimately recommendations would come to City Council. Key items include education about lake safety and use, signage, clear direction to police regarding enforcement of safety rules, and does the City want to have safety buoys, and if so how will they be deployed and managed. The goal is to have recommendations brought forward no later than April 2018, and sooner if possible.

City Department Report:

- City Administrator Brazel: Snohomish County Tomorrow.

Consent Agenda:

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$186,957.43, Payroll Checks 43644-43648, 43655-43656 totaling \$7,555.34, Tax Deposits of \$78,878.19, Electronic Funds Transfers (ACH) of \$182,197.74, Claims Check Nos. 43649-43654, 43657-43776 totaling \$440,035.92, Void Check Nos. 43647, 42210 and 43584 totaling \$8,930.15, Total Vouchers Approved: \$886,694.47], (B) City Council Regular Meeting Minutes of October 10, 2017, (C) Interagency Agreement with Washington Traffic Safety Commission re Traffic Emphasis Enforcement, (D) Interlocal Agreement with Snohomish County re Interlocal Child Abduction Response Team, and (E) Association of Washington Cities Master Agreement. On vote the motion carried (7-0-0-0).

Action Items:

Approve Resolution 2017-17 Supporting Library Bond:

City Attorney Weed reviewed that in anticipation of the February 2017 election, Snolsle and the City entered into two agreements. One was an interlocal agreement for joint development of a site for the library and a civic campus, and the other related to the formation of the Library Capital Facilities Area (LCFA) which is a separate taxing and bonding authority. The other was for the issuance of bonds for construction of a new library. Formation of the LCFA was passed by the voters, the second ballot measure, authorizing issuance of bonds and incurring debt ,did not pass. The purpose of tonight's resolution is to ask that Council consider requesting that the bond portion of the issue be placed before the voters for a second try. Snolsle passed its resolution on October 23, 2017, and LCFA which is composed of a different board, will also consider a resolution asking the County Council to place the bond issue before the voters. If the bond issue is approved, it allows the LCFA to issue the bonds and service the debt on those bonds. Pursuant to the 2016 agreements, the proceeds of the bonds will go to Snolsle for the purpose of acquiring land and building a facility for a public library. Also important to keep in mind is that the interlocal agreement between Snolsle and the City provides that Snolsle will acquire one parcel of land to complement a parcel of land already owned by the City, with the concept being to plan together how a public library and city civic facilities will function

harmoniously. The agreement provides that Snolsle will own the land that it purchases until there is an exchange, and also that Snolsle will own and operate the library.

Mayor Spencer noted that the boundaries of the LCFA extend beyond the City limits and are coterminous with the Lake Stevens School District.

Attorney Weed confirmed that not just City residents would pay taxes, but also people living in the LCFA jurisdiction would be taxed to service the debt.

Attorney Weed said that the exhibits are the current Memorandum of Understanding and the Interlocal Agreement that were previously entered into for the February 2017 ballot measure. Snolsle will bear the cost of placing this measure on the ballot.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Hilt to approve Resolution 2017-17 requesting a Special Election relating to the issuance of not more than \$17,000,000 in General Obligation Bonds by the Lake Stevens Library Capital Facility Area (LCFA) to finance the Acquisition, Construction, Furnishing and Equipping of a Library Capital Facility and the imposition of an Excess Levy to retire said bonds. On vote the motion carried (7-0-0-0).

Adopt Ordinance 1003 re: Interim Zoning Regulations for Retail Marijuana Sales: Director Wright presented the staff report and said this ordinance is being brought forward following receipt by the city of an application for a second retail facility. Both the Planning Commission and City Council reviewed the request and issue. Council's direction was to bring back an interim ordinance to prohibit retail sales of marijuana in the Commercial District. The interim ordinance would be in place until the Planning Commission makes a final recommendation and Council takes a final action related to the allowed number of marijuana retail facilities in the city. Director Wright responded to Councilmembers' questions. This ordinance will be in place for six months or until the Planning Commission returns a formal and final recommendation to Council, at which time this ordinance could be repealed or allowed to sunset.

Councilmember Welch asked why the City is entering into an interim regulation, which is essentially an emergency ordinance. He is concerned that there is not a public process here, and he does not believe the need is immediate. Councilmember Welch said this is a case of a government body telling a private business it cannot operate in the city. This is not the Council's job. Council's job is to provide public safety. Cities cannot pick and choose who can operate within the city limits. Councilmember Welch is concerned that approval of this ordinance will set a precedent allowing the City to pick and choose which legal retail businesses operate in the City. Marijuana retail sales was approved by voters and is a legal business.

Responding to Councilmember Hilt's question, Director Wright said that in passing this ordinance the practical change in the code prohibits retail marijuana sales as an allowed use in the Commercial District, where it is currently allowed. Speaking to timing, Director Wright commented it was something that Council indicated it wanted to take action on and ~~come to~~ resolve this topic when there seemed to be consistent direction from the Planning Commission and the Council. The interim regulation would stay future acceptance of future businesses while the Planning Commission works through its process, including taking public testimony.

Speaking to Councilmember Welch's concern regarding public process, Director Wright said there is a process that requires a public hearing within 60 days of the Council taking any action, and at that point Council has the opportunity to reverse or repeal the action at that time.

Councilmember Hilt clarified that if this ordinance is passed and not repealed following the public hearing, through June 2018 the City would not allow a second retail store in the city, nor would a retail store be allowed in the Commercial District. He noted that if Council does nothing there is still not a second shop or a shop in the Commercial District.

Director Wright responded there is the potential that a shop could be located in the Commercial District if the existing shop were to close.

Attorney Weed commented that the reason state law allows interim zoning ordinances such as this one, with the condition that it is only in effect for six months and having a public hearing, is to put a hold on the City having to entertain new applications for uses that might otherwise vest.

Councilmember Hilt said he does not see the urgency in adopting this ordinance.

Councilmember Tageant said this is something the Council already tried to put on hold once until 2018, and that it is appropriate for this issue to go to the Planning Commission to allow for the public process and then make a recommendation to Council.

Councilmember Welch said this is a private business and it is not the constituents' role to determine what businesses are opened in the City. The market will determine if the business succeeds.

Councilmember Holder believes this is also a zoning issue.

Councilmember Petershagen said that the zoning code does regulate businesses in various zoning codes. Also, it is not the City's sole responsibility to regulate retail businesses, in this instance, the Washington Liquor and Cannabis Board also regulates these businesses.

Councilmember Holder commented the City is currently considering a car wash in a certain zone, and that there are two sides to the argument, and the Council does need to listen to input from its citizens on this issue.

Councilmember Hilt wondered if there is any attempt at compromise. It seems this is a pre-emptive action, and it is being applied to a business that is legal in the state, and Lake Stevens did vote in support of making this business legal.

Mayor Spencer suggested the answer is to allow the Planning Commission to move forward with the public process including holding the public hearing to receive citizen input. Once the Planning Commission makes a recommendation to Council that may be the time for Council to determine if there is a possible compromise.

Responding to Councilmember Welch's question, Mayor Spencer does not believe the Council will use interim legislation for new businesses all the time; it is occurring at this time because this is a highly regulated industry and people choose to exercise their right to have their public comment.

MOTION: Moved by Councilmember Petershagen, seconded by Councilmember Daughtry, to adopt Ordinance 1003 prohibiting the retail sales of marijuana in the Commercial District. On vote the motion carried (5-2-0-0).

Adopt Ordinance 1004 re Moratorium on Siting of Supervised Drug Consumption Facilities:

Director Wright presented the staff report and said adoption of this ordinance will impose a twelve-month moratorium on the siting of supervised drug consumption facilities while the City implements a work plan and the City Council considers options for permanent regulations, including potentially banning such facilities within the city.

Councilmember Holder asked if other jurisdictions are allowing these facilities, and Director Wright replied that Seattle does and maybe Portland.

Councilmember Hilt commented he understands that the sites will bring in addicts, and they can then be connected to resources that can help them. Councilmember Hilt said that Snohomish County does not yet offer those resources, and additionally, he does not believe this is an effective way to address concerns about addicts.

Councilmember Welch asked why this should be brought forward at this time. He believes the process is illegal from the beginning, and he is concerned about spending a lot of time on something like this when there are so many other things going on in Lake Stevens.

Councilmember Holder believes this moratorium is important, and there are a lot of people looking at new ways to treat the opioid epidemic. The City should be prepared if there is legislation that comes from the state or from the Health District in the future.

Mayor Spencer confirmed Councilmember Hilt's recall that one county councilmember requested this ordinance be considered. Marysville and other jurisdictions are also considering this issue. This is more of a statement so that the City can identify what work needs to be done to determine how it wishes to approach these types of facilities.

Responding to Councilmember Welch's question regarding the recent court ruling and whether this point is moot, Attorney Weed said that ruling affects the issue of if the City wants to buy time to study its zoning code. The City's code does not address this type of facility one way or the other, and the underlying intent is to put a hold in applications so they do not vest while the City studies the right way to address the issues.

Councilmembers Tageant and Daughtry support this moratorium, and Councilmember Daughtry said that in addition to being studied by the Planning Commission, this should go to the Public Safety subcommittee as well.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to adopt Ordinance 1004 temporarily prohibiting the establishment, siting, location, permitting, licensing or operation of supervised drug consumption facilities within the City of Lake Stevens pursuant to the authority of RCW 36.70A.390, and set a time for a public hearing within 60 days of adoption of this ordinance, currently scheduled for December 12, 2017. On vote the motion carried (7-0-0-0).

Approve Resolution 2017-16 authorizing and endorsing the submittal of a 2018 CDBG application for funding improvements to Frontier Heights Park: Director Wright presented the staff report and said that this year Snohomish County has funding available for Community Development Block Grants (CDBG) to be used to support acquisition, construction and/or rehabilitation of up to two public facilities benefitting principally low to moderate income neighborhoods. One of the things the funding can be used for is park facilities, and staff believes the improvements planned for Frontier Park would fit nicely with this funding opportunity. Approval of the Resolution sends a message to the grant administrators that the Council supports applying for these grant funds.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Tageant, to approve Resolution 2017-16 authorizing and endorsing the submittal of a 2018 CDBG application for funding improvements to Frontier Heights Park. On vote the motion carried (7-0-0-0).

Discussion Items: Mayor Spencer said that County Executive Dave Somers is scheduled to participate in a workshop meeting with City Council beginning at 5:30 p.m. on November 14, 2017. To ensure this meeting is productive Mayor Spencer is proposing primary topics to include (1) Growth Management and PSRC's 2040 and 2050 plans, (2) UGA expansion, (3) Trestle replacement, and (4) Cavelero Park. Other potential topics the Mayor needs to address with Executive Somers include (1) 20th Street Properties (County transfer of deeds), (2) 20th Street Soccer field (County transfer of property to Lake Stevens), (3) Emergency management and County/City resilience, and (4) Opioid awareness, community-regional strategies. Mayor Spencer requested Council input. Mayor Spencer said he will send the topics to Executive Somers prior to the meeting, and will also send data including growth information. Commenting on the Trestle replacement, Mayor Spencer said it is imperative that the legislature address this issue now.

Councilmember Daughtry recalled that two years ago the County and City sat down together and determined they wanted to find a way to get common issues resolved quickly, and he wondered if this can be brought up again.

Mayor Spencer believes this can happen, and he also noted that Executive Somers is reaching out to other Snohomish County cities.

Responding to Councilmember Welch's question, Mayor Spencer said that he is also talking with other Snohomish County mayors.

Executive Session: None.

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Welch to adjourn the meeting at 8:21 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 11/14/2017
Date: _____

Subject: Public Safety Testing – Professional Services Agreement Renewal

Contact Person/Department: _____	Teri Smith/Human Resources	Budget Impact: _____	\$5,400.00
---	----------------------------	-----------------------------	------------

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign the renewal of the agreement with Public Safety Testing.

SUMMARY/BACKGROUND:

The city of Lake Stevens has been utilizing Public Safety Testing since 2001; Lake Stevens was one of the first subscribers. Public Safety Testing (PST) provides recruiting assistance to applicants interested in a public safety career. PST provides written and physical agility testing for entry level candidates.

Our current subscriber agreement's amendment expires December 31, 2017. The renewal represents the first overall fee increase in nearly a decade. PST has enhanced their marketing and outreach efforts to attract diverse candidates, increased the capability of their website to provide employers with more information about the candidates, and expanded their ability to administer written exams for applicants to nearly all 50 states as well as increased the number of testing opportunities and locations around the Pacific Northwest.

I recommend the three-year agreement option, which includes a 3% increase in each year of the agreement. This option represents a savings during the life of the agreement; the one-year option is a 10% increase over our current rate.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: An increase of approximately 9% over current rates during the life of the 3 year agreement.

ATTACHMENTS:

- Exhibit A: Public Safety Testing Subscriber Agreement



SUBSCRIBER AGREEMENT

WHEREAS, Public Safety Testing, Inc. is a skilled provider of pre-employment testing services to police, fire, and other public safety agencies, and

WHEREAS, the subscriber public agency, either directly or through a civil service commission, tests, evaluates, ranks and hires law enforcement and/or firefighters and/or other public safety positions in the performance of its public safety functions, and

WHEREAS, the subscribing public entity desires to join in a Subscriber Agreement, NOW, THEREFORE,

Public Safety Testing, Inc. (the "Contractor") and the City of Lake Stevens, a municipal corporation of the state of Washington (hereinafter "Subscriber") do enter into this Subscriber Agreement under the terms and conditions set forth herein.

SUBSCRIBER: City of Lake Stevens, WA

POSITIONS:

☛ **Check all that apply**

Law Enforcement Officer written & physical ability testing:

- Law Enforcement Officer (entry-level)
- Law Enforcement Officer (lateral/experienced)

COMMENCEMENT DATE: January 1, 2018

TERM & PROFESSIONAL FEES:

☛ **Check one**

- One-year agreement at \$1,868 annually

- Three-year agreement at the following:

Year 1 (1/1/2018 – 12/31/2018) at \$1,748 annually
Year 2 (1/1/2019 – 12/31/2019) at \$1,800 annually
Year 3 (1/1/2020 – 12/31/2020) at \$1,852 annually

TERMINATION:

☛ **Check one**

- This agreement terminates December 31, 2018

- This agreement terminates December 31, 2020

OUT OF REGION TESTING

☛ **Select one**

- SUBSCRIBER authorizes candidates who reside outside of the Pacific Northwest to take the written examination where they reside. The physical ability test, if required, must be conducted by SUBSCRIBER (or SUBSCRIBER coordinates with candidate to be tested at a scheduled PST event), within 90 days of the written exam (180 days for FF CPAT).

- SUBSCRIBER **does not** authorize out-of-region testing.

1. **Description of Basic Services.** This Agreement begins on the date as noted on page one (1) of this Agreement. The Contractor will provide the following services to the Subscriber:
 - 1.1 Advertising and recruiting assistance, application processing, and administration of pre-employment written examinations and physical ability tests for those positions noted on Page One (1) of this Agreement.
 - 1.2 Report to the Subscriber the scores of applicants, with all information necessary for the Subscriber to place passing applicants upon its eligibility list, and rank them relative to other candidates on appropriately constituted continuous testing eligibility lists. Contractor will report "raw" test scores to the Subscriber – no preference points will be factored into applicant scores and it is the Subscriber's responsibility to factor veteran's preference points in accordance with applicable federal and state laws. Written examination scores will be reported to the Subscriber as a percentage score (based on 100%) and physical ability test scores will be reported as "Pass" or "Fail". The passing score for written examinations is set by the test developer at 70%.
 - 1.3 Appear in any administrative or civil service proceeding in order to testify to and provide any and all necessary information to document the validity of the testing process, to participate in the defense of any testing process conducted by the Contractor pursuant to this Agreement and to otherwise provide any information necessary to the Subscriber to evaluate challenges to or appeals from the testing process. The Contractor shall appear without additional charge. The Subscriber shall pay the reasonable cost of travel and appearance for any expert witness deemed necessary by the Subscriber to validate the testing process, including but not limited to, representatives of any company which holds the copyright to any testing material and whose testimony or appearance is deemed necessary to validate the process.

Provided, however, Contractor shall not be required to appear at its cost nor to defend in any administrative or court proceeding arising from or out of a claim or challenge relating to Subscriber's use of other testing process(es) or out of Subscriber's attempt to establish multiple or blended eligibility lists for the same position based in whole or in part on other testing process(es). "Other testing process(es)" means any test or testing process other than those provided by the Contractor under this Agreement.

- 1.4 **Term & Fees.** The term of this agreement and the related professional fees are noted on page one (1) of this Agreement.
- 1.5 **Payment.** Subscriber shall pay an amount equal to twenty-five percent (25%) of the annual fee set forth above quarterly for services rendered in the previous quarter and for basic services including but not limited to, software relating to online application, advertising formats, previously advertised scheduling of test dates, model civil service rules, testing systems, as well as ongoing testing and recruitment, and any and all other work developed at the cost of the Contractor prior to or contemporaneous with the execution of this Agreement. Payment shall be made within 45 days of receipt of invoice.

1.5.1 Direct Deposit (ACH Enrollment). Subscribers are encouraged to set up direct deposit (ACH enrollment) for their payments. There will be no additional fee for payments made using direct deposit (ACH enrollment).

1.5.2 Credit Card. A three percent (3%) fee will be added at the time of payment to each payment made using a credit card. The purpose of such fee is to cover Contractor's credit card processing fees.

2. Additional Services. In addition to the services provided under this Agreement, the Subscriber may, at its sole discretion, elect to purchase additional services from the Contractor. Such services shall be requested by and contracted for pursuant to separate written agreement.

3. Acknowledgements of Subscriber. The Subscriber understands and acknowledges, and specifically consents to the following stipulations and provisions:

3.1 Because applicable civil service law prohibits having multiple eligibility lists for the same class of hire, this Agreement is an exclusive agreement for these services.

3.2 The written and physical agility scores of any applicant shall be valid for 15 months from the date of certification by the Contractor or 12 months from the date of placement upon the Subscriber's eligibility list, whichever first occurs, following the report of the Contractor, and rules compatible with continuous testing shall be adopted. The Subscriber shall review its applicable hiring processes, advertisements, personnel policies and civil service rules (as applicable) to ensure compliance with the provisions of this Agreement.

3.3 An applicant may, in addition to the Subscriber's eligibility list, elect to have his/her score reported to and subject to placement on the eligibility list of any other Subscriber. Nothing in this Agreement shall be interpreted to prohibit the use of an applicants' score for consideration in or processing through any other subscriber's hiring and/or civil service eligibility process. The Subscriber agrees that if an applicant is hired by another agency through this service, the applicant's name shall be removed from Subscriber's eligibility list.

3.4 The Subscriber specifically understands and acknowledges that the Contractor may charge a reasonable testing fee from any and all applicants.

3.5 The Subscriber is encouraged to and may also conduct advertising as it deems necessary to support/enhance recruiting efforts. The Subscriber shall link PublicSafetyTesting.com on its agency's website, if it so maintains one.

3.6 Public Safety Testing views recruiting as a partnership with the Subscriber. The Subscriber agrees to actively participate in recruiting efforts for positions within the Subscriber agency.

- 3.7 The Subscriber agrees to keep the Contractor up-to-date as to the agency's hiring status, minimum and special requirements, all information appearing on the agency's PST website profile and the names of any candidates hired through these services.
- 3.8 Subscriber understands and acknowledges that a candidate's PST Personal History Statement (PHS) will be stored electronically by PST for 24 months from the date the candidate uploads the PHS to the PST website. Any PHS stored more than 24 months will automatically be deleted and will no longer be available to the Subscriber from the PST server.
4. Testing Standard and Warranty of Fitness for Use. All testing services conducted under this Agreement shall be undertaken in accordance with the provisions of the Washington State Civil Service Statutes, Chapter 41.08 and/or 41.12 and/or 41.14 RCW, or the terms of other applicable statute as the Subscriber shall notify the Contractor that the Subscriber must meet. Tests shall also be conducted in accordance with the general standards established by the Subscriber; the Subscriber shall be responsible for notifying the Contractor of any unusual or special process or limitation. The test utilized, the proctoring of the test and any and all other services attendant to or necessary to provide a valid passing or failing score to the Subscriber shall be conducted in accordance with generally accepted practice in the human resources, Civil Service and Public Safety Testing community. The Subscriber may monitor the actions and operations of the Contractor at any time. The Contractor shall maintain complete written records of its procedures and the Subscriber may, on reasonable request, review such records during regular business hours. Any and all written materials, and the standards for physical fitness testing utilized, shall comply with all applicable copyrights and laws. The Contractor expressly agrees and warrants that all tests and written materials utilized have been acquired by the Contractor in accordance with the appropriate copyright agreements and laws and that it has a valid right to use and administer any written materials and tests in accordance with such agreements and laws. If Subscriber uses or authorizes the use of other testing process(es) this warranty shall be null and void.
5. Independent Contractor. The Contractor is an independent contractor. Any and all agents, employees or contractors of the Contractor, shall have such relation only with the Contractor. Nothing herein shall be interpreted to create an employment, agency or contractual relationship between the Subscriber and any employee, agent or sub-contractor of the Contractor.
6. Indemnity and Hold Harmless. The parties agree and hold harmless each other, their officers, agents and employees in accordance with the following provisions:
 - 6.1 The Contractor shall indemnify and hold harmless the Subscriber, its employees and agents from any and all costs, claims or liability arising from:
 - 6.1.1 Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for;
 - 6.1.2 Any cost, claim or liability arising from or out of the claims of an employee, agent or sub-contractor to the end that the Contractor shall be

an independent Contractor and the Subscriber shall be relieved of any and all claims arising from or relating to such employment relationships or contracts between the Contractor and third parties;

- 6.1.3 The alleged negligent or tortious act of the Contractor in the provision of services under this Agreement.
- 6.1.4 This indemnity shall not apply to any administrative or court proceeding arising from or out of any process in which the Subscriber has utilized or authorized other testing process(es).
- 6.2 The Subscriber shall indemnify and hold harmless the Contractor, its officers, agents and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the Subscriber in the provision of services hereunder.

7. Termination. This agreement terminates as noted in the *Fees & Term* section on Page 1 of this Agreement. The Contractor and/or the Subscriber may also withdraw from this Agreement at any time for any reason with 60 days written notice, provided, however, that the provisions of paragraphs 1.3, 4, 5 and 6 shall remain in full force and effect following the termination of this Agreement with respect to, and continuing for so long as any applicant tested by the Contractor remains on the eligibility list of the Subscriber.

7.1 If the Subscriber elects to terminate this Agreement prior to the termination date, Subscriber shall pay the Contractor an early termination fee. The purpose of this early termination fee is to cover the direct and indirect costs of refunding and or rescheduling applicants that had signed up to test for the Subscriber. The early termination fee is one-third (33%) of the annual subscriber fee as noted in the *Fees & Term* section on Page 1 of this Agreement. The early termination fee is in addition to any other fees agreed to by this Agreement.

8. **Entire Agreement, Amendment.** This is the entire Agreement between the parties. Any prior agreement, written or oral, shall be deemed merged with its provisions. This Agreement shall not be amended, except in writing, at the express written consent of the parties hereto.

This Agreement is dated this _____ day of _____, 2017.

CITY OF LAKE STEVENS, WA

By: _____

Print: _____

Its: _____

Contact: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Subscriber's Contact & Address for Billing:

(Please complete if different from contact information above)

Contact: _____

Title: _____

Agency: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

PUBLIC SAFETY TESTING, INC.

By:  October 24, 2017

Print: Jon F. Walters, Jr.

Its: President

Jon Walters

20818 – 44th Ave. W., Suite 160

Lynnwood, WA 98036

425.776.9615

jon@publicsafetytesting.com

Agency Recruiter:

Name: _____

Title: _____

Email: _____

Agency Hiring Representative/Supervisor:

Name: _____

Title: _____

Email: _____

Chief or Agency Director:

Name: _____

Title: _____

Email: _____



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 14, 2017

Subject: Public Hearing - 2018 Budget Ordinance 1005

Contact Person/Department: Barb Stevens - Finance **Budget Impact:** Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve First Reading of 2018 Budget Ordinance No. 1005.

SUMMARY/BACKGROUND

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Financial control and evaluation processes typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues.

Upon adoption, the expenditure estimates are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended appropriations lapse at year end and may be brought forward as an amendment to the budget.

The City Council has been reviewing current and forecasted revenues and expenditures including property tax, City staffing plans, and related costs which are incorporated into the proposed 2018 budget ordinance.

The 2018 Proposed Budget document is attached and can be downloaded at www.lakestevenswa.gov.

APPLICABLE CITY POLICIES:

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance. Per RCW 84.55.120 the legislative body will hold public hearings on the proposed budget for the coming year.

BUDGET IMPACT:

The budget ordinance will enact into law all approved appropriations for the 2018 calendar year.

ATTACHMENTS:

- Ordinance 1005 – 2018 Budget
- 2018 Proposed Budget Details

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. **1005**

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2018

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2018, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 14th day of November and the 28th day of November, 2017, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2018 is hereby adopted in its final form and content as set forth in the document entitled City of Lake Stevens 2018 Annual Budget, 1 copy of which is on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2018 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2018 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$6,741,522	\$12,919,081	\$14,239,273	\$5,421,329
002	Contingency Reserve	\$3,036,115	\$1,113,843	\$1,508,050	\$2,641,908
101	Street	\$2,175,894	\$2,087,887	\$2,649,013	\$1,614,768
103	Street Reserve	\$1,542	\$11	\$0	\$1,553
111	Drug Seizure & Forfeiture	\$44,308	\$9,316	\$40,000	\$13,624
112	Municipal Arts Fund	\$11,476	\$80	\$0	\$11,556
210	2008 Bonds	\$0	\$349,705	\$349,705	\$0
212	2010 LTGO Bonds	\$0	\$37,082	\$37,082	\$0
213	2015 LTGO Bond	\$0	\$95,955	\$95,955	\$0
301	Cap. Proj.-Dev. Contrib.	\$2,528,506	\$379,720	\$2,530,000	\$378,227
302	Park Mitigation	\$1,898,692	\$350,724	\$1,635,000	\$614,416
303	Cap. Imp.-REET	\$2,255,515	\$612,911	\$328,878	\$2,539,548
304	Cap. Improvements	\$1,838,691	\$620,498	\$965,832	\$1,493,356
309	Sidewalk Capital Project	\$1,101,223	\$473,191	\$602,250	\$972,164
310	20th Street SE Corridor CP	\$0	\$0	\$0	\$0
401	Sewer	\$538,374	\$1,067,650	\$1,090,198	\$515,826
410	Storm and Surface Water	\$1,438,246	\$1,578,826	\$2,053,486	\$963,586
501	Unemployment	\$91,670	\$669	\$30,000	\$62,339
510	Equipment Fund	\$103,812	\$202,932	\$245,786	\$60,958
515	Equipment Fund - Vehicles	\$10,000	\$10,020	\$0	\$20,020
520	Equipment Fund-Police	\$242,731	\$64,620	\$113,540	\$193,812
530	Equipment Fund-PW	\$435,163	\$403,462	\$92,930	\$745,695
540	Aerator Equipment Repl.	\$0	\$0	\$0	\$0
621	Refundable Deposits	\$5,044	\$101,000	\$101,000	\$5,044
633	<u>Treasurer's Trust</u>	\$0	<u>\$201,200</u>	<u>\$201,200</u>	<u>\$0</u>
	Total	\$24,498,523	\$22,680,382	\$28,909,178	\$18,269,727

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this ____ day of _____, 2017.

John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

First Reading: November 14, 2017
Second Reading: November 28, 2017
Final Reading:
Effective:

The
CITY OF LAKE STEVENS
Washington

2018 Proposed Annual Budget



One Community Around the Lake

John Spencer
Mayor

November 1, 2017



Honorable City Council Members:

It is a pleasure to submit to the Council a proposed budget for 2018.

This year has been an exciting year with accomplishments ranging from development of our new temporary City Hall and Movies in the Park to selecting a final design for the Highway 9 and 204 intersection. Our staff have been incredibly successful in completing work that has moved the City from an “in-between” City on Highway 9 to a leader on major local and regional initiatives. When I look back on 2017, I am astounded by the work accomplished and the fresh and invigorating attitude our staff embodies to “get things done”.

The greatest measure of our success is how our citizens and customers feel about the City. I hope you receive the same positive feedback that I do on everything we are doing to make this a great place to live.

Your support for the work we do is fantastic. Without the dedication of each of you and your commitment to make Lake Stevens even better, we would not be in the place we are today. I must also give credit to the volunteers who give time to serve on boards and commissions and service clubs and to those who work on civic projects to make Lake Stevens a uniquely great place to live, work and play.

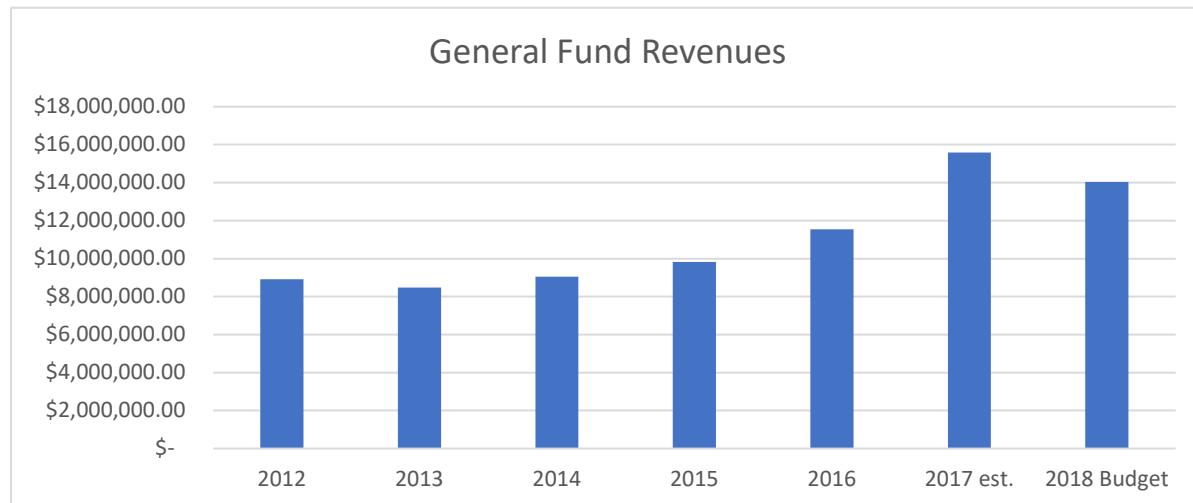
I am very excited about our newest commission, the Veterans Commission. I look forward to engaging more of our veterans and active duty residents in community activities. They are a great resource living right here in our town.

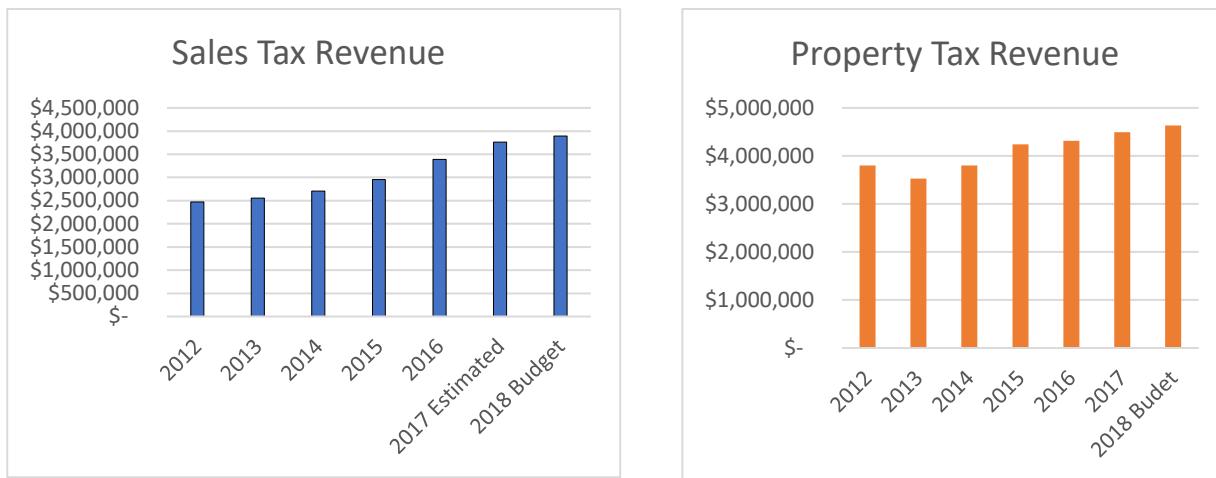
Now for budget:

Revenue

Lake Stevens continues to find itself in a healthy financial condition.

On the revenue front the graphs below illustrates the continuing growth in revenue:





Due to this improvement in revenues, we have taken a less conservative approach in forecasting future revenues. Below are the assumptions we have used for 2018 and to 2024:

- 1.) Property tax increase of 1% year over year.
- 2.) Sales tax increase by 10% through 2019, then decreasing by 1% a year until 2023 then the increase settles on 4%.
- 3.) Other revenues increasing at a steady rate of 1% to 2% each year.
- 4.) A decrease in building permits.
- 5.) No new large retail establishments.
- 6.) Only one year revenue from internet sales tax.

BUDGET IN BRIEF

Our 2018 budget continues priorities established by Council in 2017: (1) improve public safety, (2) invest in infrastructure to encourage economic development, (3) improve parks and build Cavelero Skateboard Park, and (4) revitalize downtown with upgrade of North Cove Park and street improvements.

The Base Operating Budget

The base budget for 2018 includes the following assumptions regarding salaries, benefits and other operating costs, some of which may change based on union contract negotiations:

- 1.) 2.7% cola for non-represented employees (90% of CPI-W).
- 2.) 2% for Teamsters (per contract agreement).
- 3.) Police Guild (not set – in contract negotiations).
- 4.) Benefits increase of 3%.

Major Operating Budget Request

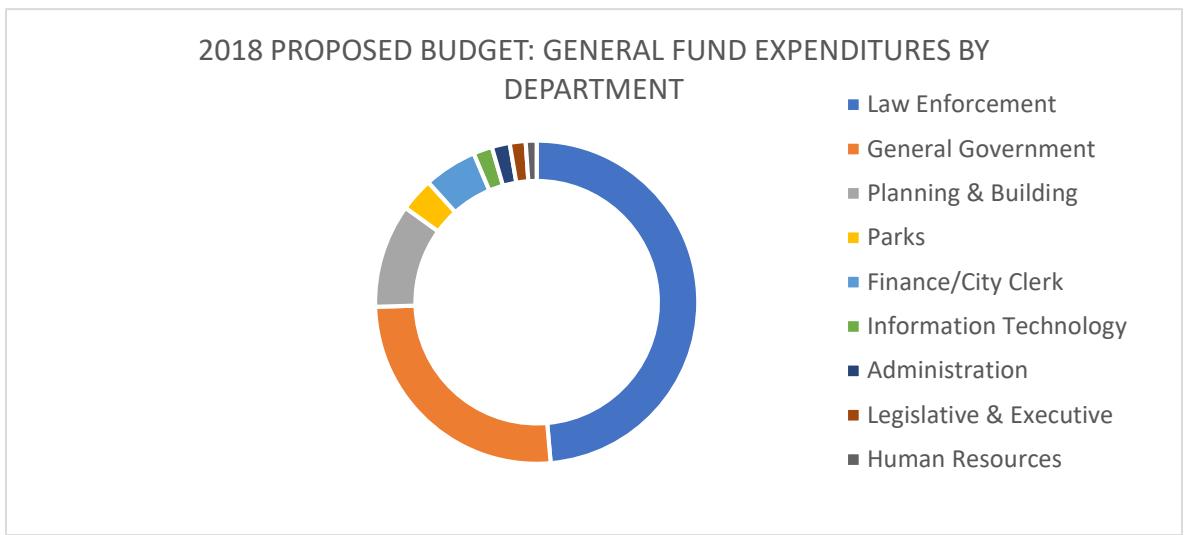
Given the unprecedented growth in our city, we are requesting key staff increases to provide quality services. These are:

- 1.) Police Department: Two additional officers are requested for the Police Department. These two positions will enable the Department to assure a full complement of officers on all shifts. To-date,

it has been very difficult, without overtime, to maintain each shift's complement of officers due to officers being unavailable due to vacation, sick leave, or training.

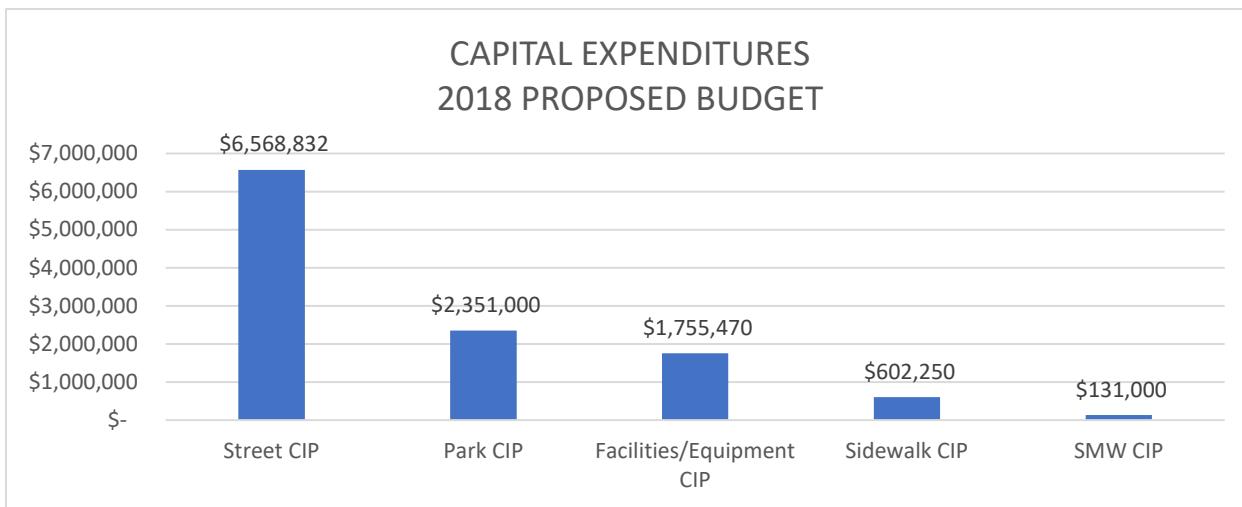
- a. Two Patrol Officers: \$215,425
- b. One police Vehicle: \$49,000
- 2.) Public Works: One full time position is requested to assist in the implementation of significant capital projects, particularly those that involve larger sums of money, longer period of construction and fulfillment of requirements from granting agencies. Four seasonal employees are requested to help meet peak workload. While our current public works staff try to focus on general maintenance of roads and stormwater, a great deal of their time is committed to large in-house projects. With additional seasonal help, we will be able to improve our general maintenance in all areas and cost effectively complete large in-house projects.
 - a. Capital Projects Coordinator: \$113,875
 - b. 4 Seasonal Crew Workers: \$72,200
- 3.) Finance: The city's finance department has experienced a significant increase in work load to handle the processing of an ever-increasing load of operating and capital projects and to meet legal requirements for filing and document retrieval under the Freedom of Information Act. To respond to this increased work load we are requesting one additional accountant with ability to support our filing and clerk duties.
 - a. Accountant Clerk – AP: \$79,000.
 - b. Reclassify Deputy Clerk to City Clerk: \$8,500.
 - c. Document Scanning/Archiving: \$50,000.
 - d. Electronic Time & Attendance program: \$20,000.
- 4.) Information Technology: Reclassification of IT Specialist to Network Security Analyst is requested in this budget. The city's information technology services have expanded over the last few years requiring more focus on threat assessment and network security. These critical functions of network security have been performed by our IT Specialist with increasing frequency.
 - a. Reclassify IT Specialist to Network Security Analyst: \$9,000
- 5.) Planning and Community Development: In 2018, PCD expects workload to continue at a similar pace as 2017 with a greater emphasis on new plats and subdivisions and a decline in the number of residential building permits and a slight increase in commercial development resulting from our push to encourage economic development in Lake Stevens. The planning division will also undertake a significant review of the City's comprehensive plan with a focus on growth management and density in relationship to infrastructure conditions. This comprehensive plan will be coordinated with the Snohomish County Tomorrow organization that is taking an aggressive approach to the development of the PSRC 2050 plan, which allocates growth within the region. To meet this work-load we are requesting the addition of a Principal Planner. This additional staff position is being done in conjunction with the conversion of an existing full-time position to part-time and will result in a net gain of 0.6 full-time equivalent staff.
 - a. Principal Planner: \$118,000.
 - b. Reclassify Assistant Planner to Associate Planner: \$1,200.

The graph below illustrates the expenditure percentages for each of our primary functional areas with Law Enforcement and General Government making up the bulk of our general fund expenditure budget. Together they total 75% of the budget.



Major Capital Requests

Our capital requests continue the initiatives begun in 2017: improve transportation, develop our parks, develop our downtown area and North Cove Park, build a new Police Department Headquarters and new City Hall. There are many other capital items requested and listed in the full budget document.



Parks

This 2018 budget provides for a major upgrade to Lundein Park by adding funds to complete a full irrigation system, re-contour parts of the park that flood during wet weather and to upgrade the children's playground. There is also funding set aside for development of the newly acquired park at Frontier Heights as well as funding for the City's share of Cavelero Park. Staff will be pursuing grant funds for the development of Frontier Heights to match the City's contribution. In addition to the City's financial contribution to Cavelero Park, we will be using our street fund to extend 79th Ave. SE across 20th Street SE to the entrance to the park. Overall, the City will be investing approximately \$1,412,000 in the initial development of Cavelero Park.

We have set aside \$850,000 in 2018 for downtown Main Street and North Cove Park development in anticipation of passage of the state capital budget providing approximately \$3.0M for Lake Stevens. We do not anticipate a matching requirement for these funds, but do want to move forward in a significant way once approved.

In addition to the major park improvements of Lundein, Cavelero, and North Cove Parks, the City will continue improvements to Eagle Ridge Park, the 20th St Ball Field, and the newly acquired Frontier Heights Park. Remaining budget from 2017 will roll forward and be utilized in 2018.

We have also reserved \$1.0M for the Williams property acquisition, which was initiated this year.

Transportation

Highway 9 and 204: WSDOT continues to move forward with the preferred design of the SR9/SR204 Interchange. The City was approved a grant for design of interchange improvements at SR9 and 4th in relation to the SR9/204 interchange and will continue to work with WSDOT how to best utilize those funds.

Village Way: 4th Street NE to Frontier: To improve connectivity with Frontier Village, the City will construct a southern entrance which will connect to 4th St. NE through City-owned property. The cost is expected to be \$500K and will include the new road, sidewalk, and likely open recreation space.

91st Avenue NE and Market Street Roundabout: The City was awarded a \$752,800 innovative grant for the construction of a compact urban RAB at 91st and Market. The preferred design for the SR9/204 interchange includes improvements at SR9 and Market which will impact the efficacy of the roundabout at 91st and Market. WSDOT is currently performing traffic modeling to estimate how the SR9 project will impact the RAB and will inform the City if this project will function appropriately.

20th Street SE Phase 1 Construction: The City has applied for a TIB grant for the construction of 20th Street SE Phase for improvements from 83rd to 91st. The notification of award is due to come out in mid-November, with construction likeliest to take place in the 2019 construction season. The total project cost is \$6.8M of which the City will expend \$1.7M.

Main Street: To enhance the street environment and encourage walking and biking, the City plans to construct pedestrian and bicycle improvements along Main Street. The improvements include approximately 1,325 linear feet of roadway from 20th Street NE to 16th Street NE. Phase I improvements will be from 20th Street NE to 17th Street NE and include enhanced sidewalks, dedicated multi-use paths, enhanced landscaping and other pedestrian amenities.

The City completed 1.16 lane miles of Overlays in 2017. An equivalent amount is estimated for 2018 on 91st Ave SE. The intention for the project is to start at 4th St and move south until the allotted funds of \$400K are expended.

Safe Routes to School: 91st Ave SE and 4th Street SE Safer Routes to School grant – 2017 project continuing into 2018. This project will improve pedestrian connectivity in the vicinity Hillcrest Elementary.

Additionally, \$200,000 has been budgeted in 2018 to initiate a city-wide sidewalk maintenance and repair program.

24th Street SE and 91st Avenue SE: To implement the City's economic development goals from the 20th Street SE Subarea Plan, the City is designing the 24th Street SE and 91st Ave SE road extensions to serve

the largest commercial property in the subarea. Construction of these roads will occur in tandem with the commercial development of these sites.

Police Department

A set aside of \$1.5M is included in the budget for design of a new Police Department. Other major capital for the PD includes 2 car replacements and a new car for two officers requested in the operating budget. Smaller items are listed in the full budget.

Public Works

The public works shop needs to be renovated. The initial conceptual improvements include upgrades to offices, lunch/break room, and the common area where daily meetings occur. The expected budget for these improvements is \$100,000.

The City continues to work collaboratively with other local entities to improve efficiencies and reduce costs. The City's mechanic shop services City vehicles and public works equipment and will be working closely with the Fire Department mechanics to create a cooperative effort to maintain vehicles.

The public works crew needs a forklift and an excavator. Currently, the crew has been renting an excavator to perform larger street and storm work which has become cost prohibitive. Public works has requested \$200K for a new excavator and \$20K for a new forklift to be used at the shop.

Planning and Community Development

Staff has requested funding for various administrative tasks such as title and appraisal services and professional services for additional projects as they arise. Planning and Community Development has also asked for increases in the recreation budget and the Arts Commission budget as the City continues to expand community programs and events. Along with these requests, \$10,000 would be set aside to implement the beautification plan including gateway and directional signs.

Administration

In 2017, implementation of an electronic content management system began. This system will greatly reduce the need for hardcopy record storage and improve record management. The City is continuing to increase efficiencies in the area of document management and has requested budget to scan and archive stored hardcopy documents into electronic format. Funding has also been included to implement an electronic time and attendance system which will allow for more efficient payrolls and further reduce the need for hardcopy documents. To accommodate our advances in these areas, and others, funding has been included in the 2018 budget to upgrade the City's datacenter and recovery solutions.

Other Major Expenditures

This budget contains a \$300,000 set aside for prospective debt service starting in 2019 for council issued bonds for a new police department headquarters. This is based on an estimated \$10M debt. Staff are currently working on the space and facility requirements for a new building and will be seeking a professional architect/engineer to design the building in 2018.

A major budget question remains as to whether a municipal court should be included at the Chapel Hill site or at another location. As part of our design work, staff will provide analysis of both the capital options and operating budget associated with a municipal court complex.

We have not budgeted funding for a new civic center building. Action on this is pending the State Capital Budget approval. However, our first stage development for downtown will be to remove the old city hall, build a plaza in its place to support community activities, begin re-grading of North Cove Park and begin widening of Main Street. We will be seeking grants for pedestrian and bike paths for the downtown plan. A new civic building will be part of a stage II development process yet to be fully developed in concert with local civic groups.

We recommend continuing the practice of depositing \$500,000 per year into a contingency fund for capital projects. This is anticipating significant capital work needed to encourage economic development on 20th Street S.E. There remains a significant need for stormwater detention facilities, roads (particularly 24th street extension) and completion of 20th Street SE improvements to the Trestle that began prior to 2008.

General fund expenditures are well under revenue to the General Fund.

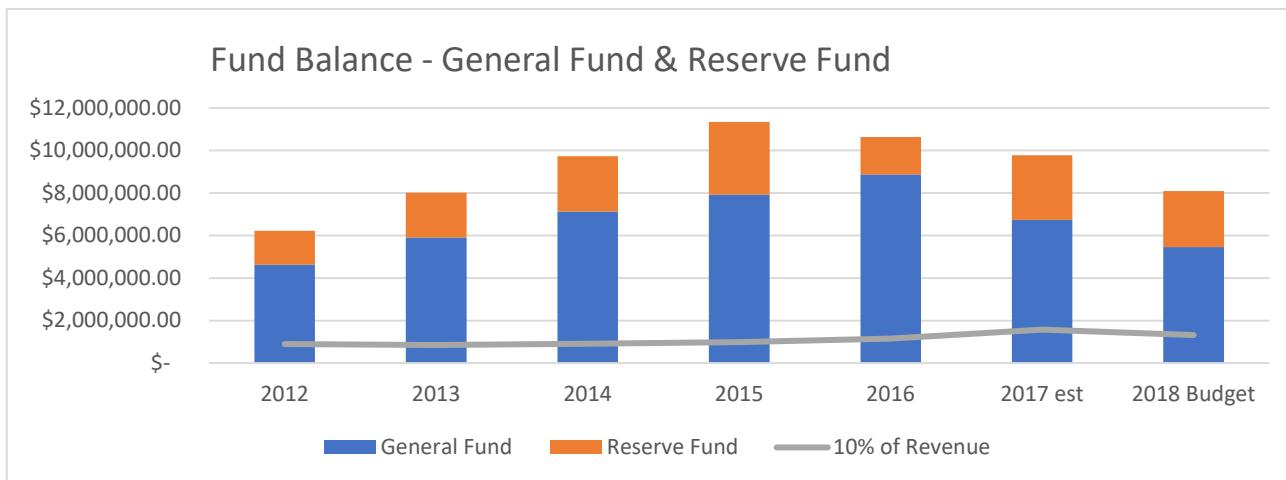
As the table below shows, the City's General Fund has budgeted more operating revenues than operating expenditures, resulting in a net "operating" surplus of more than \$200,000 for 2018.

General Fund before transfers, contributions and "one time" capital	(\$1,292,718)
General "Capital" Reserve Transfer	\$500,000
Contributions to Capital Equipment Replacement Funds	\$299,000
"On-time" Department Capital Requests	\$100,000
Net Including Capital	(\$393,718)
Construction Sales Tax - Budgeted Deposit to General "Capital" Reserve	\$600,000
Net Surplus Without Capital and Direct GF Deposit of Construction Sales Tax	\$206,282

Fund Balance

Maintaining fund balances is a critical part of good fiscal management and protecting the City against major disruptions in providing services. Our current policy is to maintain a minimum balance of 10% of annual revenue in the general fund. As you can see from the chart below; we have maintained this policy and expect to maintain it through the next 6 years.

We do see a decline in balances below the 10% policy when we use the same revenue forecast assumptions out 10 years. While assumptions today are probably not realistic for the next 10 years, this outlook does serve as a warning to maintain constant review of revenue assumptions and long-term commitments.



Policy Choices

Comprehensive Plan Review and Modified/Reduced Housing Densities

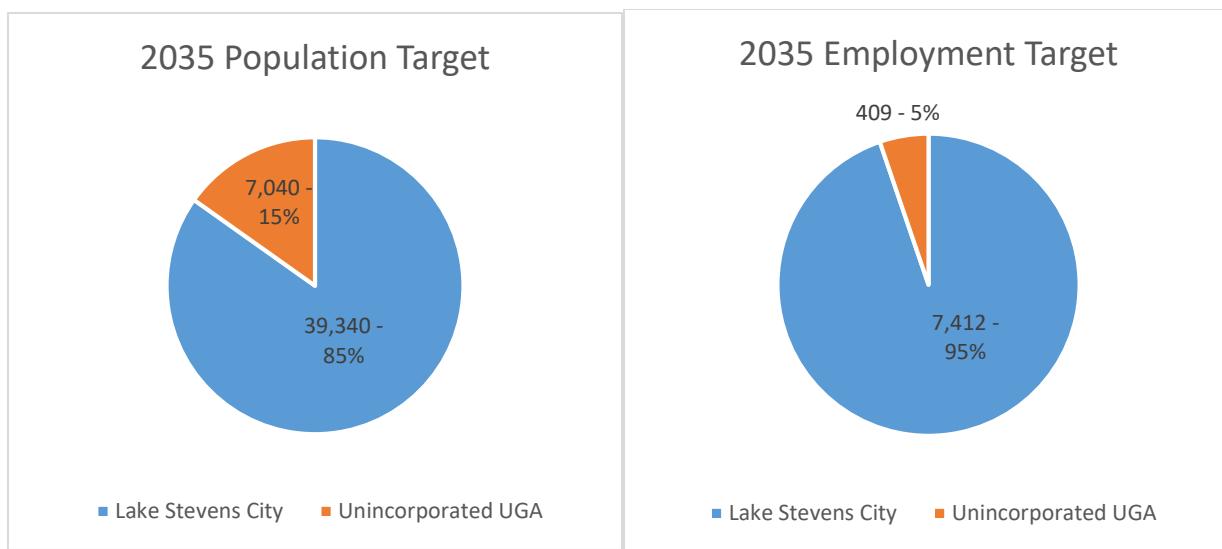
In 2018, we will undertake a significant review of Lake Stevens Comprehensive Plan with a focus on urban densities and infrastructure. This review and update will engage the Council in significant policy choices with respect to housing density, housing supply, affordable housing and housing forms as well as infrastructure priorities and funding.

By way of background; the Snohomish County Growth Monitoring Report indicates the population of the City grew by over 341 percent between 2000 and 2010 adding 21,708 people. Annexation and steady residential development fueled this rapid growth. Since 2010, the City population has continued to grow annually by approximately 3.9 percent. The Puget Sound Regional Council (PSRC) has forecast the region to add another one million people by 2040, of which 200,000 are projected to locate in Snohomish County. Over the next year, the PSRC will be updating its 2040 Plan to 2050 to update transportation and employment center policies, and growth allocations. The current City population allocation is 46,380 including the unincorporated Urban Growth Area (UGA). The job projection is 7,821 jobs also including the UGA. Overall, there is an adequate land capacity to accommodate the adopted 2035 population and employment growth targets but the question remains is there adequate infrastructure to support this growth. Between 2012 and mid-2017 over 1000 single-family dwellings were constructed. Between 2012 and mid-2016, the City has approved 43 new commercial/industrial projects, with roughly half of those approved in 2016. The City has also approved a new elementary school and early learning center off Soper Hill Road and a new shopping center in Lake Stevens Center.

2035 Growth Targets

Concurrent with this update; Snohomish County will be updating its Buildable Lands Report, which is the basis for allocating growth among cities and towns in Snohomish County as well as the County itself.

A review of the City of Lake Stevens Comprehensive Plan is needed to put our City in a leadership role with respect to PSRC Policies, the Buildable Lands Report and to respond to growth allocations under the Growth Management Act. A review and update is also needed to address concerns regarding density and the “urban structure” of our city.



I look forward to working with the Council, Planning Commission, citizens and builders on a review and update to our comprehensive plan and development regulations. My goal is to find an acceptable path through the competing challenges to affordable housing, increasing cost of land and construction, inadequate infrastructure (primarily roads) and a growing population desirous to live in our City for its beauty, recreational opportunities and outstanding schools.

As of 2012, there were approximately 205 acres of buildable lands in the High Urban Residential zoning district. In 2017, this number is closer to 80 acres not including UGA areas. An illustration of the difficult choices ahead is shown in the table below, a very high-level analysis of the effect of reduced densities on mitigation funding for roads, schools, sewers and stormwater facilities. This is just one component of the overall cost and the benefits of lower densities and slowing growth. Lower density may indeed decrease the demand/pressure on our infrastructure.

Model HUR Subdivision								
Acres	Square Feet	Reduction Factor	Net Sq Ft	HUR Current (3600 sq ft)	HUR (4300 sq ft)	HUR (5000 sq ft)	Difference 4300 sq ft	Difference 5000 sq ft
				No. of lots				
10	435,600	25%	326,700	90.75	75.98	65.34	16%	28%

Hypothetical Budget impacts for First Half 2017 w/ increased lot sizes							
	First Half 2017 Permits		First Half 2017 Impact Fees				
	Bld Permits First Half 2017	2017 Revenue	Parks \$2363	Traffic \$2917	School \$6624	Sewer \$8750	Water \$5000
Actual	74	\$212,519	\$174,862	\$215,858	\$490,176	\$647,500	\$370,000
16% Reduction	62.16	\$178,516	\$129,398	\$159,735	\$362,730	\$479,150	\$273,800
28% Reduction	53.28	\$153,014	\$125,901	\$155,418	\$352,927	\$466,200	\$266,400
Difference 16%	\$11.84	\$34,003.04	\$45,464.12	\$56,123.08	\$127,445.76	\$168,350.00	\$96,200.00
Difference 28%	\$20.72	\$59,505.32	\$48,961.36	\$60,440.24	\$137,249.28	\$181,300.00	\$103,600.00

Social Services Funding: Senior Center, Food Bank, Family Center and Health District

Should budget items for Senior Center and Health District be continued? Should the City broaden its role and contribution to Social Services?

The 2017 budget included \$20,000 to assist the Senior Center to make progress toward self-sufficiency. None of this funding was used and has been carried over in the 2018 budget with an additional \$20,000, for a total of \$40,000 in 2018. The goal of this funding is to assist the Senior Center to become self-sufficient.

The 2017 budget included \$31,900 for the Snohomish County Health District. The 2018 budget includes \$31,900 to continue this self-assessment for 2018.

Transportation Benefit District

Should the City establish a Transportation Benefit District for road, trail and sidewalk improvements?

Early in 2017 the Council asked that we consider establishing a Transportation Benefit District (TBD) to address transportation, sidewalk, trails and bikeway inadequacies. This was not done pending outcome of a financial study being done by WSDOT to identify ways and means to fund replacement of the Highway 2 Trestle including the east end intersection with Highway 204 and 20th Street SE. Since this report is due to the Legislature in January of 2018; we recommend that we review the use of a TBD for Lake Stevens. We would initiate this work in the second half of the year pending legislative outcome on trestle funding.

Conclusion

I look forward to working with the Council to adopt a 2018 budget. While there are many choices to be made, we are fortunate to be on sound financial footing to move forward with significant operational and capital programs.

Sincerely,

John Spencer, Mayor

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. **1005**

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2018

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2018, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 14th day of November and the 28th day of November, 2017, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2018 is hereby adopted in its final form and content as set forth in the document entitled City of Lake Stevens 2018 Annual Budget, 1 copy of which is on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2018 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2018 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$6,741,522	\$12,919,081	\$14,239,273	\$5,421,329
002	Contingency Reserve	\$3,036,115	\$1,113,843	\$1,508,050	\$2,641,908
101	Street	\$2,175,894	\$2,087,887	\$2,649,013	\$1,614,768
103	Street Reserve	\$1,542	\$11	\$0	\$1,553
111	Drug Seizure & Forfeiture	\$44,308	\$9,316	\$40,000	\$13,624
112	Municipal Arts Fund	\$11,476	\$80	\$0	\$11,556
210	2008 Bonds	\$0	\$349,705	\$349,705	\$0
212	2010 LTGO Bonds	\$0	\$37,082	\$37,082	\$0
213	2015 LTGO Bond	\$0	\$95,955	\$95,955	\$0
301	Cap. Proj.-Dev. Contrib.	\$2,528,506	\$379,720	\$2,530,000	\$378,227
302	Park Mitigation	\$1,898,692	\$350,724	\$1,635,000	\$614,416
303	Cap. Imp.-REET	\$2,255,515	\$612,911	\$328,878	\$2,539,548
304	Cap. Improvements	\$1,838,691	\$620,498	\$965,832	\$1,493,356
309	Sidewalk Capital Project	\$1,101,223	\$473,191	\$602,250	\$972,164
310	20th Street SE Corridor CP	\$0	\$0	\$0	\$0
401	Sewer	\$538,374	\$1,067,650	\$1,090,198	\$515,826
410	Storm and Surface Water	\$1,438,246	\$1,578,826	\$2,053,486	\$963,586
501	Unemployment	\$91,670	\$669	\$30,000	\$62,339
510	Equipment Fund	\$103,812	\$202,932	\$245,786	\$60,958
515	Equipment Fund - Vehicles	\$10,000	\$10,020	\$0	\$20,020
520	Equipment Fund-Police	\$242,731	\$64,620	\$113,540	\$193,812
530	Equipment Fund-PW	\$435,163	\$403,462	\$92,930	\$745,695
540	Aerator Equipment Repl.	\$0	\$0	\$0	\$0
621	Refundable Deposits	\$5,044	\$101,000	\$101,000	\$5,044
<u>633</u>	<u>Treasurer's Trust</u>	<u>\$0</u>	<u>\$201,200</u>	<u>\$201,200</u>	<u>\$0</u>
	Total	\$24,498,523	\$22,680,382	\$28,909,178	\$18,269,727

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this ____ day of _____, 2017.

John Spencer, Mayor

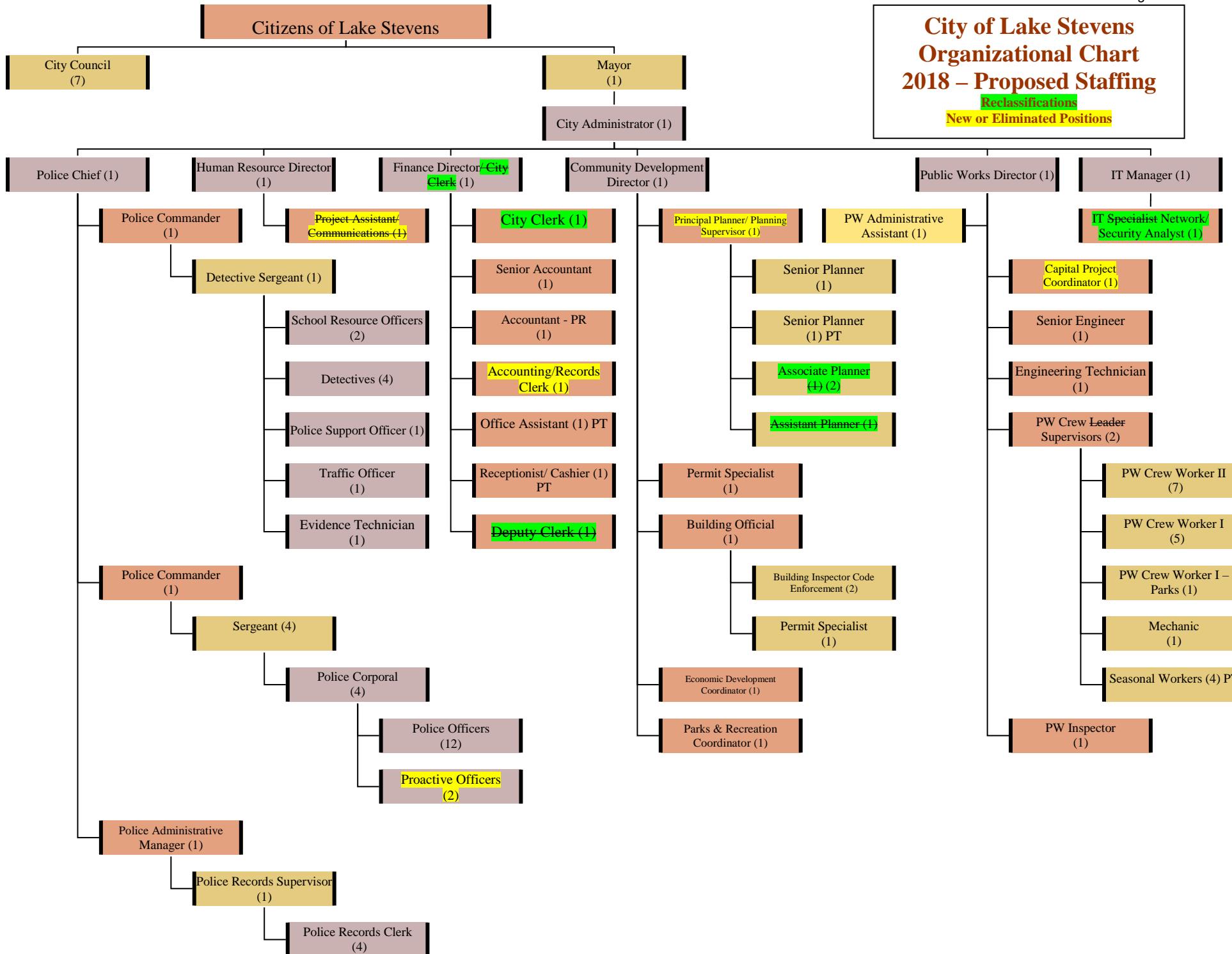
ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

First Reading: November 14, 2017
Second Reading: November 28, 2017
Final Reading:
Effective:



2018 Draft Budget Requests

Department	Position	Requested	Included
Finance/ City Clerk	City Clerk	\$8,500	Yes
Information Technology	Network/Security Analyst	\$9,027	Yes
Community Development	Associate Planner	\$1,200	Yes
Community Development	Principal Planner/Planning Supervisor	\$118,000	Yes
Finance/ City Clerk	Accounting/Records Clerk	\$79,000	Yes
Law Enforcement	Patrol Officer (Incl Equip)	\$135,711	Yes
Law Enforcement	Patrol Officer (Incl Equip)	\$135,711	Yes
Public Works	Capital Projects Coordinator	\$113,880	Yes
Public Works	Seasonal Worker	\$18,050	Yes
Public Works	Seasonal Worker	\$18,050	Yes
Public Works	Seasonal Worker	\$18,050	Yes
Public Works	Seasonal Worker	\$18,050	Yes
Finance/ City Clerk	Records Clerk	\$73,000	No
Community Development	Permit Coordinator (Supervisor)	\$103,000	No
Community Development	Parks Manager / Planner	\$138,000	No
Human Resources	Human Resources Analyst	\$91,500	No
Information Technology	IT Specialist	\$81,000	No
Information Technology	Systems Engineer/Analyst	\$117,800	No
Law Enforcement	Crime Analyst	\$78,158	No
Law Enforcement	Crime Prevention Specialist	\$81,584	No
Public Works	City Engineer	\$20,000	No
Public Works	Crew worker 1	\$91,800	No
Public Works	Crew worker 1	\$91,800	No

2018 Draft Budget Requests

Department	Position	Requested	Included
General Government	Human Services (Senior Center - includes RF2017)	\$40,000	Yes
General Government	Health District	\$31,000	Yes
Comm Development	Beautification Plan implementation	\$25,000	Yes
Comm Development	Increase Arts Commission Budget	\$8,000	Yes
Comm Development	Increase Recreation Budget	\$5,000	Yes
Comm Development	Community Development Software	\$1,000	Yes
Comm Development	Phone head sets for Permit Specialists	\$300	Yes
Finance/City Clerk	Document Scanning/Archiving	\$50,000	Yes
Finance/City Clerk	Electronic Time & Attendance	\$20,000	Yes
Finance/City Clerk	Laserfiche - Training	\$5,000	Yes
Human Resources	Employee Recognition Program	\$2,500	Yes
Info Technology	Professional Services - placeholder	\$30,000	Yes
Info Technology	Backup & Disaster Recovery Solution	\$22,000	Yes
Info Technology	Datacenter (Server) Upgrades	\$11,000	Yes
Info Technology	Acrobat DC Pro Subscription	\$6,300	Yes
Info Technology	SitelImprove Website Optimization	\$4,530	Yes
Info Technology	Canon iR5550 Lease (CH Replacement)	\$3,180	Yes
Info Technology	Meraki Wireless for Police Bld	\$560	Yes
Sewer	Consultant for Unification (Placeholder - City portion)	\$25,000	Yes
Police	Replacement Patrol Vehicle	\$54,768	Yes
Police	Replacement Patrol Vehicle	\$54,461	Yes
Police	Boat Lift	\$14,787	Yes
Police	Microsoft Surface Pro 4 - Detectives (4)	\$9,350	Yes
Police	Police One subscription (Training Program)	\$2,652	Yes
Capital (GF)	Police Department Design - placeholder	\$1,500,000	Yes
Capital (GF Loan)	Property Demolition Costs - placeholder	\$70,000	Yes
Capital (GF Loan)	Real Estate Appraisals - placeholder	\$40,000	Yes
Public Works	Overlay Program	\$400,000	Yes
Public Works	Sidewalk Repair Program	\$200,000	Yes
Public Works	Lake Alum Treatment	\$105,400	Yes
Public Works	Lake Milfoil Treatment	\$88,500	Yes
Public Works	Excavator Hydraulic	\$60,000	Yes
Public Works	Fork Lift - Used	\$24,000	Yes
Public Works	Diking District Contribution	\$20,000	Yes
Public Works	Plotter	\$8,930	Yes
Public Works	Lake Safety Buoys	\$1,500	Yes
Capital (TM/REET)	20th Street Phase 1 Construction	\$1,680,000	Yes
Capital (Park Mitigation)	Williams Property Acquisition - placeholder	\$1,000,000	Yes
Capital (TM/REET)	Main Street	\$550,000	Yes
Capital (Park Mitigation)	North Cove Phase 1	\$300,000	Yes
Capital (TM/REET)	Frontier Village Entrance	\$128,750	Yes

2018 Draft Budget Requests

Department	Position	Requested	Included
Capital (Park Mitigation)	Lundein Park Resoration	\$123,000	Yes
Capital (SWM)	Storm Water Decant Facility - Design	\$115,000	Yes
Capital (ST/SWM/PK)	Shop Remodel (additional funding)	\$40,000	Yes
Capital (Park Mitigation)	20th Street Soccer Fields Rehab	\$20,000	Yes
Capital (TM/REET)	S Lake Stevens multi use	\$800,000	2019
Capital (Park Mitigation)	Williams Prop Demo, Clear	\$100,000	2019
Public Works	Speed Signs	\$17,359	No
Comm Development	Parks Consultant Contract	\$50,000	No
Comm Development	Economic Development - Marketing & Graphics	\$10,000	No
Police	K9 Program	\$84,089	No
Police	Replacement Patrol Vehicle	\$59,079	No
Police	Replacement Patrol Vehicle	\$53,951	No
Police	Replacement Patrol Vehicle	\$53,702	No
Police	Cell Phone Forensics Software	\$14,600	No
Police	Computer Forensic software	\$7,493	No
Police	Workstation for Forensics Program	\$7,090	No
Police	Equipment to Expand Bike Program	\$6,702	No
Capital (GF)	Butler Property Acquisition - placeholder	\$500,000	No
Capital (GF)	DT Implementation - Civic Center Design	\$550,000	No

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	General Beginning Cash		\$ 8,870,034	\$ 8,870,034	\$ 6,741,522
001	Real & Personal Property Tax	\$ 3,098,274	\$ 3,234,016	\$ 3,234,016	\$ 3,338,633
001	Local Retail Sales-Use Tax	\$ 2,897,442	\$ 2,850,574	\$ 2,462,872	\$ 2,733,461
001	Criminal Justice Sales-Use Tax	\$ 501,512	\$ 507,144	\$ 526,357	\$ 557,859
001	Other Govt Utility - Electric	\$ 385,355	\$ 780,000	\$ 825,877	\$ 801,715
001	Private Utility - Gas	\$ 301,458	\$ 313,200	\$ 376,411	\$ 319,464
001	Private Utility - Telephone	\$ 544,378	\$ 610,000	\$ 657,684	\$ 616,100
001	Franchise Fees	\$ -	\$ -	\$ -	\$ -
001	Gambling Tx - Punch-Pull Tabs	\$ 17,642	\$ 15,000	\$ 19,124	\$ 18,900
001	Gambling Tx - Bingo & Raffles	\$ -	\$ -	\$ -	\$ -
001	Gambling Tx - Amuse Games	\$ 756	\$ 100	\$ 1,396	\$ 2,106
001	Leasehold Excise Tax	\$ 5,415	\$ 5,500	\$ 9,110	\$ 6,528
001	Bus. Lic - Health	\$ -	\$ -	\$ -	\$ -
001	Bus. Lic - Police & Protective	\$ -	\$ -	\$ -	\$ -
001	Bus. Lic - Prof & Occupations	\$ -	\$ -	\$ -	\$ -
001	Bus. Lic - Amusements	\$ -	\$ -	\$ -	\$ -
001	Concessions	\$ 1,335	\$ -	\$ 2,585	\$ 1,500
001	Franchise Fee - Cable	\$ 390,711	\$ 370,000	\$ 427,472	\$ 390,711
001	Bus. Lic - Other	\$ 54,280	\$ 46,350	\$ 62,213	\$ 58,934
001	Building Permits	\$ 1,594,885	\$ 1,200,000	\$ 983,529	\$ 1,080,000
001	Animal Licenses	\$ 1,528	\$ 1,500	\$ 2,560	\$ 2,000
001	Weapon License Permit - Local	\$ 10,839	\$ 7,500	\$ 9,679	\$ 10,000
001	Other Non-Bus. Event Permits	\$ 900	\$ 3,000	\$ 853	\$ 1,000
001	DOJ Fed Dir 16.607 BPV Grant	\$ 2,190	\$ 3,900	\$ 4,015	\$ 4,000
001	Equitable Sharing - Fed Seize	\$ -	\$ -	\$ -	\$ -
001	DOJ Fed Ind 16.554 NCHIP	\$ -	\$ -	\$ -	\$ -
001	DOT Fed Ind 20.600 Hwy Safety	\$ 980	\$ -	\$ 5,000	\$ -
001	DOT Fed Ind 20.601 X52 DUI	\$ -	\$ -	\$ -	\$ -
001	DOT Fed Ind 20.602 Occ Prot	\$ -	\$ -	\$ -	\$ -
001	DOT Fed Ind 20.609 X52 Speed	\$ -	\$ -	\$ -	\$ -
001	Equitable Sharing - Fed Seize	\$ -	\$ -	\$ -	\$ -
001	DHS Fed Ind 97.012 Boat Safety	\$ 13,787	\$ 14,114	\$ 14,114	\$ 14,500
001	DHS Fed Ind 97.012 MPOC	\$ -	\$ -	\$ -	\$ -
001	DHS Fed Ind 97.036 FEMA	\$ 26,144	\$ -	\$ -	\$ -
001	WA OPD - Social Worker	\$ 20,000	\$ 22,274	\$ 22,274	\$ 25,000
001	WA Military -Storm Assist	\$ 2,307	\$ -	\$ -	\$ -
001	WA Parks-Rec - Boating Safety	\$ -	\$ -	\$ -	\$ -
001	WA TSC - Police	\$ -	\$ -	\$ -	\$ -
001	WA Commerce - City Hall Grant	\$ -	\$ 290,000	\$ 299,730	\$ -
001	L&I Stay at Work Program	\$ -	\$ -	\$ -	\$ -
001	PUD Privilege Tax	\$ 114,734	\$ 110,000	\$ 116,168	\$ 115,000
001	Vessel Registration Fees	\$ 12,879	\$ 12,879	\$ 12,879	\$ 13,000
001	City-County Assistance	\$ 116,829	\$ 113,853	\$ 113,910	\$ 100,000
001	Crim Jus - High Crime	\$ -	\$ -	\$ -	\$ -
001	Crim Jus - Violent Crimes-Pop	\$ 8,235	\$ 9,579	\$ 8,675	\$ 9,839
001	Crim Jus - Special Programs	\$ 30,027	\$ 32,136	\$ 31,512	\$ 33,644
001	Marijuana Enforcement	\$ 28,177	\$ 17,922	\$ 20,044	\$ 20,699

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	Marijuana Excise Tax	\$ -	\$ -	\$ -	\$ -
001	DUI & Other Crim Jus Assist	\$ 4,662	\$ 5,304	\$ 4,694	\$ 4,760
001	Liquor-Beer Excise Tax	\$ 139,503	\$ 144,303	\$ 144,871	\$ 156,161
001	Liquor Control Board Profits	\$ 257,567	\$ 261,105	\$ 260,962	\$ 263,125
001	Housing Authority Pay In Lieu	\$ 135	\$ 135	\$ 135	\$ 135
001	ARRA DOJ Fed Dir - 16.804 IT	\$ -	\$ -	\$ -	\$ -
001	Acctng Srv - ILA Lobbying	\$ -	\$ -	\$ -	\$ -
001	Sales of Maps-Publications	\$ 48	\$ 10	\$ -	\$ -
001	Duplicating Srv	\$ 327	\$ 1,100	\$ 341	\$ 517
001	Duplicating Srv - PRR	\$ 846	\$ 200	\$ 739	\$ 696
001	Duplicating Srv - Laminate	\$ 2,063	\$ 1,500	\$ 1,871	\$ 2,035
001	Technology Fee			\$ 4,657	
001	Election Candidate Filing Fee	\$ -	\$ -	\$ -	\$ -
001	Passports	\$ 66,036	\$ 60,000	\$ 81,031	\$ 75,000
001	Passport Photos	\$ 22,782	\$ 20,000	\$ 29,000	\$ 25,000
001	LE Services	\$ 220	\$ 300	\$ 253	\$ 300
001	LE Services - Extra Duty	\$ 12,353	\$ 10,000	\$ 10,000	\$ 10,000
001	LE Services - SRO	\$ 150,402	\$ 148,655	\$ 151,000	\$ 157,707
001	LE - Fingerprinting	\$ 1,461	\$ 5,000	\$ 1,615	\$ 1,500
001	Background Check -Temp Bus Lic			\$ 48	
001	Protective Inspections - Fire	\$ 4,598	\$ 1,500	\$ 2,741	\$ 1,500
001	Information Srv- ILA	\$ 83,112	\$ -	\$ 56,000	\$ -
001	Zoning and Subdivision Fees	\$ 320,923	\$ 150,000	\$ 306,630	\$ 148,500
001	Zoning&Subdiv-Pymnt In-Lieu	\$ -	\$ -	\$ -	\$ -
001	Planning - Developer Reimburse	\$ 5,000	\$ -	\$ 47	\$ 1,000
001	Preferred Vendor Review Fee	\$ 900	\$ -	\$ 800	\$ -
001	Requested Hearing Fee	\$ 350	\$ -	\$ 200	\$ 300
001	Reimb - Sno Isle Library	\$ 6,145	\$ 6,500	\$ 6,145	\$ 6,145
001	Boating Safety Class	\$ 120	\$ -	\$ -	\$ -
001	Mandatory Insurance-Admin Fee	\$ 25	\$ 100	\$ -	\$ -
001	District Court	\$ 143,871	\$ 150,000	\$ 185,128	\$ 150,000
001	Violations Bureau - Local	\$ 6,328	\$ 6,000	\$ 2,967	\$ 4,000
001	Animal Impound Fees	\$ 315	\$ -	\$ -	\$ -
001	Investment Interest	\$ 33,301	\$ 15,000	\$ 62,303	\$ 57,010
001	Real & Personal Prop Tax Int	\$ 468	\$ 400	\$ 1,056	\$ 1,568
001	Sales & Use Tax Interest	\$ 1,993	\$ 1,000	\$ 2,772	\$ 2,000
001	Leasehold Excise Tax Interest	\$ 3	\$ -	\$ 5	\$ 5
001	Special Event - Rental Reimb	\$ 525	\$ 1,500	\$ 533	\$ 500
001	Boat Launch Parking Fees	\$ 7,386	\$ 6,200	\$ 10,490	\$ 7,300
001	Boat Launch Closure Fees	\$ 100	\$ -	\$ 260	\$ 200
001	Lundeen Shelter Rental	\$ 5,070	\$ 4,000	\$ 8,000	\$ 5,000
001	Community Center Rental	\$ 4,938	\$ 4,000	\$ 4,500	\$ 5,000
001	VIC Rental	\$ 1,150	\$ 1,200	\$ 1,200	\$ 1,200
001	City Shop Lease	\$ 24,991	\$ 26,143	\$ 26,055	\$ 26,000
001	WWTP Property Lease	\$ 10	\$ 10	\$ 10	\$ 10
001	Ranheim Property Lease	\$ 11,237	\$ 18,717	\$ 19,355	\$ 19,355
001	Food Bank Lease	\$ 159	\$ -	\$ 120	\$ 120

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	Community Garden Rental Fees	\$ -	\$ -	\$ 720	\$ 440
001	Arts Commission Donation	\$ 2,781	\$ -	\$ -	\$ -
001	Arts-Sidewalk Chalk	\$ -	\$ -	\$ -	\$ -
001	Donation-Police Dept	\$ 20,400	\$ 500	\$ -	\$ -
001	Private Grants - HR	\$ 712	\$ 200	\$ 700	\$ 700
	Private Grants - Veterans		\$ 2,000	\$ 2,000	\$ -
001	Sale of Surplus	\$ 160	\$ -	\$ -	\$ -
001	Unclaimed Money & Property	\$ -	\$ -	\$ 1,200	\$ 1,200
001	Sale of Confiscated & Forfeite	\$ 16	\$ 1,800	\$ 868	\$ 500
001	Misc Rev. Judgment-Settlement	\$ 1,496	\$ 2,500	\$ 653	\$ 500
001	Employee Reimb Contrib- Guns	\$ -	\$ -	\$ -	\$ -
001	Cash Adjustments	\$ (100)	\$ -	\$ -	\$ -
001	Miscellaneous Revenue - Other	\$ 472	\$ 1,200	\$ 1,200	\$ 500
001	Refundable Customer Deposits	\$ -	\$ 200	\$ -	\$ -
001	Seizure - State Portion	\$ -	\$ -	\$ -	\$ -
001	Refunds or Overpayments	\$ 519	\$ 100	\$ 63	\$ -
001	Sale of Capital - Pk Property	\$ -	\$ 3,590,000	\$ 3,590,000	\$ -
001	Insurance Recoveries - Capital	\$ 1,269	\$ 2,000	\$ 286	\$ 2,000
001	Interfund Transfer In	\$ 2,461,824	\$ -	\$ -	\$ 1,500,000
001	Insurance Recoveries - Non Cap	\$ -	\$ 9,000	\$ 2,633	\$ 5,000
Revenue Revenues		\$ 13,993,968	\$ 15,229,923	\$ 15,238,916	\$ 12,919,081
001	Legislative - Salaries	\$ 62,500	\$ 67,200	\$ 61,925	\$ 67,200
001	Legislative - Social Security	\$ 3,689	\$ 5,065	\$ 3,592	\$ 5,141
001	Legislative - Workmans Compen	\$ 175	\$ 300	\$ 177	\$ 499
001	Legislative - Operating Costs	\$ 527	\$ 300	\$ 1,500	\$ 500
001	Legislative - Communication	\$ -	\$ -	\$ 3,319	\$ 4,800
001	Legislative - Travel & Mtgs	\$ 27,866	\$ 43,800	\$ 21,542	\$ 43,800
001	Legislative - Rentals	\$ 968	\$ 1,000	\$ 765	\$ 1,000
001	Legislative - Prof. Developmen	\$ 4,093	\$ 14,275	\$ 607	\$ 14,275
001	Legislative-C.C.Retreat	\$ 2,517	\$ 5,000	\$ 5,000	\$ 5,000
001	Executive - Salaries	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
001	Executive - Social Security	\$ 2,929	\$ 1,994	\$ 2,981	\$ 1,836
001	Executive - Workmans Comp	\$ 112	\$ 120	\$ 27	\$ 295
001	Executive - Supplies	\$ 123	\$ 200	\$ 443	\$ 500
001	Executive - Communication	\$ 848	\$ 1,050	\$ 791	\$ 1,050
001	Executive - Travel & Mtgs	\$ 2,261	\$ 3,000	\$ 3,541	\$ 3,000
001	Executive - Miscellaneous	\$ (100)	\$ 100	\$ 391	\$ 100
001	Executive - Prof. Development	\$ 817	\$ 1,000	\$ -	\$ 1,000
001	Executive - Board/Staff Apprec	\$ 780	\$ 1,000	\$ 1,000	\$ 1,000
001	Legislative - Election Costs	\$ -	\$ -	\$ -	\$ -
001	Legislative - Election Costs	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
001	Legislative - Voter Reg Fees	\$ -	\$ -	\$ -	\$ -
001	Legislative - Voter Reg Fees	\$ 36,184	\$ 40,000	\$ 37,224	\$ 40,000
001	Legislative & Executive	\$ 170,287	\$ 219,404	\$ 178,826	\$ 224,996
001	AD-Salaries	\$ 36,985	\$ 126,288	\$ 120,662	\$ 125,433
001	Interns	\$ -	\$ 23,644	\$ -	\$ -
001	AD-Benefits	\$ 6,078	\$ 20,622	\$ 18,982	\$ 13,505

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	AD-Social Security	\$ 2,829	\$ 10,759	\$ 12,239	\$ 9,137
001	AD-Retirement	\$ -	\$ 13,001	\$ 24,869	\$ 21,140
001	AD-Workmans Compensation	\$ -	\$ 448	\$ 264	\$ 209
001	AD-Office Supply	\$ 29	\$ 150	\$ 688	\$ 500
001	AD-Professional Services	\$ 143,588	\$ 1,000	\$ 1,175	\$ 1,000
001	AD-Communications	\$ 1,536	\$ 1,250	\$ 750	\$ 1,250
001	AD-Travel & Meetings	\$ 4,212	\$ 2,000	\$ 5,000	\$ 5,000
001	AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	AD-Staff Development	\$ 450	\$ 1,000	\$ 1,520	\$ 1,000
001	AD-Miscellaneous	\$ -	\$ 250	\$ 1,500	\$ 250
001	Administration	\$ 195,707	\$ 200,412	\$ 187,650	\$ 178,424
001	CC-Salaries	\$ 106,302	\$ 111,381	\$ 110,532	\$ 117,404
City Clerk - Reclassify Deputy Clerk					
Add Records Clerk					
001	CC-Overtime	\$ 3,098	\$ 4,000	\$ 3,058	\$ 4,000
001	CC-Benefits	\$ 17,514	\$ 19,004	\$ 18,504	\$ 18,737
001	CC-Social Security	\$ 8,757	\$ 9,915	\$ 9,228	\$ 8,981
001	CC-Retirement	\$ 11,957	\$ 11,981	\$ 13,282	\$ 14,910
001	CC-Workmans Compensation	\$ 374	\$ 413	\$ 410	\$ 425
001	CC-Office Supply	\$ 1,255	\$ 2,250	\$ 69	\$ 2,250
001	CC-Professional Services	\$ 4,946	\$ 37,000	\$ 3,059	\$ 7,000
Laserfiche - Supplemental					
Document Scanning/Archiving					
001	CC-Communications	\$ 1,026	\$ 600	\$ 775	\$ 1,000
001	CC-Travel & Meetings	\$ 1,133	\$ 4,155	\$ 1,333	\$ 3,855
001	CC-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
001	CC-Miscellaneous	\$ 575	\$ 725	\$ 725	\$ 725
001	CC-Misc CC Fees DOL	\$ -	\$ -	\$ -	\$ -
001	CC-Staff Development	\$ 1,100	\$ 3,045	\$ 1,167	\$ 2,250
001	City Clerk	\$ 158,038	\$ 204,469	\$ 162,142	\$ 245,037
001	FI-Salaries	\$ 153,800	\$ 194,123	\$ 193,244	\$ 213,035
Accounting Clerk - AP					
001	FI-Overtime	\$ -	\$ 4,000	\$ -	\$ 1,000
001	FI-Benefits	\$ 28,405	\$ 33,437	\$ 39,109	\$ 40,919
001	FI-Social Security	\$ 11,776	\$ 17,445	\$ 17,703	\$ 16,297
001	FI-Retirement	\$ 16,921	\$ 21,081	\$ 25,415	\$ 27,055
001	FI-Workmans Comp	\$ 486	\$ 727	\$ 739	\$ 681
001	FI-Office Supplies	\$ 3,110	\$ 3,500	\$ 2,463	\$ 3,500
001	FI-Professional Service	\$ 24,827	\$ 95,174	\$ 95,174	\$ 30,000
001	FI-Advertising	\$ 716	\$ 1,000	\$ 500	\$ 750
001	FI-Communications	\$ 338	\$ 500	\$ 258	\$ 500
001	FI-Travel & Meetings	\$ 1,486	\$ 4,755	\$ 1,944	\$ 6,255
001	FI-Insurance	\$ 116	\$ 400	\$ 113	\$ 120
001	FI-Software Maint	\$ -	\$ 25,000	\$ 31,124	\$ -
Electronic Time & Attendance Program					
001	FI-Miscellaneous	\$ 147	\$ 650	\$ 650	\$ 650
001	FI-Staff Development	\$ 960	\$ 4,095	\$ 1,913	\$ 3,000

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	FI-Banking Services	\$ 872	\$ 1,500	\$ 384	\$ 1,500
001	FI - Credit Card Services	\$ 32,561	\$ 73,320	\$ 40,000	\$ 73,320
001	FI- Capital Outlay	\$ -	\$ -	\$ -	
001	Finance	\$ 276,519	\$ 480,707	\$ 450,732	\$ 517,582
001	HR-Safety Program	\$ 1,104	\$ 2,000	\$ 557	\$ 2,000
001	HR-Wellness Program	\$ 1,152	\$ 2,000	\$ 2,000	\$ 2,000
001	HR-Salaries	\$ 78,145	\$ 85,974	\$ 86,777	\$ 98,945
	HR Analyst				\$ -
001	HR-Benefits	\$ 8,233	\$ 11,960	\$ 20,891	\$ 14,836
001	HR-Soc Security	\$ 5,934	\$ 6,240	\$ 6,501	\$ 7,569
001	HR-Retirement	\$ 8,736	\$ 7,540	\$ 8,572	\$ 12,566
001	HR-Workmans Compensation	\$ 196	\$ 260	\$ 167	\$ 230
001	HR-Office Supplies	\$ 362	\$ 350	\$ 600	\$ 350
001	HR-Operating Cost	\$ 31	\$ 150	\$ 400	\$ 300
	Employee Recognition Program				\$ 2,500
001	HR-Professional Services	\$ 4,040	\$ 36,720	\$ 17,103	\$ 10,000
001	HR-Communications	\$ 823	\$ 871	\$ 704	\$ 871
001	HR-Travel & Meetings	\$ 342	\$ 400	\$ 400	\$ 400
001	HR-Miscellaneous	\$ 844	\$ 600	\$ 367	\$ 350
001	HR - Staff Development	\$ 320	\$ 425	\$ -	\$ 600
001	HR-Civil - Office Supply	\$ 299	\$ 250	\$ -	\$ 250
001	HR-Civil - Professional Srv	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
001	Human Resources	\$ 112,261	\$ 157,440	\$ 146,738	\$ 155,467
001	IT-Salaries	\$ 140,250	\$ 146,518	\$ 146,307	\$ 148,771
	Network/Security Analyst				\$ 6,027
	IT Specialist				\$ -
	Systems Engineer/Analyst				\$ -
001	IT-Overtime	\$ 955	\$ 1,500	\$ 381	\$ 1,000
001	IT-Benefits	\$ 35,923	\$ 31,370	\$ 38,388	\$ 36,784
001	IT-Soc Security	\$ 10,635	\$ 16,366	\$ 11,042	\$ 11,381
001	IT-Retirement	\$ 15,787	\$ 19,777	\$ 17,145	\$ 18,894
001	IT-Workmans Compensation	\$ 356	\$ 682	\$ 439	\$ 472
001	IT-Office Supplies	\$ 406	\$ 5,000	\$ 5,000	\$ 5,000
001	IT-Fuel	\$ 184	\$ 200	\$ 200	\$ 200
001	IT-Professional Services	\$ 23,690	\$ 80,000	\$ 80,000	\$ 30,000
001	IT-Communications	\$ 2,591	\$ 2,000	\$ 1,909	\$ 2,116
001	IT-Travel & Meetings	\$ 309	\$ 2,500	\$ 1,250	\$ 2,500
001	IT-Repair & Maintenance	\$ 1,133	\$ 5,000	\$ 5,000	\$ 5,000
001	IT-Miscellaneous	\$ 75	\$ 200	\$ 100	\$ 200
001	IT-Staff Development	\$ 125	\$ 4,000	\$ 2,000	\$ 4,000
001	Information Technology	\$ 232,419	\$ 315,114	\$ 309,161	\$ 272,345
001	Pension and Other Benefits	\$ -	\$ -	\$ -	\$ -
001	PL-Salaries	\$ 432,490	\$ 507,613	\$ 392,775	\$ 517,796
	Permit Coordinator				\$ -
	Principal Planner/Planning Supervisor				\$ 118,000
	Associate Planner				\$ 1,200
	Parks Manager /Planner				\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	PL-Overtime	\$ 1,010	\$ 1,000	\$ 662	\$ 1,000
001	PL-Benefits	\$ 84,668	\$ 94,411	\$ 82,886	\$ 112,155
001	PL-Social Security	\$ 38,006	\$ 49,256	\$ 32,363	\$ 39,611
001	PL-Retirement	\$ 54,713	\$ 59,522	\$ 49,565	\$ 65,760
001	PL-Workmans Comp	\$ 1,658	\$ 2,053	\$ 1,508	\$ 1,932
001	PL-Office Supplies	\$ 2,209	\$ 6,000	\$ 2,756	\$ 4,000
001	PL-Operating Costs	\$ 6,619	\$ 5,000	\$ 2,320	\$ 6,000
001	PL-Fuel	\$ 86	\$ 1,000	\$ 98	\$ 86
001	PL-Small Tools	\$ -	\$ 1,000	\$ 89	\$ 500
001	PL-Professional Servic	\$ 56,410	\$ 20,000	\$ 21,805	\$ 10,000
001	PL-CA-Developer Reimb	\$ 12,229	\$ 15,000	\$ 18,338	\$ 15,000
001	PL-Software Maint.	\$ 6,082	\$ 22,250	\$ 11,250	\$ 16,500
001	PL-Advertising	\$ 17,420	\$ 20,000	\$ 16,159	\$ 20,000
001	PL-Communication	\$ 3,952	\$ 4,234	\$ 4,198	\$ 4,768
001	PL-Travel & Mtgs	\$ 8,283	\$ 8,000	\$ 8,000	\$ 8,000
001	PL-Repairs & Maint.	\$ 685	\$ 2,500	\$ 2,500	\$ 2,500
001	PL-Miscellaneous	\$ 50	\$ 300	\$ 393	\$ 300
001	PL-Staff Development	\$ 2,105	\$ 12,000	\$ 5,000	\$ 12,000
001	PL-Printing and Bindin	\$ 66	\$ 1,000	\$ 35	\$ 1,000
001	PL-UGA-RUTA	\$ -	\$ 10,000	\$ -	\$ 10,000
001	PL-Prof Serv-Hearing E	\$ 28,646	\$ 17,500	\$ 25,000	\$ 30,000
001	PL-GIS Mapping	\$ -	\$ -	\$ -	\$ -
001	PL-Commision - Travel & Mtgs	\$ -	\$ -	\$ -	\$ -
001	PL-Commission - Misc	\$ -	\$ 100	\$ -	\$ -
001	PL-Economic Devel	\$ 179,836	\$ 158,400	\$ 158,400	\$ -
001	PL-Econ Dev - Travel-Training	\$ 566	\$ 14,400	\$ 3,000	\$ 5,000
001	PB-Salaries	\$ 199,461	\$ 287,314	\$ 259,773	\$ 288,434
001	PB-Overtime	\$ 271	\$ 1,000	\$ 272	\$ 1,000
001	PB-Benefits	\$ 53,901	\$ 65,050	\$ 71,345	\$ 75,697
001	PB-Social Security	\$ 12,084	\$ 33,938	\$ 18,271	\$ 22,065
001	PB-Retirement	\$ 17,953	\$ 41,011	\$ 27,833	\$ 36,631
001	PB-Workmans Comp	\$ 4,077	\$ 1,415	\$ 5,408	\$ 6,815
001	PB-Office Supplies	\$ 1,837	\$ 2,000	\$ 2,000	\$ 2,000
001	PB-Operating Cost	\$ 3,073	\$ 1,700	\$ 1,613	\$ 1,700
001	PB - Clothing	\$ 507	\$ 900	\$ 900	\$ 900
001	PB-Fuel	\$ 1,425	\$ 2,000	\$ 1,382	\$ 2,000
001	PB-Professional Srv	\$ 93,342	\$ 5,000	\$ 6,000	\$ 6,000
001	PB-Advertising	\$ 675	\$ 1,000	\$ 607	\$ 1,000
001	PB-Communication	\$ 1,679	\$ 1,400	\$ 2,028	\$ 1,575
001	PB-Travel & Mtgs	\$ 1,076	\$ 4,000	\$ 1,069	\$ 4,000
001	PB-Repair & Maintenance	\$ 1,063	\$ 2,500	\$ 2,500	\$ 2,500
001	PB-Miscellaneous	\$ 230	\$ 300	\$ 300	\$ 300
001	PB-Staff Development	\$ 1,279	\$ 6,000	\$ 2,301	\$ 6,000
001	PL - Park & Recreation	\$ -	\$ 10,000	\$ 10,000	\$ 15,000
	Park Framework Consultant				\$ -
001	PL-Capital Outlay	\$ -	\$ -	\$ -	\$ -
001	PB-Capital Outlay	\$ 25,318	\$ -	\$ -	\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	Planning & Community Develop	\$ 1,357,037	\$ 1,499,066	\$ 1,252,704	\$ 1,476,725
001	LE-Salaries	\$ 2,497,001	\$ 3,095,491	\$ 2,798,597	\$ 3,228,929
	Patrol Officer w/car				\$ 156,711
	Patrol Officer				\$ 107,711
	Crime Analyst				\$ -
	Crime Prevention Specialist				\$ -
001	LE-Overtime	\$ 331,921	\$ 274,485	\$ 387,961	\$ 260,000
001	LE-Salaries Extra Duty	\$ 9,209	\$ 10,000	\$ 10,000	\$ 10,000
001	LE-Holiday Cashout	\$ 81,281	\$ 66,000	\$ 66,000	\$ 80,000
001	LE-Benefits	\$ 648,548	\$ 608,649	\$ 746,371	\$ 825,124
001	LE-Social Security	\$ 223,188	\$ 317,545	\$ 243,375	\$ 247,013
001	LE-Retirement	\$ 167,093	\$ 383,726	\$ 196,910	\$ 210,042
001	LE-Workmans Compensation	\$ 61,510	\$ 13,236	\$ 77,714	\$ 84,509
001	LE-Clothing Allowance	\$ 46,638	\$ 30,851	\$ 21,192	\$ 22,500
001	LE-Office Supplies	\$ 18,065	\$ 16,486	\$ 18,041	\$ 18,000
001	LE-Fixed Minor Equipment	\$ 66,443	\$ 171,052	\$ 95,135	\$ 55,000
001	LE-Minor Equipment	\$ 1,121	\$ 59,399	\$ 69,180	\$ 49,000
	Workstation for Forensics				\$ -
	Computer Forensic software				\$ -
	Cell Phone Forensics Software				\$ -
	Microsoft Surface Pro 4				\$ 9,830
	Equipment for Bike Program				\$ -
001	LE-Donation Exp Helmets	\$ 382	\$ 1,000	\$ -	\$ -
001	LE - Donation Exp - Other	\$ 7,267	\$ 14,331	\$ 14,331	\$ -
001	LE-Equipment - New Officers	\$ -	\$ 1,627	\$ 19,693	\$ 20,000
001	LE-Emergency Mgmt Supplies	\$ -	\$ -	\$ -	\$ 10,000
001	LE-Fuel	\$ 46,093	\$ 69,390	\$ 54,445	\$ 47,460
001	LE-Professional Services	\$ 207,133	\$ 96,822	\$ 29,869	\$ 45,000
001	LE-Proessional Serv-Fixed	\$ 4,450	\$ 11,535	\$ 28,941	\$ 25,000
001	LE-Professional Srv-Legal	\$ -	\$ 20,000	\$ -	\$ -
001	LE-Advertising	\$ 954	\$ 1,500	\$ 2,266	\$ 1,500
001	LE-Communication	\$ 30,820	\$ 43,883	\$ 37,675	\$ 39,812
001	LE-Travel & Per Diem	\$ 38,088	\$ 53,734	\$ 23,109	\$ 42,000
001	LE-Business Meetings	\$ -	\$ 2,266	\$ 1,501	\$ 10,000
001	LE-Insurance	\$ 203,194	\$ 257,577	\$ 258,691	\$ 263,373
001	LE-Repair & Maintenance Equip	\$ 91,607	\$ 89,869	\$ 105,408	\$ 100,000
001	LE-Dues & Memberships	\$ 1,945	\$ 5,015	\$ 2,291	\$ 5,000
	Police One subscription				\$ 2,652
001	LE-Boating Salaries Local	\$ 18,213	\$ 20,432	\$ 29,883	\$ 20,432
001	LE-Boating - Other Salaries	\$ 16,637	\$ 8,000	\$ 35,488	\$ 20,000
001	LE- Boating Benefit Local	\$ 7,579	\$ 8,225	\$ 12,139	\$ 8,225
001	LE-Boat Other Benefits	\$ 3,738	\$ 3,100	\$ 8,838	\$ 3,100
001	LE-Boating Clothing	\$ 570	\$ 1,200	\$ 450	\$ 2,100
001	LE-Boating Minor Equipment	\$ 5,616	\$ 10,405	\$ 6,166	\$ 9,505
	Boat Lift				\$ 14,787
001	LE-Boating-Fuel	\$ 1,886	\$ 2,350	\$ 1,750	\$ 2,350
001	LE-Boating-Travel & Per Diem	\$ 2,328	\$ 10,004	\$ 3,519	\$ 6,000

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	LE-Boating Repair & Maint	\$ 3,614	\$ 5,500	\$ 5,500	\$ 5,500
001	LE- Investigation Ops Costs	\$ 2,253	\$ -	\$ 1,924	\$ -
001	LE-Investigations Prof.Service	\$ 2,574	\$ -	\$ -	\$ -
001	LE-Community Outreach Supplies	\$ 321	\$ 7,500	\$ 6,019	\$ 5,000
001	LE-Drug Task Force	\$ 7,953	\$ 8,000	\$ 8,000	\$ 8,000
001	LE-Registration Fees	\$ 11,115	\$ 30,500	\$ 23,051	\$ 35,000
001	LE- Staff Development - BLEA	\$ 3,187	\$ 6,126	\$ -	\$ 6,126
001	LE-Boating- Registration Fees	\$ 500	\$ 3,200	\$ 20	\$ 3,200
001	LE-Facilities Supplies	\$ -	\$ 273	\$ 2,415	\$ 2,500
001	LE-Facilities Minor Equipment	\$ -	\$ 403	\$ 1,546	\$ 8,000
001	LE-Facility Utilities	\$ 12,651	\$ 16,000	\$ 12,305	\$ 13,669
001	LE-Facility Repair & Maint	\$ 6,338	\$ 10,221	\$ 6,868	\$ 8,170
001	LE-Traffic Policing-Grants	\$ -	\$ -	\$ -	\$ -
001	LE - Evidence Room - Supplies	\$ 3,190	\$ -	\$ 609	\$ -
001	LE - Evidence Impound	\$ 8,449	\$ -	\$ -	\$ -
001	LE-Evidence Room-Alarm	\$ 919	\$ -	\$ -	\$ -
001	LE-Jail	\$ 195,602	\$ 340,000	\$ 336,324	\$ 373,188
001	LE-Snopac Dispatch	\$ 379,073	\$ 329,330	\$ 329,330	\$ 366,694
001	LE-SERS Radio Assessment	\$ -	\$ 67,541	\$ 67,541	\$ 69,567
001	LE-Animal Control	\$ 14,314	\$ 16,295	\$ 13,755	\$ 14,574
001	Seizure - State Remit	\$ -	\$ -	\$ -	\$ -
001	LE-Capital Outlays Equipment	\$ 22,430	\$ 72,335	\$ 72,335	\$ -
K9 Program					
001	LE-Capital Outlay - Facilities	\$ -	\$ -	\$ -	\$ -
001	LE-Transfers Out - Boating	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
001	Law Enforcement	\$ 5,523,001	\$ 6,700,410	\$ 6,302,469	\$ 6,989,853
001	PK-Salaries	\$ 97,890	\$ 196,306	\$ 269,059	\$ 162,154
Capital Project Coordinator (Split PK/ST/SW)					
PW Crew Worker I (Split w/ST)					
001	PK-Seasonal Salaries	\$ -	\$ 23,645	\$ 23,645	\$ 18,050
001	PK-Overtime	\$ 1,294	\$ 3,900	\$ 6,615	\$ 3,900
001	PK-Benefits	\$ 23,977	\$ 45,249	\$ 63,367	\$ 41,279
001	PK-Seasonal Benefits	\$ -	\$ 4,000	\$ -	\$ -
001	PK-Social Security	\$ 6,852	\$ 23,607	\$ 18,671	\$ 12,405
001	PK-Retirement	\$ 7,642	\$ 28,527	\$ 24,533	\$ 19,001
001	PK-Workmans Compensation	\$ 3,655	\$ 984	\$ 7,215	\$ 4,379
001	PK- Clothing - Boot Allowance	\$ -	\$ 225	\$ -	\$ 225
001	PK-Operating Costs	\$ 39,956	\$ 20,400	\$ 48,863	\$ 40,000
001	PK-Ops-Clothing	\$ 2,125	\$ 2,500	\$ 2,500	\$ 2,500
001	PK-Eagle Ridge Pk-Ops	\$ 17	\$ 1,000	\$ 3,911	\$ 5,000
001	PK-Lundeen-Op Costs	\$ 25,077	\$ 220,900	\$ 26,304	\$ 25,000
001	PK-North Cove Park Ops	\$ 1,034	\$ 100	\$ 102	\$ -
001	PK-Swim Beach Ops	\$ 68	\$ -	\$ -	\$ -
001	PK - Lake Safety	\$ -	\$ 7,700	\$ 7,700	\$ 1,500
001	PK - Boat Launch Expenses	\$ 390	\$ 400	\$ 394	\$ 400
001	PK-Fuel Costs	\$ 657	\$ 500	\$ 500	\$ 500
001	PK-Professional Services	\$ 12,254	\$ 4,625	\$ 1,002	\$ 4,625

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	PK -Professional Tree Srv	\$ 44,389	\$ 75,000	\$ 45,961	\$ 25,000
001	PK-Communication	\$ 2,199	\$ 3,240	\$ 3,685	\$ 3,576
001	PK-Travel & Meetings	\$ 103	\$ 200	\$ -	\$ 200
001	PK-Equipment Rental	\$ 5,518	\$ 3,000	\$ 5,565	\$ 3,000
001	PK-Insurance	\$ 4,212	\$ 4,610	\$ 5,026	\$ 7,541
001	PK-Utilities	\$ 9,762	\$ 12,000	\$ 10,268	\$ 12,777
001	PK-Storm Drainage	\$ 2,432	\$ 2,432	\$ 2,432	\$ 2,432
001	PK-Repair & Maintenance	\$ 3,878	\$ 6,000	\$ 6,000	\$ 4,000
001	PK-Lundeen-Repair & Maint	\$ 473	\$ 1,000	\$ 1,000	\$ 1,000
001	PK-Miscellaneous	\$ 205	\$ 150	\$ -	\$ 150
001	PK-Staff Development	\$ 256	\$ 1,000	\$ 151	\$ 1,000
001	PK-Park Board-Miscellaneous	\$ 170	\$ 150	\$ -	\$ 150
001	PK-Capital Outlay	\$ 118,058	\$ 22,000	\$ -	\$ 12,000
	Shop Remodel - Additional Request	\$ -	\$ -	\$ -	\$ 8,000
001	Parks	\$ 414,546	\$ 715,350	\$ 584,471	\$ 444,519
001	LG-Professional Service	\$ 190,605	\$ 200,000	\$ 244,492	\$ 293,297
001	PG-Prosecutor Fees	\$ 130,362	\$ 147,000	\$ 117,249	\$ 135,861
001	LG-Travel & Meetings	\$ -	\$ -	\$ -	\$ -
001	LG-General Indigent Defense	\$ 116,963	\$ 175,000	\$ 115,377	\$ 131,427
001	Social Worker Program (Grant)	\$ -	\$ 32,274	\$ 32,274	\$ 25,000
001	Legal	\$ 437,930	\$ 554,274	\$ 509,392	\$ 585,586
001	CS-Visitor Center	\$ 14	\$ 800	\$ 800	\$ 800
001	CS - VIC Utilities	\$ 585	\$ 1,800	\$ 2,158	\$ 1,800
001	CS - VIC Professional Services	\$ -	\$ 2,400	\$ -	\$ 2,400
001	CS-Human Services	\$ -	\$ 20,000	\$ -	\$ 40,000
001	CS-Veterans Services	\$ -	\$ 18,000	\$ 18,000	\$ -
001	CS-Aging Services-Supplies	\$ 232	\$ 250	\$ 273	\$ 250
001	CS-Aging Services-Utilities	\$ -	\$ -	\$ -	\$ -
001	CS-Aging Services R&M	\$ 363	\$ -	\$ 247	\$ -
001	CS-Special Event-Equip Rent	\$ 550	\$ 1,500	\$ 933	\$ 1,500
001	CS-Library-Office & Operating	\$ 2,335	\$ 1,500	\$ 1,001	\$ 1,500
001	CS-Library-Professional Svc	\$ -	\$ -	\$ 2,623	\$ -
001	CS-Library-Utilities	\$ 6,145	\$ 7,000	\$ 6,172	\$ 7,195
001	CS-Library Storm Drainage	\$ 562	\$ 563	\$ 563	\$ 563
001	CS-Library-Repair & Maint.	\$ 3,214	\$ 6,000	\$ -	\$ 2,500
001	CS-Arts Commission	\$ 7,001	\$ 5,354	\$ 5,629	\$ 13,100
001	CS-Community Activity-Aquafest	\$ 3,574	\$ 3,500	\$ 5,000	\$ 3,500
001	CS-Historical-Communications	\$ 166	\$ 288	\$ 129	\$ 133
001	CS-Historical-Utilities	\$ 377	\$ 830	\$ 278	\$ 440
001	CS-Community Center-Ops	\$ 7,762	\$ 1,900	\$ 444	\$ 500
001	CS-Community Center - Cleaning	\$ 1,748	\$ 1,200	\$ 2,251	\$ 2,421
001	CS-Community Center - Comm	\$ 166	\$ 172	\$ 129	\$ 133
001	CS-Community Center-Utilities	\$ 4,927	\$ 6,000	\$ 6,251	\$ 7,100
001	CS-Community Center - R & M	\$ 14,049	\$ 1,000	\$ -	\$ 1,000
001	CS-Grimm House Expenses	\$ 222	\$ 600	\$ 341	\$ 600
001	CS-Library - Capital Outlay	\$ -	\$ -	\$ -	\$ -
001	CS-Community Center - Capital	\$ -	\$ -	\$ -	\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	Community	\$ 53,988	\$ 80,657	\$ 53,223	\$ 87,435
001	Lobbying Services	\$ 64,496	\$ 100,660	\$ 100,660	\$ 89,000
001	GG-Municipal Court Fees	\$ 121,104	\$ 122,000	\$ 116,496	\$ 138,714
001	GG-Operating	\$ 12,083	\$ 20,786	\$ 10,356	\$ 12,505
001	GG-Fuel	\$ 152	\$ 200	\$ 247	\$ 242
001	GG-Professional Service	\$ 44,043	\$ 20,000	\$ 21,255	\$ 20,000
001	GG-Communication	\$ 3,760	\$ 4,000	\$ 3,676	\$ 3,929
001	GG-Equipment Rental	\$ 1,428	\$ 1,625	\$ 1,547	\$ 2,268
Printer Lease for City Hall/Admin					\$ 3,180
001	GG-Insurance	\$ 70,615	\$ 103,891	\$ 104,404	\$ 90,053
001	GG-Utilities	\$ 16,939	\$ 20,000	\$ 17,412	\$ 17,916
001	GG-Storm Drainage	\$ 3,197	\$ 3,198	\$ 2,852	\$ 4,277
001	GG-Repair & Maintenance	\$ 64,763	\$ 85,000	\$ 50,000	\$ 30,717
Property Demolition Costs - Placeholder					\$ 70,000
001	GG-Miscellaneous	\$ 4,163	\$ 2,000	\$ 1,588	\$ 2,000
001	GG-Salaries Regular	\$ 22,615	\$ 141,683	\$ 98,587	\$ 70,956
001	GG-Salaries Overtime	\$ 457	\$ 1,500	\$ 1,664	\$ 1,228
001	GG-Benefits	\$ 5,893	\$ 31,112	\$ 19,749	\$ 20,123
001	GG-Social Security	\$ 1,167	\$ 16,232	\$ 5,787	\$ 5,428
001	GG-Retirement	\$ 1,765	\$ 19,614	\$ 9,043	\$ 8,939
001	GG-Workers Compensation	\$ 256	\$ 676	\$ 1,097	\$ 2,165
001	GG-Advertising	\$ 2,968	\$ 4,000	\$ 4,513	\$ 3,245
001	GG-Judgments & Settlements	\$ -	\$ -	\$ -	\$ -
001	GG-PRR - Print-Copy	\$ -	\$ 100	\$ 95	\$ 100
001	GG-PSRC	\$ 9,157	\$ 9,157	\$ 9,553	\$ 9,700
001	GG-Chamber of Commerce	\$ 9,866	\$ 18,150	\$ 18,150	\$ 18,150
001	GG-Economic Alliance	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
001	GG-Visitor Center - SnoCo Contr	\$ 800	\$ 800	\$ 800	\$ 800
001	GG-AWC	\$ 20,734	\$ 21,561	\$ 21,561	\$ 22,652
001	GG-SnoCo Tomorrow	\$ 5,345	\$ 5,400	\$ 5,549	\$ 5,747
001	GG-Excise Tax	\$ 3,256	\$ 3,000	\$ 4,151	\$ 3,722
001	GG-WA Aerospace Partnership	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
001	GG - Small Business Dev Center	\$ 2,000	\$ 3,000	\$ 3,000	\$ 1,000
001	GG - Snohomish Health District	\$ -	\$ 30,000	\$ 30,900	\$ 31,000
001	GG-Judgments & Settlements	\$ -	\$ -	\$ -	\$ -
001	GG-Protectective Insp Enforce	\$ -	\$ 1,000	\$ -	\$ 1,000
001	GG-Emergency	\$ 34,437	\$ 36,499	\$ 36,499	\$ 38,732
001	GG-Pollution Earthday Salaries	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Benefits	\$ -	\$ -	\$ -	\$ -
001	GG-Pollution Earthday Supplies	\$ 284	\$ -	\$ -	\$ -
001	GG-Air Pollution	\$ 19,158	\$ 19,634	\$ 19,634	\$ 20,447
001	GG-Liquor Tax to SnoCo	\$ 7,932	\$ 8,000	\$ 6,155	\$ 8,370
001	Refund of Deposits	\$ -	\$ 500	\$ -	\$ -
001	GG - Lundeen House Capital	\$ 40,004	\$ 41,500	\$ 41,500	\$ -
001	GG - City Hall Demo	\$ 46,802	\$ 1,405,609	\$ 1,405,609	\$ -
001	GG - Chapel Hill	\$ -	\$ 111,000	\$ 111,000	\$ 1,500,000
001	Downtown Center/Park - Grant	\$ -	\$ 50,000	\$ 50,000	\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
001	GG - City Hall - LT Lease Prin	\$ -	\$ -	\$ -	\$ -
001	GG - Property Purch - LE	\$ 2,461,824	\$ 3,590,000	\$ 3,601,834	\$ -
	Butler Property Acquisition				\$ -
	DT Implement - Civic Center Design				\$ -
001	GG-Contrib Police Capital Fund	\$ 188,000	\$ 188,000	\$ 188,000	\$ 55,000
001	GG-Contrib to Unemployment	\$ -	\$ -	\$ -	\$ -
001	GG-Contrib to Treas Trust	\$ -	\$ -	\$ -	\$ -
001	GG-Contrib to Equip Replace - Computer	\$ 123,000	\$ 124,500	\$ 124,500	\$ 154,000
001	Transfer to PW Equp	\$ 8,817	\$ 167,500	\$ 167,500	\$ 80,000
001	GG-Contrib to Muni Arts Fund	\$ -	\$ -	\$ -	\$ -
001	GG-Trsfr to Cum Res Fund 002	\$ 800,015	\$ 800,000	\$ 800,000	\$ 500,000
001	GG-Trsfr to Library Annex Fund	\$ -	\$ -	\$ -	\$ -
001	GG - Contrib to Vehicle Repl	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
001	General Government	\$ 4,227,296	\$ 7,347,087	\$ 7,229,922	\$ 3,061,305
	Expense Total	\$ 13,159,030	\$ 18,474,389	\$ 17,367,428	\$ 14,239,273
001	General Ending Cash		\$ 5,625,568	\$ 6,741,522	\$ 5,421,329
					\$ -
002	Contingency Reserve Cash		\$ 1,758,362	\$ 1,758,362	\$ 3,036,115
002	Local Construction Sales Tax	\$ -	\$ -	\$ 464,878	\$ 600,000
002	Investment Interest	\$ 13,158	\$ 7,500	\$ 12,875	\$ 13,843
002	Uncashed Checks	\$ -	\$ 100	\$ -	\$ -
002	Interfund Transfer In	\$ 800,015	\$ 800,000	\$ 800,000	\$ 500,000
	Revenue Total	\$ 813,173	\$ 807,600	\$ 1,277,753	\$ 1,113,843
002	Unclaimed Checks Paid	\$ -	\$ 8,050	\$ -	\$ 8,050
002	GF - Interfund Transfer Out	\$ 2,461,824	\$ -	\$ -	\$ 1,500,000
	Expense Total	\$ 2,461,824	\$ 8,050	\$ -	\$ 1,508,050
002	Contingency Reserve Cash		\$ 2,557,912	\$ 3,036,115	\$ 2,641,908
101	Street Cash		\$ 3,343,147	\$ 3,343,147	\$ 2,175,894
101	Real & Personal Property Tax	\$ 1,204,884	\$ 1,257,673	\$ 1,257,673	\$ 1,298,357
101	Other Govt Utility - Electric	\$ 385,355	\$ -	\$ -	\$ -
101	TBD - Vehicle Fees	\$ -	\$ -	\$ -	\$ -
101	Other Non-Bus. ROW Permits	\$ 26,442	\$ 20,000	\$ 31,688	\$ 28,026
101	DHS Fed Ind 97.036 Storm	\$ -	\$ -	\$ 15,866	\$ -
101	WA State Grt - Storm	\$ -	\$ -	\$ 1,400	\$ -
101	WA TSC - School Zone	\$ -	\$ -	\$ -	\$ -
101	WA TIB - Arterial Preservation	\$ -	\$ -	\$ -	\$ -
101	Multimodal Transportation	\$ 30,595	\$ 38,100	\$ 28,560	\$ 44,753
101	MVFT - City Streets	\$ 645,399	\$ 608,400	\$ 654,711	\$ 689,393
101	Street - PW Services	\$ 896	\$ -	\$ -	\$ -
101	Street Lights - Developer Paid	\$ -	\$ -	\$ -	\$ -
101	Street - PW Services	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
101	Street - Plan Checking Service	\$ -	\$ -	\$ 1,193	\$ -
101	Investment Interest	\$ 14,385	\$ 10,100	\$ 21,870	\$ 20,858
101	Street Op Special Assessment	\$ 8,724	\$ 3,000	\$ 5,525	\$ 2,000
101	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
101	Misc Rev. Judgment-Settlement	\$ 75	\$ 500	\$ -	\$ 500

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
101	Miscellaneous Revenue - Other	\$ -	\$ 500	\$ 189	\$ 500
101	Insurance Recoveries - Capital	\$ 1,742	\$ -	\$ -	\$ -
101	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
101	Insurance Recoveries - Non Cap	\$ 2,352	\$ 5,000	\$ -	\$ 2,000
	Revenue Total	\$ 2,320,850	\$ 1,944,773	\$ 2,020,175	\$ 2,087,887
101	ME - Operating Costs	\$ -	\$ -	\$ -	\$ 15,000.00
101	ST-Safety Program	\$ 1,872	\$ 2,150	\$ 2,150	\$ 2,150.00
101	ST-Salaries	\$ 598,131	\$ 813,434	\$ 727,453	\$ 793,966.00
	Capital Project Coordinator (Split PK/ST/SW)				\$ 45,550.00
	PW Crew Worker I (Split w/PK)				\$ -
	Seasonal Crew Worker				\$ 18,050.00
101	ST-Overtime	\$ 44,371	\$ 32,960	\$ 53,361	\$ 45,000.00
101	ST-Benefits	\$ 169,577	\$ 157,522	\$ 227,079	\$ 202,657.00
101	ST-Social Security	\$ 55,476	\$ 82,183	\$ 67,600	\$ 60,738.00
101	ST-Retirement	\$ 81,581	\$ 99,311	\$ 98,058	\$ 101,864.00
101	ST-Workmans Compensation	\$ 13,810	\$ 3,426	\$ 16,581	\$ 18,737.00
101	ST-Boot - Clothing Allowance	\$ 4,720	\$ 4,500	\$ 4,500	\$ 4,500.00
101	ST-Fuel	\$ 10,113	\$ 15,991	\$ 11,970	\$ 10,000.00
101	ST-Overlays	\$ 350,108	\$ 320,000	\$ 320,000	\$ 400,000.00
101	ST-Advertising	\$ 1,648	\$ 3,000	\$ 1,432	\$ 2,500.00
101	ST-Professional Service	\$ 170,420	\$ 26,000	\$ 24,133	\$ 24,000.00
101	ST-Rentals-Leases	\$ 1,340	\$ 500	\$ 1,688	\$ 1,500.00
101	ST-Repair & Maintenance	\$ 54,696	\$ 81,328	\$ 25,070	\$ 35,000.00
101	ST-Miscellaneous	\$ 925	\$ 1,000	\$ 667	\$ 1,000.00
101	ST-Staff Development	\$ 599	\$ 2,700	\$ 388	\$ 2,700.00
101	ST-Storm Drainage	\$ 2,507	\$ 2,455	\$ 2,007	\$ 2,455.00
101	ST - SWM Debt Srv Chrg	\$ 6,608	\$ 6,608	\$ 6,608	\$ 6,608.00
101	ST-Sidewalk Repair Supply	\$ -	\$ 25,000	\$ 25,000	\$ 200,000.00
101	ST - Sidewalk R&M	\$ -	\$ 25,100	\$ 25,092	\$ -
101	ST-Lighting - Utilities	\$ 169,094	\$ 160,000	\$ 151,562	\$ 147,098.97
101	ST-Lighting - R&M	\$ 1,724	\$ 2,000	\$ -	\$ 2,000.00
101	ST-Traffic Control - Supply	\$ 29,400	\$ 18,500	\$ 17,691	\$ 22,141.47
	Speed Signs				\$ -
101	ST-Traffic Control -Utility	\$ 3,828	\$ 3,000	\$ 2,694	\$ 2,624.66
101	ST-Traffic Control - R&M (Thermoplastic)	\$ 11,292	\$ 294,000	\$ 294,000	\$ 12,000.00
101	ST-Traf Control - Guardrail	\$ -	\$ 3,000	\$ -	\$ 3,000.00
101	ST-Traffic Control - Striping	\$ 27,772	\$ 62,200	\$ 62,200	\$ 50,000.00
101	ST-Snow & Ice - Sply	\$ 8,646	\$ 12,000	\$ 7,295	\$ 12,000.00
101	ST-Street Cleaning	\$ 11,224	\$ 20,000	\$ 6,851	\$ 20,000.00
101	ST-Roadside - Supply	\$ 5,931	\$ 3,700	\$ 32	\$ 3,700.00
	Beautification implementation				\$ 25,000.00
101	ST - Roadside Equp Rental	\$ 27,007	\$ -	\$ -	\$ -
101	ST-Clothing	\$ 2,440	\$ 2,800	\$ 2,891	\$ 3,699.07
101	ST-Roundabout Landscape	\$ 1,057	\$ -	\$ -	\$ -
101	ST-Prof Srv - Legal	\$ -	\$ 5,000	\$ -	\$ 10,000.00
101	ST-Software Maint & Support	\$ 3,738	\$ 9,350	\$ 5,612	\$ 9,350.00
101	ST-Communications	\$ 3,585	\$ 4,660	\$ 4,162	\$ 4,515.62

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
101	ST-Travel & Meetings	\$ 992	\$ 4,000	\$ 37	\$ 4,000.00
101	ST-Insurance	\$ 10,694	\$ 5,820	\$ 6,290	\$ 46,218.00
101	ST-Utilities	\$ 3,393	\$ 2,700	\$ 3,854	\$ 4,558.91
101	ST-Facilities R&M	\$ -	\$ -	\$ -	\$ -
101	ST-Prof Srv - Engineering	\$ 46,263	\$ 20,000	\$ 20,000	\$ 20,000.00
101	ST-Prof Srv-GMA Traffic Plan	\$ -	\$ -	\$ -	\$ -
101	ST-Traf Study-20th SE	\$ -	\$ -	\$ -	\$ -
101	ST-Hwy 9/204 Circulation Std	\$ -	\$ -	\$ -	\$ -
101	ST-Office Supplies	\$ 558	\$ 2,250	\$ 820	\$ 2,250.00
101	ST-Operating Cost	\$ 65,327	\$ 37,800	\$ 71,594	\$ 50,000.00
101	2010 PWTF Loan Principal Pymt	\$ 634	\$ 634	\$ 634	\$ 633.95
101	2010 PWTF Loan Int Pymt	\$ 285	\$ 267	\$ 266	\$ 247.24
101	ST-Capital Expenditures	\$ 6,447	\$ 132,696	\$ 132,696	\$ -
	Shop Remodel - Additional Request	\$ -			\$ 16,000.00
101	Expense Total	\$ 2,790,778	\$ 3,266,844	\$ 3,187,429	\$ 2,649,013
101	Street Cash		\$ 2,021,076	\$ 2,175,894	\$ 1,614,768
103	Street Reserve Cash		\$ 1,533	\$ 1,533	\$ 1,542
103	Investment Interest	\$ 7	\$ 5	\$ 12	\$ 11
103	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 7	\$ 5	\$ 12	\$ 11
103	Transfer Out	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
103	Street Reserve Cash		\$ 1,538	\$ 1,545	\$ 1,553
111	Drug Seizure & Forfeiture Cash		\$ 45,997	\$ 45,997	\$ 44,308
111	Investment Interest	\$ 176	\$ 120	\$ 353	\$ 316
111	Confiscated & Forfeited Prop	\$ 10,991	\$ 9,000	\$ 1,000	\$ 9,000
111	Seizure - State Portion	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 11,167	\$ 9,120	\$ 1,353	\$ 9,316
111	Drug Seize - Op Supplies	\$ -	\$ 40,000	\$ 2,642	\$ 40,000
111	Drug Seize - Misc Exp	\$ -	\$ -	\$ -	\$ -
111	Disbursement to State	\$ 922	\$ -	\$ -	\$ -
111	Drug - Capital Outlay	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 922	\$ 40,000	\$ 2,642	\$ 40,000
111	Drug Seizure & Forfeiture Cash		\$ 15,117	\$ 44,707	\$ 13,624
112	Municipal Arts Cash		\$ 11,398	\$ 11,398	\$ 11,476
112	Investment Interest	\$ 49	\$ 20	\$ 89	\$ 80
112	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 49	\$ 20	\$ 89	\$ 80
112	Art - Public Art Acquisition	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
112	Municipal Arts Cash		\$ 11,418	\$ 11,488	\$ 11,556
210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -
210	Interfund Transfer In - SD	\$ 132,645	\$ 134,025	\$ 134,025	\$ 139,400

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
210	Interfund Transfer In - REET	\$ 220,623	\$ 220,371	\$ 220,371	\$ 210,305
210	Interfund Transfer In	\$ -	\$ -	\$ -	
	Revenue Total	\$ 353,268	\$ 354,395	\$ 354,395	\$ 349,705
210	2008 Bond Princ Pymt - GG	\$ 134,732	\$ 139,592	\$ 139,592	\$ 135,000
210	2008 Bond Interest Payment	\$ 85,541	\$ 80,429	\$ 80,429	\$ 74,905
210	2008 Bond Fees	\$ 350	\$ 350	\$ 350	\$ 400
210	2008 Bond Principal - Sewer	\$ 100,268	\$ 105,408	\$ 105,408	\$ 115,000
210	2008 Bond Interest Payment	\$ 32,376	\$ 28,616	\$ 28,616	\$ 24,400
	Expense Total	\$ 353,268	\$ 354,395	\$ 354,395	\$ 349,705
210	LTGO 2008A Bond	\$ -	\$ -	\$ -	\$ -
212	LTGO 2010 Bond	\$ -	\$ -	\$ -	\$ -
212	Interfund Transfer In	\$ 74,164	\$ 74,165	\$ 74,165	\$ 37,082
	Revenue Total	\$ 74,164	\$ 74,165	\$ 74,165	\$ 37,082
212	2010B Bond Principal - Civic	\$ -	\$ -	\$ -	
212	2010B Bond Interest - Civic	\$ -	\$ -	\$ -	
212	2010 Bond Registration Fees	\$ -	\$ -	\$ -	
212	2010A Bond Principal - PW shop	\$ 67,102	\$ 70,156	\$ 70,156	\$ 36,266
212	2010A Bond Interest - PW Shop	\$ 7,062	\$ 4,009	\$ 4,009	\$ 816
	Expense Total	\$ 74,164	\$ 74,165	\$ 74,165	\$ 37,082
212	LTGO 2010 Bond	\$ -	\$ -	\$ -	\$ -
213	2015 LTGO Bond (Ref)	\$ -	\$ 0	\$ 0	\$ 0
213	2004 Refunding Bond Proceeds	\$ 0	\$ -	\$ -	\$ -
213	Interfund Transfer In	\$ 97,300	\$ 93,908	\$ 93,908	\$ 95,955
	Revenue Total	\$ 97,301	\$ 93,908	\$ 93,908	\$ 95,955
213	2015 LTGO 2015 Princ Pmt PD	\$ 83,000	\$ 81,000	\$ 81,000	\$ 85,000
213	2015 LTGO Interest Pymt PD	\$ 14,300	\$ 12,608	\$ 12,608	\$ 10,955
213	2015 LTGO Debt Issuance Costs	\$ -	\$ -	\$ -	\$ -
213	2015 LTGO Bond Fees PD	\$ -	\$ 300	\$ 300	\$ -
213	2004 Ref Debt Escrow Princ Pmt	\$ -	\$ -	\$ -	\$ -
213	2004 Ref Debt Escrow Int Pymt	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 97,300	\$ 93,908	\$ 93,908	\$ 95,955
213	2015 LTGO Bond (Ref)	\$ 0	\$ 0	\$ 0	\$ -
301	Cap Proj-Dev Contrib-Traffic		\$ 5,559,009	\$ 5,559,009	\$ 2,988,506
301	DOT Fed Ind 20.205 LA8543	\$ 280,420	\$ 626,580	\$ 521,743	\$ -
301	Local Trans. Act -Impact Fees	\$ -	\$ -	\$ 23,003	\$ 3,000
301	Traffic Mitigation - GMA Cnty	\$ 97,989	\$ 50,000	\$ -	
301	Traffic Mitigation - TIZ 1	\$ 32,186	\$ 25,000	\$ 19,386	\$ 25,000
301	Traffic Mitigation - TIZ 2	\$ 189,605	\$ 100,000	\$ 32,009	\$ 12,000
301	Traffic Mitigation - TIZ 3	\$ 284,169	\$ 300,000	\$ 352,821	\$ 300,000
301	Traffic Mitigation - SEPA	\$ -	\$ -	\$ -	
301	Investment Interest	\$ 22,339	\$ 10,000	\$ 37,534	\$ 39,720
301	Tree Replacement Fee	\$ 8,960	\$ -	\$ -	\$ -
301	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 915,668	\$ 1,111,580	\$ 986,497	\$ 379,720

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
301	Street Op -20th Street P&D	\$ 403,637	\$ 960,000	\$ 540,000	
	20th Street Construction				\$ 1,680,000
301	Street Op- Pln&Dsg - 204-91st	\$ -	\$ -	\$ -	\$ -
301	TIZ3 - 24th & 91st St Design	\$ -	\$ 550,000	\$ 550,000	\$ 300,000
301	SEPA Capital Expenditures	\$ 154,000	\$ -	\$ -	\$ -
	Callow Road Improvements		\$ -	\$ 100,000	
	Main Street - Phase 1				\$ 550,000
301	TIZ1 Capital Expenditures	\$ -	\$ -	\$ -	\$ -
301	TIZ2 - S. Lake Stevens Rd	\$ -	\$ 480,000	\$ -	\$ -
301	Transfer Out	\$ -	\$ 2,367,000	\$ 2,367,000	\$ -
	Expense Total	\$ 557,637	\$ 4,357,000	\$ 3,557,000	\$ 2,530,000
301	Cap Proj-Dev Contrib-Traffic		\$ 2,313,589	\$ 2,988,506	\$ 838,227
302	Park Mitigation Fund	\$ -	\$ -	\$ -	\$ 1,898,692
302	Park Mitigation - SEPA	\$ 788,944	\$ 500,000	\$ 317,018	\$ 350,000
302	Investment Interest	\$ -	\$ 5,000	\$ 8,618	\$ 724
302	Tree Replacement Fee	\$ -	\$ -	\$ -	\$ -
302	Interfund Transfer In	\$ -	\$ 2,367,000	\$ 2,289,056	\$ -
	Revenue Total	\$ 788,944	\$ 2,872,000	\$ 2,614,692	\$ 350,724
302	Park Mitigation Funds Exp	\$ 14,594		\$ -	\$ -
	DT Park Plan & Design		\$ 65,000	\$ 65,000	
	Frontier Heights		\$ 191,000	\$ 191,000	
	Eagle Ridge		\$ 100,000	\$ 100,000	
	Cavelero Park & Basketball/Volleyball Courts		\$ 290,000	\$ 290,000	\$ -
	Lake Stevens Disc Golf		\$ 55,000	\$ -	
	Williams Property Acquisition				\$ 1,000,000
	Williams Property Demo/Park Prep				\$ -
	North Cove Phase 1 (Plaza)				\$ 300,000
	Lundeen Restoration (move from GF)				\$ 315,000
	20th Street Soccer Field Rehab				\$ 20,000
302	Tree Mitigation Expenditures	\$ 977	\$ 70,000	\$ 70,000	\$ -
302	Park - Capital	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ 15,571	\$ 771,000	\$ 716,000	\$ 1,635,000
302	Park Mitigation Fund	\$ 773,373	\$ 2,101,000	\$ 1,898,692	\$ 614,416
303	Real Estate Excise Tax I		\$ 1,669,143	\$ 1,669,143	\$ 2,255,515
	Revenue Total	\$ 1,142,247	\$ 602,500	\$ 1,034,752	\$ 612,911
303	Bond Fees	\$ 100	\$ -	\$ -	
303	Transfer to Police St Debt Fnd	\$ 97,300	\$ 93,908	\$ 93,908	\$ 95,955
303	transfer to 210 for 2008 bonds	\$ 220,623	\$ 220,371	\$ 220,371	\$ 210,305
303	Transfer to 212 for 2010 Bonds	\$ -	\$ -	\$ -	\$ -
303	800 MHZ Capital Debt Principal	\$ 16,404	\$ 17,306	\$ 17,306	\$ 18,258
303	800 MHZ Capital Debt Interest	\$ 6,214	\$ 5,312	\$ 5,312	\$ 4,360
303	Tressle/HOV Lane	\$ -	\$ 800,000	\$ -	\$ -
	Expense Total	\$ 340,641	\$ 1,136,897	\$ 336,897	\$ 328,878
303	Real Estate Excise Tax I		\$ 1,134,746	\$ 2,366,998	\$ 2,539,548

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
304	Real Estate Excise Tax II		\$ 2,727,136	\$ 2,727,136	\$ 1,838,691
304	REET 2- 2nd Quarter Percent	\$ 1,136,303	\$ 600,000	\$ 1,016,062	\$ 600,000
304	DOT Grant Reimb	\$ -	\$ 658,700	\$ 658,700	\$ -
304	Investment Interest	\$ 11,831	\$ 7,000	\$ 23,957	\$ 20,498
	Revenue Total	\$ 1,148,135	\$ 1,265,700	\$ 1,698,720	\$ 620,498
304	REET - O&M Overlay	\$ -	\$ -	\$ -	\$ -
304	Capital - SWM Drainage Improve - (Trestle Station)	\$ 22,249	\$ 810,750		\$ 800,000
304	Capital - Trans - Land Improve	\$ 945,738	\$ -	\$ -	\$ -
304	79th Ave SE Access Road - (Cavelero)	\$ -	\$ 1,122,000	\$ 1,122,000	\$ -
304	91st/Market RAB	\$ -	\$ 941,000	\$ 941,000	\$ -
304	Callow Road Embankment & area improvements	\$ -	\$ 450,000	\$ 450,000	\$ -
	Frontier Village Entrance (4th)				\$ 128,750
304	Transfer Out	\$ -	\$ -	\$ -	\$ -
304	Transfer to 212 for 2010A Bond	\$ 74,164	\$ 74,165	\$ 74,165	\$ 37,082
	Expense Total	\$ 1,042,152	\$ 3,397,915	\$ 2,587,165	\$ 965,832
304	Real Estate Excise Tax II		\$ 594,921	\$ 1,838,691	\$ 1,493,356
309	Sidewalk Capital Project Cash		\$ 798,179	\$ 798,179	\$ 1,101,223
309	WA DOT (SRTS)	\$ 417,510	\$ 65,690	\$ 65,690	\$ 466,500
309	WA TIB - Sidewalk	\$ 33,226	\$ -	\$ -	\$ -
309	Investment Interest	\$ 3,259	\$ 1,500	\$ 8,026	\$ 6,691
309	Interfund Transfer In	\$ 500,000	\$ 250,000	\$ 250,000	\$ -
	Revenue Total	\$ 953,995	\$ 317,190	\$ 323,716	\$ 473,191
309	Safer Routes - 91st/4th St.SE	\$ -	\$ 19,750	\$ 19,750	\$ 602,250
309	Sidewalk Construction	\$ 573,251	\$ -	\$ -	\$ -
	Expense Total	\$ 573,251	\$ 19,750	\$ 19,750	\$ 602,250
309	Sidewalk Capital Project Cash		\$ 1,095,619	\$ 1,102,145	\$ 972,164
310	20th Street SE Corridor CP		\$ -	\$ -	\$ -
310	Investment Interest	\$ -	\$ -	\$ -	\$ -
310	Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -
310	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
310	20th Street SE Corridor CP		\$ -	\$ -	\$ -
401	Sewer		\$ 278,072	\$ 278,072	\$ 538,374
401	Sewer Utility Agreement	\$ 75,000	\$ 35,000	\$ 35,000	\$ 15,000
401	Investment Interest	\$ 1,607	\$ 1,000	\$ 2,869	\$ 2,979
401	Sewer District Reimbursement	\$ 1,305,694	\$ 1,300,782	\$ 1,300,782	\$ 1,049,671
	Revenue Total	\$ 1,382,300	\$ 1,336,782	\$ 1,338,651	\$ 1,067,650
401	SE-Salaries	\$ 46,142	\$ 17,080	\$ 16,878	\$ 1,275
401	SE-Benefits	\$ 8,311	\$ 3,245	\$ 3,410	\$ 2,718
401	SE-Social Security	\$ 3,168	\$ 1,693	\$ 1,069	\$ 973
401	SE-Retirement	\$ 4,903	\$ 2,046	\$ 1,683	\$ 1,616
401	SE-Workmans Comp	\$ 420	\$ 71	\$ 32	\$ 29
401	SE-Operating Cost	\$ -	\$ -	\$ -	\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
401	SE-Professional Service	\$ 639	\$ -	\$ -	\$ 25,000
401	SE-Travel & Meetings	\$ -	\$ 200	\$ -	\$ -
401	SE-Storm Drainage	\$ 9,771	\$ 10,178	\$ 5,944	\$ 8,916
401	PWTF 2002 - Principal	\$ 85,691	\$ 85,692	\$ 85,691	\$ 85,691
401	PWTF 2005 - Principal	\$ 52,632	\$ 52,632	\$ 52,632	\$ 52,632
401	PWTF 2006 - Principal	\$ 409,539	\$ 409,540	\$ 409,539	\$ 409,539
401	PWTF 2008 - Principal	\$ 553,180	\$ 553,180	\$ 301,734	\$ 301,734
401	PWTF 2002 - Interest	\$ 2,999	\$ 2,571	\$ 2,571	\$ 2,142
401	PWTF 2005 - Interest	\$ 10,526	\$ 9,474	\$ 9,474	\$ 8,421
401	PWTF 2006 - Interest	\$ 22,525	\$ 20,477	\$ 20,477	\$ 18,429
401	PWTF 2008 - Interest	\$ 35,957	\$ 33,191	\$ 33,191	\$ 31,682
401	SE-Trnf 2008 Debt Serv OM	\$ 132,645	\$ 134,025	\$ 134,025	\$ 139,400
401	SE-Contributtion to ES	\$ -	\$ -	\$ -	\$ -
Expense Total		\$ 1,379,048	\$ 1,335,295	\$ 1,078,349	\$ 1,090,198
401	Sewer		\$ 279,560	\$ 538,374	\$ 515,826
410	Storm & Surface Water		\$ 1,746,837	\$ 1,746,837	\$ 1,438,246
410	WA DOE Capacity G160393-4	\$ 6,005	\$ 19,000	\$ 18,995	\$ -
410	Storm Drainage Charges	\$ 1,440,307	\$ 1,500,620	\$ 1,500,620	\$ 1,557,508
410	SnoCo Aerator Contrib	\$ -	\$ 200	\$ -	\$ -
410	SnoCo Weed Abate Contrib.	\$ 8,948	\$ 11,000	\$ 11,000	\$ 10,000
410	Remediation - Clean Up	\$ -	\$ -	\$ -	\$ -
410	Investment Interest	\$ 7,393	\$ 3,000	\$ 11,802	\$ 11,318
410	Sale of Surplus	\$ -	\$ -	\$ -	\$ -
410	Judgements/Settements	\$ -	\$ -	\$ -	\$ -
410	Miscellaneous Revenues - Storm	\$ -	\$ -	\$ 189	\$ -
410	Insurance Recoveries	\$ -	\$ -	\$ -	\$ -
410	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ 1,462,653	\$ 1,533,820	\$ 1,542,606	\$ 1,578,826
410	ME - Operating Costs		\$ -		\$ 15,000
410	SW-Safety Program	\$ 1,872	\$ 2,150	\$ 2,150	\$ 2,150
410	SW-Salaries	\$ 584,685	\$ 757,764	\$ 601,227	\$ 752,768
Capital Project Coordinator (Split PK/ST/SW)					
PW Crew Worker I					
Seasonal Crew Worker					
Seasonal Crew Worker					
410	SW-Overtime	\$ 1,304	\$ 2,500	\$ 3,177	\$ 4,080
410	SW-Benefits	\$ 133,093	\$ 147,069	\$ 132,984	\$ 193,731
410	SW-Social Security	\$ 35,578	\$ 76,729	\$ 34,006	\$ 57,587
410	SW-Retirement	\$ 50,177	\$ 92,720	\$ 49,050	\$ 92,883
410	SW-Medical Insurance	\$ -	\$ 2,938	\$ -	\$ -
410	SW-Workmans Compensation	\$ 10,326	\$ 2,913	\$ 9,610	\$ 17,697
410	SW Clothing-Boot Allowance	\$ 5,220	\$ 4,500	\$ 4,500	\$ 4,500
410	SW-Clothing	\$ 2,522	\$ 2,400	\$ 2,822	\$ 3,000
410	SW-Office Supplies	\$ 557	\$ 2,000	\$ 763	\$ 2,000
410	SW-Operating Costs	\$ 57,754	\$ 37,800	\$ 118,714	\$ 50,000
410	SW-Fuel	\$ 10,834	\$ 15,991	\$ 13,692	\$ 10,410

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
410	SW-Small Tools	\$ -	\$ 7,700	\$ 7,700	\$ 7,700
410	SW-Professional Services	\$ 41,085	\$ 26,500	\$ 2,291	\$ 26,500
410	SW-Milfoil Treatment	\$ 44,739	\$ 70,000	\$ 70,000	\$ 88,500
410	SW-Street Cleaning	\$ 11,224	\$ 20,000	\$ 6,851	\$ 12,000
410	SW-Software Maint & Support	\$ 3,098	\$ 11,875	\$ 5,612	\$ 5,000
410	SW-Advertising	\$ 971	\$ 750	\$ 1,219	\$ 1,000
410	SW-Prof Srv Legal	\$ -	\$ -	\$ -	\$ -
410	SW-Communications	\$ 3,585	\$ 5,600	\$ 4,162	\$ 4,516
410	SW-Travel & Meetings	\$ 496	\$ 300	\$ -	\$ 300
410	SW-Excise Taxes	\$ 21,605	\$ 25,000	\$ 17,516	\$ 25,000
410	SW-Equipment Rental	\$ 1,307	\$ 2,500	\$ 6,944	\$ 2,500
410	SW-Rentals-Leases	\$ 68	\$ 2,000	\$ 12,298	\$ 2,000
410	SW-Insurance	\$ 8,009	\$ 5,820	\$ 6,177	\$ 39,002
410	SW-Utilities	\$ 2,469	\$ 2,400	\$ 2,419	\$ 2,960
410	SW-Drainage	\$ 2,507	\$ 2,455	\$ 1,679	\$ 2,518
410	SW-Repairs & Maintenance	\$ 29,596	\$ 51,328	\$ 19,203	\$ 15,000
410	SW-Miscellaneous	\$ 105	\$ 300	\$ -	\$ 300
410	SW-Staff Development	\$ 414	\$ 1,800	\$ 388	\$ 1,800
410	SW-Billing Fees	\$ 30,028	\$ 40,570	\$ 40,570	\$ 45,500
410	SW-DOE Annual Permit	\$ 53,076	\$ 36,000	\$ 24,491	\$ 37,471
410	SW - Alum Treatment	\$ 95,514	\$ 105,400	\$ 105,400	\$ 105,400
410	SW-Aerator - Salaries	\$ -	\$ -	\$ -	\$ -
410	SW-Aerator - Benefits	\$ -	\$ -	\$ -	\$ -
410	SW-Aerator O & M	\$ -	\$ -	\$ -	\$ -
410	SW-Aerator (lake monitoring)	\$ 15,963	\$ 20,000	\$ 12,652	\$ 15,363
410	SW-Aerator Utilities	\$ -	\$ -	\$ -	\$ -
410	SW-Aerator Repairs	\$ 15,667	\$ -	\$ -	\$ -
410	DOE EG160393-4 Capacity	\$ 14,196	\$ 10,800	\$ 10,237	\$ -
410	SW-Diking District Contrib	\$ -	\$ -	\$ -	\$ -
410	SWM - Refunds	\$ -	\$ -	\$ -	\$ -
410	SW-Parkway Crossing Det Pond	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
410	SW - Capital Expenditure	\$ -	\$ 150,696	\$ 150,696	\$ -
Shop Remodel - Additional Request		\$ -			\$ 16,000
Storm Water Decant Facility			\$ -		\$ 115,000
410	SW-Storm Drainage - Cap Proj	\$ 44,572	\$ -	\$ -	\$ -
410	SW-Lundein Creek Restor	\$ -	\$ -	\$ -	\$ -
410	SW-Contribution Cap Equip Fund	\$ 143,558	\$ 334,800	\$ 334,800	\$ 160,000
410	SW-Contr Computer Equip	\$ 15,000	\$ 12,000	\$ 12,000	\$ 24,000
410	SW-Contrib To Unemployment	\$ -	\$ -	\$ -	\$ -
410	SW-Transfer to Aerator Equip	\$ 8,930	\$ 143,345	\$ 12,502	\$ -
Expense Total		\$ 1,512,405	\$ 2,248,113	\$ 1,851,198	\$ 2,053,486
410	Storm & Surface Water		\$ 1,032,544	\$ 1,438,246	\$ 963,586
501	Unemployment		\$ 95,919	\$ 95,919	\$ 91,670
501	Investment Interest	\$ 431	\$ 300	\$ 751	\$ 669
501	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
Revenue Total		\$ 431	\$ 300	\$ 751	\$ 669

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
501	Payment to Claimants	\$ 5,994	\$ 30,000	\$ 5,000	\$ 30,000
	Expense Total	\$ 5,994	\$ 30,000	\$ 5,000	\$ 30,000
501	Unemployment		\$ 66,219	\$ 91,670	\$ 62,339
510	Capital Equip - Computer		\$ 295,258	\$ 295,258	\$ 103,812
510	Information Srv - Shared Exp	\$ 2,101	\$ -	\$ -	
510	Investment Interest	\$ 1,193	\$ 600	\$ 2,094	\$ 1,932
510	Sale of Surplus	\$ -	\$ -	\$ 2,889	\$ 1,000
510	Contributed Capital-Computer	\$ 150,000	\$ 150,000	\$ 150,000	\$ 200,000
	Revenue Total	\$ 153,294	\$ 150,600	\$ 154,982	\$ 202,932
510	Purchase Computer Equipment	\$ 28,728	\$ 42,000	\$ 65,390	\$ 30,000
	Meraki Wireless for PD				\$ 560
510	License Renewal - Annual Maint	\$ 63,472	\$ 77,800	\$ 85,757	\$ -
	SiteImprove Website Optimization				\$ 4,530
	Quest Kace Patch Mgmt Renewal				\$ 2,200
	Adobe DC Pro Subscription				\$ 6,300
	WaveBroadband Fiber lease to County				\$ 12,600
	Smarsh Webpage Archiving				\$ 3,000
	Fiber to PW Shop				\$ 7,000
	Laserfiche Annual Maintenance				\$ 27,000
	Adobe Acrobat Pro Subscription				\$ 8,100
	CivicPlus Website Renewal				\$ 5,000
	TrendMicro Antivirus				\$ -
	ArchiveSocial (SocialMedia Archiving)				\$ 2,400
	Smarsh Text Messaging Archive				\$ 4,200
	Meraki Cloud Mgmt Service				\$ 600
	ILA w/County Meet-Meet Room				\$ 600
	ILA w/County DataCenter Co-Location (8 Rack Units)				\$ 5,300
	Firewall Security Subscriptions (5 Firewalls)				\$ 3,200
	Barracuda Cloud Essentials for O365 Renewal				\$ 4,400
	mid Recovery Backup Solution Renewal (solution upgrade FY18)				\$ 3,000
	3 Year GoDaddy SSL Certificate Renewal				\$ 900
	.Gov Domain Name Renewal				\$ 400
	Microsoft Enterprise Agreement (OS, CAL, Srv, SQL, RDS)				\$ 35,400
	Office365 Pro G3 Plan Renewal				\$ 22,344
	Microsoft Project Pro Office 365 Renewals				\$ 1,440
	Microsoft Project Online 365 Renewals				\$ 360
	Microsoft Visio Pro 365 Renewals				\$ 252
	OpenText RightFax Express Renewal				\$ 400
	SIEM Renewal (Security Information and Event Management)				\$ 2,300
	Bomgar Cloud Remote Admin Tools				\$ 2,500
	KnowBe4 Cyber Security Awareness Training				\$ 1,500
	Accela/Springbrook (move from Finance)				\$ 15,000
510	Capital - Purch Computer Equip	\$ 797	\$ 200,200	\$ 195,281	\$ -
	DataCenter Upgrades				\$ 11,000
	Backup/DataRecovery Upgrade				\$ 22,000
	Expense Total	\$ 92,996	\$ 320,000	\$ 346,428	\$ 245,786

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
510	Capital Equip - Computer		\$ 125,858	\$ 103,812	\$ 60,958
515	Capital Equip - Vehicle Replac				\$ 10,000
515	Investment Interest	\$ -	\$ -	\$ -	\$ 20
515	Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -
515	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
515	Vehicle Contribution	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
	Revenue Total	\$ -	\$ 10,000	\$ 10,000	\$ 10,020
515	Vehicle Purch - Building Dept	\$ -	\$ -	\$ -	\$ -
	Expense Total	\$ -	\$ -	\$ -	\$ -
515	Capital Equip - Vehicle Replac		\$ 10,000	\$ 10,000	\$ 20,020
520	Capital Equip - Police		\$ 311,211	\$ 311,211	\$ 242,731
520	Investment Interest	\$ 1,250	\$ 700	\$ 1,745	\$ 1,620
520	Sale of Capital Assets	\$ 6,706	\$ -	\$ -	\$ -
520	Insurance Recoveries - Capital	\$ -	\$ -	\$ -	\$ -
520	Equipment - Police - Contribut	\$ 188,000	\$ 188,000	\$ 188,000	\$ 55,000
520	Equip - Police Boat - Contr	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
	Revenue Total	\$ 203,956	\$ 196,700	\$ 197,745	\$ 64,620
520	Capital Equipment	\$ 216,894	\$ 266,100	\$ 266,100	
	Ford SUV/Administration				\$ 54,461
	Dodge Charger/Patrol				\$ -
	Dodge Truck/SRO				\$ 59,079
	Dodge Truck/Investigation				\$ -
	Dodge SUV/Investigation				\$ -
	Expense Total	\$ 216,894	\$ 266,100	\$ 266,100	\$ 113,540
520	Capital Equip - Police		\$ 241,811	\$ 242,856	\$ 193,812
					\$ -
530	Capital Equip - PW		\$ 281,826	\$ 281,826	\$ 435,163
530	Investment Interest	\$ 1,313	\$ 700	\$ 4,632	\$ 3,462
530	Sale of Surplus	\$ 3,770	\$ -	\$ 11,223	\$ -
530	Sale of Capital Equipment	\$ -	\$ -	\$ -	\$ -
530	Interfund Transfer In	\$ 325,933	\$ 837,500	\$ 837,100	\$ 400,000
	Revenue Total	\$ 331,015	\$ 838,200	\$ 852,954	\$ 403,462
530	Purchase Of Capital Equipment	\$ 271,534	\$ 698,918	\$ 698,918	\$ -
	Excavator Lease to Own				\$ 60,000
	Plotter				\$ 8,930
	Fork Lift - Used				\$ 24,000
	Expense Total	\$ 271,534	\$ 698,918	\$ 698,918	\$ 92,930
530	Capital Equip - PW		\$ 421,108	\$ 435,862	\$ 745,695
540	Aerator Equip Replacment		\$ 129,890	\$ 129,890	\$ -
540	SnoCo Aerator Contrib	\$ 1,070	\$ 1,498	\$ 1,498	\$ -
540	Investment Interest	\$ 558	\$ 500	\$ 1,129	\$ -
540	Interfund Transfer In	\$ 8,930	\$ 168,145	\$ 12,502	\$ -
	Revenue Total	\$ 10,558	\$ 170,143	\$ 15,129	\$ -
540	Transfer Out	\$ -	\$ -	\$ -	\$ -

Proposed Budget Draft 2018 - 11/8/17

Fund	Description	2016 Actual Ending	2017 Current Budget	2017 Estimated Ending	Proposed Annual Budget
540	Aerator Equip Replacement	\$ -	\$ 300,000	\$ 144,925	\$ -
	Expense Total	\$ -	\$ 300,000	\$ 144,925	\$ -
540	Aerator Equip Replacment		\$ 33	\$ 94	\$ -
621	Refundable Deposits		\$ 24,591	\$ 24,591	\$ 5,044
621	Retainage - Street Project	\$ 17,505	\$ 50,000	\$ 50,000	\$ 50,000
621	Retainage - Other PW Project	\$ 8,581	\$ 10,000	\$ 58,157	\$ 50,000
621	Retainage -Public Bldg Maint	\$ 908	\$ 1,000	\$ 21,981	\$ 1,000
	Revenue Total	\$ 26,994	\$ 61,000	\$ 130,138	\$ 101,000
621	Public Bldg Maint Retain Reimb	\$ 434	\$ 3,500	\$ 3,500	\$ 1,000
621	Retainage Release - Other PW	\$ 4,116	\$ 13,091	\$ 61,727	\$ 50,000
621	Street Project Retainage Reimb	\$ 17,927	\$ 69,000	\$ 69,000	\$ 50,000
	Expense Total	\$ 22,477	\$ 85,591	\$ 134,227	\$ 101,000
621	Refundable Deposits		\$ (0)	\$ 20,502	\$ 5,044
633	Treasurer's Trust		\$ 14,714	\$ 14,714	\$ -
633	District Court	\$ 115,219	\$ 145,000	\$ 145,000	\$ 145,000
633	Gun Permit Fees	\$ 17,929	\$ 15,000	\$ 15,000	\$ 15,000
633	St. Bldg Permit Fee Non-Rev	\$ 2,574	\$ 3,000	\$ 3,000	\$ 3,000
633	Leasehold Excise Tax Receipts	\$ 4,757	\$ 4,500	\$ 4,500	\$ 4,500
633	Seizure & Forfeit - State REV	\$ 1,211	\$ 1,200	\$ 1,200	\$ 1,200
633	Violations Bureau - State REV	\$ 8,160	\$ 25,000	\$ 25,000	\$ 25,000
633	Mandatory Ins.-Admin Cost Cnty	\$ 0	\$ 500	\$ 500	\$ 500
633	Fire DistrictFees	\$ 28,799	\$ 7,000	\$ 7,000	\$ 7,000
633	Interfund Transfer In	\$ -	\$ -	\$ -	\$ -
	Revenue Total	\$ 178,650	\$ 201,200	\$ 201,200	\$ 201,200
633	Seizure & Forfeit State REMIT	\$ 1,211	\$ 15,914	\$ 15,914	\$ 1,200
633	Leasehold Excise Tax Remit	\$ 4,757	\$ 4,500	\$ 4,500	\$ 4,500
633	Fire District Fee Remit	\$ 13,973	\$ 6,500	\$ 6,500	\$ 6,500
633	State Building Permit Remit	\$ 2,574	\$ 2,000	\$ 2,000	\$ 2,000
633	Vehicle License Fraud Account	\$ 76	\$ -	\$ -	\$ -
633	Gun Permit - State Remittance	\$ 13,076	\$ 10,000	\$ 10,000	\$ 10,000
633	Crime Victims Compensation	\$ 2,218	\$ 3,000	\$ 3,000	\$ 3,000
633	Public Safety And Ed. 1986	\$ 59,562	\$ 68,156	\$ 68,156	\$ 68,156
633	Public Safety And Education	\$ 35,403	\$ 55,000	\$ 55,000	\$ 55,000
633	Judicial Information System-Ci	\$ 15,413	\$ 26,844	\$ 26,844	\$ 26,844
633	Gun Permit - FBI Remittance	\$ 6,980	\$ 4,000	\$ 4,000	\$ 4,000
633	Crime Laboratory Analysis Fee	\$ -	\$ 500	\$ 500	\$ 500
633	Trauma Care	\$ 4,917	\$ 5,000	\$ 5,000	\$ 5,000
633	School Zone Safety	\$ 783	\$ 1,000	\$ 1,000	\$ 1,000
633	Public Safety Ed #3	\$ 1,401	\$ 3,000	\$ 3,000	\$ 3,000
633	Auto Theft Prevention	\$ 7,016	\$ 6,000	\$ 6,000	\$ 6,000
633	HWY Safety Act	\$ 387	\$ 1,000	\$ 1,000	\$ 1,000
633	Death Inv Acct	\$ 273	\$ 1,500	\$ 1,500	\$ 1,500
633	WSP Highway Acct	\$ 1,547	\$ 2,000	\$ 2,000	\$ 2,000
	Expense Total	\$ 171,566	\$ 215,914	\$ 215,914	\$ 201,200
633	Treasurer's Trust		\$ -	\$ -	\$ -

City of Lake Stevens

Forecasting Model

General Fund Summary Proposed Draft 2018 - 11/08/17

	Operating Revenue Summary							
	2017	2018	2019	2020	2021	2022	2023	2024
Property Tax	\$ 3,234,016	\$ 3,338,633	\$ 3,442,653	\$ 3,548,439	\$ 3,656,026	\$ 3,765,438	\$ 3,876,701	\$ 3,989,842
Local Retail Sales-Use Tax	\$ 2,462,872	\$ 2,733,461	\$ 3,006,807	\$ 3,277,420	\$ 3,539,613	\$ 3,787,386	\$ 3,938,882	\$ 4,096,437
Criminal Justice Sales-Use Tax	\$ 526,357	\$ 557,859	\$ 613,645	\$ 668,873	\$ 722,383	\$ 772,950	\$ 811,597	\$ 852,177
Other Govt Utility - Electric	\$ 825,877	\$ 801,715	\$ 817,749	\$ 834,104	\$ 850,786	\$ 867,802	\$ 885,158	\$ 902,861
Private Utility - Gas	\$ 376,411	\$ 319,464	\$ 325,853	\$ 332,370	\$ 339,018	\$ 345,798	\$ 352,714	\$ 359,768
Private Utility - Telephone	\$ 657,684	\$ 616,100	\$ 622,261	\$ 628,484	\$ 634,768	\$ 641,116	\$ 647,527	\$ 654,003
Franchise Fees	\$ 418,992	\$ 390,711	\$ 390,711	\$ 390,711	\$ 390,711	\$ 390,711	\$ 390,711	\$ 390,711
Gambling Tx - Punch-Pull Tabs	\$ 19,124	\$ 18,900	\$ 19,089	\$ 19,280	\$ 19,473	\$ 19,667	\$ 19,864	\$ 20,063
Gambling Tx - Amuse Games	\$ 1,396	\$ 2,106	\$ 2,127	\$ 2,148	\$ 2,170	\$ 2,192	\$ 2,213	\$ 2,236
Leasehold Excise Tax	\$ 9,110	\$ 6,528	\$ 6,593	\$ 6,659	\$ 6,726	\$ 6,793	\$ 6,861	\$ 6,930
Building Permits	\$ 874,248	\$ 1,080,000	\$ 972,000	\$ 874,800	\$ 787,320	\$ 787,320	\$ 787,320	\$ 787,320
Other Licenses & Fees	\$ 77,890	\$ 73,434	\$ 74,168	\$ 74,910	\$ 75,659	\$ 76,416	\$ 77,180	\$ 77,952
Liquor-Beer Excise Tax	\$ 144,871	\$ 156,161	\$ 157,723	\$ 159,300	\$ 160,893	\$ 162,502	\$ 164,127	\$ 165,768
Liquor Control Board Profits	\$ 260,962	\$ 263,125	\$ 263,125	\$ 263,125	\$ 263,125	\$ 263,125	\$ 263,125	\$ 263,125
Other Intergovernmental & Grants	\$ 653,151	\$ 340,577	\$ 343,275	\$ 251,711	\$ 254,519	\$ 257,382	\$ 260,278	\$ 263,207
LE Services - SRO	\$ 151,000	\$ 157,707	\$ 162,438	\$ 167,312	\$ 172,331	\$ 177,501	\$ 182,826	\$ 188,311
Zoning and Subdivision Fees	\$ 306,630	\$ 148,500	\$ 147,015	\$ 145,545	\$ 144,089	\$ 142,649	\$ 141,222	\$ 139,810
Other Charges for Services	\$ 195,486	\$ 123,993	\$ 126,323	\$ 128,713	\$ 131,163	\$ 133,675	\$ 136,235	\$ 138,844
Fines & Penalties	\$ 188,094	\$ 154,000	\$ 155,611	\$ 157,239	\$ 158,885	\$ 160,549	\$ 162,230	\$ 163,929
Investment Interest	\$ 62,303	\$ 57,010	\$ 53,451	\$ 29,333	\$ 14,608	\$ (422)		
Miscellaneous & Other	\$ 84,682	\$ 79,098	\$ 79,098	\$ 79,098	\$ 79,098	\$ 79,098	\$ 79,098	\$ 79,098
Contingency Fund Transfer In	\$ 3,590,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenues	\$ 15,121,155	\$ 12,919,082	\$ 11,781,718	\$ 12,039,574	\$ 12,403,363	\$ 12,839,647	\$ 13,185,870	\$ 13,542,390
	Expenditures Summary							
	2017	2018	2019	2020	2021	2022	2023	2024
Legislative & Executive	\$ 178,826	\$ 224,996	\$ 228,283	\$ 231,656	\$ 235,118	\$ 238,725	\$ 242,428	\$ 246,231
Administration	\$ 187,650	\$ 178,424	\$ 184,719	\$ 191,379	\$ 198,558	\$ 205,690	\$ 213,093	\$ 220,777
City Clerk	\$ 162,142	\$ 245,037	\$ 196,610	\$ 203,557	\$ 211,041	\$ 218,477	\$ 226,191	\$ 234,192
Finance	\$ 450,732	\$ 517,582	\$ 518,897	\$ 535,959	\$ 554,245	\$ 572,473	\$ 591,343	\$ 610,878
Human Resources	\$ 157,738	\$ 155,467	\$ 160,727	\$ 166,283	\$ 172,255	\$ 178,204	\$ 184,375	\$ 190,776
Information Technology	\$ 309,161	\$ 272,345	\$ 250,989	\$ 260,122	\$ 269,938	\$ 279,740	\$ 289,919	\$ 300,491
Planning & Building	\$ 1,252,704	\$ 1,476,905	\$ 1,526,592	\$ 1,580,536	\$ 1,638,481	\$ 1,696,296	\$ 1,756,283	\$ 1,818,530
Law Enforcement	\$ 6,248,589	\$ 6,989,854	\$ 7,121,953	\$ 7,341,909	\$ 7,578,208	\$ 7,813,789	\$ 8,058,133	\$ 8,311,586
Parks	\$ 584,471	\$ 444,518	\$ 430,156	\$ 443,993	\$ 458,715	\$ 473,533	\$ 488,869	\$ 504,746
Legal	\$ 509,392	\$ 585,586	\$ 599,054	\$ 612,833	\$ 626,928	\$ 641,598	\$ 656,611	\$ 671,976
Community Services	\$ 53,223	\$ 87,435	\$ 48,526	\$ 49,642	\$ 50,784	\$ 51,972	\$ 53,188	\$ 54,433
General Government	\$ 7,231,073	\$ 3,061,305	\$ 2,627,009	\$ 1,594,239	\$ 1,612,092	\$ 1,630,484	\$ 1,649,383	\$ 1,668,805
Debt Service	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Expenditures	\$ 17,325,701	\$ 14,239,454	\$ 14,193,515	\$ 13,512,107	\$ 13,906,364	\$ 14,300,982	\$ 14,709,818	\$ 15,133,421
	Fund Balance							
	2017	2018	2019	2020	2021	2022	2023	2024
Beginning Balance	\$ 8,870,034	\$ 6,665,488	\$ 5,345,117	\$ 2,933,319	\$ 1,460,787	\$ (42,214)	\$ (1,503,549)	\$ (3,027,497)
Revenue Over (Under) Expenditures	\$ (2,204,546)	\$ (1,320,372)	\$ (2,411,797)	\$ (1,472,532)	\$ (1,503,000)	\$ (1,461,335)	\$ (1,523,948)	\$ (1,591,031)
Total Calculated Ending Reserves	\$ 6,665,488	\$ 5,345,117	\$ 2,933,319	\$ 1,460,787	\$ (42,214)	\$ (1,503,549)	\$ (3,027,497)	\$ (4,618,528)
Total Contingency	\$ 3,036,215	\$ 2,642,008	\$ 3,552,576	\$ 4,466,786	\$ 5,284,653	\$ 6,105,792	\$ 6,830,215	\$ 7,557,536
Combined	\$ 9,701,703	\$ 7,987,124	\$ 6,485,895	\$ 5,927,573	\$ 5,242,440	\$ 4,602,243	\$ 3,802,718	\$ 2,939,008
	64%	62%	55%	49%	42%	36%	29%	22%

**City of Lake Stevens
Forecasting Model
Street Fund Summary
Proposed Draft 2018**

11/8/2017

Operating Revenue Summary									
	2017	2018	2019	2020	2021	2022	2023	2024	
Property Tax	\$ 1,258,045	\$ 1,298,357	\$ 1,338,810	\$ 1,379,949	\$ 1,421,788	\$ 1,464,337	\$ 1,507,606	\$ 1,551,605	
Other Government Utility - Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Non-Bus. ROW Permits	\$ 20,000	\$ 28,025	\$ 28,586	\$ 29,157	\$ 29,740	\$ 30,335	\$ 30,942	\$ 31,561	
WA TIB - Arterial Preservation									
MVFT - City Streets	\$ 608,400	\$ 689,393	\$ 696,287	\$ 703,250	\$ 710,282	\$ 717,385	\$ 724,559	\$ 731,805	
MVFT - City Streets - New Legislation	\$ 38,100	\$ 44,753	\$ 45,201	\$ 45,653	\$ 46,109	\$ 46,570	\$ 47,036	\$ 47,506	
Street - PW Services	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
Investment Interest	\$ 10,100	\$ 20,858	\$ 4,378	\$ 3,283	\$ 2,114	\$ 858			
Street Op Special Assessment	\$ 3,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Misc Rev. Judgment - Settlement	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Miscellaneous Revenue - Other	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	
Insurance Recoveries - Capital									
Insurance Recoveries - Non Cap	\$ 5,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Transportation Benefit District	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenues	\$ 1,945,145	\$ 2,087,886	\$ 2,119,761	\$ 2,167,791	\$ 2,216,533	\$ 2,265,985	\$ 2,316,643	\$ 2,368,977	
Expenditures Summary									
	2017	2018	2019	2020	2021	2022	2023	2024	
Total Annual Operating Costs	\$ 3,241,744	\$ 2,649,013	\$ 2,484,706	\$ 2,557,712	\$ 2,635,047	\$ 2,713,336	\$ 2,794,364	\$ 2,878,237	
Total Expenditures	\$ 3,241,744	\$ 2,649,013	\$ 2,484,706	\$ 2,557,712	\$ 2,635,047	\$ 2,713,336	\$ 2,794,364	\$ 2,878,237	
Fund Balance									
	2017	2018	2019	2020	2021	2022	2023	2024	
Total Calculated Ending Reserves	\$ 2,020,494	\$ 1,459,367	\$ 1,094,422	\$ 704,501	\$ 285,987	\$ (161,364)	\$ (639,085)	\$ (1,148,345)	
% of Expenditures	62%	55%	44%	28%	11%	-6%	-23%	-40%	
% of Revenues	104%	70%	52%	32%	13%	-7%	-28%	-48%	
Ending Balance Goal	\$ 194,514	\$ 208,789	\$ 211,976	\$ 216,779	\$ 221,653	\$ 226,599	\$ 231,664	\$ 236,898	
<i>Above (Below) Ending Balance Goal</i>	<i>\$ 1,825,980</i>	<i>\$ 1,250,579</i>	<i>\$ 882,446</i>	<i>\$ 487,722</i>	<i>\$ 64,334</i>	<i>\$ (387,962)</i>	<i>\$ (870,749)</i>	<i>\$ (1,385,243)</i>	

**City of Lake Stevens
Forecasting Model
Storm and SW Fund Summary
Proposed Draft 2018**

11/8/2017

Operating Revenue Summary									
	2017	2018	2019	2020	2021	2022	2023	2024	
WA DOE - Capacity G1400295	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drainage Charges	\$ 1,500,620	\$ 1,557,508	\$ 1,528,465	\$ 1,559,035	\$ 1,590,215	\$ 1,622,020	\$ 1,654,460	\$ 1,687,549	
SnoCo Aerator Contrib	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SnoCo Weed Abate Contrib.	\$ 11,000	\$ 10,000	\$ 9,000	\$ 8,100	\$ 7,290	\$ 6,561	\$ 5,905	\$ 5,314	
Investment Interest	\$ 3,000	\$ 11,317	\$ 2,140	\$ 917	\$ (411)				
Total Operating Revenues	\$ 1,533,820	\$ 1,578,825	\$ 1,539,605	\$ 1,568,051	\$ 1,597,094	\$ 1,628,581	\$ 1,660,365	\$ 1,692,864	
Expenditures Summary									
	2017	2018	2019	2020	2021	2022	2023	2024	
Total Annual Operating Costs	\$ 2,092,470	\$ 2,053,786	\$ 1,947,265	\$ 2,010,762	\$ 2,078,140	\$ 2,146,290	\$ 2,216,886	\$ 2,290,023	
Total Expenditures	\$ 2,092,470	\$ 2,053,786	\$ 1,947,265	\$ 2,010,762	\$ 2,078,140	\$ 2,146,290	\$ 2,216,886	\$ 2,290,023	
Fund Balance									
	2017	2018	2019	2020	2021	2022	2023	2024	
Beginning Balance	\$ 1,746,837	\$ 1,188,187	\$ 713,226	\$ 305,566	\$ (137,145)	\$ (618,191)	\$ (1,135,901)	\$ (1,692,422)	
Revenue Over (Under) Expenditures	\$ (558,650)	\$ (474,961)	\$ (407,660)	\$ (442,711)	\$ (481,046)	\$ (517,710)	\$ (556,521)	\$ (597,159)	
Total Calculated Ending Reserves	\$ 1,188,187	\$ 713,226	\$ 305,566	\$ (137,145)	\$ (618,191)	\$ (1,135,901)	\$ (1,692,422)	\$ (2,289,581)	
% of Expenditures	57%	35%	16%	-7%	-30%	-53%	-76%	-100%	
% of Revenues	77%	45%	20%	-9%	-39%	-70%	-102%	-135%	
Ending Balance Goal	\$ 153,382	\$ 157,883	\$ 153,960	\$ 156,805	\$ 159,709	\$ 162,858	\$ 166,036	\$ 169,286	
<i>Above (Below) Ending Balance Goal</i>	<i>\$ 1,034,805</i>	<i>\$ 555,344</i>	<i>\$ 151,605</i>	<i>\$ (293,950)</i>	<i>\$ (777,900)</i>	<i>\$ (1,298,759)</i>	<i>\$ (1,858,458)</i>	<i>\$ (2,458,867)</i>	



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 14, 2017

Subject: Setting Property Tax Levy and Collection for 2018

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance No. 1006 authorizing collection of property tax levy for 2018 and setting the property tax levy.

SUMMARY/BACKGROUND:

The County Assessor requires cities to submit an ordinance to them by November 30th each year authorizing the County to collect property taxes on behalf of the city. The ordinance is to state the percentage of increase requested by the City. As of this date the County has only preliminary dollar figures available for new construction and state-owned utilities so the total dollar amount levied may change. Because the City has annexed into the Library and Fire Districts, the City is capped at the “unused” portion of \$3.60. The Library is allowed up to \$0.50, the Fire District is allowed up to \$1.50, leaving the City with the remaining funds, usually \$1.60. If the other Districts do not levy the full amounts, the remaining portions can be levied by the City.

The 2018 preliminary AV shows an approximate increase of 13.9%. The change in the rate of inflation (IPD rate) is 101.553 percent for tax year 2018. For taxing districts with a population of 10,000 or more the limit factor for property taxes in tax year 2018 is 101%. This City’s estimated levy rate for 2018 is \$1.22 when using the increased levy factor of 101%.

The ordinance authorizes the Snohomish County Assessor to collect property taxes on behalf of the City of Lake Stevens on properties within the city limits. The ordinance includes an estimated 3% increase over the 2017 levy amount. This includes the 1% increase which equates to \$44,930.16 as well as new construction and refunds.

APPLICABLE CITY POLICIES:

Per RCW 84.52.020 and RCW 84.52.070 the legislative body must set property tax levies.

BUDGET IMPACT:

This ordinance will set the 2018 property tax levy at 101% of the highest lawful levy and contribute revenue to the general and street funds.

ATTACHMENTS:

- Exhibit A: Ordinance No. 1006

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1006

AN ORDINANCE OF THE CITY OF LAKE STEVENS LEVYING TAXES UPON ALL PROPERTY – REAL, PERSONAL AND UTILITY, SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE STEVENS, WASHINGTON FOR THE YEAR 2018.

WHEREAS, the City Council of Lake Stevens desires to set the property tax levy for 2018;

WHEREAS, the City Council of Lake Stevens has given notice as required by law of the public hearing held November 14, 2017, to consider the city's current expense budget for the 2018 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the City Council of Lake Stevens, after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Lake Stevens requires a regular levy in the amount of \$4,700,000, which includes an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred, and refunds made, in order to discharge the expected expenses and obligations of the city and in its best interest;

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

Section 1. An increase in the regular property tax levy is hereby authorized for the 2018 levy in the amount of \$44,930.16 which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from annexations that have occurred and refunds made as provided by RCW 84.55.010.

Section 2. 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 14th day of November, 2017.

John Spencer, Mayor

ATTEST/AUTHENTICATION:

Kathy Pugh, Deputy City Clerk

First and Final Reading: November 14, 2017

APPROVED AS TO FORM:

Published:

Effective Date:

Grant Weed, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 11/14/17
Date: _____

Subject: Employee Benefit Changes – Life/AD&D and Long Term and Short Term Disability

Contact	Teri Smith/Human Resources	Budget	N/A
Person/Department:	_____	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize Mayor to sign Agreement between New York Life and City of Lake Stevens

SUMMARY/BACKGROUND:

The City has utilized a local broker for obtaining employer-paid employee life insurance, accidental death and dismemberment (AD&D), and long term disability. Since the 1980's we've had The Standard administer those plans for us. In review of our benefit plans, it became apparent that the rates we were being charged hadn't been reviewed in many years. In September, our broker reviewed the market for better rates and/or coverage options.

We have determined that moving to New York Life to administer the plans would be in our best interest. The savings in rates allowed us to select better benefit options, from a \$50,000 plan to 2x annual salary (with a maximum of \$250,000) based on employee groups. Also, a better long term disability plan (from 60% of \$6,667 to 60% of 10,000) is included. New York Life also offers a voluntary (employee paid) supplemental life insurance plan at lower rates than our current plan, as well as a voluntary Whole Life insurance option.

This topic was discussed during the October 19, 2017 Budget Committee meeting.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: A minor savings of approximately \$38,000 in 2018.

ATTACHMENTS:

- Exhibit A: Employer Application for Group Insurance
- Exhibit B: Employer Proposal

Employer Application For Group Insurance

ICC16-EB-APP (11/16)



The Company You Keep®



New York Life Insurance Company
300 Southborough Drive, Suite 200, South Portland, ME 04106

EMPLOYER APPLICATION FOR GROUP INSURANCE

Group Short-Term Disability Coverage; Group Long-Term Disability Coverage; Group Life Coverage

I. APPLICANT INFORMATION

Full Corporate/Legal Name of Employer

City of Lake Stevens

Employer Tax ID No. (EIN)

91-6018875

Mailing Address of Employer

1812 Main Street

Number/Street

City

State

Zip

Physical Address of Employer

City

State*

(if different from mailing address)

Zip

*This state's laws will govern the policy(ies) unless the Employer and New York Life Insurance Company agree otherwise.

Subsidiaries, Divisions, or Affiliates to be Covered None

Name

Number/Street

City

State

Zip

Name

Number/Street

City

State

Zip

Name

Number/Street

City

State

Zip

If additional space is needed, please use a separate sheet of paper and attach it to this form.

Contact (Name/Title)

Teri Smith, Human Resources Director

Contact Telephone Number

425-377-3227

Contact Email Address

tsmith@lakestevenswa.gov

Nature of Business

SIC Code

Will the proposed insurance replace any existing group insurance? If yes, provide a copy of prior plan.

STD: Yes No If yes, list prior carrier name _____ Prior Plan Termination Date _____

LTD: Yes No If yes, list prior carrier name *Standards* Prior Plan Termination Date *12/31/2017*

LIFE: Yes No If yes, list prior carrier name *Standards* Prior Plan Termination Date *12/31/2017*

Will the proposed insurance be offered through a Section 125 Plan?

STD: Yes No If yes, provide Section 125 Plan anniversary date _____

Will Employer Contribute Toward STD Cost? Yes No If Yes, Employer Percentage _____ %

Will Employee STD Contribution be Pre-tax? or Post-tax?

LTD: Yes No If yes, provide Section 125 Plan anniversary date _____

Will Employer Contribute Toward LTD Cost? Yes No If Yes, Employer Percentage _____ %

Will Employee LTD Contribution be Pre-tax? or Post-tax?

LIFE: Yes No If yes, provide Section 125 Plan anniversary date _____

Will Employer Contribute Toward LIFE Cost? Yes No If Yes, Employer Percentage _____ %

Will Employee Life Contribution be Pre-tax? or Post-tax?

II. SHORT-TERM DISABILITY (STD)

Effective Date 12:01 a.m. <hr/> Month / Day / Year	Anniversary Date <hr/> Month / Day / Year
---	--

STD Eligible Classes

Standard option: All full time employees in active employment in the United States with the employer.

Minimum hours requirement: An employee must be working at least _____ hours per week.

Alternate option:

Class 1: _____ in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Class 2: _____ in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Benefits quoted in attached proposal dated _____

III. LONG-TERM DISABILITY (LTD)

Effective Date 12:01 a.m. <hr/> Month / Day / Year	Anniversary Date <hr/> Month / Day / Year
---	--

LTD Eligible Classes

Standard option: All full time employees in active employment in the United States with the employer.

Minimum hours requirement: An employee must be working at least 20 hours per week.

Alternate option:

Class 1: _____ in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Class 2: _____ in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Benefits quoted in attached proposal dated _____

IV. LIFE

Effective Date 12:01 a.m. <hr/> Month / Day / Year	Anniversary Date <hr/> Month / Day / Year
---	--

LIFE Eligible Classes

Standard option: All full time employees in active employment in the United States with the employer.

Minimum hours requirement: An employee must be working at least 20 hours per week.

Alternate option:

Class 1: Non-Represented in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Class 2: Represented in active employment in the United States with the employer.

Describe occupations

Minimum hours requirement: An employee must be working at least _____ hours per week.

Benefits quoted in attached proposal dated _____

V. BILLING & PREMIUM PAYMENTS

1. For Voluntary coverage, please indicate payroll cycle. Your billing statement will reflect the amount due for each employee based on the number of pay periods that the employee is scheduled for that calendar month.
 Weekly (52) Bi-Weekly (26) Semi-Monthly (24) Monthly (12)
- For Voluntary coverage, the first deduction period will start on Jan 1 01
Month Day
2. Billing statements are mailed to employers on a monthly basis for True Group and Voluntary coverage except for school groups with Voluntary coverage. For school groups with Voluntary coverage, how many months of the year would you like to receive a billing statement?
 9 months 10 months 12 months
3. How would you like your bill structured?
 Single bill with all employees and coverages Single bill with employees grouped by location Multiple bills split by location
4. How would you like to receive your bill?
 Email – PDF Email – Excel Paper
5. Amount of Premium Paid: \$ 0. Note: We are unable to accept cash with this Application.

VI. APPLICANT AGREEMENT:

I understand that the plan for which I am applying includes minimum participation requirements. If a sufficient number or percentage of eligible employees fail to enroll and the minimum participation requirements for the plan are not met, the insurance will not become effective.

If employees are paying all or a portion of the premiums, we agree to deduct applicable premiums from the payroll and remit to New York Life Insurance Company on a monthly basis.

I agree to accept the terms and provisions of the group policy, including its exhibits, riders, endorsements or amendments, if any.

I have read and understand this entire application. The information provided is accurate to the best of my knowledge. I understand that the information on this application and any other information I provide shall serve as the basis for the insurance to be issued, and that I have a duty to notify New York Life Insurance Company of any changes. It is understood and agreed that this application shall be made a part of the policy applied for and that no insurance shall be effective until approved by New York Life Insurance Company at its home office.

Please note that the proposal is not part of the policy.

I understand that the tax consequences to the employer and the employee depend on a variety of factors, including the responses to the questions set forth in this application. I have consulted with my tax advisor as necessary in order to determine these tax consequences and have appropriately taken them into account in completing this application. I have not relied on New York Life Insurance Company or any of its agents or employees for purposes of assessing these tax consequences and am relying exclusively on my tax advisor in this regard.

The following general FRAUD NOTICE applies:

Any person who knowingly presents a false statement in a statement of insurability for insurance may be guilty of a criminal offense and subject to penalties under state law.

Name and title (please print)

Date: _____ / _____ / _____
Month Day Year

Authorized Signature

Dated at (City, State)

Witness/Agent

Date: _____ / _____ / _____
Month Day Year



Your employees count on you. And you can count on us.

New York Life Employee Benefit Products
Employer Proposal

Group Term Life and AD&D
Group Long Term Disability

City of Lake Stevens
Presented by: Stacy Spelman

November 01, 2017

EB-MKT-1007



Table of Contents

Introduction	2
Proposal Summary	2
Why New York Life?	3
Group Life with AD&D.....	5
Plan Summary - Basic Life Coverage	5
Cost Summary - Basic Life Coverage.....	10
Plan Summary - Supplemental Life Coverage	12
Cost Summary - Supplemental Life Coverage.....	17
Proposal Assumptions	20
Plan Definitions	21
Plan Limitations and Exclusions	23
Group Long Term Disability	25
Plan Summary	25
Cost Summary	27
Proposal Assumptions	28
Plan Definitions	29
Plan Limitations and Exclusions	30
Disclosures and Disclaimers.....	32

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Proposal Summary

Thank you for the opportunity to provide you and your employees with insurance protection. We are honored to offer this proposal to you.

This proposal is based on data received by New York Life and is not a policy. The group insurance policy supersedes this proposal. The actual group insurance policy will contain additional provisions not fully described in this document. The provisions are explained in basic terms and may be subject to some state restrictions.

Proposed Effective Date:

January 01, 2018

Proposal presented to:

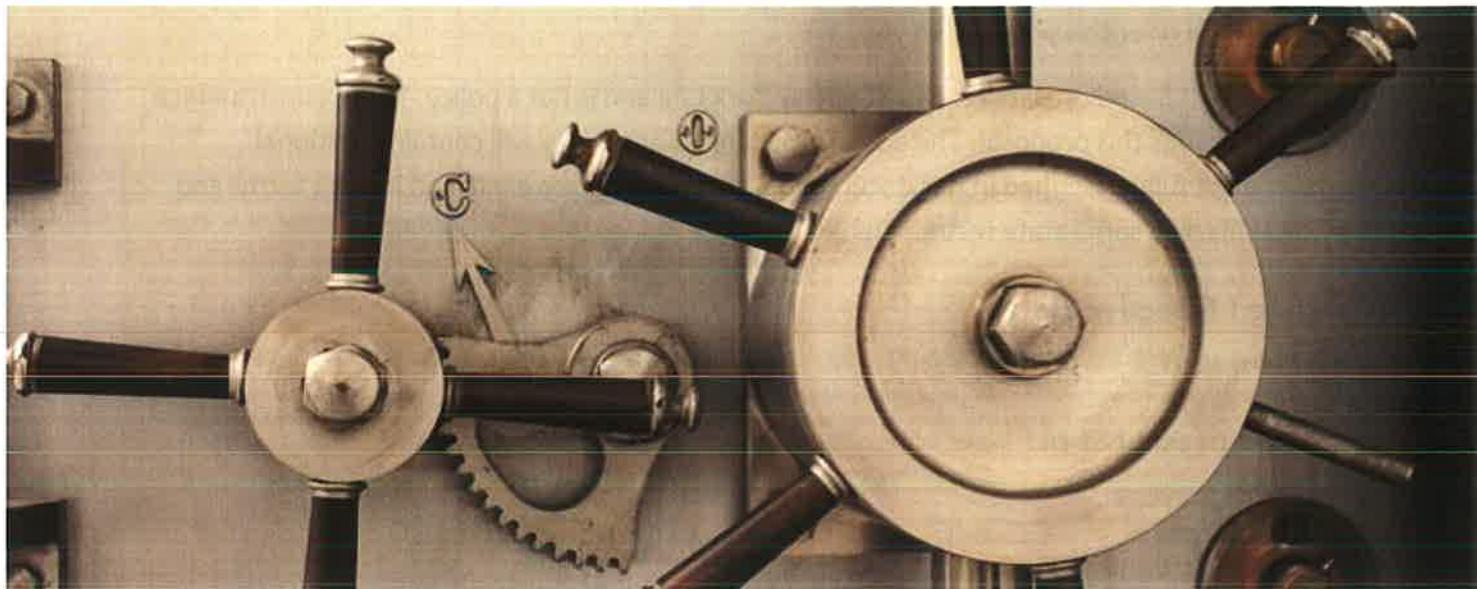
City of Lake Stevens
1812 Main Street
Lake Stevens, Washington 98258

Contacting your New York Life Agent

Stacy Spelman
10885 NE 4th Street, Suite 1400
Bellevue, Washington 98004-5579
sspelman@ft.newyorklife.com
(206) 851-6215

Why New York Life?

A promise built on a history of strength.



When choosing a qualified insurance partner for your company, there are many different factors to consider. But one thing is for sure—the products you purchase must deliver on their promises to the employees you insure.

At New York Life, we are committed to conducting business around the core values of financial strength, integrity, and humanity—and to maintaining our mutual status, which allows us to focus on just one objective: meeting the needs of policy owners now and far into the future.

Our financial strength ratings are the highest currently awarded to any life insurer from all four major ratings agencies.*

*Source: Individual independent rating agency commentaries as of 8/9/16.

A++	Superior	A.M. Best
AAA	Exceptionally Strong	Fitch
Aaa	Exceptional	Moody's
AA+	Very Strong	Standard & Poor's

Employee benefits with a human touch.

We believe that proper guidance never goes out of style.

Because of our commitment to a career agency system, we can provide you and your employees with the personal attention and quality service you deserve. Your employees have a lot to think about when it comes to protecting their families and financial futures. And, while there's plenty of information out there, it can often leave people confused and overwhelmed.

Our agents are among some of the most knowledgeable in the industry, and they make it their personal mission to connect with your employees individually, and, in many cases, help them address their financial needs beyond what is being offered at the workplace. This attention to personal, consultative service isn't typical for insurance carriers, but it's who we are as a company.

We know what it means to be a great employer.

As one of the world's largest and most respected insurance carriers, New York Life understands what it takes to create a culture that brings out the best in your employees. Here are some of our company's proudest achievements:

- 60+ years in the workplace market
- *Diversity Inc's "Top 50 Companies for Diversity" (2016)*
- *Training Magazine's "Training Top 125" (2017)*
- *Minority Business News USA Magazine's "Annual Corporate 101" List (2016)*
- *Working Mother Magazine "100 Best Companies" List (2016) and "Best Companies for Multicultural Women" (2016)*
- *Affinity Magazine's "Top Corps for LGBT Economic Empowerment" (2016)*
- *100 Best Adoption-Friendly Workplaces (2016)*
- *Military Friendly Schools & Employees Award (2017)*
- And many others.

Plan Summary

Group Life with AD&D

Basic Life Eligibility

Class 1 All active full time excluding police & teamsters
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Class 2 All active full time teamsters
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Class 3 All active full time police guild
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Basic Employee Life

	Class 1	Class 2
Benefit Amount	1X Annual Earnings	1X Annual Earnings
Annual Earnings Definition	Current Income Including Deferred Compensation	Current Income Including Deferred Compensation
Benefit Rounding Rule	Next Higher \$1,000	Next Higher \$1,000
Minimum Benefit	\$10,000	\$10,000
Guarantee Issue	\$125,000	\$125,000
Maximum Benefit	\$125,000	\$125,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Waiver of Premium	Included, if disabled prior to Age 60, ends at Age 65	Included, if disabled prior to Age 60, ends at Age 65
Waiver of Premium Elimination Period	9 Months	9 Months
Waiver of Premium Definition of Disability	Any Occupation	Any Occupation

Proposal for **City of Lake Stevens**
 Proposed Effective Date: January 01, 2018

	Class 1	Class 2
Accelerated Death Benefit	Included, 80%	Included, 80%
Conversion	Included	Included
Continuity Of Coverage	Not Included	Not Included
Employer Contributions	100%	100%
Employee Contributions	0%	0%
Minimum Required Participation	100%	100%

	Class 3
Benefit Amount	Flat \$50,000
Annual Earnings Definition	N/A
Benefit Rounding Rule	N/A
Minimum Benefit	N/A
Guarantee Issue	\$50,000
Maximum Benefit	\$50,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70
Waiver of Premium	Included, if disabled prior to Age 60, ends at Age 65
Waiver of Premium Elimination Period	9 Months
Waiver of Premium Definition of Disability	Any Occupation
Accelerated Death Benefit	Included, 80%
Conversion	Included
Continuity Of Coverage	Not Included
Employer Contributions	100%
Employee Contributions	0%
Minimum Required Participation	100%

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Basic Employee AD&D

	Class 1	Class 2
Benefit Amount	1X Annual Earnings	1X Annual Earnings
Benefit Rounding Rule	Next Higher \$1,000	Next Higher \$1,000
Minimum Benefit	\$10,000	\$10,000
Maximum Benefit	\$125,000	\$125,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Employer Contributions	100%	100%
Employee Contributions	0%	0%
Minimum Required Participation	100%	100%

	Class 3
Benefit Amount	Flat \$50,000
Benefit Rounding Rule	N/A
Minimum Benefit	N/A
Maximum Benefit	\$50,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70
Employer Contributions	100%
Employee Contributions	0%
Minimum Required Participation	100%

Basic Dependent Life

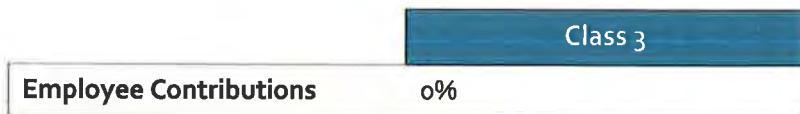
	Class 1	Class 2
Spouse Benefit Amount	Flat \$5,000	Flat \$5,000
Spouse Guarantee Issue	\$5,000	\$5,000

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

	Class 1	Class 2
Spouse Maximum Benefit	\$5,000	\$5,000
Spouse Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Child Benefit Less Than 15 Days	\$0	\$0
Child Benefit 15 Days to 6 Months	\$500	\$500
Child Benefit Amount 6 Months to Maximum Child Age	\$2,000	\$2,000
Child Maximum Benefit	\$2,000	\$2,000
Child Maximum Age	19, or 26 if full-time student	19, or 26 if full-time student
Employer Contributions	100%	100%
Employee Contributions	0%	0%

	Class 3
Spouse Benefit Amount	Flat \$10,000
Spouse Guarantee Issue	\$10,000
Spouse Maximum Benefit	\$10,000
Spouse Reduction Schedule	To 65% at age 65, and to 50% at age 70
Child Benefit Less Than 15 Days	\$0
Child Benefit 15 Days to 6 Months	\$500
Child Benefit Amount 6 Months to Maximum Child Age	\$2,000
Child Maximum Benefit	\$2,000
Child Maximum Age	19, or 26 if full-time student
Employer Contributions	100%

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018



Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Cost Summary

Group Life with AD&D

Basic Employee Life

Class	Number of Lives	Rate per \$1000 Volume	Volume	Monthly Premium
Class 1	31	\$0.150	\$2,542,000.00	\$381.30
Class 2	17	\$0.150	\$1,025,000.00	\$153.75
Class 3	33	\$0.150	\$1,650,000.00	\$247.50
Total	81	\$0.150	\$5,217,000.00	\$782.55

Basic Employee AD&D

Class	Number of Lives	Rate per \$1000 Volume	Volume	Monthly Premium
Class 1	31	\$0.030	\$2,542,000.00	\$76.26
Class 2	17	\$0.030	\$1,025,000.00	\$30.75
Class 3	33	\$0.030	\$1,650,000.00	\$49.50
Total	81	\$0.030	\$5,217,000.00	\$156.51

Basic Family Unit Rates

Spouse Option	Child Option	Number of Units	Rate Per Unit	Monthly Premium
\$5,000.00	\$2,000.00	TBD	\$1.250	TBD

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Proposal Facts

- This proposal includes a commission level of: Flat 12%.
- We have determined that this policyholder has a Standard Industrial Classification of 9111.
- Rates are guaranteed through: 12/31/2019.
- Assumes a situs state of Washington.
- Premium / Benefit is payable in US currency.
- Monthly detailed billing services included (list billed).
- This proposal is valid for 90 days, starting on 11/1/2017.
- A copy of the current carrier's policy / certificate will be required at the time of sale, if one has not already been provided.
- This proposal shows a summary of proposed benefits, rates and other assumptions.
- This is not part of any legal contract or group policy.
- Dependent benefit may not exceed 50% of the employee's benefit amount.
- Spouse coverage is billed based on the employee's date of birth.
- The AD&D is 24 hour coverage.
- AD&D Benefit Amounts are equal to Life Benefit Amounts.

Plan Summary

Group Life with AD&D

Supplemental Life Eligibility

Class 1 All active full time excluding police & teamsters
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Class 2 All active full time teamsters
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Class 3 All active full time police guild
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Supplemental Employee Life

	Class 1	Class 2
Benefit Amount	Increments of \$10,000	Increments of \$10,000
Annual Earnings Definition	Current Income Including Deferred Compensation	Current Income Including Deferred Compensation
Minimum Benefit	\$10,000	\$10,000
Guarantee Issue	\$100,000	\$100,000
Maximum Benefit	\$350,000 not to exceed 5X Salary	\$350,000 not to exceed 5X Salary
Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Annual Reenrollment	Evidence of Insurability Any Level	Evidence of Insurability Any Level
Waiver of Premium	Included, if disabled prior to Age 60, ends at Age 65	Included, if disabled prior to Age 60, ends at Age 65
Waiver of Premium Elimination Period	9 Months	9 Months

Proposal for **City of Lake Stevens**
 Proposed Effective Date: January 01, 2018

	Class 1	Class 2
Waiver of Premium Definition of Disability	Any Occupation	Any Occupation
Accelerated Death Benefit	Included, 80%	Included, 80%
Portability	Included	Included
Conversion	Included	Included
Continuity Of Coverage	Not Included	Not Included
Suicide Exclusion	Included	Included
Employer Contributions	0%	0%
Employee Contributions	100%	100%
Minimum Required Participation	Greater of 7 lives or 25%	Greater of 7 lives or 25%

	Class 3
Benefit Amount	Increments of \$10,000
Annual Earnings Definition	Current Income Including Deferred Compensation
Minimum Benefit	\$10,000
Guarantee Issue	\$100,000
Maximum Benefit	\$450,000 not to exceed 5X Salary
Reduction Schedule	To 65% at age 65, and to 50% at age 70
Annual Reenrollment	Evidence of Insurability Any Level
Waiver of Premium	Included, if disabled prior to Age 60, ends at Age 65
Waiver of Premium Elimination Period	9 Months
Waiver of Premium Definition of Disability	Any Occupation
Accelerated Death Benefit	Included, 80%

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Class 3	
Portability	Included
Conversion	Included
Continuity Of Coverage	Not Included
Suicide Exclusion	Included
Employer Contributions	0%
Employee Contributions	100%
Minimum Required Participation	Greater of 7 lives or 25%

Supplemental Employee AD&D

	Class 1	Class 2
Benefit Amount	Increments of \$10,000	Increments of \$10,000
Minimum Benefit	\$10,000	\$10,000
Maximum Benefit	\$350,000 not to exceed 5X Salary	\$350,000 not to exceed 5X Salary
Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Employer Contributions	0%	0%
Employee Contributions	100%	100%
Minimum Required Participation	Greater of 7 lives or 25%	Greater of 7 lives or 25%

	Class 3
Benefit Amount	Increments of \$10,000
Minimum Benefit	\$10,000
Maximum Benefit	\$450,000 not to exceed 5X Salary
Reduction Schedule	To 65% at age 65, and to 50% at age 70
Employer Contributions	0%

Proposal for City of Lake Stevens
 Proposed Effective Date: January 01, 2018

Class 3	
Employee Contributions	100%
Minimum Required Participation	Greater of 7 lives or 25%

Supplemental Dependent Life

	Class 1	Class 2
Spouse Benefit Amount	Increments of \$5,000	Increments of \$5,000
Spouse Guarantee Issue	\$25,000	\$25,000
Spouse Minimum Benefit	\$5,000	\$5,000
Spouse Maximum Benefit	\$150,000	\$150,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70	To 65% at age 65, and to 50% at age 70
Child Benefit Less Than 15 Days	\$0	\$0
Child Benefit 15 Days to 6 Months	\$500	\$500
Child Benefit Amount 6 Months to Maximum Child Age	Choice of Flat \$5,000, \$10,000	Choice of Flat \$5,000, \$10,000
Child Maximum Benefit	5000, 10000	5000, 10000
Child Maximum Age	19, or 26 if full-time student	19, or 26 if full-time student
Annual Enrollment	Evidence of Insurability Any Level	Evidence of Insurability Any Level
Suicide Exclusion	Included	Included
Employer Contributions	0%	0%
Employee Contributions	100%	100%

Class 3	
Spouse Benefit Amount	Increments of \$5,000
Spouse Guarantee Issue	\$25,000

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Class 3	
Spouse Minimum Benefit	\$5,000
Spouse Maximum Benefit	\$150,000
Reduction Schedule	To 65% at age 65, and to 50% at age 70
Child Benefit Less Than 15 Days	\$0
Child Benefit 15 Days to 6 Months	\$500
Child Benefit Amount 6 Months to Maximum Child Age	Choice of Flat \$5,000, \$10,000
Child Maximum Benefit	5000, 10000
Child Maximum Age	19, or 26 if full-time student
Annual Enrollment	Evidence of Insurability Any Level
Suicide Exclusion	Included
Employer Contributions	0%
Employee Contributions	100%

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Cost Summary

Group Life with AD&D

Supplemental Employee Life

Age	Rate per \$1000 Volume	Lives (Eligible)	Volume	Monthly Premium
0 - 24	\$0.070	TBD	TBD	TBD
25 - 29	\$0.090	TBD	TBD	TBD
30 - 34	\$0.110	TBD	TBD	TBD
35 - 39	\$0.130	TBD	TBD	TBD
40 - 44	\$0.140	TBD	TBD	TBD
45 - 49	\$0.220	TBD	TBD	TBD
50 - 54	\$0.330	TBD	TBD	TBD
55 - 59	\$0.620	TBD	TBD	TBD
60 - 64	\$0.950	TBD	TBD	TBD
65 - 69	\$1.820	TBD	TBD	TBD
70+	\$2.950	TBD	TBD	TBD
Total		TBD	TBD	TBD

Supplemental Employee AD&D

Class	Number of Lives	Rate per \$1000 Volume	Volume	Monthly Premium
Class 1	TBD	\$0.030	TBD	TBD
Class 2	TBD	\$0.030	TBD	TBD
Class 3	TBD	\$0.030	TBD	TBD
Total	TBD	\$0.030	TBD	TBD

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Supplemental Spouse Life

Age	Rate per \$1000 Volume	Lives (Eligible)	Volume	Monthly Premium
0 - 24	\$0.070	TBD	TBD	TBD
25 - 29	\$0.090	TBD	TBD	TBD
30 - 34	\$0.110	TBD	TBD	TBD
35 - 39	\$0.130	TBD	TBD	TBD
40 - 44	\$0.140	TBD	TBD	TBD
45 - 49	\$0.220	TBD	TBD	TBD
50 - 54	\$0.330	TBD	TBD	TBD
55 - 59	\$0.620	TBD	TBD	TBD
60 - 64	\$0.950	TBD	TBD	TBD
65 - 69	\$1.820	TBD	TBD	TBD
70+	\$2.950	TBD	TBD	TBD
Total		TBD	TBD	TBD

Supplemental Child Life

Class	Number of Lives	Rate per \$1000 Volume	Volume	Monthly Premium
Total	TBD	\$0.240	TBD	TBD

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Proposal Facts

- This proposal includes a commission level of: Flat 12%.
- We have determined that this policyholder has a Standard Industrial Classification of 9111.
- Rates are guaranteed through: 12/31/2019.
- Assumes a situs state of Washington.
- Premium / Benefit is payable in US currency.
- Monthly detailed billing services included (list billed).
- This proposal is valid for 90 days, starting on 11/1/2017.
- A copy of the current carrier's policy / certificate will be required at the time of sale, if one has not already been provided.
- This proposal shows a summary of proposed benefits, rates and other assumptions.
- This is not part of any legal contract or group policy.
- Dependent benefit may not exceed 50% of the employee's benefit amount.
- Spouse coverage is billed based on the employee's date of birth.
- The AD&D is 24 hour coverage.
- AD&D Benefit Amounts are equal to Life Benefit Amounts.

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Proposal Assumptions

- Eligibility includes employees who are US legal residents or citizens working in the US.
- Temporary, seasonal, leased and contracted (1099) employees are not eligible.
- This proposal assumes there is a direct common law employer-employee relationship.
- Standard policy language is included for quoted plan provisions. State variations will apply.
- Employees must be actively at work on the effective date of the policy for coverage to be effective. For employees not actively at work on the effective date, coverage will be effective when the employee returns to active employment.
- Claims incurred prior to the effective date of the policy are the liability of the prior carrier.
- Final rates are based on updated census provided at time of sale.
- Quote assumes a fully insured, non-participating, non-dividend eligible funding arrangement.
- For contributory coverage, an enrolled census must be provided at time of sale and participation requirements must be met.
- For contributory coverage, evidence of insurability is required for late entrants.
- Guarantee Issue Limits apply to new and takeover amounts of coverage for employees and spouses.

Plan Definitions

Group Life with AD&D

Accelerated Death Benefit	The Accelerated Death Benefit allows employees to elect to receive a portion of their life insurance benefit as an accelerated payment if diagnosed as terminally ill.	
Waiver of Premium	The Waiver of Premium provision extends coverage when a covered employee becomes totally disabled prior to Age 60. Once approved, the waiver of premium coverage continues as long as the employee is continuously totally disabled, until Age 65.	
Portability	Portability allows employees to continue their supplemental coverage up to 5 Years after they leave employment. Terminating employees must not be disabled in order to port their coverage. The amount eligible for Portability is the employee's current coverage amount up to a maximum of \$250,000.	
AD&D Additional Benefits	Seat Belt and Airbag Benefit, Child Care Expense Benefit, Child Education Expense Benefit, Spouse Education Benefit, Repatriation Benefit, Elder Care Expense Benefit.	
AD&D Covered Losses	ACCIDENTAL DEATH & DISMEMBERMENT	BENEFIT AMOUNT
	Loss of Life	The Full Amount
	Loss of Both Hands or Both Feet or Loss of Sight of Both Eyes	The Full Amount
	Loss of One Hand and One Foot	The Full Amount
	One Hand or One Foot and Loss of Sight Of One Eye	The Full Amount
	Loss of Speech and Loss of Hearing in Both Ears	The Full Amount
	Loss of One Hand or One Foot	One Half the Full Amount
	Loss of One Leg or One Arm	One Half the Full Amount
	Loss of Sight of One Eye	One Half the Full Amount
	Loss of Speech or Hearing in Both Ears	One Half the Full Amount
	Loss of Thumb and Index Finger of Same Hand	One Quarter the Full Amount

Proposal for City of Lake Stevens
Proposed Effective Date: January 01, 2018

Quadriplegia (total and irreversible paralysis of all four limbs.)	The Full Amount
Triplegia (total and irreversible paralysis of three limbs)	Three-Quarters the Full Amount
Paraplegia (total and irreversible paralysis of both lower limbs)	Three-Quarters the Full Amount
Hemiplegia (total and irreversible paralysis of both limbs on either side of the body; i.e. the right arm and right leg or the left arm and left leg)	One-Half the Full Amount
Uniplegia (total and irreversible paralysis of one limb)	One-Quarter the Full Amount

Plan Limitations and Exclusions

Group Life with AD&D

Suicide Exclusion
When an employee pays all or part of the premium for their Life insurance coverage, no benefit will be paid for the specified period of time if the death is caused by, contributed to by, or results from suicide.

The AD&D policy contains additional exclusions including, but not limited to the following:

**Standard Exclusions
(AD&D)**

- intentionally self-inflicted harm;
- participation in a war, declared or undeclared, or any act of war;
- commission or attempt to commit a felony; or
- active participation in a riot, insurrection or terrorist activity.

Life Management Philosophy

Life Claims

We approach every claim knowing that work and income are an integral part of life. We focus our efforts on a positive customer experience, supporting sick or injured people with return to work whenever possible, and providing timely benefits to every eligible insured or beneficiary.

Unparalleled Claims Management Expertise

- Extensive expertise and experience in managing claims for Disability and Life products.
- Coordinated management of multiple policies for one claimant.
STD → LTD → LWOP → Life
- A full complement of on-site resources with expertise in medical, vocational rehabilitation, Social Security advocacy, compliance and forensic accounting.
- Diligent focus on investigation and management of the disability event for Life Waiver of Premium claims to ensure contractual eligibility and accuracy of premium waiver period.

Superior Customer Service

We make a personal connection with all claimants. Our Claims Analysts call every new claimant with continued contact throughout the course of the claim. We diligently follow-up on outstanding information needed to complete the initial claim review and communicate each decision directly to the claimant. You, the employer, also have direct access to the Claims Analyst to stay informed of the claim status.

Aggressive Customer-Focused Service Standards that are consistently outperformed:

- New claims acknowledged within three days of receipt
- Telephone calls returned the same business day
- Analyst workloads structured to support service excellence

Claim Ownership with Expert Support

The Claims Analyst owns the claim and is assisted by multidisciplinary experts who support timely, accurate and effective claims management.

- Medical Team - Physicians and Nurse Medical Consultants who connect with the treating physician.
- Vocational Rehabilitation Services – Certified Vocational Rehabilitation Counselors provide a full range of vocational services including:
 - Return to work accommodation(s)
 - Rehabilitation planning, oversight and job placement
 - Transferable skills and labor market analysis
- Social Security Advocacy
 - Expert legal assistance to guide and support claimants through the Social Security Disability application and, where necessary, appeal process. This is offered at no cost to the claimant.

Plan Summary

Group Long Term Disability

Eligibility

Class 1 All active full time employees
Minimum Hours: 20 hours or more per week.
Waiting Period: End of the month following 30 days active employment

Long Term Disability

We will provide a benefit to your covered employees who suffer a long-term disability due to injury or illness based on the following table:

Class 1	
Plan Type	Percent of Salary
Benefit Percentage	60%
Monthly Maximum Benefit	\$10,000
Monthly Earnings Definition	Current Income Including Deferred Compensation
Elimination Period (EP)	90 Days
Maximum Period of Payment	SSNRA
Accumulation of EP	2X EP
Minimum Benefit	> \$100 or 10%
Social Security Integration	Family
Regular Occupation Period	2 Years
Definition of Disability	Residual
Gainful Occupation	80/60
Mental Illness Limitation	24 Months

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Class 1	
Alcoholism or Drug Abuse Limitation	24 Months
Special Condition Limitation	24 Months
Pre-Existing Condition Limitation	3/12
Survivor Benefit	3 Months
Work Incentive Benefit	12 Months
Workplace Modification Benefit	\$5,000
Mandatory Rehabilitation	No
Vocational Rehabilitation Benefit	5% to \$500
FICA Match	No
Employer Contributions	100%
Employee Contributions	0%
Minimum Required Participation	100%

A disability can strike anyone at any time. By selecting Group Long Term Disability coverage from New York Life, you are providing covered employees with a benefit that will offer them a safety net of income protection if they are unable to work due to a disability.

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Cost Summary

Group Long Term Disability

Class	Number of Lives	Rate per \$100 of Monthly Covered Payroll	Monthly Covered Payroll	Monthly Premium
Class 1	81	\$0.39	\$499,915.00	\$1,949.67
Total	81	\$0.39	\$499,915.00	\$1,949.67

Proposal Facts

- This proposal includes a commission level of: Flat 15%.
- We have determined that this policyholder has a Standard Industrial Classification of 9111.
- Rates are guaranteed through: 12/31/2019.
- Assumes a situs state of Washington.
- Premium / Benefit is payable in US currency.
- Monthly detailed billing services included (list billed).
- This proposal is valid for 90 days, starting on 11/1/2017.
- A copy of the current carrier's policy / certificate will be required at the time of sale, if one has not already been provided.
- This proposal shows a summary of proposed benefits, rates and other assumptions.
- This is not part of any legal contract or group policy.

Proposal for **City of Lake Stevens**
Proposed Effective Date: January 01, 2018

Proposal Assumptions

- Eligibility includes employees who are US legal residents or citizens working in the US.
- Temporary, seasonal, leased and contracted (1099) employees are not eligible.
- This proposal assumes there is a direct common law employer-employee relationship.
- Standard policy language is included for quoted plan provisions. State variations will apply.
- Participation in Social Security and Worker's Compensation is assumed.
- Employees must be actively at work on the effective date of the policy for coverage to be effective. For employees not actively at work on the effective date, coverage will be effective when the employee returns to active employment.
- Claims incurred prior to the effective date of the policy are the liability of the prior carrier.
- Final rates are based on updated census provided at time of sale.
- Quote assumes a fully insured, non-participating, non-dividend eligible funding arrangement.
- For contributory coverage, an enrolled census must be provided at time of sale and participation requirements must be met.
- For contributory coverage, evidence of insurability is required for late entrants.

Plan Definitions

Group Long Term Disability

Survivor Benefit	If a claimant dies while receiving disability benefits, a specified benefit will be paid to the spouse or child(ren) of the claimant.
Vocational Rehabilitation Benefit	If the claimant participates in an approved vocational rehabilitation plan, they are eligible to receive an additional benefit.
Waiver of Premium	Premium payments are not required for the claimant's coverage while they are receiving long term disability benefit payments.
Work Incentive Benefit	This allows a claimant, who is returning to work in some capacity, the ability to receive up to 100% of their pre-disability earnings for a specified period of time.
Workplace Modification Benefit	Reimburses the employer for up to 100% of the cost of workplace modifications that allow a claimant to return to work.

Plan Limitations and Exclusions

Group Long Term Disability

Alcoholism or Drug Abuse Limitation Disabilities related to alcoholism or drug abuse are subject to limited period of payment.

Mental Illness Limitation Disabilities related to mental illness are subject to limited periods of payment.

Special Condition Limitation Disabilities related to specified conditions are subject to limited periods of payment.

Pre-Existing Condition Limitation Individuals whose disability is caused by, contributed to by, or the result of a preexisting condition may not qualify for benefits. A pre-existing condition is a condition for which the insured received medical treatment or consultation, took or was prescribed drugs or medicine or received care or services, including diagnostic measures, during a specified period of time prior to the effective date of coverage.

Standard Exclusions The long term disability policy contains additional exclusions including but not limited to the following:

- intentionally self-inflicted harm;
- participation in a war, declared or undeclared, or any act of war;
- commission or attempt to commit a felony; or
- active participation in a riot, insurrection or terrorist activity

Disability Management Philosophy

Disability Claims

We approach every claim knowing that work and income are an integral part of life. We focus our efforts on a positive customer experience, supporting sick or injured people with return to work whenever possible, and providing timely benefits to every eligible insured or beneficiary.

Unparalleled Claims Management Expertise

- Extensive expertise and experience in managing claims for Disability and Life products.
- Coordinated management of multiple policies for one claimant.
STD → LTD → LWOP → Life
- A full complement of on-site resources with expertise in medical, vocational rehabilitation, Social Security advocacy, compliance and forensic accounting.
- Diligent focus on return to work, contractual eligibility, accuracy of benefit payment, and assistance in securing other income (SSDI) when the claimant is disabled long term.
- Responsive and creative in helping people get back to work. When appropriate, we assist with return to work accommodation even if there are costs beyond what is provided for by the policy.

Superior Customer Service

We make a personal connection with all claimants. Our Claims Analysts call every new claimant with continued contact throughout the course of the claim. We diligently follow-up on outstanding information needed to complete the initial claim review and communicate each decision directly to the claimant. You, the employer, also have direct access to the Claims Analyst to stay informed of the claim status.

Aggressive Customer-Focused Service Standards that are consistently outperformed:

- New claims acknowledged within three days of receipt
- Telephone calls returned the same business day
- Analyst workloads structured to support service excellence

Claim Ownership with Expert Support

The Claims Analyst owns the claim and is assisted by multidisciplinary experts who support timely, accurate and effective claims management.

- Medical Team - Physicians and Nurse Medical Consultants who connect with the treating physician.
- Vocational Rehabilitation Services – Certified Vocational Rehabilitation Counselors provide a full range of vocational services including:
 - Return to work accommodation(s)
 - Rehabilitation planning, oversight and job placement
 - Transferable skills and labor market analysis
- Social Security Advocacy
 - Expert legal assistance to guide and support claimants through the Social Security Disability application and, where necessary, appeal process. This is offered at no cost to the claimant.

Disclosures and Disclaimers

You should be aware that depending on the specific facts and circumstances of the arrangement, your group benefits plan(s) may be subject to the Employee Retirement Income Security Act of 1974, as amended ("ERISA").

Group disability and term life policies discussed herein may be part of a plan subject to ERISA. ERISA imposes certain requirements on plan sponsors and plan fiduciaries, including but not limited to reporting, disclosure, fiduciary and claims requirements. You, as the employer, should consult with your tax and legal advisors regarding the applicability of ERISA to any arrangements addressed in this material.

New York Life, its subsidiaries, agents and employees do not provide legal, tax or ERISA advice. New York Life, its subsidiaries, agents and employees are not ERISA fiduciaries with respect to group disability and term life policies discussed herein.

The tax consequences of benefits paid under this policy may depend on whether the employee pays for the coverage and to what extent the coverage is paid for on a pre- or post-tax basis, among other factors. Certain requirements apply to coverage offered under "cafeteria plans" subject to IRS sec. 125, including minimum eligibility and participation requirements. You should discuss with your tax advisor the consequences of buying this policy, including whether premium payments are deductible, the taxability of benefits; and whether you have met all applicable tax requirements. New York Life Insurance Company, its employees, agents, and affiliates cannot provide tax advice.

There could be income tax implications if the employer funded Basic Life Rates have been reduced in cost (subsidized) by this proposal's Supplemental/Voluntary Life rates. Subsidized rates can potentially create additional imputed income for some employees (under IRC Section 79). As a group insurance carrier, New York Life cannot make this determination for you. We recommend you consult with your tax consultant and attorney before implementing the Basic and Supplemental/Voluntary Life rates in this proposal.

Underwritten by New York Life Insurance Company

WORKERS LIFE INSURANCE COMPANY
1100 Peachtree Street, N.E., Atlanta, Georgia 30367 • 404/522-1200 • 800/241-1200 • Fax 404/522-1201





This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda 11/14/17
Date: _____

Subject: Non-Represented Salary Schedule

Contact _____ **Person/Department:** _____ **Budget Impact:** _____ **See 2018 Proposed Budget**

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize staff to incorporate new salary schedule for non-represented employees with the 2018 Budget.

SUMMARY/BACKGROUND:

The current Personnel Rules and Policies (eff. 6/22/15), Chapter 3, Policy No. P-6-95 (revised 6/22/15), describe occurrences when a position's job duties and/or compensation may be reviewed and/or changed. The policy further states that a review of salaries shall be comprehensively conducted every third year in conjunction with the annual budget process. It appears the last non-represented salary review was conducted in 2014; prior to that, the previous survey was conducted in 2008. In preparation for a comprehensive salary study, a review of the current compensation plan and salary schedule for the non-represented employees was conducted.

The review of the salary structure for non-represented employees shows that it includes seven steps for each range, as specified in the policy. However, there is no policy definition of how ranges are established nor can I determine the method used to establish the current structure of each range. I am unable to determine a standard method of calculation between each step in the range. (*Exhibit A*)

The policy also references, in part, "similar cities and the local area"; however, there is no defining information. Upon review of the 2014 study, comparable cities were established using criteria published by the Public Employment Relations Commission (PERC). The criteria included cities that were 50% lower and higher than Lake Stevens regarding population, assessed value, and sales tax; another criteria was location west of the mountains.

For purposes of the comprehensive review of the non-represented salaries, I propose an update to the current salary schedule to include a defined methodology of calculating the salary ranges and steps within each range for non-exempt and exempt non-represented positions. This proposal will be broad enough to include our current classifications, allow for future salary growth, and

provide for better internal equity comparisons. (*Exhibit B, based on 2017 rates*) Further, I will propose a slightly narrower definition of comparable cities to be used for comparable positions for future classification and compensation surveys. The proposed cities are those fitting the above referenced criteria, but narrowed to include those in our recruitment proximity. (*Exhibit C*)

RECOMMENDATION:

Adopt one salary table for non-exempt and one for exempt non-represented positions with two and one half percent (2.5%) separating each range and four percent (4%) between each step on the range. Any all-inclusive salary adjustments (e.g. annual cost of living adjustments) will be applied to the lowest salary on each salary table thus allowing the above noted calculation to maintain consistent with each mass update. To transition to the new tables, the incumbents' monthly salary amount will move to the step in the new range that is closest to their current monthly amount without a reduction in salary (noted in the exhibits).

This recommendation also includes providing a longevity amount, effective January 1, 2018, to the non-represented employees. This longevity is similar to what other city employees receive and provides positive recognition for their years of service to the community of Lake Stevens. The longevity amount, calculated on base salary, is:

Years of Completed Service	Amount
5 - 10	1%
10 - 15	2.5%
15 - 20	4%
20+	4.75%

APPLICABLE CITY POLICIES: Personnel Rules and Policies (eff. 6/22/15), Chapter 3, Policy No. P-6-95 (revised 6/22/15)

BUDGET IMPACT: With the offset of cost savings in changing medical plans in 2018, there will be a minimal cost impact to the 2018 budget.

ATTACHMENTS:

- Exhibit A: 2017 current salary schedules for non-exempt and exempt non-represented employees
- Exhibit B: 2017 proposed salary schedules for non-exempt and exempt non-represented employees
- Exhibit C: Proposed Comparable Cities

Exhibit A – Current 2017 Salary Schedule sorted by Step A, Lowest to Highest

CURRENT 2017 Non-Rep Salary Schedule							
Non-Exempt Range	Step A	Step B	Step C	Step D	Step E	Step F	Step G
	SORT Sm-Lg						
5.00	3,117.83	3,257.91	3,397.99	3,539.12	3,679.21	3,819.29	3,959.36
7.00	3,393.54	3,549.60	3,705.66	3,862.74	4,018.80	4,174.86	4,330.92
10.00	3,996.51	4,180.10	4,364.75	4,548.33	4,731.92	4,916.57	5,100.16
12.00	4,132.35	4,306.38	4,479.36	4,653.39	4,827.44	5,001.48	5,174.45
15.00	4,290.25	4,483.60	4,677.80	4,870.95	5,064.09	5,258.28	5,451.42
15.25	4,520.64	4,700.16	4,878.66	5,058.18	5,236.68	5,416.20	5,594.70
40.00	4,709.65	4,907.03	5,104.41	5,301.80	5,499.18	5,696.57	5,893.95
30.00	4,754.21	4,965.39	5,176.57	5,387.75	5,597.87	5,809.05	6,020.23
20.00	4,895.36	5,112.90	5,329.39	5,546.93	5,764.48	5,980.96	6,198.52
20.00	4,895.36	5,112.90	5,329.39	5,546.93	5,764.48	5,980.96	6,198.52
45.00	4,964.33	5,236.00	5,506.61	5,778.28	6,048.89	6,320.55	6,591.16
36.00	4,966.38	5,141.82	5,321.34	5,509.02	5,705.88	5,904.78	6,115.92
25.00	5,188.25	5,405.80	5,622.28	5,839.83	6,056.31	6,273.86	6,490.35
27.00	6,275.04	6,559.62	6,845.22	7,129.80	7,414.38	7,699.98	7,984.56

EXHIBIT B – 2017 PROPOSED SALARY SCHEDULE (Non-Exempt)
2.5% between ranges and 4% between steps
Based on 2017 Rates

Non-Exempt Range	Step						
	1	2	3	4	5	6	7
5	3118	3243	3373	3508	3648	3794	3946
6	3196	3324	3457	3595	3739	3889	4045
7	3276	3407	3543	3685	3832	3985	4144
8	3358	3492	3632	3777	3928	4085	4248
9	3442	3580	3723	3872	4027	4188	4356
10	3528	3669	3816	3969	4128	4293	4465
11	3616	3761	3911	4067	4230	4399	4575
12	3706	3854	4008	4168	4335	4508	4688
13	3799	3951	4109	4273	4444	4622	4807
14	3894	4050	4212	4380	4555	4737	4926
15	3991	4151	4317	4490	4670	4857	5051
16	4091	4255	4425	4602	4786	4977	5176
17	4193	4361	4535	4716	4905	5101	5305
18	4298	4470	4649	4835	5028	5229	5438
19	4405	4581	4764	4955	5153	5359	5573
20	4515	4696	4884	5079	5282	5493	5713
21	4628	4813	5006	5206	5414	5631	5856
22	4744	4934	5131	5336	5549	5771	6002
23	4863	5058	5260	5470	5689	5917	6154
24	4985	5184	5391	5607	5831	6064	6307
25	5110	5314	5527	5748	5978	6217	6466
26	5238	5448	5666	5893	6129	6374	6629
27	5369	5584	5807	6039	6281	6532	6793
28	5503	5723	5952	6190	6438	6696	6964
29	5641	5867	6102	6346	6600	6864	7139
30	5782	6013	6254	6504	6764	7035	7316
31	5927	6164	6411	6667	6934	7211	7499
32	6075	6318	6571	6834	7107	7391	7687
33	6227	6476	6735	7004	7284	7575	7878
34	6383	6638	6904	7180	7467	7766	8077
35	6543	6805	7077	7360	7654	7960	8278
36	6707	6975	7254	7544	7846	8160	8486
37	6875	7150	7436	7733	8042	8364	8699
38	7047	7329	7622	7927	8244	8574	8917
39	7223	7512	7812	8124	8449	8787	9138
40	7404	7700	8008	8328	8661	9007	9367

Note: Blue boxes represent incumbents' salary placement

EXHIBIT B (cont.) – PROPOSED SALARY SCHEDULE (Exempt)
2.5% between ranges and 4% between steps
Based on 2017 Rates

Exempt Range	Step						
	1	2	3	4	5	6	7
50	5,878	6113	6358	6612	6876	7151	7437
51	6025	6266	6517	6778	7049	7331	7624
52	6176	6423	6680	6947	7225	7514	7815
53	6330	6583	6846	7120	7405	7701	8009
54	6488	6748	7018	7299	7591	7895	8211
55	6650	6916	7193	7481	7780	8091	8415
56	6816	7089	7373	7668	7975	8294	8626
57	6986	7265	7556	7858	8172	8499	8839
58	7161	7447	7745	8055	8377	8712	9060
59	7340	7634	7939	8257	8587	8930	9287
60	7524	7825	8138	8464	8803	9155	9521
61	7712	8020	8341	8675	9022	9383	9758
62	7905	8221	8550	8892	9248	9618	10003
63	8103	8427	8764	9115	9480	9859	10253
64	8306	8638	8984	9343	9717	10106	10510
65	8514	8855	9209	9577	9960	10358	10772
66	8727	9076	9439	9817	10210	10618	11043
67	8945	9303	9675	10062	10464	10883	11318
68	9169	9536	9917	10314	10727	11156	11602
69	9398	9774	10165	10572	10995	11435	11892
70	9633	10018	10419	10836	11269	11720	12189
71	9874	10269	10680	11107	11551	12013	12494
72	10121	10526	10947	11385	11840	12314	12807
73	10374	10789	11221	11670	12137	12622	13127
74	10633	11058	11500	11960	12438	12936	13453
80							13743

Note: Blue boxes represent incumbents' salary placement

Exhibit C – List of Proposed Comparable Cities

**City of Lake Stevens
Comparable City Information**

Source: [MRSC](#)

Updated July 2017

1st Sort:	Population	50% less = 15,870; 50% higher = 63,480 (Marysville slightly above, but left in due to border city and meets Valuation criteria)
2nd Sort:	Valuation	50% less = 1,508,024,376; 50% higher = 6,032,097,502
3rd Sort	Distance	West of the Mountains; within approx 50 miles (Google Maps)

Lake Stevens		31,740	3,016,048,751	
City/Town Name	Population (2017)	Locally Assessed Value (2016)	Miles from Lake Stevens	County
Anacortes	16,780	2,802,600,923	54.5	Skagit
Arlington	18,690	2,130,154,144	16.3	Snohomish
Burien	50,680	5,113,085,022	47.1	King
Kenmore	22,580	3,606,487,174	28.1	King
Lynnwood	36,950	5,172,943,809	21.8	Snohomish
Marysville	65,900	5,976,816,814	8.0	Snohomish
Mill Creek	19,960	3,056,655,758	18.1	Snohomish
Monroe	18,350	1,773,873,208	15.8	Snohomish
Mount Vernon	34,360	2,664,071,469	35.8	Skagit
Mountlake Terrace	21,290	2,269,834,482	23.6	Snohomish
Mukilteo	21,240	4,043,482,123	18.4	Snohomish
SeaTac	28,850	4,912,255,243	51.0	King
Tukwila	19,660	5,370,106,504	46.8	King



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 14, 2017

Subject: Acceptance of 10 Percent Pellerin Annexation Petition/Authorization of 60 Percent Petition Circulation

Contact Joshua Machen, AICP, Senior Planner **Budget** none
Person/Department: Russ Wright, Community Dev. Director **Impact:**

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Accept the 10 percent annexation petition and authorize the circulation of 60 percent petition for the Pellerin Annexation pursuant to Resolution 2017-18. Further recommend that the City require the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness.

DISCUSSION:

The unincorporated Lake Stevens Urban Growth Area (UGA) is approximately 2,192 acres (3.4 square miles) including the lake. Most of the remaining unincorporated UGA is zoned for residential use (approximately 1,175 acres) with a smaller amount (nearly 86 acres) zoned for industrial and commercial uses. Staff has briefed City Council on annexation methods and priority areas in June and September of 2016. Council directed staff to bring back an annexation plan that establishes a logical schedule for working toward incorporating the remaining UGA, starting in the northeastern industrial areas and ending in the southeastern residential area.

At the October 25, 2016 Council meeting, Council passed Resolution 2016-21 Annexation Plan establishing an annexation strategy for the remaining Lake Stevens UGA. While a schedule was not set for the annexation of this section of the UGA, the resolution did indicate proposed zoning designations.

On October 4, 2017, the City of Lake Stevens received an annexation petition signed by the property owner representing more than 10 percent of the assessed value in the Pellerin Annexation area (Res. Exhibit A). The property is approximately 64 acres and the petitioners own 11.6 percent of the land value within the proposed annexation area (Res. Exhibits B & C). The proposed annexation area is located south and east of Lake Stevens city limits, which is just across South Lake Stevens Road. The proposed annexation is an area bounded by South Lake Stevens Road on the north and east and by 18th Street SE (Pellerin Rd) on the south and bounded by the Mission Ridge Subdivision on the east.

The properties included in this proposed annexation are a mix of three different zones in the county. The majority of the property is currently zoned R-9,600, with approximately 1/3 being zoned R-7,200 and a small portion is currently designated as LDMR (Low Density Multi-Family Residential) (Res. Exhibit D). In accordance with the previously approved Annexation Plan and Future Zoning Resolution 2016-21, the zoning for this area is proposed to be HUR (High Urban Residential, 3,600 minimum lot size). The petitioner did not indicate a zoning preference.

ATTACHMENTS

Attachment 1- Draft Resolution 2017-18 with Exhibits

Attachment 1

**City of Lake Stevens
Lake Stevens, WA**

RESOLUTION NO. 2017-018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS
ACKNOWLEDGING THE RECEIPT OF A LETTER OF INTENT TO PROCEED WITH A
PROPOSED ANNEXATION TO THE CITY PURSUANT TO RCW 35A.14.120;
APPROVING ZONING AND COMPREHENSIVE PLAN DESIGNATIONS UPON
ANNEXATION; REQUIRING ASSUMPTION OF CITY INDEBTEDNESS AND
AUTHORIZING THE CIRCULATION OF ANNEXATION PETITIONS.**

WHEREAS, The Lake Stevens City Council (Council) adopted Ordinance No. 937 establishing the 2015 – 2035 Comprehensive Plan that sets planning goals, policies and implementation strategies for the Lake Stevens Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City of Lake Stevens (City) and Snohomish County entered into an updated Interlocal Agreement related to Annexation and Urban Development in the Lake Stevens UGA recorded under Auditors File No. 200511100706 on November 10, 2005; and

WHEREAS, the City Council recently reviewed the City's annexation strategy to determine its consistency with current practices, policies and procedures; and

WHEREAS, a notice from a property owner signifying their intention to commence annexation proceedings pursuant to RCW 35A.14.120 has been filed with the City (Exhibit A). The proposed annexation area is shown on the Exhibit B map and a list of tax parcel numbers and owners is listed in Exhibit C. This area is contiguous with the existing City limits, lies within unincorporated Snohomish County, and may generally be described as an area of approximately sixty-four (64) acres, bounded on the north and west by Lake Stevens Road, on the south by 18th ST, and on the east by Mission Ridge Subdivision. Said unincorporated area is within the City's Urban Growth Area; and

WHEREAS, pursuant to RCW 35A.14.120, the signed property-owner letter represents more than ten (10) percent of the current total assessed value of all parcels in the proposed annexation area; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

SECTION 1. The Lake Stevens City Council approves in principle the initiation of annexation proceedings pursuant to RCW 35A.14.120 for the area described in Exhibits B and C

and authorizes the circulation of 60% petitions for annexation within the area in accordance with the requirements of RCW 35A.14.120.

SECTION 2. The area described in Exhibits B and C, if annexed, shall be required to assume its proportionate share of the general indebtedness of the City of Lake Stevens at the time of the effective date of such annexation.

SECTION 3. The area described in Exhibits B and C, if annexed, shall be designated in the City's Comprehensive Plan as MDR (Medium Density Residential) and the on the City's Zoning Map as HUR (High Urban Residential).

SECTION 4. A certified copy of this resolution, together with a copy of the letter of intention to commence annexation proceeding shall be filed with the Snohomish County Boundary Review Board in accordance with its procedures.

SECTION 5. Petitions for annexation to be circulated as authorized by this resolution shall set forth clearly the decision of the Lake Stevens City Council in Sections 2 and 3 hereof, regarding the assumption of indebtedness and the zoning of the properties upon annexation and shall be on petition forms as approved by the City.

PASSED by the City Council of the City of Lake Stevens this 14th day of November 2017

John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

**TOYER STRATEGIC CONSULTING**
NAVIGATE OPPORTUNITY

October 4, 2017

Mr. Russ Wright
Community Development Director
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

RE: PETITION FOR ANNEXATION

Dear Russ,

Our firm has provided assistance to landowners of real property adjacent to the existing corporate limits of the City of Lake Stevens who wish to petition the City for annexation under the Direct Petition Method. With their signatures (or the signatures of legal signatories in some cases), the attached petition meets the 10% threshold to initiate the Direct Petition Annexation process.

The area covered by this proposed annexation has been drawn based on natural boundaries, etc. A map is hereto attached. For convenience, our firm has been referring to this area as the "Pellerin" annexation.

We fully expect our firm will continue to work with landowners and interested parties throughout the designated annexation process and we look forward to working with the City to assist in scheduling community meetings, distributing information to the proposed annexation area and etc.

Should you have any questions or should we be able to be of assistance, please do not hesitate to contact us at any time.

Respectfully submitted this 4th day of October 2017.

TOYER STRATEGIC CONSULTING, LLC.

BY: DAVID K. TOYER
ITS: FOUNDER/AUTHORIZED AGENT



NOTICE OF INTENT TO ANNEX – PELLERIN ANNEXATION

DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.

We, the undersigned, owning in excess of 10% of the total value of the area formed by our property and that between and abutting the city of Lake Stevens; do hereby declare our intention to circulate a petition for annexation to the city of Lake Stevens, Washington under the direct petition method for the area attached hereto as Exhibit A. It is acknowledged that this petition may consist of multiple documents filed separately.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the area formed by their property and that between and abutting the city of Lake Stevens whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessors Parcel Number	Acres
Christopher Haynes STEPHANIE HAYNES		9/14/17	29061900401300	1.00
James Trimble		9/4/17	29061900401500 29061900400900 29061900400800 29061900400801	0.44 2.43 2.85 0.00
Timothy Kaintz		9/13/17	479700000401 479700000402 479700000403	1.00 0.09 1.57
Anna Sebring Trust		9/14/17	29061900400600 29061900400601	1.00 3.88
On Rita Day Martin James Edward Haynes STEPHANIE HAYNES		9/14/17	29061900403500	2.41

RETURN TO: City of Lake Stevens
1812 Main Street, P.O. Box 257

Who can I call for more information?

For questions regarding the annexation process or for general information regarding land use and zoning, Planning and Community Development at (425) 212-3315.

Who can I call for more information?

For questions regarding the annexation process or for general information regarding land use and zoning, Planning and Community Development at (425) 212-3315.

C:\Users\larmomullen\MPSS55\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\AQNJ8XF3\10% Intent Signature Form Pellerin Reg Dir Petition Method.doc

Pellerin Annexation Area

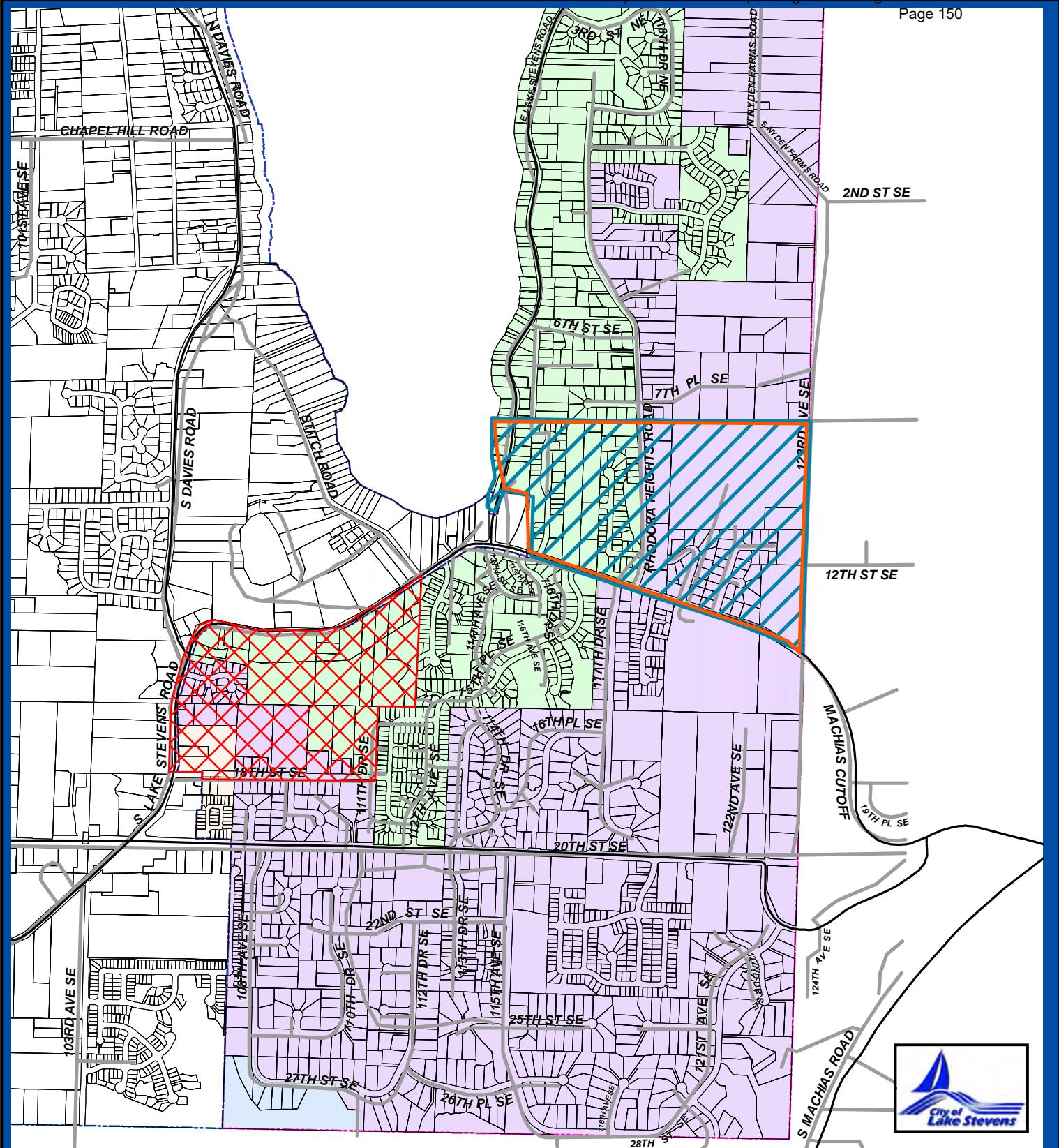


USDA FSA, DigitalGlobe, GeoEye, Microsoft, CNES/Airbus DS

Pellerin Parcel

PARCEL	TAB_ACRES	% ACRES	2017 TAX VALUE R	% VALUE	LOCATION ADDRESS	CITY	STATE	ZIP	OWNER	MAILING ADDRESS	MAILING ADDRESS 2	MAIL CITY	MAIL STATE	MAIL ZIP
29061900401000	0.30	0.47%	\$ 323,100.00	1.71%	11005 18TH ST SE	EVERETT	WA	98205	ALDAG CHENO & JESIE M	11005 18TH ST SE		LAKE STEVENS	WA	98258
29061900401300	1.00	1.57%	\$ 276,700.00	1.47%	10913 18TH ST SE	LAKE STEVENS	WA	98258	HAYNES CHRISTOPHER LIM OH	10919 18TH ST SE		LAKE STEVENS	WA	98258
29061900401500	0.44	0.69%	\$ 133,200.00	0.71%	11017 18TH ST SE	EVERETT	WA	98205	TRIMBLE JAMES & JACKIE	11007 18TH ST SE		LAKE STEVENS	WA	98258-2022
29061900401800	0.34	0.53%	\$ 194,700.00	1.03%	10925 18TH ST SE	EVERETT	WA	98205	MCLAREN MORGAN	10925 18TH ST SE		EVERETT	WA	98205
479700000403	1.57	2.46%	\$ 148,800.00	0.79%	UNKNOWN UNKNOWN	UNKNOWN			KAINTZ TIMOTHY	11803 7TH ST NE		LAKE STEVENS	WA	98258-9475
29061900401900	0.24	0.38%	\$ 225,900.00	1.20%	10711 18TH ST SE	EVERETT	WA	98205	MACDONALD VALERIE	10711 18TH ST SE		LAKE STEVENS	WA	98258
29061900402100	0.24	0.38%	\$ 244,500.00	1.29%	10717 18TH ST SE	LAKE STEVENS	WA	98258	THOMAS BRIAN & DANA	UNKNOWN		UNKNOWN	WA	
29061900402200	0.24	0.38%	\$ 184,000.00	0.97%	10725 18TH ST SE				BOGART BYRON E	10725 18TH ST SE		EVERETT	WA	98205
586900000305	0.90	1.41%	\$ 1,800.00	0.01%	UNKNOWN UNKNOWN	UNKNOWN			SHERWOOD ROBERT E & CYNTHIA D	16423 NE 185TH		WOODINVILLE	WA	98072
586900000307	0.50	0.78%	\$ 456,400.00	2.42%	10920 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8569	DANG KANAVY & HOA NGOC	10920 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8569
586900000309	0.48	0.75%	\$ 65,400.00	0.35%	UNKNOWN UNKNOWN	UNKNOWN			PETERSON JAMES D		10928 S LAKE STEVENS RD	LAKE STEVENS	WA	98258
479700000402	0.09	0.14%	\$ 8,600.00	0.05%	1601 S LAKE STEVENS RD	EVERETT	WA	98205	KAINTZ TIMOTHY	11803 7TH ST NE		LAKE STEVENS	WA	98258-9475
479700000301	0.61	0.96%	\$ 170,500.00	0.90%	1707 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-1904	PBWA PROPERTIES LLC	3100 WOBURN ST		BELLINGHAM	WA	98226
1068600000100	0.17	0.27%	\$ 445,700.00	2.36%	10526 15TH ST SE	LAKE STEVENS	WA	98258	MENSER KRISTY A & JONATHAN W	10526 15TH ST SE		LAKE STEVENS	WA	98258
1068600000200	0.17	0.27%	\$ 439,700.00	2.33%	10530 15TH ST SE	LAKE STEVENS	WA	98258	GLOVER NORMAN E III & PAMELA R	10530 15TH ST SE		LAKE STEVENS	WA	98258
1068600000500	0.14	0.22%	\$ 340,400.00	1.80%	10608 15TH ST SE	LAKE STEVENS	WA	98258	ROTHFUSS STANLEY WILLIAM & PAMELA R	10608 15TH ST SE		LAKE STEVENS	WA	98258
1068600000600	0.15	0.24%	\$ 344,000.00	1.82%	1508 107TH AVE SE	LAKE STEVENS	WA	98258	JOHNSON BRANDON T/KUHNLY JINGER D	1508 107TH AVE SE		LAKE STEVENS	WA	98258
1068600000700	0.14	0.22%	\$ 367,600.00	1.95%	1512 107TH AVE SE	LAKE STEVENS	WA	98258	BARAJAS EDUARDO/LIGHT ALYSSA	1512 107TH AVE SE		LAKE STEVENS	WA	98258
1068600001200	0.15	0.24%	\$ 364,200.00	1.93%	1513 107TH AVE SE	LAKE STEVENS	WA	98258	DEGRAAF DANTE G & SHERI A	1513 107TH AVE SE		LAKE STEVENS	WA	98258
1068600001300	0.15	0.24%	\$ 334,800.00	1.77%	1509 107TH AVE SE	LAKE STEVENS	WA	98258	BOEHM JESSE B & AMANDA M	1509 107TH AVE SE		LAKE STEVENS	WA	98258
1068600001900	0.14	0.22%	\$ 432,900.00	2.29%	10605 15TH ST SE	LAKE STEVENS	WA	98258	PETERSON DAN J & CARY L	10605 15TH ST SE		LAKE STEVENS	WA	98258
1068600002000	0.14	0.22%	\$ 455,500.00	2.41%	10533 15TH ST SE	LAKE STEVENS	WA	98258	KOTSCHE ADAM J & CHAVEZ RAMON	10533 15TH ST SE		LAKE STEVENS	WA	98258
1068600002100	0.12	0.19%	\$ 442,800.00	2.34%	10525 15TH ST SE	LAKE STEVENS	WA	98258	KARYOUTI MOHAMMAD K & DAKAKNI RIMA	10525 15TH ST SE		LAKE STEVENS	WA	98258
1068600002200	0.14	0.22%	\$ 443,600.00	2.35%	10519 15TH ST SE	LAKE STEVENS	WA	98258	WENDEL DAVE & NANCY	10519 15TH ST SE		LAKE STEVENS	WA	98258
29061900406000	1.00	1.57%	\$ 219,500.00	1.16%	10813 18TH ST SE	LAKE STEVENS	WA	98258	SEBRING ANNA TRUST	1117 20TH ST NE		LAKE STEVENS	WA	98258
29061900406061	3.88	6.08%	\$ 55,000.00	0.29%	UNKNOWN UNKNOWN	UNKNOWN			SEBRING ANNA TRUST	1117 20TH ST NE		LAKE STEVENS	WA	98258
29061900406090	2.43	3.81%	\$ 406,200.00	2.15%	11007 18TH ST SE	LAKE STEVENS	WA	98258-2022	TRIMBLE JAMES G	11007 18TH ST SE		LAKE STEVENS	WA	98258
29061900403500	2.41	3.78%	\$ 576,000.00	3.05%	10919 18TH ST SE				HAYNES EDWARD B & STEPHANIE M OH	10919 18TH ST SE		EVERETT	WA	98205
586900000301	1.90	2.98%	\$ 3,800.00	0.02%	UNKNOWN UNKNOWN	UNKNOWN			PETERSON JAMES D		10928 S LAKE STEVENS RD	LAKE STEVENS	WA	98258
586900000302	1.00	1.57%	\$ 119,400.00	0.63%	10928 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8569	PETERSON JAMES D		10928 S LAKE STEVENS RD	LAKE STEVENS	WA	98258
586900000306	1.55	2.43%	\$ 94,200.00	0.50%	UNKNOWN UNKNOWN	UNKNOWN			SHERWOOD ROBERT E & CYNTHIA D	16423 NE 185TH		WOODINVILLE	WA	98072
29061900408000	2.85	4.47%	\$ 198,500.00	1.05%	11025 18TH ST SE	LAKE STEVENS	WA	98258	TRIMBLE JAMES & JACKIE	11007 18TH ST SE		LAKE STEVENS	WA	98258-2022
1068600001400	0.13	0.20%	\$ 452,500.00	2.40%	10701 15TH ST SE	LAKE STEVENS	WA	98258	TURNER ARIC & LAURA	10701 15TH ST SE		LAKE STEVENS	WA	98258
1068600001500	0.14	0.22%	\$ 462,900.00	2.45%	10629 15TH ST SE	LAKE STEVENS	WA	98258	PARNELL RYAN A & STACY	10629 15TH ST SE		LAKE STEVENS	WA	98258
1068600001600	0.13	0.20%	\$ 452,000.00	2.39%	10621 15TH ST SE	LAKE STEVENS	WA	98258	BEVERFORD KRISTIN & MATTHEW	10621 15TH ST SE		LAKE STEVENS	WA	98258
1068600001700	0.15	0.24%	\$ 452,000.00	2.39%	10615 15TH ST SE	LAKE STEVENS	WA	98258	DANIELS KEVIN C & CHARITY A	10615 15TH ST SE		LAKE STEVENS	WA	98258
1068600001800	0.18	0.28%	\$ 456,600.00	2.42%	10607 15TH ST SE	LAKE STEVENS	WA	98258	WAHL ROBERT A & RACHEL D	10607 15TH ST SE		LAKE STEVENS	WA	98258
479700000401	1.00	1.57%	\$ 133,500.00	0.71%	1615 S LAKE STEVENS RD	EVERETT	WA	98205	KAINTZ TIMOTHY	11803 7TH ST NE		LAKE STEVENS	WA	98258-9475
586900000401	5.82	9.13%	\$ 341,300.00	1.81%	10720 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8577	SPARMAN RALPH ELOF MARITAL TRUST	10720 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8577
1068600001100	0.23	0.36%	\$ 383,200.00	2.03%	1517 107TH AVE SE	LAKE STEVENS	WA	98258	VILLAMAR ROBERT & GINA M	1517 107TH AVE SE		LAKE STEVENS	WA	98258
586900000402	4.18	6.55%	\$ 6,600.00	0.03%	UNKNOWN UNKNOWN	UNKNOWN			SPARMAN RALPH ELOF MARITAL TRUST	10720 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8577
586900000503	0.29	0.45%	\$ 260,000.00	1.38%	10612 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8507	DALTON DAVID J & GAIL	10612 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8507
586900000507	0.24	0.38%	\$ 25,100.00	0.13%	UNKNOWN UNKNOWN	UNKNOWN			DALTON DAVID J & GAIL	10612 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8507
586900000504	0.58	0.91%	\$ 335,500.00	1.78%	10630 LAKE STEVENS RD S	LAKE STEVENS	WA	98258	LITOVKIN MELODY & GENNADY	19524 NE 120TH ST		REDMOND	WA	98053
586900000502	0.32	0.50%	\$ 19,000.00	0.10%	UNKNOWN UNKNOWN	UNKNOWN			MCCORD RICHARD	1419 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
586900000509	0.72	1.13%	\$ 395,000.00	2.09%	1419 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8521	MCCORD RICHARD E JR & GRETA	1419 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
586900000506	0.77	1.21%	\$ 392,500.00	2.08%	10604 S LAKE STEVENS RD	EVERETT	WA	98205	BOYNS ROBERT L	10604 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
586900000510	0.30	0.47%	\$ 246,300.00	1.30%	1415 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8521	SHERWOOD BENJAMIN DALTON & RENEE	1415 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8521
586900000511	0.35	0.55%	\$ 244,100.00	1.29%	1417 S LAKE STEVENS RD				MCCORD RICHARD E JR & GRETA	1419 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
29061900402000	0.24	0.38%	\$ 159,800.00	0.85%	10703 18TH ST SE				BOOTH JAMES S	10703 18TH ST SE		EVERETT	WA	98205
586900000505	0.23	0.36%	\$ 310,500.00	1.64%	1529 S LAKE STEVENS RD	LAKE STEVENS	WA	98258	CAMARENA EZEQUIEL	1529 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
29061900407000	3.85	6.04%	\$ 446,200.00	2.36%	10733 18TH ST SE	EVERETT	WA	98205	THOMPSON BRUCE L	10733 18TH SE		EVERETT	WA	98205
1068600000300	0.22	0.34%	\$ 365,200.00	1.93%	10602 15TH ST SE	LAKE STEVENS	WA	98258	FLETCHER NICHOLAS B & CARYN J	10602 15TH ST SE		LAKE STEVENS	WA	98258
1068600000400	0.23	0.36%	\$ 441,600.00	2.34%	10606 15TH ST SE	LAKE STEVENS	WA	98258	LEMAY JILLIAN M	10606 15TH ST SE		LAKE STEVENS	WA	98258
1068600000800	0.24	0.38%	\$ 462,500.00	2.45%	1516 107TH AVE SE	LAKE STEVENS	WA	98258	DZIADEK DANIEL & CHRISTINE	1516 107TH AVE SE		LAKE STEVENS	WA	98258
1068600000900	0.19	0.30%	\$ 472,200.00	2.50%	1520 107TH AVE SE	LAKE STEVENS	WA	98258	POSTON BUFORD G & JENNIFER H	1520 107TH AVE SE		LAKE STEVENS	WA	98258
10686000001000	0.17	0.27%	\$ 471,600.00	2.50%	1521 107TH AVE SE	LAKE STEVENS	WA	98258	GULLEDGE MICHELLE H	1521 107TH AVE SE		LAKE STEVENS	WA	98258
29061900400801	0.00	0.00%	\$ 32,300.00	0.17%	11025 18TH ST SE				TRIMBLE JAMES & JACKIE	11007 18TH ST SE		LAKE STEVENS	WA	98258-2022
586900000310	2.83</td													

479700000302	4.67	7.32%	\$	444,600.00	2.35% 10607 18TH ST SE	EVERETT	WA	98205 PBWA PROPERTIES LLC	3100 WOBURN ST	BELLINGHAM	WA	98226
586900000201	0.89	1.40%	\$	91,500.00	0.48% UNKNOWN UNKNOWN	UNKNOWN		HELSETH GRADY	20214 76TH AVE SE	SNOHOMISH	WA	98296-5155
586900000205	1.01	1.58%	\$	91,700.00	0.49% UNKNOWN UNKNOWN	UNKNOWN		MORNING VIEW LLC	12521 9TH AVE NW	SEATTLE	WA	98177
586900000202	3.41	5.35%	\$	173,000.00	0.92% UNKNOWN UNKNOWN	UNKNOWN		MACPHERSON MURDOCK D JR & AGNES Y	12521 9TH AVE NW	SEATTLE	WA	98177
586900000204	3.38	5.30%	\$	218,200.00	1.16% 11116 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-9455 G H FORREST RESOURCES LLC	20214 76TH AVE SE	SNOHOMISH	WA	98296-5155
	63.77	100.00%	\$	18,886,200.00	100.00%							



Potential Annexation Areas

November 2017

Boundaries

 City of Lake Stevens

The logo for Unincorporated UGA, featuring a pink dashed square icon followed by the text "Unincorporated UGA".

County Zoning

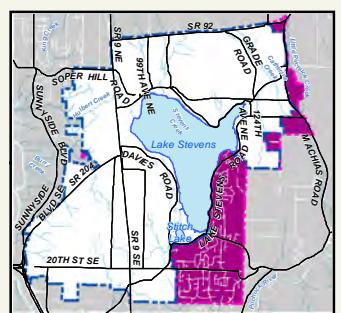
- Low Density
Multiple Residential
- Residential 7,200
sq.ft.
- Residential 9,600
sq.ft.

Annexation Boundaries

-  Pellerin Petition Proposed
-  Rhodora Petition Proposed
-  Staff Recommended
Rhodora Annexation
Boundary



Not to Scale





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 14, 2017

Subject: Acceptance of 10 Percent Rhodora Annexation Petition/Authorization of 60 Percent Petition Circulation

Contact	Joshua Machen, AICP, Senior Planner	Budget	none
Person/Department:	Russ Wright, Community Dev. Director	Impact:	_____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Accept the 10 percent annexation petition and authorize the circulation of 60 percent petition for the Rhodora Annexation pursuant to Resolution 2017-19. Further recommend that the City require the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness.

DISCUSSION:

The unincorporated Lake Stevens Urban Growth Area (UGA) is approximately 2,192 acres (3.4 square miles) including the lake. Most of the remaining unincorporated UGA is zoned for residential use (approximately 1,175 acres) with a smaller amount (nearly 86 acres) zoned for industrial and commercial uses. Staff has briefed City Council on annexation methods and priority areas in June and September of 2016. Council directed staff to bring back an annexation plan that establishes a logical schedule for working toward incorporating the remaining UGA, starting in the northeastern industrial areas and ending in the southeastern residential area.

At the October 25, 2016 council meeting, Council passed Resolution 2016-21 Annexation Plan establishing an annexation strategy for the remaining Lake Stevens UGA. While a schedule was not set for the annexation of this section of the UGA, the resolution did indicate proposed zoning designations.

On October 4, 2017, the City of Lake Stevens received an annexation petition signed by the property owner representing more than 10 percent of the assessed value in the Rhodora Annexation area (Res. Exhibit A). The property is approximately 108 acres and the petitioners own 11.3 percent of the land value within the proposed annexation area (Res. Exhibit B & C). The proposed annexation area is within unincorporated Snohomish County, and may generally be described as an area of approximately one-hundred and eight (108) acres, located just east of Lake Stevens city limits, which is at the parcels located on the northeast corner of South Lake Stevens Road and Machias Cutoff Rd. The proposed annexation extends north along the shore of Lake Stevens approximately 680 feet, then extends to the east to 123rd Avenue then south across Machias Cutoff Road to include the three large parcels at the southwest corner of Machias Cutoff and 123rd Ave. and including all the land and subdivisions bounded by 123rd Ave, Machias Cut off and South Lake Stevens Road. (Res. Exhibit B & D) The Rhodora Annexation area is currently a mix of zoned areas within Snohomish County. Residential-9,600 in the western section, and Residential-7,200 in east section of the proposed annexation (Attachment 5).

On November 6, 2017, the City received an e-mail request from the petitioner to remove the three properties south of Machias Cutoff Road from the proposed annexation petition, thus making Machias Cutoff Road the south boundary of the proposed annexation (Attachment 2).

Staff is recommending a slight geographical modification of the Rhodora Annexation area to include the area of right-of-way and bridge and any waterfront along that portion of South Lake Stevens Road adjacent to the proposed annexation area (Res. Exhibit D).

The properties included in this proposed annexation are a mix of two different zones in the county. Half is zoned R-9,600 and the other half of the proposed annexation area is currently zoned R-7,200 in the county. In accordance with the previously approved Annexation Plan and Future Zoning Resolution 2016-21, the zoning for this area is proposed to be CR (Compact Residential, 4500 square feet minimum lot size). This would be a new zone not currently part of the Lake Stevens Municipal Code, but had discussion during the passage of the 2016 annexation resolution. If this zoning designation is approved, then staff would present the City Council with the new zoning regulations prior to accepting the annexation. Consistent with the Lake Stevens Shoreline Master Program, any parcels within 200 feet of the ordinary high water line of Lake Stevens should be zoned WR (Waterfront Residential). The petitioner did not indicate a zoning preference.

ATTACHMENTS

Attachment 1 – Draft Resolution 2017-19

Attachment 2 – Email from petitioner modifying annexation area

Attachment 1

**City of Lake Stevens
Lake Stevens, WA**

RESOLUTION NO.2017-019

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS ACKNOWLEDGING
THE RECEIPT OF A LETTER OF INTENT TO PROCEED WITH A PROPOSED ANNEXATION TO
THE CITY PURSUANT TO RCW; APPROVING ZONING AND COMPREHENSIVE PLAN
DESIGNATIONS UPON ANNEXATION; REQUIRING ASSUMPTION OF CITY INDEBTEDNESS
35A.14.120 AND AUTHORIZING THE CIRCULATION OF ANNEXATION PETITIONS.**

WHEREAS, The Lake Stevens City Council (Council) adopted Ordinance No. 937 establishing the 2015 – 2035 Comprehensive Plan that sets planning goals, policies and implementation strategies for the Lake Stevens Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City of Lake Stevens (City) and Snohomish County entered into an updated Interlocal Agreement related to Annexation and Urban Development in the Lake Stevens UGA recorded under Auditors File No. 200511100706 on November 10, 2005; and

WHEREAS, the City Council recently reviewed the City's annexation strategy to determine its consistency with current practices, policies and procedures; and

WHEREAS, a notice from a property owner signifying their intention to commence annexation proceedings pursuant to RCW 35A.14.120 has been filed with the City (Exhibit A). The proposed annexation area is shown on the Exhibit B map and a list of tax parcel numbers and owners is listed in Exhibit C. This area lies within unincorporated Snohomish County, and may generally be described as an area of approximately one-hundred and eight (108) acres, located just east of Lake Stevens city limits, which is at the parcels located on the northeast corner of South Lake Stevens Road and Machias Cutoff Rd. The proposed annexation extends north along the shore of Lake Stevens approximately 680 feet, then extends to the east to 123rd Avenue then south across Machias Cutoff Road to include the three large parcels at the southwest corner of Machias Cutoff and 123rd Ave. and including all the land and subdivisions bounded by 123rd Ave, Machias Cut off and South Lake Stevens Road. Said unincorporated area is within the City's Urban Growth Area; and

WHEREAS, the petition has requested that the three large parcels south of Machias Cutoff road be removed from the annexation petition; and

WHEREAS, a geographical change to the Rhodora annexation area to include the area of right-of-way, bridge and any waterfront along that portion of South Lake Stevens Road adjacent to the proposed annexation area is recommended (Exhibit D) and;

WHEREAS, pursuant to RCW 35A.14.120, the signed property-owner letter represents more than ten (10) percent of the current total assessed value of all parcels in the proposed annexation area;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

SECTION 1. The Lake Stevens City Council approves in principle the initiation of annexation proceedings pursuant to RCW 35A.14.120 for the area described in Exhibits B and C [except for the three parcels south of Machias Cutoff Road and the addition of the area of right-of-way, bridge and waterfront area along that portion of South Lake Stevens Road adjacent to the proposed annexation area (Exhibit D)], and authorizes the circulation of 60% petitions for annexation within the area in accordance with the requirements of RCW 35A.14.120.

SECTION 2. The area described in Exhibits B and C (except the three parcels south of Machias Cutoff Road), if annexed, shall be required to assume its proportionate share of the general indebtedness of the City of Lake Stevens at the time of the effective date of such annexation.

SECTION 3. The area described in Exhibits B and C (except the three parcels south of Machias Cutoff Road and including any right-of way and shoreline property along South Lake Road adjacent to the proposed annexation area as shown in Exhibit D), if annexed, shall be designated in the City's Comprehensive Plan as MDR (Medium Density Residential) and the on the City's Zoning Map as CR (Compact Residential) a new zoning designation to be developed by staff prior to completion of the annexation, except that any lot within 200 feet of the ordinary high water line of Lake Stevens shall be zoned WR (Waterfront Residential).

SECTION 4. A certified copy of this resolution, together with a copy of the letter of intention to commence annexation proceeding shall be filed with the Snohomish County Boundary Review Board in accordance with its procedures.

Section 5. Petitions for annexation to be circulated as authorized by this resolution shall set forth clearly the decision of the Lake Stevens City Council in Sections 2 and 3 hereof, regarding the assumption of indebtedness and the zoning of the properties upon annexation and shall be on petition forms as approved by the City.

PASSED by the City Council of the City of Lake Stevens this 14th day of November 2017

John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney



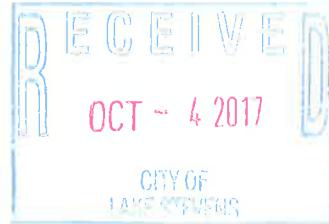
TOYER STRATEGIC CONSULTING
NAVIGATE OPPORTUNITY

October 4, 2017

Mr. Russ Wright
Community Development Director
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

Exhibit A

City of Lake Stevens
City Council Workshop & Regular Meeting 11-14-2017
Page 155



RE: PETITION FOR ANNEXATION

Dear Russ,

Our firm has provided assistance to several land owners of real property adjacent to the existing corporate limits of the City of Lake Stevens who wish to petition the City for annexation under the Direct Petition Method. With their signatures and those of other adjacent owners of real property, the attached petition meets the 10% threshold to initiate the Direct Petition Annexation process.

The area covered by this proposed annexation has been drawn based on natural boundaries, etc. A map is hereto attached. For convenience, our firm has been referring to this area as the "Rhodora South" annexation.

We fully expect our firm will continue to work with landowners and interested parties throughout the designated annexation process and we look forward to working with the City to assist in scheduling community meetings, distributing information to the proposed annexation area and etc.

Should you have any questions or should we be able to be of assistance, please do not hesitate to contact us at any time.

Respectfully submitted this 4th day of October 2017.

TOYER STRATEGIC CONSULTING, LLC.

BY: DAVID K. TOYER
ITS: FOUNDER/AUTHORIZED AGENT



NOTICE OF INTENT TO ANNEX – RHODORA SOUTH ANNEXATION

DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.

We, the undersigned, owning in excess of 10% of the total value of the area formed by our property and that between and abutting the city of Lake Stevens; do hereby declare our intention to circulate a petition for annexation to the city of Lake Stevens, Washington under the direct petition method for the area attached hereto as Exhibit A. It is acknowledged that this petition may consist of multiple documents filed separately.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the area formed by their property and that between and abutting the city of Lake Stevens whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessor's Parcel Number	Acres
Garrison Ford	<i>Garrison Ford</i>	10/3/17	1143400002000	0.11
WENDY WAGNER	<i>Wendy Wagner</i>	10-3-17	1143400001700	0.12
Gwen R. Simmerman	<i>Gwen R. Simmerman</i>	10-3-17	1143400001300	0.17
JSA D WEINSTEIN	<i>JSA D Weinstein</i>	10/3/17	1143400000900	0.12
OPALIO MARKS	<i>Opalio Marks</i>	10-3-17	1143400000600	0.16
Brock Mery	<i>Brock Mery</i>	10-3-17	1143400000500	0.18
MATK Collins	<i>Matk Collins</i>	10-2-17	29062000204200	0.29
Don Mulvey	<i>D. Mulvey</i>	10/4/17	1120600000300	0.11

RETURN TO: City of Lake Stevens
1812 Main Street, P.O. Box 257
Lake Stevens, WA 98258-0257

Who can I call for more information?

For questions regarding the annexation process or for general information regarding land use and zoning, Planning and Community Development at (425) 212-3315.



NOTICE OF INTENT TO ANNEX – RHODORA SOUTH ANNEXATION

DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.

We, the undersigned, owning in excess of 10% of the total value of the area formed by our property and that between and abutting the city of Lake Stevens; do hereby declare our intention to circulate a petition for annexation to the city of Lake Stevens, Washington under the direct petition method for the area attached hereto as Exhibit A. It is acknowledged that this petition may consist of multiple documents filed separately.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the area formed by their property and that between and abutting the city of Lake Stevens whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessors Parcel Number	Acres
Janay Ransom	Janay Ransom	9/13/17	1120600000400	0.12
Jacob Black	Jacob Black	9/13/17	1120600000800	0.17
Jaime Collins	Jaime Collins	9/13/17	1120600001800	0.16
Nathan Packard	Nathan Packard	9/13/17	1120600002200	0.27
Robert Goeke	Robert Goeke	9/13/17	1120600003100	0.09

RETURN TO: City of Lake Stevens
1812 Main Street, P.O. Box 257
Lake Stevens, WA 98258-0257

Who can I call for more information?

For questions regarding the annexation process or for general information regarding land use and zoning, Planning and Community Development at (425) 212-3315.



DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.

We, the undersigned, owning in excess of 10% of the total value of the area formed by our property and that between and abutting the city of Lake Stevens; do hereby declare our intention to circulate a petition for annexation to the city of Lake Stevens, Washington under the direct petition method for the area attached hereto as Exhibit A. It is acknowledged that this petition may consist of multiple documents filed separately.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the area formed by their property and that between and abutting the city of Lake Stevens whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

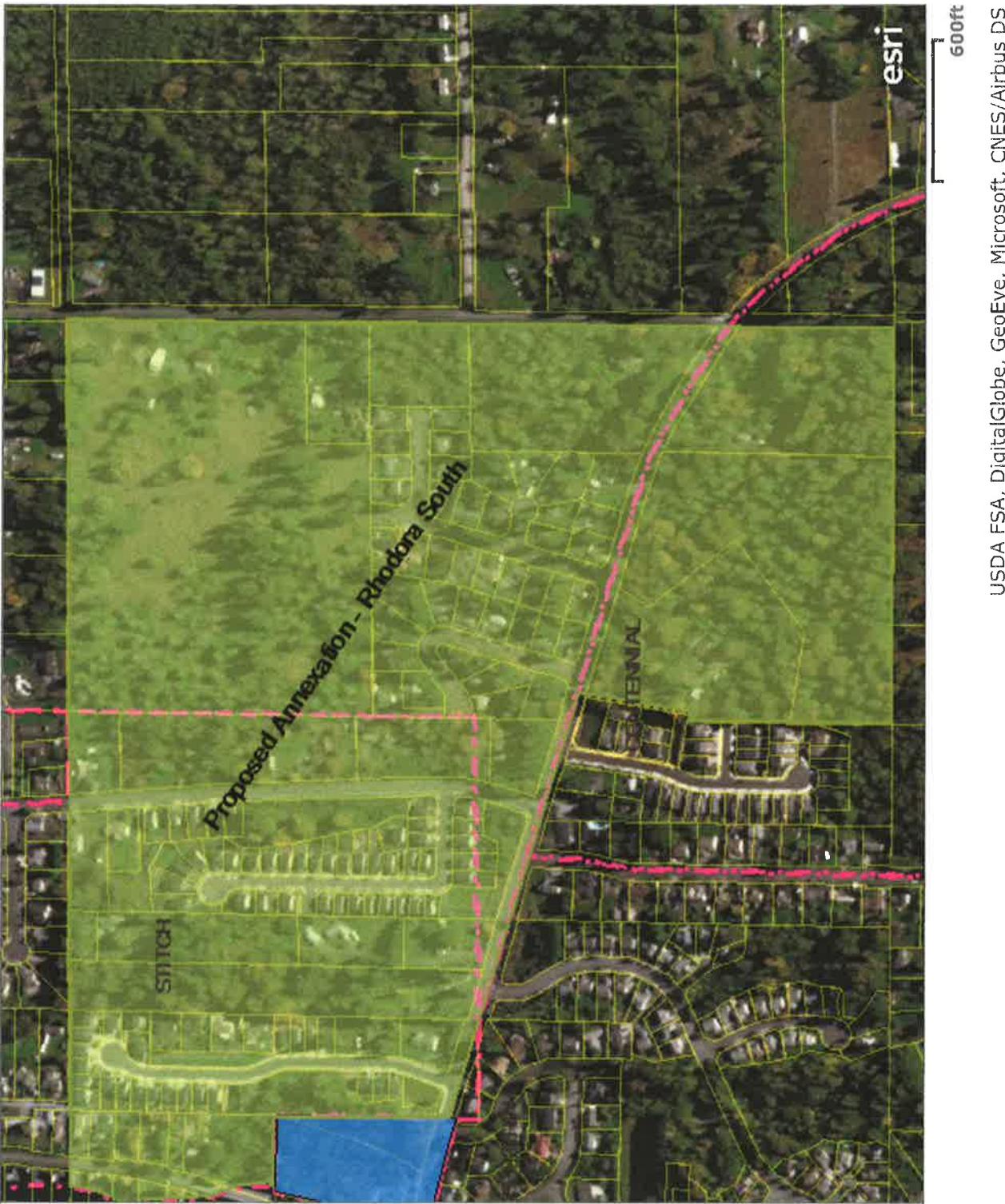
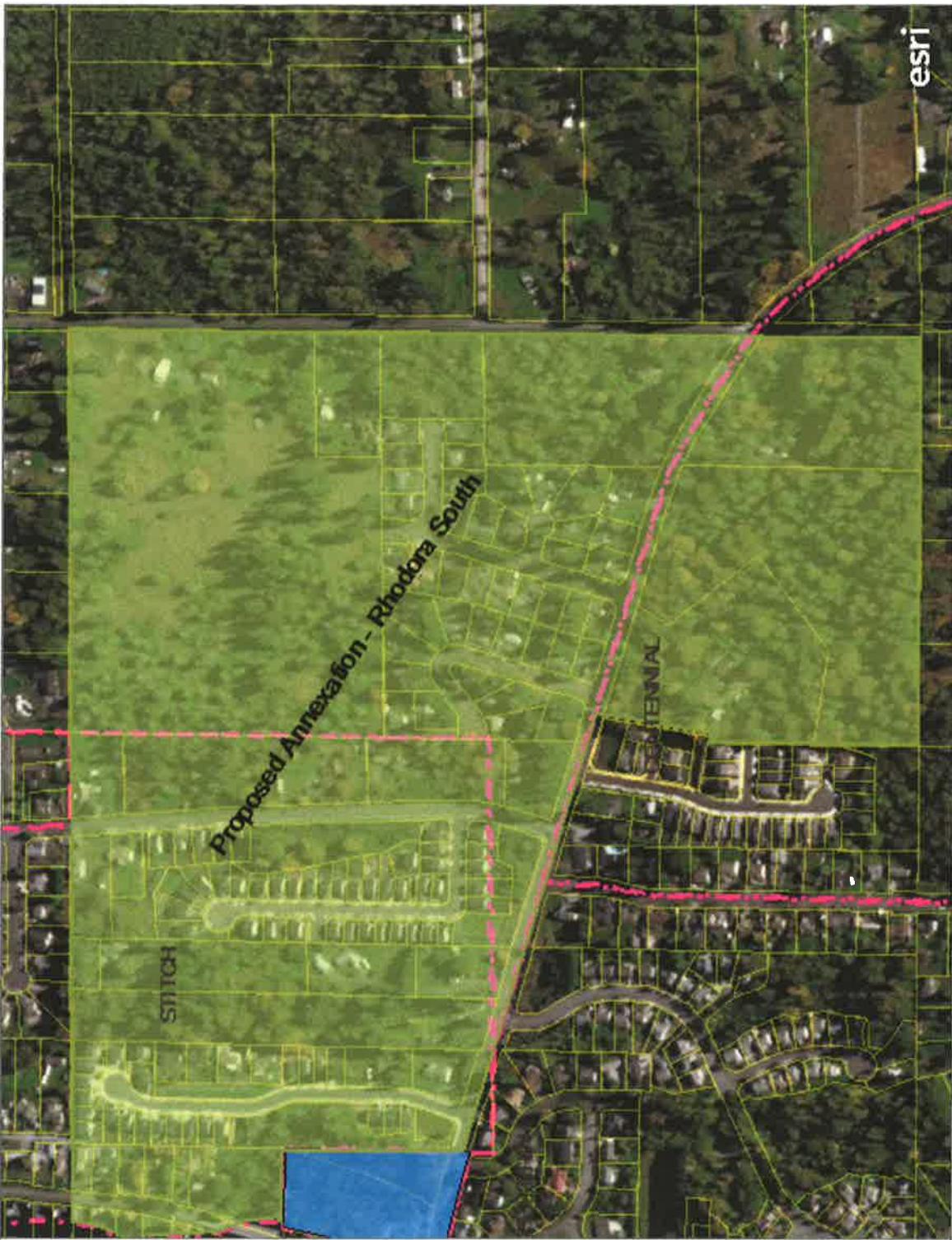
Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessors Parcel Number	Acres
Mary M. Mayberry	Mary M. Mayberry	9/19/17	29062000204400	27.62

RETURN TO: City of Lake Stevens
1812 Main Street, P.O. Box 257
Lake Stevens, WA 98258-0257

For questions regarding the annexation process or for general information regarding land use and zoning, Planning and Community Development at (425) 212-3315.

Rhodora South Annexation

9/13/2017



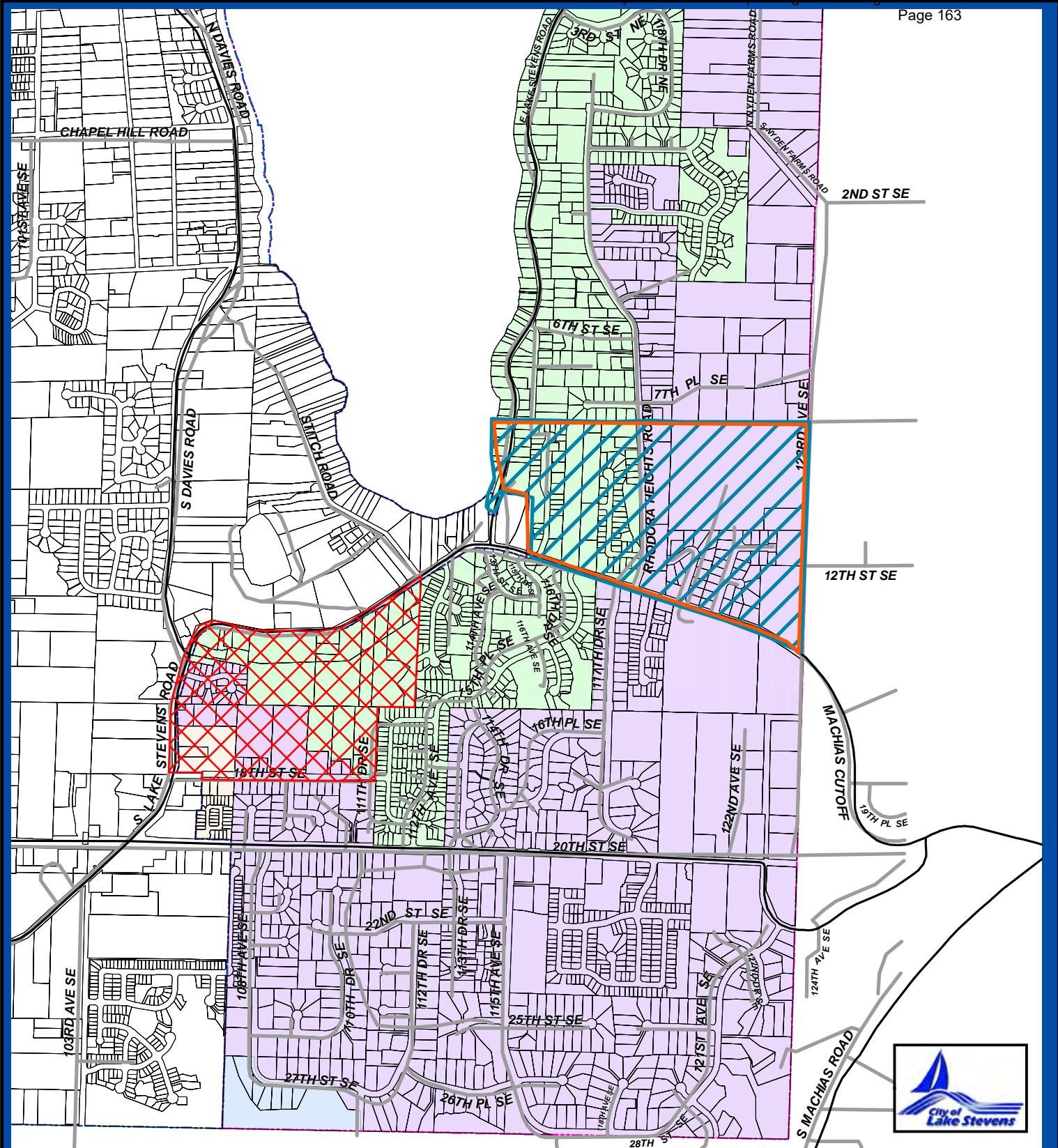
PARCEL #	TAB_ACRES	% ACRES	2017 TAX VALUE R	% VALUE	LOCATION ADDRESS	CITY	STATE	ZIP	OWNER	MAILING ADDRESS	MAILING ADDRESS 2	MAIL CITY	MAIL STATE	MAIL ZIP
29061900103600	0.29	0.27%	\$ 736,300.00	1.65%	821 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8549	HEGGIE ERIC D & LORI R	821 S LAKE STEVENS RD		LAKE STEVENS	WA	98258
29061900103900	0.28	0.26%	\$ 617,300.00	1.38%	815 S LAKE STEVENS RD	LAKE STEVENS	WA	98258-8549	REEKS ERIC E	815 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8549
29062000300400	6.29	5.83%	\$ 536,700.00	1.20%	1232 123RD AVE SE	LAKE STEVENS	WA	98258-8015	BELL DARREN J/KIMBERLY & BELL BRETT A	1232 123RD AVE SE		LAKE STEVENS	WA	98258-8015
29062000209900	2.47	2.29%	\$ 519,300.00	1.16%	11615 MACHIAS CUTOFF	LAKE STEVENS	WA	98258-9410	KRUSE THOMAS C & MICHELLE	11615 MACHIAS CUTOFF RD		LAKE STEVENS	WA	98258
29062000204400	27.62	25.61%	\$ 471,700.00	1.06%	910 123RD AVE SE	LAKE STEVENS	WA	98258-9794	ALLEN SHEILA A	711 123RD AVE SE		LAKE STEVENS	WA	98258-9794
29061900103800	0.29	0.27%	\$ 450,700.00	1.01%	808 115TH AVE SE	LAKE STEVENS	WA	98258-8557	GALE LAWRENCE A & THERESE M	4004 SW HINDS ST		SEATTLE	WA	98116
11434000001300	0.17	0.16%	\$ 447,600.00	1.00%	804 116TH AVE SE	LAKE STEVENS	WA	98258	SIMMERMAN GWENDOLYN	804 116TH AVE SE		LAKE STEVENS	WA	98258
11434000001500	0.14	0.13%	\$ 443,500.00	0.99%	816 116TH AVE SE	LAKE STEVENS	WA	98258	CLARK BRIAN P & JAMIE J	816 116TH AVE SE		LAKE STEVENS	WA	98258
29062000304400	1	0.93%	\$ 435,500.00	0.97%	1205 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258-9726	FENNER PAUL B & SUSAN M	1203 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
29062000209300	1.06	0.98%	\$ 421,600.00	0.94%	811 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258-9257	HINTZ EUGENE & LORENE	811 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258-9257
29062000209600	1	0.93%	\$ 415,000.00	0.93%	808 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258-9257	HANSEN ROGER	808 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258-9257
29062000210300	0.64	0.59%	\$ 413,000.00	0.92%	1119 116TH AVE SE	LAKE STEVENS	WA	98258	HELLMAN GOSTA M	PO BOX 72		LAKE STEVENS	WA	98258
11434000002300	0.11	0.10%	\$ 406,900.00	0.91%	1104 116TH AVE SE	LAKE STEVENS	WA	98258	ROBERSON COLIN L & MARYANNE	1104 SE 116TH AVE		LAKE STEVENS	WA	98258
11434000001400	0.15	0.14%	\$ 406,000.00	0.91%	808 116TH AVE SE	LAKE STEVENS	WA	98258	PIEPER KEVIN L	808 116TH AVE SE		LAKE STEVENS	WA	98258
11434000008000	0.16	0.15%	\$ 405,900.00	0.91%	809 116TH AVE SE	LAKE STEVENS	WA	98258	FERRARI MARK E & STACIE D	809 116TH AVE SE		LAKE STEVENS	WA	98258
11434000019000	0.11	0.10%	\$ 405,000.00	0.91%	904 116TH AVE SE	LAKE STEVENS	WA	98258	BACKLUND MICHAEL & CASSANDRA	904 116TH AVE SE		LAKE STEVENS	WA	98258
11434000016000	0.12	0.11%	\$ 404,900.00	0.91%	822 116TH AVE SE	LAKE STEVENS	WA	98258	GOIN ERICK J & MYKEN L	822 116TH AVE SE		LAKE STEVENS	WA	98258
11434000012000	0.13	0.12%	\$ 404,900.00	0.91%	802 116TH AVE SE	LAKE STEVENS	WA	98258	YAMAMOTO ANDY & TARA	802 116TH AVE SE		LAKE STEVENS	WA	98258
11434000003000	0.13	0.12%	\$ 386,300.00	0.86%	1009 116TH AVE SE	LAKE STEVENS	WA	98258	DETTRICK JAMES T & HESSLER CINDY L	1009 116TH AVE SE		LAKE STEVENS	WA	98258
11434000006000	0.16	0.15%	\$ 385,600.00	0.86%	817 116TH AVE SE	LAKE STEVENS	WA	98258	MARKLE DAVID & VIVIAN	817 116TH AVE SE		LAKE STEVENS	WA	98258
11434000002000	0.13	0.12%	\$ 384,800.00	0.86%	1013 116TH AVE SE	LAKE STEVENS	WA	98258	ZARI JENNINE A	1013 116TH AVE SE		LAKE STEVENS	WA	98258
626800000100	0.42	0.39%	\$ 377,500.00	0.84%	1224 119TH DR SE	LAKE STEVENS	WA	98258-8650	RAYMOND BRETT & STEPHANIE	1224 119TH DRIVE S E		LAKE STEVENS	WA	98258
1143400002200	0.11	0.10%	\$ 377,300.00	0.84%	1032 116TH AVE SE	LAKE STEVENS	WA	98258	HEISER RYAN A & NATALIA	1032 116TH AVE SE		LAKE STEVENS	WA	98258
1143400002000	0.11	0.10%	\$ 377,300.00	0.84%	910 116TH AVE SE	LAKE STEVENS	WA	98258	FORD GARRISON J & PAISANO DOMINIQUE A	910 116TH AVE SE		LAKE STEVENS	WA	98258
1143400001700	0.12	0.11%	\$ 377,200.00	0.84%	826 116TH AVE SE	LAKE STEVENS	WA	98258	WAGNER DALE R & WENDY A	826 116TH AVE SE		LAKE STEVENS	WA	98258
1143400001100	0.11	0.10%	\$ 375,300.00	0.84%	800 116TH AVE SE	LAKE STEVENS	WA	98258	XU YANNI	9 RONALD DR		EAST HANOVER	NJ	7936
1143400000100	0.16	0.15%	\$ 372,500.00	0.83%	1017 116TH AVE SE	LAKE STEVENS	WA	98258	KULLBERG STEPHAN PAUL	1017 116TH AVE SE		LAKE STEVENS	WA	98258
1143400001800	0.11	0.10%	\$ 371,500.00	0.83%	830 116TH AVE SE	LAKE STEVENS	WA	98258	GALANGA MARIO V & KARINA G	830 116TH AVE SE		LAKE STEVENS	WA	98258
1143400000900	0.12	0.11%	\$ 371,500.00	0.83%	805 116TH AVE SE	LAKE STEVENS	WA	98258	WEINSTEIN LISA D & IRA M	805 116TH AVE SE		LAKE STEVENS	WA	98258
1120600004100	0.16	0.15%	\$ 365,100.00	0.82%	822 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258	TAYLOR ANISH A	822 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
1143400002100	0.11	0.10%	\$ 362,500.00	0.81%	916 116TH AVE SE	LAKE STEVENS	WA	98258	MASSENA DAVID CHRISTOPHER	916 116TH AVE SE		LAKE STEVENS	WA	98258
1143400000400	0.17	0.16%	\$ 362,300.00	0.81%	1005 116TH AVE SE	LAKE STEVENS	WA	98258	WOOD BRITTANY L	1005 116TH AVE SE		LAKE STEVENS	WA	98258
1143400001000	0.11	0.10%	\$ 361,900.00	0.81%	801 116TH AVE SE	LAKE STEVENS	WA	98258	RONDESTVEDT HARALD E & KIMBERLY A	801 116TH AVE SE		LAKE STEVENS	WA	98258
1143400000500	0.18	0.17%	\$ 358,500.00	0.80%	823 116TH AVE SE	LAKE STEVENS	WA	98258	MERY BROCK N & ANGELA K	823 116TH AVE SE		LAKE STEVENS	WA	98258
1120600003900	0.16	0.15%	\$ 356,500.00	0.80%	826 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258	MCDANIEL GARY L & ARLENE A	826 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
1120600004300	0.21	0.19%	\$ 356,500.00	0.80%	818 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258	LAYHER REED L & KAREN	818 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
1143400002400	0.1	0.09%	\$ 354,700.00	0.79%	1108 116TH AVE SE	LAKE STEVENS	WA	98258	ATKINS JOY & DUSTIN	1108 116TH AVE SE		LAKE STEVENS	WA	98258
29062000209200	4	3.71%	\$ 354,200.00	0.79%	827 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258-9257	FENNER RUSSELL J	827 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258-9257
1143400000700	0.13	0.12%	\$ 353,200.00	0.79%	813 116TH AVE SE	LAKE STEVENS	WA	98258	SMITH ERNEST C & ANGIE M	813 116TH AVE SE		LAKE STEVENS	WA	98258
1120600003600	0.18	0.17%	\$ 350,800.00	0.78%	11720 12TH ST SE	LAKE STEVENS	WA	98258	LYON RICHARD R & ROSANNE L	11720 12TH ST SE		LAKE STEVENS	WA	98258
1120600002000	0.25	0.23%	\$ 349,500.00	0.78%	919 117TH DR SE	LAKE STEVENS	WA	98258	VERBA AARON J/PROCTOR ANNE K	919 117TH DR SE		LAKE STEVENS	WA	98258
1120600002100	0.23	0.21%	\$ 349,500.00	0.78%	918 117TH DR SE	LAKE STEVENS	WA	98258	LACELLE RICHARD & TERESA	918 117TH DR SE		LAKE STEVENS	WA	98258
1120600001900	0.18	0.17%	\$ 349,500.00	0.78%	925 117TH DR SE	LAKE STEVENS	WA	98258	HALL STACEY N & JUSTIN P	925 117TH DR SE		LAKE STEVENS	WA	98258
1120600002000	0.11	0.10%	\$ 348,600.00	0.78%	11727 12TH ST SE	LAKE STEVENS	WA	98258	LOCKE LOLA M	11727 12TH ST SE		LAKE STEVENS	WA	98258
1120600000700	0.1	0.09%	\$ 348,600.00	0.78%	1113 117TH DR SE	LAKE STEVENS	WA	98258	CLARK BRADY W & JEANETTE	1113 117TH DR SE		LAKE STEVENS	WA	98258
1120600000900	0.18	0.17%	\$ 348,600.00	0.78%	1105 117TH DR SE	LAKE STEVENS	WA	98258	FINK JASON M & AMY K	1105 117TH DR SE		LAKE STEVENS	WA	98258
1120600003400	0.18	0.17%	\$ 348,600.00	0.78%	11708 12TH ST SE	LAKE STEVENS	WA	98258	BAYHA TRAVIS & HUFFMAN KIELY	11708 12TH ST SE		LAKE STEVENS	WA	98258
1120600003500	0.2	0.19%	\$ 348,600.00	0.78%	11714 12TH ST SE	LAKE STEVENS	WA	98258	KERSHNER KATRINA L	11714 12TH ST SE		LAKE STEVENS	WA	98258
29062000203900	4.92	4.56%	\$ 344,900.00	0.77%	11609 MACHIAS CUTOFF	LAKE STEVENS	WA	98258-9410	WARRICK DAVID F & JANICE K	625 S LAKE STEVENS RD		LAKE STEVENS	WA	98258-8548
1120600004200	0.16	0.15%	\$ 339,000.00	0.76%	820 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258	PODDO MICHAEL & JESSICA	820 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
1120600000100	0.14	0.13%	\$ 338,900.00	0.76%	11733 12TH ST SE	LAKE STEVENS	WA	98258	MULVEY DONALD & TRACY	11733 12TH ST SE		LAKE STEVENS	WA	98258
1120600004000	0.16	0.15%	\$ 338,600.00	0.76%	824 RHODORA HEIGHTS RD	LAKE STEVENS	WA	98258	RUGG CARL M & KATIE	824 RHODORA HEIGHTS RD		LAKE STEVENS	WA	98258
6268000001300	0.25	0.23%	\$ 335,800.00	0.75%	1215 119TH DR SE	LAKE STEVENS	WA	98258-8650	RATCLIFF JEREMY STUART & ASHLEY MARIE	1215 119TH DR SE		LAKE STEVENS	WA	98258-8650
5858000002500	0.32	0.30%	\$ 334,100.00	0.75%	1231 121ST AVE SE	LAKE STEVENS	WA	98258-9750	HOFFMAN JOHN M	1231 SE 121ST AVE		LAKE STEVENS	WA	98258
1120600002200	0.27	0.25%	\$ 332,100.00	0.74%	924 117TH DR SE	LAKE STEVENS	WA	98258	PACKARD NATHAN O & TELISHA M	924 117TH DR SE		LAKE STEVENS	WA	98258
1120600002400	0.14	0.13%	\$ 332,100.00	0.74%	1008 117TH DR SE	LAKE STEVENS	WA	98258	KIRK RONA	1008 117TH DR SE		LAKE STEVENS	WA	98258
1120600003100	0.09	0.08%	\$ 332,100.00	0.74%	1116									

RHODORA PARCEL

RHODORA SOUTH ANNEXATION AREA

1120600001500	0.11	0.10%	\$	331,600.00	0.74%	1009 117TH DR SE	LAKE STEVENS WA	98258 MCCOOL JOSEPH M	1009 117TH DR SE	LAKE STEVENS WA	98258
1120600002700	0.09	0.08%	\$	331,200.00	0.74%	1030 117TH DR SE	LAKE STEVENS WA	98258 SOPHIE M LYNETTE & BROWN VINCENT R	1030 117TH DR SE	LAKE STEVENS WA	98258
1120600003700	0.13	0.12%	\$	331,200.00	0.74%	11726 12TH ST SE	LAKE STEVENS WA	98258 DALLAS GARRETT WESLEY & CARLY NICOLE	11726 12TH ST SE	LAKE STEVENS WA	98258
112060000800	0.17	0.16%	\$	331,100.00	0.74%	1109 117TH DR SE	LAKE STEVENS WA	98258 BLACK JACOB & RACHEL	1109 117TH DR SE	LAKE STEVENS WA	98258
112060000500	0.11	0.10%	\$	330,800.00	0.74%	1121 117TH DR SE	LAKE STEVENS WA	98258 WOOD JEFFREY STEPHEN	1121 117TH DR SE	LAKE STEVENS WA	98258
29062000209800	1.33	1.23%	\$	326,400.00	0.73%	11617 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9410 OLSON KERRI B	11617 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9410
626800001000	0.31	0.29%	\$	321,700.00	0.72%	1123 119TH DR SE	LAKE STEVENS WA	98258-9751 KEPLER MELODEE L	1123 119TH DR SE	LAKE STEVENS WA	98258
29062000204200	0.29	0.27%	\$	321,000.00	0.72%	909 116TH AVE SE	LAKE STEVENS WA	98258 COLLINS MARK G & MICHELLE LYNN	12680 NE 10TH PL	BELLEVUE WA	98005
1120600002300	0.18	0.17%	\$	317,400.00	0.71%	1002 117TH DR SE	LAKE STEVENS WA	98258 EBNER BRAD & NICOLE	1002 117TH DR SE	LAKE STEVENS WA	98258
1120600002500	0.14	0.13%	\$	317,400.00	0.71%	1014 117TH DR SE	LAKE STEVENS WA	98258 GERO NICHOLAS S & SUTTON JENNIFER A	1014 117TH DR SE	LAKE STEVENS WA	98258
1120600002800	0.09	0.08%	\$	317,400.00	0.71%	1102 117TH DR SE	LAKE STEVENS WA	98258 BROWN PAULA MARIE	1102 117TH DR SE	LAKE STEVENS WA	98258
1120600003000	0.09	0.08%	\$	317,400.00	0.71%	1112 117TH DR SE	LAKE STEVENS WA	98258 DUCE MICHAEL J	1112 117TH DR SE	LAKE STEVENS WA	98258
1120600003300	0.09	0.08%	\$	317,400.00	0.71%	1130 117TH DR SE	LAKE STEVENS WA	98258 EHRESMAN BRENT O & SAMANTHA N	1130 117TH DR SE	LAKE STEVENS WA	9258
1120600001000	0.17	0.16%	\$	317,400.00	0.71%	1033 117TH DR SE	LAKE STEVENS WA	98258 CABE MICHAEL JUSTIN	1033 117TH DR SE	LAKE STEVENS WA	98258
1120600001200	0.14	0.13%	\$	317,400.00	0.71%	1023 117TH DR SE	LAKE STEVENS WA	98258 BARRY YEVETTE D	1023 117TH DR SE	LAKE STEVENS WA	98258
1120600001400	0.12	0.11%	\$	317,400.00	0.71%	1013 117TH DR SE	LAKE STEVENS WA	98258 BOECKEL JEREMY D & ALICIA M	1013 117TH DR SE	LAKE STEVENS WA	98258
1120600001600	0.12	0.11%	\$	317,400.00	0.71%	1005 117TH DR SE	LAKE STEVENS WA	98258 OLSON MATHEW E & ERIN L	1005 117TH DR SE	LAKE STEVENS WA	98258
1120600001700	0.14	0.13%	\$	317,000.00	0.71%	933 117TH DR SE	LAKE STEVENS WA	98258 SMITH JANENE K	933 117TH DR SE	LAKE STEVENS WA	98258
1120600002600	0.1	0.09%	\$	316,600.00	0.71%	1024 117TH DR SE	LAKE STEVENS WA	98258 CORBIN RONALD L	1024 117TH DR SE	LAKE STEVENS WA	98258
1120600000400	0.12	0.11%	\$	316,600.00	0.71%	1129 117TH DR SE	LAKE STEVENS WA	98258 RANSOM CALEB C & JANAY L	1129 117TH DR SE	LAKE STEVENS WA	98258
1120600000600	0.27	0.25%	\$	316,500.00	0.71%	1117 117TH DR SE	LAKE STEVENS WA	98258 TIMCHAK DANIEL R & MUTASCU JOSEFINA P	1117 117TH DR SE	LAKE STEVENS WA	98258
1120600000300	0.11	0.10%	\$	316,500.00	0.71%	11721 12TH ST SE	LAKE STEVENS WA	98258 ROBENS DAWN MARIE	11721 12TH ST SE	LAKE STEVENS WA	98258
585800001700	0.26	0.24%	\$	315,100.00	0.70%	12106 11TH PL SE	LAKE STEVENS WA	98258-9799 JOHNSON DYLAN G & PYKA JULIE M	15211 94TH ST NE	LAKE STEVENS WA	98258
585800000900	0.31	0.29%	\$	311,300.00	0.70%	1104 121ST AVE SE	LAKE STEVENS WA	98258-8649 SANDERS ERIK KALSKIN	1104 121ST AVE SE	LAKE STEVENS WA	98258
29062000204000	0.62	0.57%	\$	311,000.00	0.70%	1101 116TH AVE SE	LAKE STEVENS WA	98258 BREWER STACY J & JENNICA MAE	1101 116TH AVE SE	LAKE STEVENS WA	98258
585800001800	0.28	0.26%	\$	307,700.00	0.69%	1201 121ST AVE SE	LAKE STEVENS WA	98258-9750 WESTERINEN BRANDON M & STEPHANIE R	1201 121ST AVE SE	LAKE STEVENS WA	98258-9750
1120600004400	0.48	0.45%	\$	304,600.00	0.68%	814 RHODORA HEIGHTS RD	LAKE STEVENS WA	98258 FENNER ELIZABETH	814 RHODORA HEIGHTS RD	LAKE STEVENS WA	98258
29062000204600	1.93	1.79%	\$	304,300.00	0.68%	1020 123RD AVE SE	LAKE STEVENS WA	98258-9794 NEWELL ROBERT E	1020 123RD AVE SE	LAKE STEVENS WA	98258-9794
29062000203800	1.2	1.11%	\$	302,700.00	0.68%	11623 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9410 KINNEY KEVIN C	11623 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9410
29062000204100	0.29	0.27%	\$	301,600.00	0.67%	831 116TH AVE SE	LAKE STEVENS WA	98258 DELP TYLER LUCAS/BENNETT BROOKE NICOLE	831 116TH AVENUE SE	LAKE STEVENS WA	98258
626800001100	0.27	0.25%	\$	301,100.00	0.67%	1131 119TH DR SE	LAKE STEVENS WA	98258-9751 LUDWIG BARBARA	1131 119TH DR SE	LAKE STEVENS WA	98258
626800001400	0.25	0.23%	\$	300,800.00	0.67%	1223 119TH DR SE	LAKE STEVENS WA	98258-8650 NEWSOM CHRISTINE	1223 119TH DR SE	LAKE STEVENS WA	98258-8650
29062000204800	0.29	0.27%	\$	300,400.00	0.67%	929 116TH AVE SE	LAKE STEVENS WA	98258-9470 CAGLE LIVING TRUST	2388 HIGHVIEW LN	SPRING VALLEY CA	91977-3622
585800001200	0.25	0.23%	\$	299,700.00	0.67%	12123 11TH PL SE	LAKE STEVENS WA	98258-9799 JOSKI GARY G & SHERRY Y	12123 11TH PL SE	LAKE STEVENS WA	98258-9799
29062000209100	2	1.85%	\$	299,000.00	0.67%	1113 RHODORA HEIGHTS RD	LAKE STEVENS WA	98258-9726 SLAUGHTER ALBERT & JOANN	1113 RHODORA HTS RD	LAKE STEVENS WA	98258
626800001101	0.31	0.29%	\$	296,500.00	0.66%	1207 119TH DR SE	LAKE STEVENS WA	98258-8650 WILSON WESLEY A	1207 119TH DR SE	LAKE STEVENS WA	98258
585800000300	0.25	0.23%	\$	295,100.00	0.66%	1220 121ST AVE SE	LAKE STEVENS WA	98258-9750 FRASER JEFFREY B & MICHELLE M	1220 121ST AVE SE	LAKE STEVENS WA	98258-9750
585800002400	0.26	0.24%	\$	291,900.00	0.65%	1219 121ST AVE SE	LAKE STEVENS WA	98258-9750 ROEDER JASON K	1219 121ST AVE SE	LAKE STEVENS WA	98258-9750
585800002600	0.31	0.29%	\$	289,400.00	0.65%	12115 MACHIAS CUTOFF RD	LAKE STEVENS WA	98258 RILEY ROBERT R & GENTRY CHANDRA R	12115 MACHIAS CUTOFF RD	LAKE STEVENS WA	98258
626800000400	0.29	0.27%	\$	286,600.00	0.64%	11918 12TH ST SE	LAKE STEVENS WA	98258-9701 POSTELWAIT CARY	11918 12TH ST SE	LAKE STEVENS WA	98258-9701
585800000200	0.25	0.23%	\$	280,300.00	0.63%	1228 121ST AVE SE	LAKE STEVENS WA	98258-9750 RASMUSSEN V H	PO BOX 713	LAKE STEVENS WA	98258-0713
585800001000	0.24	0.22%	\$	278,800.00	0.62%	12105 11TH PL SE	LAKE STEVENS WA	98258-9799 WICKLINE DAVID M	1232 121ST AVE SE	LAKE STEVENS WA	98258
626800000200	0.35	0.32%	\$	276,900.00	0.62%	11904 12TH ST SE	LAKE STEVENS WA	98258-9701 TROLL ROBERT	11904 12TH ST SE	LAKE STEVENS WA	98258-9701
585800000800	0.33	0.31%	\$	275,800.00	0.62%	1116 121ST AVE SE	LAKE STEVENS WA	98258-8649 WRIGHT LINDA M	1116 121ST AVE SE	LAKE STEVENS W	98258
585800001300	0.23	0.21%	\$	275,500.00	0.62%	12131 11TH PL SE	LAKE STEVENS WA	98258-9799 TRUMBULL BERNA A	12131 11TH PL SE	LAKE STEVENS WA	98258
585800001900	0.28	0.26%	\$	274,300.00	0.61%	1205 121ST AVE SE	LAKE STEVENS WA	98258-9750 VAUGHN MONICA V	P.O BOX 1251	CLINTON WA	98236
585800000100	0.24	0.22%	\$	268,200.00	0.60%	1232 121ST AVE SE	LAKE STEVENS WA	98258-9750 WICKLINE DAVID M	1232 121ST AVE SE	LAKE STEVENS WA	98258
626800000700	0.33	0.31%	\$	262,100.00	0.59%	11919 12TH ST SE	LAKE STEVENS WA	98258-9701 PERRY ERICKA N	11919 12TH ST SE	LAKE STEVENS WA	98258
585800001100	0.25	0.23%	\$	262,100.00	0.59%	12115 11TH PL SE	LAKE STEVENS WA	98258-9799 AUERBACH BARRY W & TRACEY S	12115 11TH PL SE	LAKE STEVENS WA	98258-9799
29061900106200	0.3	0.28%	\$	262,000.00	0.59%	905 S LAKE STEVENS RD	LAKE STEVENS WA	98258-8550 BISSON WALTER L	905 S LK STEVENS RD	LAKE STEVENS WA	98258
585800000600	0.25	0.23%	\$	258,300.00	0.58%	1132 121ST AVE SE	LAKE STEVENS WA	98258-8649 HARRIS GINA ANNE/TAUSCHECK JASON EDWARD	1132 121ST AVE SE	LAKE STEVENS WA	98258
585800001600	0.25	0.23%	\$	258,300.00	0.58%	12114 11TH PL SE	LAKE STEVENS WA	98258-9799 BELSHEE GARY L	12114 11TH PLACE S E	LAKE STEVENS WA	98258
585800002700	0.58	0.54%	\$	258,100.00	0.58%	12121 MACHIAS CUTOFF RD	LAKE STEVENS WA	98258-9701 ORT TERESA	12121 MACHIAS CUTOFF	LAKE STEVENS WA	98258
585800002300	0.25	0.23%	\$	253,600.00	0.57%	1215 121ST AVE SE	LAKE STEVENS WA	98258-9750 BELDIN KIMBERLY	1215 121ST AVE SE	LAKE STEVENS WA	98258-9750
585800002100	0.36	0.33%	\$	252,600.00	0.57%	1211 121ST AVE SE	LAKE STEVENS WA	98258-9750 YAKSHIN GENNADY & SIWEK MALGORZATA	1211 121ST AVE S E	LAKE STEVENS WA	98258
585800002000	0.42	0.39%	\$	252,300.00	0.56%	1209 121ST AVE SE	LAKE STEVENS WA	98258-9750 DAUNCEY ROBIN K	1209 121ST AVE SE	LAKE STEVENS WA	98258-9750
626800000300	0.38	0.35%	\$	252,200.00	0.56%	11910 12TH ST SE	LAKE STEVENS WA	98258-9701 MOORE JOANNE	11910 12TH ST SE	LAKE STEVENS WA	98258-9701
585800000700	0.28	0.26%	\$	243,900.00	0.55%	1122 121ST AVE SE	LAKE STEVENS WA	98258-8649 BRAINARD KERINA L	1122 121ST AVE SE	LAKE STEVENS WA	98258-8649
585800001400	0.23	0.21%	\$	241,800.00	0.54%	12130 11TH PL SE	LAKE STEVENS WA	98258-9799 MCGINNIS RICKARD & VICKI	12130 11TH PL SE	LAKE STEVENS WA	98258
626800000800	0.37	0.34%	\$	240,800.00	0.54%	11927 12TH ST SE	LAKE STEVENS WA	98258-9701 FAGERLIE QUINTIN E	11927 12TH ST SE	LAKE STEVENS WA	98258-9701
626800000500	0.34	0.32%	\$	233,400.00	0.52%	11907 12TH ST SE	LAKE STEVENS WA	98258-9701 FOUDRAY JOHN W	11907 12TH ST SE	LAKE STEVENS WA	98258-9701
585800000500	0.25	0.23%	\$	229,800.00	0.51%	1206 12					

29062000305300	6.51	6.04%	\$	224,200.00	0.50% 11916 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9282	KUSSY LORETTA M & STEVE J	7421 51ST AVE NE	MARYSVILLE WA	98270-4099
585800002200	0.53	0.49%	\$	214,400.00	0.48% 1213 121ST AVE SE	LAKE STEVENS WA	98258-9750	HECATHORN GLEN D	1213 121ST AVE SE	LAKE STEVENS WA	98258-9750
626800000600	0.42	0.39%	\$	189,700.00	0.42% 11903 12TH ST SE	LAKE STEVENS WA	98258-9701	CONINE WAYNE	11903 12TH ST SE	LAKE STEVENS WA	98258-9701
585800000400	0.25	0.23%	\$	187,600.00	0.42% 1214 121ST AVE SE	LAKE STEVENS WA	98258-9750	GRIGG NORMAN H	1214 121ST AVE SE	LAKE STEVENS WA	98258-9750
29061900103300	1.32	1.22%	\$	182,400.00	0.41% 925 S LAKE STEVENS RD	LAKE STEVENS WA	98258-8550	SHILLINGFORD BURTON R	SHILLINGFORD DAVID L 925 S LK STEVENS RD	LK STEVENS WA	98258
29061900103500	0.2	0.19%	\$	172,900.00	0.39% 915 S LAKE STEVENS RD	LAKE STEVENS WA	98258-8550	DONNELLY BRIAN J	907 123RD AVE NE	LAKE STEVENS WA	98258
29062000205300	1.6	1.48%	\$	148,400.00	0.33% 1114 123RD AVE SE	LAKE STEVENS WA	98258-8690	THOMAS DAVID L	7327 229TH ST SW	EDMONDS WA	98026
29062000305400	11.22	10.40%	\$	141,200.00	0.32% UNKNOWN			HISEY STEWART J	1406 KEARNEY CT	FORT WAYNE IN	46845
29062000210000	0.38	0.35%	\$	87,500.00	0.20% 11611 MACHIAS CUTOFF	LAKE STEVENS WA	98258-9410	KRUSE THOMAS C & MICHELLE	11615 MACHIAS CUTOFF RD	LAKE STEVENS WA	98258
626800000900	0.54	0.50%	\$	85,720.00	0.19% 1117 119TH DR SE	LAKE STEVENS WA	98258-9751	LARSON THERESE M	1117 119TH DR SE	LAKE STEVENS WA	98258-9751
29061900103400	0.4	0.37%	\$	80,680.00	0.18% 905 S LAKE STEVENS RD	LAKE STEVENS WA	98258-8550	BISSON WALTER L	905 S LK STEVENS RD	LAKE STEVENS WA	98258
29062000204300	0.29	0.27%	\$	43,400.00	0.10% 917 116TH AVE SE	LAKE STEVENS WA	98258	WARRICK STEPHEN K & JACQUELINE	917 115TH AVE SE	LAKE STEVENS WA	98258-9470
29062000300300	1	0.93%	\$	42,400.00	0.09% 12210 MACHIAS CUTOFF	LAKE STEVENS WA	98258-8618	GAMBLE JOHN G & JENNIE J	1516 123RD AVE SE	LAKE STEVENS WA	98258
29062000300301	3.8	3.52%	\$	21,100.00	0.05% 12210 MACHIAS CUTOFF	LAKE STEVENS WA	98258-8618	GAMBLE JOHN G	1516 123RD AVE SE	LAKE STEVENS WA	98258
107.85	100.00%	\$		44,699,300.00							



Potential Annexation Areas

November 2017

Boundaries

 City of Lake
Stevens

Unincorporated
UGA

County Zoning

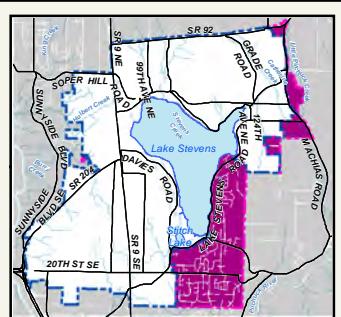
- Low Density
Multiple Residential
- Residential 7,200
sq.ft.
- Residential 9,600
sq.ft.

Annexation Boundaries

-  Pellerin Petition Proposed
-  Rhodora Petition Proposed
-  Staff Recommended
Rhodora Annexation
Boundary



Not to Scale



From: [David Toyer](#)
To: [Russell Wright](#); [Josh Machen](#)
Subject: Revision to Rhodora South Annexation Boundary
Date: Monday, November 6, 2017 2:00:34 PM

Josh and Russ:

After meeting with Kussey and Gamble (two of the three parcels south of Machias Road), it is clear that these parcels do not wish to be in the annexation area. I believe one, if not both, land owners will be contacting you to request to be taken out of the area proposed for annexation. As the representative for the initiators, I would support their request as these three parcels are not critical to the annexation. Further, adjusting the southern boundary of the annexation area to run along Machias Cut-off Road would appear to make good sense for drawing a logical boundary.



USDA FSA, DigitalGlobe, GeoEye, Microsoft, CNES/Airbus DS

Please let me know if you have any questions.

Very Sincerely,

**DAVID TOYER /FOUNDER/
TOYER STRATEGIC CONSULTING, LLC.
3705 COLBY AVENUE, SUITE 1
EVERETT, WA 98201
425-344-1523 | DAVID@TOYERSTRATEGIC.COM**





LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 14, 2017

Subject: ILA with Snohomish 911

Contact	Chief Dyer	Budget	\$366,649.00
Person/Department:		Impact:	in FY 2018

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Ordinance No. 1007 authorizing the Mayor to enter into an Interlocal Agreement creating a new regional emergency communications services agency.

SUMMARY/BACKGROUND:

SNOCOM¹ and SNOPAC² are both local government interlocal entities formed in the 1970s in Snohomish County to provide emergency call taking and dispatch services. The proposed Interlocal Agreement consolidating SNOCOM and SNOPAC and creating a new regional agency for emergency communications is the culmination of over a year and a half of work by the SNOCOM and SNOPAC Boards.

In October, 2017, both Boards acted to approve a plan to consolidate SNOCOM and SNOPAC into a new agency to be called “Snohomish County 911” (“New Agency”). Both Boards have approved the related Interlocal Agreement defining the governance and financing for the New Agency and recommend its approval by their respective member agencies.

The New Agency will provide countywide emergency communications services (9-1-1 and other emergency call response and dispatch) to all signatories to the Interlocal Agreement, and to “subscribers” who may contract for services with the New Agency. The New Agency will be established effective January 1, 2018, at which point SNOCOM and SNOPAC will cease to exist as separate legal entities. The New Agency will assume all of the powers, rights and responsibilities of both SNOCOM and SNOPAC.

The rationale for consolidation is to improve public safety service levels and capture economies of scale that will be realized from combining operations of SNOCOM and SNOPAC.

1 SNOCOM (Southwest Snohomish County Public Safety Communications Agency) provides emergency communications services to seven cities and one regional fire authority in southwest Snohomish County.

2 SNOPAC (Snohomish County Police Staff and Auxiliary Services Center) provides emergency communications services to the majority of cities, towns and fire districts in Snohomish County as well as the County Sheriff Department.

- Consolidation will increase public safety by eliminating the need to transfer 40-50 thousand 9-1-1 calls each year (a problem created by the currently overlapping service territory of the two agencies). Today, each 9-1-1 call transferred results in over 20 seconds of delay in response time which can impact public safety and is far from ideal in terms of public service; the call-transfer process also ties up staff that could be working to answer other 9-1-1 calls.
- A fully-integrated dispatch operation will require less staff than two separate operations. Consolidation is anticipated to save up to a million dollars a year once optimal agency size is met, as compared to current operations. Optimal agency size will be accomplished through natural attrition over the next 1-2 years – both Boards have committed to a no-lay-off policy for this project.
- The two agencies already operate on identical, integrated software platforms, so the transition is expected to be relatively inexpensive and straightforward. The existing SNOPAC facility is large enough to accommodate both operations for at least the next decade, and the existing SNOCOM facility will be maintained as a back-up location.

More background and details on the project are provided below and in the attachments to this briefing memo.

Approval of Ordinance 1007 will approve Lake Stevens to become a Principal member of the New Agency and authorize the Mayor to execute the associated Interlocal Agreement. Approval of Ordinance 1007 will also approve Lake Stevens' share of the 2018 budget for the New Agency (Ordinance 1007 is attached as Attachment A).

Schedule:

The schedule adopted by the Boards calls for each member agency of SNOCOM and SNOPAC to make a decision by the end of calendar year 2017 on joining the New Agency and becoming a party to the Interlocal Agreement.

Fiscal Impact:

In 2018, Lake Stevens' fees will be consistent with the approved SNOPAC 2018 budget, which allocates to Lake Stevens a total annual assessment of \$366,649.00, based on the current SNOPAC assessment formula.

For each future budget, Lake Stevens will be asked to approve its share of the New Agency budget as part of Lake Stevens' regular budget process. Beginning in 2019, a new assessment formula will be in place, discussed further below. The new assessment formula is based on combining aspects of the current SNOCOM and SNOPAC assessment formulas with the goal of implementing a cost allocation approach that accurately reflects the workload and cost imposed by each member agency on the regional dispatch operation.

Background:

The Interlocal Agreement reflects the deliberations of the SNOCOM and SNOPAC Boards over the past approximately eighteen months. After extensive discussion to create the New Agency and having recommended adoption of the Interlocal Agreement to all their members, SNOCOM and SNOPAC will not be parties to the ILA; they have approved and implemented the consolidation by their separate actions.

Transitioning to the New Agency:

The Boards have adopted an operational transition plan to guide consolidation of SNOCOM and SNOPAC into the New Agency. This transition plan is not part of the Interlocal Agreement, but is part of the Boards' action to approve consolidation.

In summary, the operational consolidation plan provides as follows:

Employees: All employees will become employees of the New Agency on January 1 2018; their terms of employment will remain unchanged. A major task for the first year will be to negotiate a new unified collective bargaining agreement covering all unionized employees.

Operations: In 2018 operations will continue essentially "as-is," in the two current locations.

Facilities: In 2018, the SNOPAC facility will be remodeled to accommodate the SNOCOM staff and equipment. Costs of the remodel will be funded from New Agency reserves. The plan is for all employees to be operating from within a single primary location by January 2019. The current SNOCOM facility will continue to be leased from Mountlake Terrace for use as a "warm-back-up" facility, in the event the SNOPAC facility becomes unavailable. The SNOPAC facility is large enough to accommodate expected growth of the new agency over at least the next decade.

Technology: Since both SNOCOM and SNOPAC operate on the same software platforms, there is little in the way of technology or equipment adjustment.

Funds: At the end of 2017, funds on hand at SNOCOM and SNOPAC will be transferred to the New Agency. All funds held today in reserves at SNOCOM and SNOPAC will be placed into reserves of the New Agency.

Cost: The costs of consolidation – legal, space remodeling, moving, etc.) will be paid for from reserve funds held by SNOCOM, SNOPAC and the New Agency.

Overview of Terms of the Interlocal Agreement:

Once the major deal points were agreed upon by the two Boards, the agencies engaged outside legal counsel, Deanna Gregory and Jay Reich of Pacifica Law Group, to assist with drafting the Interlocal Agreement and Articles of Consolidation. The Interlocal Agreement is reproduced in full at **Attachment A**. The related Articles of Consolidation and Plan of Consolidation (incorporating statutory requirements and reflecting the terms of the ILA) are reproduced at **Attachment D**. These do not need to be approved by Lake Stevens, but are attached for your reference.

The key terms in the Interlocal Agreement are described below. Capitalized terms are also defined in the Interlocal Agreement.

- 1. Consolidation of SNOCOM and SNOPAC into a new nonprofit corporation.** Today, both SNOCOM and SNOPAC are formed as nonprofit corporations whose members are local governments. This structure will be replicated with the New Agency, which will be created by consolidating SNOCOM and SNOPAC into a new nonprofit corporation under chapter 24.06 RCW. The new agency nonprofit corporation is a governmental instrumentality whose members ("Principals") must be units of local government which Directly Provide police and/or fire/EMS services.
- 2. Effective Date.** The Interlocal Agreement is dated to become effective as of January 1, 2018—this is the date that the New Agency will be created and SNOCOM and SNOPAC will cease to exist as separate legal entities.

3. **Term of Agreement.** The initial term of the Interlocal Agreement – during which time no Principal member can terminate its participation — is 6 years. Thereafter, the Agreement has a perpetual term.
4. **Withdrawal.** A Principal can withdraw from the Agreement by giving at least 18 months' advance notice (termination date coinciding with the last day of the next budget year). The earliest termination date is the end of the initial 6-year term.
5. **Services and Programs Offered by the new Agency.** The main function of the New Agency is to provide Emergency Communications Service – essentially, 9-1-1 call taking and dispatch of police and fire/EMS response. All programs currently offered by SNOCOM and SNOPAC will be offered by the New Agency.
6. **Potential acquisition of SERS (owner/operator of the Snohomish County emergency public radio system).** Upon a Supermajority Vote of the Board, the New Agency could choose to acquire SERS without re-opening the Agreement. The acquisition would also require the consent of the SERS board.
7. **Members of the New Agency.** There are two types of membership in the New Agency, Principals and Associate Agencies. In addition, agencies may contract for service from the new agency as Subscribers.
 - a. “Principals”—are signators to the Interlocal Agreement. Principals are co-owners of the New Agency and have a vote in appointing Board members. “Single Service Principals” are cities or towns that provide *either* police or fire/EMS service *but not both*, and receive the service which they do not Directly Provide from a Principal or Subscriber. These Single Service Principals participate in the selection of a voting Board Member as well as in the selection of a non-voting Board Member.
 - b. “Associate Agencies” are local governments that do not Directly Provide police or fire/EMS services but instead purchase it via contract from another local government who is a Principal or Subscriber of the new agency. Signing the Interlocal Agreement is optional for these jurisdictions; they will pay a nominal annual fee, to be set each year by the Governing Board. Associate Agencies participate in selection of a non-voting board member and are guaranteed acceptance as a Principal without a latecomer fee in the event they decide to Directly Provide police or fire/EMS service.
 - c. “Subscribers” are agencies which Directly Provide police or fire/EMS service but choose not to sign the Interlocal Agreement and instead purchase service from the New Agency. A form of contract will be prepared for these Subscribers and will be made available for review this fall; execution of any subscriber contracts would occur in early 2018. A Subscriber that could have opted to be a Principal will have a minimum of a 6% risk premium added to its annual user fees.
8. **Governance.** With potentially as many as fifty member agencies, it was necessary to develop a representative board structure. After months of deliberation, the SNOCOM and SNOPAC Boards agreed that the New Agency will be governed by a Board of fifteen (15) voting members plus one (1) non-voting member. Ten (10) voting members will be chosen by Principals that operate police agencies; five (5) voting members will be chosen by Principals with fire/EMS operations. This allocation of Board seats generally matches the workload imposed by the two disciplines and the revenues they will contribute to the New Agency. In addition:

- a. Each of the voting Board Members has 1 vote. There is no weighted voting.
- b. Terms of office are two years.
- c. Board Members are chosen through a caucus process, where similarly-sized police agencies, and similarly sized fire/EMS agencies meet together to appoint 1-3 representatives (number of representatives depends on the caucus). The rules for forming caucuses are slightly different for police agencies as compared to the process used for fire/EMS agencies.
- d. Police caucuses also have rules that require them to appoint a mix of lead operational staff and elected officials to the Board. Fire/EMS caucuses are not subject to this rule and may choose to appoint elected officials or lead operational staff to the Board.
- e. Associate Agencies and Single-Service Principals jointly select a single non-voting board member.
- f. Membership in caucuses is fluid—it will shift as population and New Agency membership shifts over time.
- g. A six (6) member transition board will be chosen this fall by the SNOCOM and SNOPAC boards – 3 members plus 1 alternate from each Board -- to oversee the New Agency for the few weeks of 2018 until caucuses can be convened to select Board Members.
- h. See **Attachment B** for diagrams of how the Board caucuses and membership will be structured.

9. **Annual Assembly.** An Annual Assembly will be held each April, for all Principals, Subscribers and Associate Agencies to hear about New Agency accomplishments of the previous year, major work items for the coming year and proposed budget policies for the next year. Every other year, the Annual Assembly will also host the caucuses at which the next Board members will be chosen.

10. **Approval of Major Decisions by Governing Board.** Major decisions will require a Supermajority Vote of the Board, defined as a vote securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Board present constituting a quorum and voting; and (2) not less than one Board Member representing a fire agency.

- a. The Board is allowed to amend the Interlocal Agreement by Supermajority Vote in certain circumstances. However, core provisions, for example, around governance, scope of agency authority and risk allocation cannot be changed by the Board: they require approval of all legislative bodies of all Principals. Any amendment of the Interlocal Agreement requires 30 days' advance notice to all Principals.
- b. Among the other items requiring a Supermajority Vote are:
 - i. Amendment to the Principals' Assessment formula;
 - ii. Approval or Amendment of the bylaws;
 - iii. Accepting a new Principal member of the Agency;
 - iv. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index – Urban for the Seattle/Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal Bureau of Labor Statistics, or its successor index, plus 4%
 - v. A decision to acquire assets, equipment, real or personal property valued at over \$500,000.

vi. A decision to dissolve the agency, or to merge, consolidate or sell all or substantially all its assets.

11. **Assessments and User Fees.** Principals will pay according to an Assessment formula that is basically an amalgam of the two existing assessment formulas at SNOCOM and SNOPAC. The formula allocates costs to individual agencies based on three factors: (1) calls for service processed for each agency (a detailed definition is appended to the ILA), (2) population served, and (3) Assessed Value.

- a. A hypothetical assessment run applying the proposed rate formula to a hypothetical 2017 consolidated agency budget was shared with the Boards in January 2017 and has been reviewed at several sessions with finance directors and other staff from interested agencies.
- b. The new assessment formula results are fairly similar to the current assessments for most SNOPAC members; however, SNOCOM police agencies will see a sizeable reduction in their fees and the South Snohomish County Fire & Rescue RFA will see a sizeable increase in its fees. To address this, one-time “rate-smoothing” is proposed for 2019, where Principals and Subscribers seeing more than a 9% reduction in fees will have their fees adjusted in order to fund a mitigation payment for those Principals and Subscribers with more than a 9% increase in fees. The contribution obligation and payment amounts are both capped.
- c. In 2018, Principals will pay assessments based on their current agency formulas from either SNOCOM or SNOPAC (as applicable), since in 2018, the two operations will continue pretty much as-is.
- d. Transition/consolidation costs will be funded from reserves.

12. **Budgets.** Each year, the Agency will adopt a budget for the following year by no later than September 15. Lake Stevens will then be asked to approve its Assessment as part of its regular budget process. If Lake Stevens does not approve its Assessment, it may be converted to a Subscriber by action of the Board. The 2018 budget for the New Agency is basically the proposed 2018 SNOCOM and SNOPAC budgets combined. (See Exhibit D of Interlocal Agreement).

APPLICABLE CITY POLICIES:

BUDGET IMPACT: Continuation of funds for Dispatch Services from Snohomish 911.

ATTACHMENTS:

- Attachment A: Ordinance 1007/Inter Local Agreement
- Attachment B: New Agency membership structure
- Attachment C: Board Structure
- Attachment D: Articles of Consolidation and Plan of Consolidation
- Attachment E: Members of SNOCOM Board, SNOPAC Board, and Joint Task Force
- Attachment F: Diagram of Principals’ Assessment Formula

Attachment A: Ordinance/ILA

ORDINANCE NO. 1007

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS
AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT
CREATING SNOHOMISH COUNTY 911, A COUNTYWIDE CONSOLIDATED
PUBLIC EMERGENCY COMMUNICATIONS AGENCY, AND AUTHORIZING
OTHER RELATED ACTIONS.**

WHEREAS, City of Lake Stevens (the “City”), a municipal corporation formed under the laws of the State of Washington (the “State”), is authorized by State law to provide emergency communications services to assist with the dispatch of police personnel to respond to 911 calls and related services; and

WHEREAS, the City has for many years contracted with (“SNOPAC”), an interlocal agency comprised of its municipal members, jointly organized as a nonprofit corporation under Chapter 24.06 of the Revised Code of Washington (“RCW”) as expressly authorized by RCW 39.34.030(3)(b), for the purpose of providing emergency communication services to its member jurisdictions and other agencies; and

WHEREAS, SNOCOM and SNOPAC have worked for over three years to investigate the feasibility of a consolidating the two agencies and, in the last year and a half the Boards of Directors of the two agencies and their assigned committees have negotiated terms and conditions for such a consolidation; and

WHEREAS, the Boards of Directors of SNOCOM and SNOPAC have determined that it is in the public interest to consolidate the two agencies in order to improve public safety and achieve economies of scale; and

WHEREAS, the Boards of Directors of SNOCOM and SNOPAC have each approved (by at least two-thirds affirmative vote) a resolution authorizing the consolidation of SNOCOM and SNOPAC into a new countywide public safety dispatch agency to be known as Snohomish County 911, pursuant to a plan of consolidation as required by chapter 24.06 RCW (the “Plan of Consolidation”); and

WHEREAS, under the Plan of Consolidation, on January 1, 2018 (the “Consolidation Effective Date”), SNOCOM and SNOPAC will become a single new corporation formed as a municipal instrumentality of its members pursuant to RCW 39.34.030 and organized as a nonprofit corporation under chapter 39.34 RCW as authorized by chapter 39.34 RCW, and SNOCOM and SNOPAC will cease to exist as separate legal entities; and

WHEREAS, all agencies who are members of SNOCOM and SNOPAC may join Snohomish County 911, either as a full member and co-owner (a “Principal”), or as an associate agency (an “Associate Agency”), or alternatively may become a subscriber (a “Subscriber”) of contract services; and

WHEREAS, Snohomish County 911 will be governed by the terms of the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, including all exhibits thereto (the “Agreement”) in the form of a governmental nonprofit corporation as authorized by chapter 39.34 RCW and chapter 24.06 RCW; and

WHEREAS, for most or all of 2018 emergency communications dispatch operations will remain largely as they are today, operating out of two existing facilities but under a new unified governance

structure under the Agreement; and

WHEREAS, the City meets the qualifications of a Principal Agency as further defined in the Agreement; and

WHEREAS, the City has been provided forms of the Agreement, the Articles of Consolidation, the Plan of Consolidation, and other documents related to the consolidation of SNOCOM and SNOPAC in order to make the determinations set forth herein; and

WHEREAS, the City Council of the City of Lake Stevens finds it is in the public interest of the citizens of the City to become a Principal Agency] of Snohomish County 911 and to approve other matters related thereto as set forth herein;

NOW, THEREFORE, be it resolved by the City Council of City of Lake Stevens as follows:

Section 1. Approval of the Agreement; Execution. The City Council hereby approves the Agreement in substantially the form attached hereto as **Exhibit A** and incorporated herein by this reference, and elects to become a Principal of Snohomish County 911. The Mayor is hereby authorized and directed to execute, on behalf of the City, the Agreement, in form substantially similar to that attached as **Exhibit A**, and to take other steps as necessary and to execute any related documents in order that the City may become a Principal of Snohomish County 911. By execution of the Agreement, the City hereby approves the consolidation of SNOCOM and SNOPAC pursuant to the Plan of Consolidation.

Section 2. Election of Services. The City of Lake Stevens will request police dispatch services from Snohomish County 911 beginning January 1, 2018, and Mayor is directed to accordingly complete and submit the certification of service form attached as Exhibit A to the Agreement.

Section 3. Approval of Assessments. The City's assessments payable to Snohomish County 911 in 2018 as set forth in Exhibit E to the Agreement are hereby approved and are or will be included within the City's 2018 budget.

PASSED by the City Council and APPROVED by the Mayor this ____ day of November, 2017.

John Spencer, Mayor

ATTEST:

APPROVED AS TO FORM:

Kathy Pugh, Deputy City Clerk

Grant K. Weed, City Attorney

Exhibit A

**SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS
AGENCY INTERLOCAL AGREEMENT**

TABLE OF CONTENTS

RECITALS.....	1
SECTION 1. CREATION OF SNOHOMISH COUNTY 911; STATUS OF MEMBERS AS OF THE CONSOLIDATION EFFECTIVE DATE.....	2
SECTION 2. TERM OF AGREEMENT.....	5
SECTION 3. DEFINITIONS.....	5
SECTION 4. SNOHOMISH COUNTY 911 SERVICES.....	10
SECTION 5. SNOHOMISH COUNTY 911 POWERS.....	11
SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.....	13
SECTION 7. TECHNICAL ADVISORY COMMITTEES.....	19
SECTION 8. ANNUAL AGENCY ASSEMBLY.....	21
SECTION 9. EXECUTIVE DIRECTOR.....	22
SECTION 10. PERSONNEL POLICY.....	22
SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION.....	23
SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.....	23
SECTION 13. ISSUANCE OF DEBT.....	26
SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICES TO PRINCIPALS.....	26
SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.....	28
SECTION 16. INVENTORY AND PROPERTY.....	28
SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.....	28
SECTION 18. AMENDMENT OF AGREEMENT.....	29
SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.....	30
SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION	30
SECTION 21. DISPUTE RESOLUTION.....	31
SECTION 22. INSURANCE.....	32
SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.....	32
SECTION 24. INTERGOVERNMENTAL COOPERATION.....	34
SECTION 25. NOTICE.....	34
SECTION 26. COMPLIANCE WITH LAWS.....	34
SECTION 27. VENUE.....	35
SECTION 28. NO THIRD PARTY BENEFICIARIES.....	35
SECTION 29. SEVERABILITY.....	35
SECTION 30. RATIFICATION.....	35
SECTION 31. EXECUTION, COUNTERPARTS, AND EFFECTIVE DATE.....	35

EXHIBITS AND APPENDICES

Exhibit A	Initial Election to Receive Emergency Communication Services from Snohomish County 911	A-1
Exhibit B	Process for Selecting Governing Board Members and Alternates	B-1
Exhibit C	Principal Assessment Formula	C-1
	Appendix C-1 Definition of "Calls for Service".....	
C-1-1 Exhibit D	2018 Budget for Snohomish County 911	
D-1 Exhibit E 2018	
	Assessments.....	E-1
Exhibit F	Assessment Smoothing in First Year of Fully Integrated Services.....	F-1

**SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS
AGENCY INTERLOCAL AGREEMENT**

THIS SNOHOMISH COUNTY REGIONAL PUBLIC SAFETY COMMUNICATIONS AGENCY INTERLOCAL AGREEMENT (this “Agreement”), incorporating all exhibits hereto, is entered into by and between the parties that execute this Agreement from time to time.

RECITALS

WHEREAS, the Southwest Snohomish County Public Safety Communication Agency (“SNOCOM”) is a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 of the Revised Code of Washington (“RCW”) as expressly authorized by RCW 39.34.030(3)(b); and

WHEREAS, the Snohomish County Police Staff and Auxiliary Services Center (“SNOPAC”) is a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.06 RCW as expressly authorized by RCW 39.34.030(3)(b); and

WHEREAS, both SNOCOM and SNOPAC provide emergency communication services on behalf of their member agencies and their combined service territory covers the vast majority of Snohomish County; and

WHEREAS, the Boards of Directors of SNOCOM and SNOPAC have investigated the means by which consolidation of their two emergency communication services operations may be accomplished for the purpose and benefit of enhancing public safety and the safety of police, fire and emergency medical services staff responding to emergencies (“first responders”); and

WHEREAS, the Boards of Directors of SNOCOM and SNOPAC have determined that consolidation of the two agencies will ensure delivery of emergency communication services at or above current service levels; deliver such services to the public and first responders in a highly efficient manner; improve public safety by eliminating the need to transfer tens of thousands of 911 emergency calls between the two agencies each year; realize economies of scale through consolidation of activities; promote interagency collaboration, communication and interoperability; and support efforts to continually identify means to enhance service delivery over time; and

WHEREAS, the Boards of Directors of SNOCOM and SNOPAC have each taken formal action to approve the consolidation of their respective agencies in accordance with RCW 24.03.195 and RCW 24.06.220, respectively, into a single agency to be known as Snohomish County 911 (“Snohomish County 911”), in order to provide emergency communication services on a regional basis throughout Snohomish County for participating member agencies and other public and private agencies that may contract with Snohomish County 911 for such services; and

WHEREAS, substantial investigation of alternative approaches to the calculation of user fees has resulted in a fee formula which the parties agree is fair and equitable; and

WHEREAS, this Agreement is authorized by the Interlocal Cooperation Act (chapter 39.34 RCW);

NOW THEREFORE, in consideration of the promises and agreements contained in this Agreement and subject to the terms and conditions set forth herein, it is mutually understood and agreed by the parties as follows:

SECTION 1. CREATION OF SNOHOMISH COUNTY 911; STATUS OF MEMBERS AS OF THE CONSOLIDATION EFFECTIVE DATE.

a. Creation of Snohomish County 911. Pursuant to Resolution No. 2017-02 adopted by the SNOCOM Board of Directors on October 12, 2017 and Resolution No. 2017-02 adopted by the SNOPAC Board of Directors on October 12, 2017, at least two-thirds of each Board voted in favor of consolidating SNOCOM and SNOPAC as described herein and approved a plan of consolidation (“Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW. Subsequent to such approval, representatives of SNOCOM and SNOPAC have or will execute the Articles of Incorporation Due to Consolidation (the “Articles”) and have or will file such Articles with the Secretary of State. As permitted by RCW 23.95.210, the effective date for the consolidation shall be January 1, 2018 (the “Consolidation Effective Date”).

As of the Consolidation Effective Date:

- i. SNOCOM and SNOPAC shall be a single corporation to be known as “Snohomish County 911” as provided in the Articles (“Snohomish County 911”).
- ii. Snohomish County 911 shall be formed as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and shall be

organized as a nonprofit corporation under chapter 24.06 RCW as authorized by chapter 39.34 RCW. This Agreement shall govern the Snohomish County 911.

- iii. SNOCOM, SNOPAC and each party to this Agreement hereby delegates to Snohomish County 911 the authority to provide emergency communication services as provided herein.
- iv. The separate existence of SNOCOM and SNOPAC, except as formed as Snohomish County 911, shall cease.
- v. Snohomish County 911 shall have all the rights, privileges, immunities and powers and shall be subject to all the duties and liabilities of a nonprofit corporation organized under chapter 24.06 RCW.
- vi. Snohomish County 911 shall thereupon and thereafter possess all the rights, privileges, immunities, and franchises, of both a public and private nature, of each of SNOCOM and SNOPAC; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every other interest, of or belonging to or due to each of SNOCOM and SNOPAC, shall be taken and deemed to be transferred to and vested in Snohomish County 911 without further act or deed; and the title to any real estate, or any interest therein, vested in Snohomish County 911 shall not revert or be in any way impaired by reason of such consolidation.
- vii. Snohomish County 911 shall be responsible and liable for all the liabilities and obligations of each of SNOCOM and SNOPAC, and any claim existing or action or proceeding pending by or against any of such corporations may be prosecuted as if such consolidation had not taken place, or Snohomish County 911 may be substituted in its place. Neither the rights of creditors nor any liens upon the property of SNOCOM or SNOPAC shall be impaired by such consolidation.
- viii. Snohomish County 911, as successor to SNOCOM AND SNOPAC, shall have all rights, privileges, interest, defenses and indemnity protections of all insurance providers for SNOCOM and SNOPAC, including past and current providers, that existed prior to consolidation.
- ix. The statements set forth in the Articles shall be deemed to be the articles of incorporation of Snohomish County 911.

b. Status of SNOCOM and SNOPAC Members as of the Consolidation Effective Date. Each member agency of SNOCOM and SNOPAC which, by December 31, 2017, approves, by action of its legislative authority, the execution and delivery of this Agreement and is qualified to become and elects to be a Principal of Snohomish County 911 by making such designation on the services election form attached hereto as **Exhibit A**, shall be deemed a Principal of Snohomish County 911 as of the Consolidation Effective Date.

Alternatively, by December 31, 2017, a member agency of SNOCOM or SNOPAC may

- (i) elect to be a Subscriber of Snohomish County 911 by providing written notice of same to Snohomish County 911 together with notice of its service election,
- (ii) provide notice to Snohomish County 911 of its request to be an Associate Agency, or (iii) provide notice to Snohomish County 911 of its intent to provide its own emergency communication services and to not be a Principal, Subscriber or Associate Agency of Snohomish County 911.

The initial Principal, Subscriber, or Associate Agency status of each agency shall remain in place until such status is changed pursuant to the terms of this Agreement. Agencies that elect to become Subscribers shall promptly execute the applicable subscriber contract in a form approved and provided by the Governing Board.

Notwithstanding the foregoing, in the interest of public safety, in the event any member agency of SNOCOM or SNOPAC qualified to be a Principal or Subscriber under this Agreement has not, by December 31, 2017, taken official action to execute this Agreement or notified Snohomish County 911 of its intent prior to this subsection, then such member of SNOCOM or SNOPAC shall be deemed to be a Subscriber of Snohomish County 911 for the period between the Consolidation Effective Date and February 15, 2018 (the “Gap Period”). During the Gap Period Snohomish County 911 agrees to provide Emergency Communication Services to such agency in order to allow the agency to complete its formal notification process to Snohomish County 911, and such agency shall be permitted to execute this Agreement and/or elect to be a Principal, Associate Agency, or Subscriber during the Gap Period; provided, that agencies deemed to be Subscribers during the Gap Period pursuant to this paragraph shall be charged a fee for such services based on the 2018 Assessments as described in **Exhibit E** attached hereto plus a latecomer fee equal to 25% of the pro-rata share of Assessments incurred from the Consolidation Effective Date through the date the agency either executes this Agreement or executes a Subscriber contract with Snohomish County 911. Snohomish County 911 shall seek to promptly resolve the status of any agency deemed to be a Subscriber under this paragraph.

SECTION 2. TERM OF AGREEMENT.

This Agreement shall have an initial term of six (6) years (the “Initial Term”), and shall thereafter be of infinite duration, subject to termination provisions contained herein. During the Initial Term no Principal may withdraw from this Agreement, provided that a Principal may convert or be converted to Subscriber status as provided in Sections 12 and 14, may annex to or join with another Principal as described in Section 6.r, or may upon action of the Governing Board be terminated from participation in this Agreement as provided in Section 12.

SECTION 3. DEFINITIONS.

Capitalized terms used in this Agreement shall have the following meanings:

- a. Additional Services. “Additional Services” are optional services provided by Snohomish County 911 that assist Participating Agencies in the performance of their emergency services duties but are outside the scope of Emergency Communications Services as defined in Section 4.a., for example and without limitation, managed mobile computer services. Additional Services may be offered to all Principals and Subscribers from time to time by separate contract. Terms of agreement for provision of Additional Services are to be negotiated between Snohomish County 911 and a Participating Agency and require Simple Majority Vote approval of the Governing Board. Fees for Additional Services are not part of the Assessment Formula and are not considered User Fees.
- b. Agency Assembly. The “Agency Assembly” is the annual meeting of representatives from the Principals, Subscribers and Associate Agencies, as described in Section 8.
- c. Agreement. “Agreement” means this Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, as it may hereafter be amended or modified, together with all exhibits and appendices hereto, as they may hereafter be amended or modified.
- d. Ancillary Services. “Ancillary Services” are services that are part of the overall array of Emergency Communications Services, and related to the core functioning of Emergency Communications Services, for example and without limitation, Police Records Services and school panic button monitoring. Ancillary Services are provided by Snohomish County 911 to all Principals and Subscribers and the costs of Ancillary Services are incorporated into User Fees and Assessments.
- e. Articles. “Articles” mean the Articles of Incorporation Due to Consolidation of Snohomish County 911 as defined in Section 1.

- f. Assessments. “Assessments” mean the portion of User Fees charged to Principals for Emergency Communication Services in accordance with the Assessments formula in provided for in **Exhibit B**. Assessments are a subset of User Fees. Changes to the Assessment formula require Supermajority Approval of the Governing Board. Assessments include costs of Ancillary Services but exclude Additional Services.
- g. Associate Agency. “Associate Agency” is a unit of local government that has executed this Agreement from time to time who is not a Direct Provider and is not Directly Served by Snohomish County 911 but which receives police and/or fire/EMS services though a contract with a Principal or Subscriber of Snohomish County 911. Associate Agencies participate in the selection of a non-voting Governing Board Member as described in Exhibit B, and may participate in the Agency Assembly.
- h. Consolidation Effective Date. “Consolidation Effective Date” means January 1, 2018.
- i. Directly Served. “Directly Served” means Principals and Subscribers who receive Emergency Communication Services from Snohomish County 911 and pay User Fees to Snohomish County 911 in exchange for such services. A Principal or Subscriber may operate both fire/EMS service and police service but elect to have only one or the other service Directly Served by Snohomish County 911.
- j. Direct Provider. “Direct Provider” means a Participating Agency that provides fire/EMS services and/or police services directly, rather than through contract with another agency.
- k. EMS. “EMS” means Emergency Medical Services as described in RCW 84.52.069(5), as now or later amended, including the provision by the Participating Agencies of emergency medical care or emergency medical services, including related personnel costs, training for such personnel, and related equipment, supplies, vehicles and structures needed for the provision of emergency medical care or EMS.
- l. Enhanced Police Records Services. “Enhanced Police Records Services” are services in addition to Police Records Services, and include computer searches and actions to enter, modify or delete computer police records associated with: misdemeanor warrants, orders of protection and other orders and directives; stolen property, vehicles, guns or missing persons; performing 20-minute warrant hit confirmations; and serving as the legal holder of records on behalf of a Police Agency for such records.
- m. Executive Director. The “Executive Director” is the chief operating officer for Snohomish County 911 appointed by and serving at the pleasure of the Governing

Board.

- n. Emergency Communication Services. “Emergency Communication Services” mean those services described in Section 4.a.
- o. Emergency Public Safety Radio System. The “Emergency Public Safety Radio System” is the Snohomish County emergency radio system developed, owned and, as of the Consolidation Effective Date, operated by SERS, including but not limited to base stations and towers for such radio system and microwave backbone.
- p. Fire Agency. A “Fire Agency” is a Principal that is a Direct Provider of fire and/or EMS services.
- q. Fire/EMS Technical Advisory Committee. The “Fire/EMS Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber fire and EMS departments or agencies as described in Section 7.
- r. Fully Integrated Services. “Fully Integrated Services” are Emergency Communication Services provided by Snohomish County 911 from and after the date that dispatch services are regularly provided at a single primary facility (which is currently located at 1121 S.E. Everett Mall Way, Everett, WA 98208). Fully Integrated Services are anticipated to begin on or about January 1, 2019.
- s. Gap Period. “Gap Period” means the period between the Consolidation Effective Date and February 15, 2018.
- t. Governing Board. The “Governing Board” is the body described in Section 6 and shall be the governing body of Snohomish County 911.
- u. Initial Term. The “Initial Term” refers to the first six (6) years in which this Agreement shall be in effect.
- v. Member. A “Member” or “Governing Board Member” is the individual representing a Principal on the Governing Board, or his or her designated alternate.
- w. Participating Agencies or Participants. “Participating Agencies” or “Participants” refer to Principals and all Subscribers, as they may be so constituted from time to time, and individually referred to as a “Participating Agency” or “Participant.”
- x. Plan of Consolidation. “Plan of Consolidation” means the plan approved by SNOPAC and SNOCOM as required by chapters 24.03 and 24.06 RCW.
- y. Police Agency. A “Police Agency” is a Principal that is a Direct Provider of policing services.

- z. Police Records Services. “Police Records Services” include performing computer searches and entries to locate and/or clear of public safety database records (WACIC/NCIC) including but not limited to stolen articles, stolen vehicles, stolen guns, missing persons and warrants, as well as entry and dissemination of State ACCESS system administrative messages.
- aa. Police Technical Advisory Committee. The “Police Technical Advisory Committee” is the advisory board composed of Representatives from Principal and Subscriber police, sheriff or similar departments or agencies as described in Section 7.
- bb. Principal. A “Principal” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a State agency created under the laws of State, which is a Direct Provider of police services or fire/EMS services or both, and which has accepted the terms of and has executed this Agreement from time to time.
- cc. Public Safety Interlocal Operation. “Public Safety Interlocal Operation” includes a joint operation of fire districts and cities for provision of public fire and EMS services entered into and operating pursuant to chapter 39.34 RCW, and may also include a public development authority created pursuant to RCW 35.21.730 et. seq. or a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a nonprofit corporation created for the purpose of facilitating a joint operation between fire districts and cities pursuant to RCW 39.34.030(3).
- dd. Representative. “Representative” refers to the individual representing a Principal or a Subscriber on the Police Technical Advisory Committee or Fire/EMS Technical Advisory Committee, or his or her designated alternate.
- ee. SERS. “SERS” is the Snohomish County Emergency Radio System agency created pursuant to chapters 39.34 and 24.06 RCW and an interlocal agreement effective July 1, 1999, as it may thereafter be amended.
- ff. Simple-Majority Vote. A “Simple-Majority Vote” of the Governing Board means a majority of the votes of the Members present constituting a quorum and voting.
- gg. Single-Service Principal. A “Single-Service Principal” is a Principal that is formed as a city or town under the laws of State that (1) directly provides either fire/EMS service or police service, but not both, and (2) receives the service it does not directly provide from a Principal or Subscriber, as confirmed by its election of service form (**Exhibit A**), as it may be updated from time to time per Section 6.c.

- hh. SNOCOM. “SNOCOM” is the Southwest Snohomish County Public Safety Communication Agency, formed pursuant to chapters 39.34 and 24.03 RCW.
- ii. Snohomish County 911. “Snohomish County 911” refers to the intergovernmental agency formed pursuant to chapters 39.34 and 24.06 RCW, this Agreement and the Articles.
- jj. SNOPAC. “SNOPAC” is the Snohomish County Police Staff and Auxiliary Services Center formed pursuant to chapters 39.34 and 24.06 RCW.
- kk. State. “State” means the state of Washington.
- ll. Subscriber. A “Subscriber” is a general purpose municipal corporation or government agency, a fire district, a Public Safety Interlocal Operation, a regional fire protection service authority created pursuant to chapter 52.26 RCW, or a state agency created under the laws of the State, other than a Principal, which has agreed to pay Snohomish County 911 for Emergency Communication Services or other services as offered at a rate or rates according to such terms and conditions as may be established by Snohomish County 911 as evidenced by separate contract between Snohomish County 911 and such entity. A “Subscriber” may also be a Principal that is converted to Subscriber status as provided in Sections 12 and 14. A Subscriber may also be a tribal government, a specialized public safety operation within County government, or private for profit or non-profit corporation providing services that require use of Emergency Communications Services, for example and without limitation, a private ambulance service, provided further that Subscribers described in this sentence may not become Principals.
- mm. Supermajority Vote. A “Supermajority Vote” means Governing Board approval of an item accomplished by securing affirmative votes of both: (1) not less than seventy percent (70%) of all Members of the Governing Board present constituting a quorum and voting, and (2) not less than one voting Governing Board Member representing a Principal Fire Agency or Agencies.
- nn. Technical Advisory Committees. “Technical Advisory Committees” are the Police Technical Advisory Committee and the Fire/EMS Technical Advisory Committee established by Section 7.
- oo. Transition Board. The “Transition Board” is the temporary Governing Board organized for the purpose of providing initial oversight of the start-up of Snohomish County 911 pursuant to Section 6.b.

pp. User Fees. “User Fees” are fees for service charged to Participating Agencies for all services for Emergency Communication Services provided by Snohomish County 911 whether provided to Principals or Subscribers. User Fees exclude fees for Additional Services and nominal annual membership fees charged to Associate Agencies. User Fees charged to Subscribers may be approved by Simple Majority Vote of the Governing Board.

qq. 911 Calls. “911 Calls” are those calls received or dispatched via the statewide emergency communication network of telephone or via other communications means as described in chapter 38.52 RCW.

SECTION 4. SNOHOMISH COUNTY 911 SERVICES.

- a. Snohomish County 911 has the responsibility and authority for providing Emergency Communication Services and all related incidental functions for communicating and dispatching services between the public and Participating Agencies in the furtherance of improved public safety and emergency response, including the following more specifically described services (collectively, “Emergency Communication Services”):
 - i. Receiving 911 Calls and non-emergency public safety calls for police, fire and medical services;
 - ii. Notifying, dispatching, directing, supporting and coordinating public safety personnel response, including dispatching emergency police, fire, medical and other special or supporting specialized emergency responses services and resources (for example and without limitation, SWAT response);
 - iii. Hosting, configuring, and administering public safety technology networks, systems and applications in support of the delivery of Emergency Communications Services;
 - iv. Updating, maintaining and managing radio communications systems (excluding, unless specifically approved by Governing Board, the Emergency Public Safety Radio System), computer systems, support files and resource materials necessary to accomplish the above;
 - v. Police Records Services;
 - vi. Establishing and updating from time to time standard protocols for communications to and from personnel in the field;
 - vii. Providing certain Ancillary Services; and

viii. Upon a Supermajority Vote of the Governing Board, providing services then-provided by SERS together with all necessary or advisable additional services and actions directly related to SERS.

b. From the Consolidation Effective Date through December 31, 2019, Snohomish County 911 shall provide Enhanced Police Records Services to Principals and Subscribers who were SNOCOM member agencies with Police Agencies that are Directly Served by Snohomish County 911. During this time, such services will be deemed Ancillary Services and are hereby approved as Ancillary Services. No later than May 2019, the Executive Director will make a written recommendation to the Governing Board as to whether, beginning on January 1, 2020, Enhanced Police Records Services should be: (i) discontinued; (ii) offered to all Participating Agencies; or (iii) continue to be provided only to former SNOCOM Police Agencies, and whether such services should be treated as Ancillary Services or Additional Services. The Governing Board shall make a determination regarding the treatment of Enhanced Police Records Services no later than June 30, 2019.

c. Snohomish County 911 may also, when authorized by a Simple Majority Vote of the Governing Board, provide Additional Services. Additional Services will be offered by separate contract as optional services to Participating Agencies. Charges for Additional Services, if any, shall be accounted for separately and shall not be included in the calculation of User Fees.

SECTION 5. SNOHOMISH COUNTY 911 POWERS.

Snohomish County 911, through its Governing Board, shall have all powers allowed by law for interlocal agencies created under RCW 39.34.030 and chapter 24.06 RCW, as they now exist or may hereafter be amended, and as authorized, amended, or removed by the Governing Board, as provided for in this Agreement, and including but not limited to the following:

- a. Recommend action to the legislative bodies of the Participating Agencies;
- b. Review and approve budgets for Snohomish County 911;
- c. Establish policies for expenditures of budget items for Snohomish County
- d. Review and adopt personnel policies for Snohomish County 911;
- e. Review and approve operating policies and procedures for Snohomish County 911, its programs and Emergency Communication Services provided pursuant to this Agreement;

- f. Establish a fund or special fund or funds as authorized by RCW 39.34.030 for the operation of the Snohomish County 911;
- g. Conduct regular and special meetings as may be designated by the Governing Board consistent with the State Open Public Meetings Act (chapter 42.30 RCW);
- h. Maintain and manage records in accordance with the State Public Records Act (chapter 42.56 RCW and chapter 40.14 RCW) and other applicable State applicable and federal records laws and regulations;
- i. Determine what services (including but not limited to Emergency Communication Services and Additional Services) shall be offered and under what terms they shall be offered;
- j. Retain, terminate, direct and supervise the Executive Director;
- k. Create committees to review and make recommendations for purposes and duties of committees;
- l. Approve strategic plans;
- m. Approve the addition of new Principals and Subscribers and the terms of their participation in Snohomish County 911 and receipt of Emergency Communication Services;
- n. Enter into agreements with or make purchases from third parties for goods, assets, property and/or services necessary to fully implement the purposes of this Agreement;
- o. Establish fees and charges for services provided to Participating Agencies;
- p. Direct and supervise the activities of any advisory board or committee established by the Governing Board;
- q. Enter into agreements with, and receive and distribute funds, from any federal, state or local agencies;
- r. To the extent permitted by law, accept loans or grants of funds from any federal, state, local or private agencies and receive and distribute such funds;
- s. Receive all funds allocated to Snohomish County 911 for services provided pursuant to this Agreement;

- t. Purchase, take, receive, lease, take by gift, or otherwise acquire, own, hold, construct, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of Snohomish County 911;
- u. Sell, convey, lease, exchange, transfer, and otherwise dispose of all of its real and personal property and assets;
- v. Sue and be sued, complain and defend, in all courts of competent jurisdiction in Snohomish County 911's name;
- w. Make and alter bylaws for the administration and regulation of its affairs consistent with this Agreement;
- x. Hold radio frequency licenses and software and other licenses to enable Snohomish County 911 to operate radio communications and dispatch systems to meet its public safety responsibilities;
- y. Enter into contracts with Subscribers to provide Emergency Communication Services and Additional Services pursuant to this Agreement;
- z. Any and all other acts necessary to further Snohomish County 911's goals and purposes; and
- aa. Except as expressly provided above or in Section 13, Snohomish County 911 shall not have the power or authority to issue debt in its own name.

SECTION 6. GOVERNING BOARD: COMPOSITION AND OPERATION.

- a. Composition. Snohomish County 911 shall be governed by a Governing Board composed of fifteen (15) voting members and one (1) non-voting member. Ten (10) of the Governing Board voting member seats shall be allocated to Police Agencies, five (5) Governing Board voting member seats shall be allocated to Fire Agencies, and one (1) non-voting member seat shall be allocated to an Associate Agency or a Single- Service Principal. Governing Board Members and their alternates shall be selected in the manner described in **Exhibit B**. Notwithstanding the foregoing, from the Consolidation Effective date until the first meeting of the Governing Board, Snohomish County 911 shall be governed by the Transition Board described below. The first meeting of the Governing Board shall occur no later than January 31, 2018, at which point the Transition Board member terms and authority shall expire.
- b. Transition Board. To govern the Snohomish County 911 until such time as all Participating Agencies and Associate Agencies have an opportunity to conduct their first caucuses and select initial Governing Board Members, a Transition Board will be created for the

limited time and purposes described in this subsection. The Transition Board shall be composed of six (6) members, including: three (3) members and one alternate from the 2017 SNOPAC Board of Directors members or alternates and three (3) members and one alternate from the 2017 SNOCOM Board of Directors members or alternates, duly selected by the respective boards in 2017 for this service; provided, that all members of the Transition Board must otherwise be qualified to serve as voting Board Members of Snohomish County 911 and their agencies must be Principals of Snohomish County 911 and a party to this Agreement. Alternates shall serve in the absence of a Transition Board member from their appointing agency. The Transition Board shall be responsible for selecting and appointing an interim Executive Director of Snohomish County 911 to oversee the management of Snohomish County 911 until the first elected Governing Board takes action with respect to this position. The Transition Board shall direct the interim Executive Director to convene the Principals and Associate Agencies no later than January 15, 2018, for purposes of meeting as caucuses to elect the initial Governing Board Members and Alternates. The Transition Board shall only take such actions as are immediately necessary for the conduct of business of the Snohomish County 911 in the month of January 2018. Meetings of the Transition Board shall be open to the public to the extent required by chapter 42.30 RCW. The provisions of this Agreement regarding qualifications to serve (Section 6.c), quorum (Section 6.h), voting (Section 6.i) and conduct of meetings (Sections 6.m and 6.o) of the Governing Board shall apply to the Transition Board.

- c. **Qualifications to Serve.** A Governing Board Member, or his or her alternate must be duly selected in the manner described in **Exhibit B** and must be either: an elected official; chief administrative officer; chief law enforcement officer or fire chief from a Principal, or a person directly-reporting to the chief law enforcement officer or fire chief; or in the case of Snohomish County, the Snohomish County Executive or a Snohomish County Executive Director.
- d. **Terms of Office.** Governing Board Members are elected every two (2) years by caucuses at the Agency Assembly, as described further in **Exhibit B**. The terms of the newly elected Board Members commence with the first Governing Board meeting in May; provided, however, that the first elected Governing Board Members' terms of office shall run from their date of election in January 2018 through May 2020 and provided further that the Transition Board shall serve only until the first elected Governing Board Members' are selected in January 2018.
- e. **Election to Receive Service From Snohomish County 911; Impact on Governing Board Representation.** Each Principal shall determine which of its respective public service departments or operations will be Directly Served by Snohomish County 911. The initial election by each Principal as to which of their respective departments or operations will

receive services from Snohomish County 911 will be recorded by the submittal by each Principal of a completed service election form, substantially in the form set forth at **Exhibit A**. The service election form determines whether a Principal participates in a caucus to select either or both a Police Agency Governing Board Member or a Fire Agency Governing Board Member. Single Service Principals shall also participate in the caucus for the non-voting Governing Board Member. Each Principal shall promptly provide written notice to Snohomish County 911 of any changes in its services impacting its qualification as a Police Agency or Fire Agency.

- f. Conditions for Serving on Governing Board. All Governing Board Members and their alternates shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Governing Board Members and alternates for reasonable out-of-pocket costs related to service on the Governing Board. Members may only serve for such time as they meet the qualification of a Governing Board Member for the Principals with which they served of the start date of their then current term on the Governing Board.
- g. Alternates. Alternates shall be selected and shall serve in the absence of Governing Board Members in the manner described in **Exhibit B**. Alternates must meet the same qualifications as Governing Board Member.
- h. Quorum. A simple majority of the voting Members (or their alternates) in number (excluding any Member that represents a Principal which been terminated by vote of the Governing Board, or which has given notice of withdrawal and is not permitted to vote per terms of Section 17.f) shall constitute a quorum of the Governing Board for purposes of doing business on any issue.
- i. Voting. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 6.j require a Simple Majority Vote for approval. A Governing Board Member may not split his or her vote on an issue and there shall be no weighted voting. No voting by proxies or mail-in ballots is allowed. Voting by a designated alternate is not considered a vote by proxy. A Governing Board Member representing a Principal that has given notice of withdrawal or which has been terminated by vote of the Governing Board shall be authorized to cast votes at the Governing Board only on budget items to be implemented prior to the withdrawal or termination date.
- j. Items Requiring Supermajority Vote for Approval. A Supermajority Vote of the Governing Board shall be required in order to approve the following items or actions:
 - i. Amendment to the Principals' Assessment formula(s);
 - ii. Approval of a budget that exceeds the prior approved budget by a percentage in excess of the most recently published Consumer Price Index –Urban for the Seattle/Tacoma/Bremerton metropolitan area, June - June, calculated by the Federal

Bureau of Labor Statistics, or its successor index, plus 4% (adjusted as necessary to accomplish the same annual cost increase limitation in the event Snohomish County 911 transitions to a biennial budget).

- iii. A decision to acquire assets, equipment, real or personal property valued at over \$500,000;
- iv. Admission of a new Principal (other than admission of an Associate Agency as a Principal, or a Principal created by the merger, consolidation or other process as described in Section 6.r);
- v. Reinstatement of a Principal that has been converted to Subscriber;
- vi. Appointing the Executive Director (a Simple Majority Vote is required for removal of the Executive Director);
- vii. Expansion of the scope of services provided by Snohomish County 911 within the Scope of Section 4.a and 4.b, including but not limited to acquiring assets held by SERS and providing services then-provided by SERS in accordance with Section 4.a.vii.;
- viii. Adoption or amendment of any bylaws, or amendment of the Articles;
- ix. Merger, consolidation, sale of all or substantially all assets of the Snohomish County 911 per Section 19;
- x. Modification of this Agreement (except for those items requiring approval of all legislative bodies of the Principals per Section 18);
- xi. Termination or dissolution of Snohomish County 911 per Section 20;
- xii. Approval of debt pursuant to Section 13; and
- xiii. Any other action requiring a two-thirds or sixty six-percent (66%) supermajority vote under chapter 24.06 RCW.

k. Officers. The Governing Board shall have four officers, a President and Vice-President, Secretary and Treasurer, who will serve two (2) year terms, coterminous with Governing Board Member elections. It will be the function of the President to preside at the meetings of the Governing Board. The Vice-President shall assume this role in absence of the President. Immediately following the election of Governing Board Members, at the first meeting of the Governing Board, the officers shall be elected by Simple Majority Vote of the Members. In the event of a vacancy in the President position, the Vice-President shall assume the President position for the balance of the term of the departed President. In the event of a vacancy in the Vice-President position, the Governing Board shall by Simple Majority Vote elect a new Vice-President to serve to the balance of the term of the departed Vice-President. Any officer appointed by the Governing Board may be immediately removed by Simple Majority Vote of the Governing Board, with or without cause, in which event the Governing Board shall promptly elect a new officer who shall serve for the remainder of the unexpired two-year term. The Governing Board may appoint persons to serve as Secretary and Treasurer of Snohomish County 911; provided, that such persons shall not be Members of the Governing Board. The duties of all officers shall be

further described in the Snohomish County 911 Bylaws.

- l. Staffing. The Executive Director shall assign agency staff to support the Governing Board as he or she deems appropriate.
- m. Meetings. The Governing Board shall meet not less than four (4) times per year, at least once each calendar quarter, at a time and place designated by the President of the Governing Board or by a majority of its Members. Regular meetings shall be held pursuant to a schedule adopted by the Governing Board. Special meetings may be called by the President or a majority of Governing Board Members upon giving all other Members notice of such meeting in accordance with chapter 42.30 RCW (which, as of the date of this Agreement, requires written notice to be provided to each Member at least twenty-four (24) hours prior to the meeting). Notwithstanding the foregoing, the President or Members calling a special meeting will, in good faith, attempt to provide at least ten (10) days prior written notice of a special meeting, however, failure to do so will not invalidate any otherwise legal action taken at a meeting where the proper notice was provided in accordance with chapter 42.30 RCW. In an emergency, the Governing Board may dispense with written notice requirements for special meetings, but must, in good faith, implement best efforts to provide fair and reasonable notice to all Governing Board Members. Members of the Governing Board may participate in a meeting through the use of any means of communication by which all Members and members of the public participating in such meeting can hear each other during the meeting. Any Governing Board Members participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.
- n. Bylaws. The Governing Board shall be authorized to establish bylaws that govern procedures of the Governing Board.
- o. Parliamentary Authority. Robert's Revised Rules of Order shall govern any proceeding of the Governing Board to the extent not inconsistent with this Agreement or the bylaws adopted by the Governing Board.
- p. Consultation with Technical Advisory Committees. It is the intent of this Agreement that the Governing Board shall seek the active participation and advice of Participating Agencies in the determination of Snohomish County 911 operating policies. The Technical Advisory Committees shall have the opportunity to provide Reports at each regular Governing Board meeting. The Governing Board shall consider input from the Technical Advisory Committees in its deliberations.
- q. Boundary Changes or Service Territory Changes. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation,

merger, or other reason, so that Snohomish County 911 may accurately dispatch calls, accurately track calls for service data and accurately assess User Fees; provided, however, until such time as Snohomish County 911 has sufficiently accurate data (such as an official population estimate from the State) by which to calculate User Fees for the Participating Agencies(s) involved, Snohomish County 911 shall continue to bill each Participating Agency on the basis of Snohomish County 911's most accurate data and the parties involved in the boundary or service territory change shall amongst themselves address any User Fee allocation issues.

- r. Service Changes; Merger or Annexation of a Participating Agency; Formation of New Public Safety Interlocal Operation. It is the responsibility of each Participating Agency to provide reasonable advance notice to Snohomish County 911 of any boundary changes, or service territory changes that may occur due to annexation, merger, or other reason.

In the event a Participating Agency merges or annexes to a Principal or becomes a member agency of a Public Safety Interlocal Operation that is a Principal, the merged or annexed Participating Agency's rights and obligations under this Agreement shall be assumed in full by the Principal without further action by the Governing Board.

In the event that Participating Agencies, which meet the qualifications of this paragraph, join together to create a new Public Safety Interlocal Operation (for example and without limitation, creation of a new regional fire authority under chapter 52.26 RCW), and as a result of such formation the fire/EMS operation or police operation of such Participating Agencies are no longer Directly Served by Snohomish County 911, then after all of the necessary assignments and agreements are executed related to the creation of the Public Safety Interlocal Operation, the newly created Public Safety Interlocal Operation shall become a Principal and a party to this Agreement without further action of the Governing Board. At such time the rights and obligations of the forming Participating Agencies shall be assumed by the Public Safety Interlocal Operation. Notwithstanding the foregoing, in order for the newly created Public Safety Interlocal Operation to become a Principal and a party to this Agreement without further action of the Governing Board, each Participating Agency at the time of formation of the newly created Public Safety Interlocal Operation must (i) be a current Principal and party to this Agreement, or have previously been a member of SNOCOM or SNOPAC and otherwise independently qualifies as a Principal under this Agreement.

Notwithstanding anything in this paragraph to the contrary, if a merged or annexed Principal retains a separate public safety operation that is Directly Served by Snohomish County 911, then that Principal shall maintain its status and shall retain all its rights and obligations under this Agreement with respect to its Directly Served public safety operation.

- s. Associate Agencies. Associate Agencies shall be charged a nominal annual membership fee at a level set from time to time by Simple Majority Vote of the Governing Board. An Associate Agency which stops contracting for police and/or fire/EMS services from a Principal and requests to be Directly Served by Snohomish County 911 shall be approved by the Governing Board as a Principal per Section 14.d and shall not be subject to any latecomer fees in making this transition.

SECTION 7. TECHNICAL ADVISORY COMMITTEES.

- a. Creation and Membership. Two Technical Advisory Committees shall be created to serve in an advisory capacity to the Governing Board and Executive Director.
 - i. Police Technical Advisory Committee. The Police Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber police department or equivalent agency or operation Directly Served by Snohomish County 911.
 - ii. Fire/EMS Technical Advisory Committee. The Fire/EMS Technical Advisory Committee shall consist of the chief or his or her designee from each Principal and Subscriber with a Fire/EMS department or equivalent agency or operation Directly Served by Snohomish County 911.
- b. Technical Advisory Committee Representatives. Persons serving on either Technical Advisory Committee shall serve without compensation from Snohomish County 911. However, Snohomish County 911 may pay for or reimburse Representatives and alternates for reasonable out-of-pocket costs related to service on the Technical Advisory Committees.
- c. Alternates. Each Representative serving on a Technical Advisory Committee may designate one alternate, confirmed in writing, to serve when such Representative is absent or unable to serve provided that such alternates must have operational responsibilities within their respective agencies. Written notice of the appointment of an alternate shall be provided to the Chair the applicable Technical Advisory Committee prior to the alternate serving in the absence of the Representative.
- d. Powers. Each Technical Advisory Committee shall meet individually as frequently as their members deem appropriate, but not less than twice each year, for the purpose of promoting interagency collaboration and cooperation, information sharing, discussion and review of agency operating policy and such other matters as the Governing Board may request. The Technical Advisory Committees shall provide advice, information, and recommendations to the Governing Board and the Executive Director.
- e. Quorum. One-third of the Representatives of each Technical Advisory Committee (or

any alternates present and participating in place of a Representative) shall constitute a quorum for meetings of such Committee.

- f. Voting. All actions and recommendations of the Technical Advisory Committees shall be approved by majority vote of those present and voting. Each Representative shall have one vote. There will be no weighted voting, proxy voting, or mail-in voting.
- g. Officers. Each Technical Advisory Committee shall have two officers, a Chair and Vice-Chair. It will be the function of the Chair to preside at the meetings of his/her respective Technical Advisory Committee, and the Vice-Chair shall assume this role in absence of the Chair. The officers shall be initially elected at the first meeting of each Technical Advisory Committee after the effective date of this Agreement, by majority vote of the Representatives on the respective Technical Advisory Committee, and shall serve for a one-year term. Annually thereafter, the Vice Chair shall assume the role of Chair and the Joint Operating Board shall elect a new Vice-Chair. In the event of a vacancy in the Chair position, the Vice-Chair shall assume the Chair for the balance of the term of the departed Chair. In the event of a vacancy in the Vice-Chair position, the Technical Advisory Committee shall elect a new Vice-Chair to serve to the balance of the term of the departed Vice-Chair. An officer of a Technical Advisory Committee elected to fill the unexpired term of his or her predecessor shall not be precluded from serving a full annual term of office following the end of such unexpired term.
- h. Staffing. The Technical Advisory Committees shall be staffed by the Executive Director and such additional agency staffing as the Executive Director may deem appropriate.
- i. Meetings. All meetings of each Technical Advisory Committee shall be open to the public if and to the extent required by chapter 42.30 RCW. Regular meetings shall be held pursuant to a schedule approved by the Technical Advisory Committee. Special meetings may be called by the Chair of the Technical Advisory Committee or a majority of the Representatives of the Technical Advisory Committee. Members of the Technical Advisory Committees may participate in meetings through the use of any means of communication by which all Representatives and members of the public participating in such meeting can hear each other during the meeting. Any Representatives participating in a meeting by such means is deemed to be present in person at the meeting for all purposes including, but not limited to, establishing a quorum.

SECTION 8. ANNUAL AGENCY ASSEMBLY.

- a. Purpose. To provide a forum for an exchange of information and ideas between Snohomish County 911 and its Principals, Subscribers and Associate Agencies, the Governing Board shall in April of each year convene an Agency Assembly, at which the

Executive Director shall present an annual report outlining:

- i. Activities of the Snohomish County 911 for the previous calendar year
- ii. The proposed work program and significant events in the current calendar year; financial conditions of Snohomish 911;
- iii. The proposed work program and significant events in the current calendar year; financial condition of Snohomish County 911;
- iv. Results of Governing Board adopted performance benchmarks; and;
- v. The proposed budget policy for the upcoming year.

Also at the Agency Assembly, Board President shall offer remarks on behalf of the Board. The Agency Assembly shall be open to the public to the extent required by chapter 42.30 RCW.

- b. Governing Board Meeting at the Agency Assembly. The required annual Governing Board meeting shall occur immediately after the Agency Assembly.
- c. Caucuses for Election of Board Members. Every two (2) years, beginning in 2020, the Agency Assembly agenda will include a time for caucuses to meet and elect governing Board Members and their alternates as provided in Section 6 and **Exhibit B**, and to announce the results of the caucus deliberations.
- d. Attendance. Each Principal, Subscriber, and Associate Agency may send one or more elected officials as well as police chiefs, fire chiefs, their deputies or assistants or other personnel to participate in the Agency Assembly. Participation in caucuses for election of Governing Board Members is governed by **Exhibit B**.
- e. Action by Attendees. Attendees of the Agency Assembly may vote to recommend changes to the proposed budget policy, work program and performance measures program, and may provide additional comments and questions to the Governing Board. Voting by attendees shall be based on one-vote per each Principal, Subscriber, and Associate Agency, with a simple majority vote of all agencies represented at the

meeting required to approve any recommendation to be forwarded to the Governing Board. The actions and recommendations of attendees at the annual Agencies' Assembly shall be advisory to the Governing Board.

SECTION 9. EXECUTIVE DIRECTOR.

The Governing Board shall be responsible for the appointment and termination of the Executive Director. An interim Executive Director shall be appointed by the Transition Board as provided in Section 6.b. The interim Executive Director shall serve in such capacity until a permanent Executive Director is appointed by the Governing Board. A Supermajority Vote of the Governing Board is required to appoint the Executive Director of Snohomish County 911.

The Executive Director shall be responsible to the Governing Board and shall advise it from time to time on a proposed budget and other appropriate matters in order to fully implement the purposes of this Agreement. The Executive Director shall administer Snohomish County 911 in its day-to-day operations, including but not limited to: approving and overseeing the administration of all operating procedures and public records management procedures consistent with Governing Board policies; and appointing persons to fill other staff positions in the Snohomish County 911 and overseeing the evaluation and discipline, hiring and firing of employees, and administration of collective bargaining agreements and other personnel contracts consistent with Governing Board policies.

Only the Governing Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants or legal counsel for specialized purposes within the Executive Director's signing authority as it may be defined by the Board from time to time may be designated in such manner as the Governing Board may determine subject to Sections 5 and 6.

The Executive Director shall have experience in technical, financial and administrative fields and his or her appointment shall be on the basis of merit only. The Executive Director is an "at will" employee and may be terminated upon the Simple Majority Vote of the Governing Board.

SECTION 10. PERSONNEL POLICY

The Executive Director shall, as necessary from time to time, submit to the Governing Board a proposed personnel policy for the Governing Board's approval, rejection or modification. All modifications or revisions to such personnel policies must be approved by the Governing Board if and to the extent required in such policies.

SECTION 11. OPERATIONAL POLICY AND SYSTEM EVALUATION.

The Executive Director shall actively consider and evaluate means and opportunities toward the enhancement of operational effectiveness of emergency services. The Executive Director shall present his or her recommendations to the Technical Advisory Committees and the Governing Board from time to time.

SECTION 12. BUDGET; ASSESSMENT FORMULA; PAYMENT OF ASSESSMENTS; DELINQUENCIES; RESERVE FUNDS.

- a. Budget Fiscal Year. The Snohomish County 911 budget fiscal year shall be either the calendar year, or two calendar years, as the Governing Board may determine.
- b. Budget Policy Direction. The Executive Director shall present a proposed outline of the policy approach to the budget for the upcoming budget to the attendees of the Agency Assembly. Input received from attendees at the Agency Assembly shall be reported to the Governing Board. After receiving such reports, the Governing Board shall adopt a budget policy as direction for the Executive Director in preparing the budget.
- c. Budget Approval. The Executive Director shall present a proposed budget to the Governing Board by no later than **August 1** preceding the next budget period and the Governing Board shall approve its budget by no later than **September 15**. Thereafter and in no event later than **September 25**, Participating Agencies shall be advised on the programs and objectives contained in the proposed budget, of any changes in the User Fee formula(e), and of the required financial participation for each Principal and Subscriber for the following year(s) based upon the proposed budget. Participation by each Principal and Subscriber is contingent upon subsequent legislative appropriation for the following fiscal year. Principals and Subscribers shall promptly notify Snohomish County 911 if it does not approve its budget allocation. Any Principal not approving its full budget allocation (Assessment and cost of any Additional Services it has agreed to purchase) shall be automatically converted to Subscriber status effective the first day of the budget year (whether biennial or annual) for which the Principal did not approve its budget allocation, and subject to penalty as described in Section 12.
- d. User Fee Formula. The User Fee formula applicable to Principals for Emergency Communications Services referred to as the “Assessment formula”, shall be initially approved as set forth in **Exhibit C** to this Agreement. The Assessment formula(e) may be changed from time to time as part of the budget process, and any such changes shall be approved by Supermajority Vote of the Governing Board in accordance with Section 6.j. In the event the Snohomish County 911 assumes the

authorities of SERS as authorized in Section 4.c., the costs associated with delivering that expansion of services shall be incorporated into the Assessment formula and the User Fee for Subscribers as the Board shall determine by Supermajority Vote. Additional Services require only Simple Majority Vote of the Governing Board to approve. The Assessment formula(e) for Principals may be different from the User Fee formula applicable to Subscribers. It is expressly contemplated that Participating Agencies may become subject to differential User Fee formulae (including differential Assessment formula(e)) over time based upon the benefit conferred to such agencies.

- e. Payment of Assessments. Assessments shall be payable not less frequently than quarterly on or before such dates as the Governing Board may determine.
- f. Delinquent Assessments. Assessments not paid when due by a Principal shall begin to accrue interest on the date the Assessment was originally due and shall continue until the Assessment is paid (together with all accrued interest) in full at the Federal Prime Rate plus 3%. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Principal and provide a 60-day cure period from the original due date of the payment, during which period the Assessment shall accrue interest as provided in the immediately preceding sentence. If such Assessments and accrued interest are not paid in full within 60 (sixty) days of the original due date, then the Principal delinquent in payment of Assessments shall upon such 60th day be deemed immediately converted to the status of a Subscriber and subject to penalty as described in Section 14. In the event a Principal converted to Subscriber status due to non-payment of fees shall not have paid in full all Assessments and interest owing by six (6) months after the original due date, then the Governing Board may terminate services to such Subscriber, which termination shall not absolve the Subscriber of its obligation to pay all Assessments past due, together with interest.
- g. Terms of Subscriber Contracts. Snohomish County 911 may enter into contracts with Subscribers from time to time for the purpose of providing Emergency Communication Services and other services as provided herein. Subscriber contracts may provide for the same or different payment schedules and payment formulas as those which apply to Principals; provided that, a Subscriber which, at the time it determined to become a Subscriber, was qualified to become a Principal but elected not to, shall be subject to payment of a risk premium of not less than six percent of its annual User Fees, or such other greater amount as the Governing Board may determine. Revenues from such risk premium shall be placed in Snohomish County 911 reserves. Subscriber contracts shall provide that User Fees not paid when due by a Subscriber shall begin to accrue interest on the date the User Fee was originally due and shall continue until the User Fee is paid (together

with all accrued interest) in full at the Federal Prime Rate plus 3%. Snohomish County 911 shall, within seven (7) business days of the due date, send notice to any delinquent Subscriber. In the event a Subscriber does not pay in full all User Fees plus accrued interest within six (6) months from the date of initial delinquency, the Governing Board may terminate services to such Subscriber. Any such termination shall not absolve the Subscriber of its obligation to pay any amounts owing to Snohomish County 911, including any accrued interest.

- h. Reserve Funds. The Governing Board shall establish capital and operating reserve funds or accounts at the times and in the amounts necessary to ensure funds are on hand to reasonably address planned and unforeseen capital and operating expenses and to minimize the need for large increases in Assessments and/or User Fees from year to year as a result of acquisition or replacement of capital assets or equipment, and to fund the timely replacement of aging technology, equipment and systems. All amounts held in reserve funds held by SNOCOM and SNOPAC as of the Consolidation Effective Date shall be transferred to Snohomish County 911 to be placed in a reserve fund or funds at Snohomish County 911.
- i. Snohomish County 911 2018 Budget and User Fees. Notwithstanding the requirements in this Agreement regarding approval of budgets, Assessments and User Fees to the contrary, the following terms and conditions will apply with respect to the budget, Assessments and User Fees for Snohomish County 911 in 2018.
 - i. The budget for Snohomish County 911 for 2018 shall be adopted substantially as set forth in **Exhibit D**; essentially, the adopted SNOCOM 2018 budget plus the adopted SNOPAC 2018 budget, including an amount to pay for transition costs to be funded from reserves.
 - ii. The 2018 budget shall be subject to amendment as the Governing Board deems necessary or appropriate.
 - iii. Assessments for Principals for Emergency Communication Services provided under this Agreement through December 31, 2018 shall be as set forth in **Exhibit E**, and are based on the assessments each agency would have paid had the consolidation of SNOCOM and SNOPAC not occurred. Such assessments shall be payable not less frequently than quarterly in accordance with regular practice of SNOCOM and SNOPAC, and shall be subject to such delinquency and other penalties as provided herein.
 - iv. Any Principals or Subscriber purchasing Additional Services in 2018 shall do so through entering into a separate contract with Snohomish County 911.

- j. Rate Smoothing. As further described in **Exhibit F**, “rate smoothing” will be applied in the first budget year in which the Assessment formula defined in **Exhibit C** is applied.

SECTION 13. ISSUANCE OF DEBT.

Except as otherwise provided in Section 5, Snohomish County 911 shall not have the power to issue obligations or to incur debt. However, it is anticipated that Snohomish County 911 may require capital funding from time to time to support facilities, technology and equipment needs. Bonds, notes or other evidences of indebtedness may be issued from time to time by one or more Participating Agencies or by another issuer pursuant to a separate agreement between one or more Participating Agencies and Snohomish County 911 in order to provide capital financing for Snohomish County 911 on terms as agreed upon by the parties thereto. The security and sources of payment for any such debt will be determined at the time of issuance, which may include User Fees and/or capital contributions from the Principals. Any User Fees and/or capital contributions for such purposes shall be approved by Supermajority Vote of the Governing Board. Further, in the event that any Principal is obligated to make a capital contribution, such obligation shall be subject to approval by its legislative authority. To the extent that any bonds or other debt is issued on a tax-exempt basis under Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”), the Participating Agencies agree to not (1) make any use of the proceeds from the sale of such bonds or other debt that will cause the bonds or other debt to be “arbitrage bonds” within the meaning of the Code, or (2) act or fail to act in a manner that will cause the bonds or other debt to be considered obligations not described in Section 103(a) of the Code.

SECTION 14. CONVERSION OF STATUS OF PARTICIPATING AGENCIES; ADDITION OF NEW PRINCIPALS OR SUBSCRIBERS; PROVISION OF ADDITIONAL SERVICE TO PRINCIPALS.

- a. As described in Sections 12.c and 12.f hereof, a Principal may be converted to Subscriber status for failure to approve its share of the budget or for nonpayment or delinquency in payment of User Fees. On the date of such conversion, said former Principal shall:
 - i. lose its right to participate in a caucus for selecting a voting Governing Board member;
 - ii. lose its right to receive a share of Snohomish County 911 assets upon dissolution of Snohomish County 911;

- iii. become subject to payment of User Fees in accordance with the then applicable User Fee formula for Subscribers; and
- iv. be bound by the terms of the applicable Subscriber service contract(s).

The conversion of a Principal to Subscriber shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.

- b. A Principal may alternately elect to convert to Subscriber status effective the first day of the next budget period (whether Snohomish County 911 is operating under an annual or biennial budget) by giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be effective as proposed without further action of the Governing Board, barring any basis for terminating the Principal and action thereon by the Governing Board.
- c. A governmental entity otherwise meeting the qualifications of a Principal in Section 3 hereof may be admitted as a Principal of Snohomish County 911 upon Supermajority Vote of the Governing Board as required under Section 6.j. Similarly, a Subscriber may apply to the Governing Board to be converted to Principal status. As a condition of becoming a Principal, whether by conversion or new admission, the Governing Board may require payment or other contributions or actions by the new Principal as the Governing Board may deem appropriate, and may set such start date for service as it deems appropriate, it being the intention of this provision that the addition of new Principals shall not cause the then-current Participants to incur additional cost. Upon such conversion or new admission, such new Principal shall execute this Agreement in its capacity as Principal and shall thereafter be subject to all provisions of this Agreement applicable to Principals.
- d. Notwithstanding anything to the contrary in this Agreement, an Associate Agency meeting the qualifications of a Principal may become a Principal effective the first day of the next budget year, without making any latecomer payment or contribution, upon giving notice of its intent to the Governing Board not less than nine (9) months in advance of such effective date. Such conversion shall be become effective on such date without further action of the Governing Board.
- e. The determination of whether to accept new Subscribers shall be made by the Governing Board in a manner similar, and subject to such terms and conditions, as that for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause pre-existing Participating Agencies to incur additional cost.
- f. A Principal wishing to receive service from Snohomish County 911 for an operating department in addition to a department already served by Snohomish County

911 may make application to the Governing Board in the same manner as, and be subject to such conditions and approvals as the Governing Board may deem appropriate for, an entity (other than an Associate Agency) seeking admission as a new Principal.

SECTION 15. RETAINED POWERS OF PARTICIPATING AGENCIES.

Each Participating Agency shall retain the responsibility and authority for its operational departments and for such equipment and services as are required at its place of operation to interconnect to Snohomish County 911's operations. Interconnecting equipment and services necessary to the provision of authorized Snohomish County 911 services may be funded through Snohomish County 911's budget and operational programs.

SECTION 16. INVENTORY AND PROPERTY.

Equipment, vehicles and furnishings for Snohomish County 911's operation shall be acquired as provided by law. If any Participating Agency provides equipment or furnishings for Snohomish County 911's use, title to the same shall rest with the respective local entity unless that equipment or furnishing is acquired by Snohomish County 911. The Executive Director shall maintain and bi-annually update an inventory of equipment and furnishings owned by, leased or temporarily assigned to Snohomish County 911, and the values thereof. In event of dissolution or termination of Snohomish County 911, assigned or loaned items shall be returned to the lending entity and all other items or funds derived from the sale thereof shall be distributed to Principals as described in Section 20.

SECTION 17. WITHDRAWAL BY OR TERMINATION OF PRINCIPAL.

- a. Any Principal may withdraw its membership and terminate its participation in this Agreement by providing written notice and serving that notice on the Governing Board on or before June 30 in any year. After providing appropriate notice as provided in this Section, that Principal's membership withdrawal shall become effective on the last day of the calendar year following the year in which the notice is given. A Principal that has given notice of its intent to terminate must meet with the Executive Director or his or her designee to develop a departure plan. The departure plan is intended to ensure an orderly separation of the Principal from New Agency and ensure minimal disruption in 911 Calls response for the public. The departure plan may include the transfer of funds and equipment or other assets and must be approved by Simple Majority Vote of the Board. Notwithstanding anything herein to the contrary, Principals shall be prohibited from withdrawing their membership and terminating their participation in this Agreement during the Initial Term; provided, a Principal may give appropriate notice of its intent to withdraw pursuant to this Section during the Initial Term, and in such event that

Principal's membership withdrawal shall become effective on the last day of the calendar year that coincides with the end of the Initial Term.

- b. Notwithstanding the foregoing, a Principal may be terminated at any time by action of the Governing Board for delinquencies of at least six (6) months in payment of Assessments and interest per Section 12.f.
- c. Time is of the essence in giving notice of termination and/or withdrawal.
- d. A terminating and/or withdrawing Principal is deemed to forfeit any and all rights it may have to Snohomish County 911's personal or real property, or any other ownership in Snohomish County 911, unless otherwise provided by the Governing Board; provided further that this forfeit of rights shall not apply to personal property on loan to Snohomish County 911 from the terminating or withdrawing Principal.
- e. The termination and/or withdrawal of a Principal shall not discharge or relieve any Principal of its outstanding obligations to Snohomish County 911.
- f. A Governing Board Member representing a Principal that (i) has given notice of withdrawal, or (ii) has been terminated by vote of the Governing Board which termination is effective at a future date, shall be authorized to cast votes at the Governing Board only on budgets items to be implemented prior to the withdrawal or termination date.

SECTION 18. AMENDMENT OF AGREEMENT.

The following terms of this Agreement may only be amended in writing after receipt of the approval of the legislative authorities of all Principals:

- a. Expansion of the scope of services provided by the Snohomish County 911 beyond the scope of Section 4.
- b. The composition of the Governing Board and terms of office as provided in Sections 6.a and 6.d.
- c. Voting rights of Governing Board Members.
- d. Powers of the Governing Board.
- e. Hold harmless and indemnification requirements.
- f. Provisions regarding duration, termination or withdrawal.
- g. The conditions of this Section.

The parties to this Agreement acknowledge and agree that provisions in this Agreement that are not specifically identified in (a) through (g) above reflect the Principals' direction as to the initial operational and administrative policies and procedures to be implemented by the Governing Board. With the exception of the foregoing items that require

affirmative approval of the legislative authorities of all Principals, the parties to this Agreement authorize the Governing Board to modify this Agreement from time to time in order to carry out the corporate purposes of Snohomish County 911. Any such modification shall be in writing and executed by the President of the Governing Board after providing not less than thirty (30) days' advance written notice to all Principals of such proposed modification, and upon approval of a Supermajority Vote of the Governing Board.

Nothing in this Section shall be construed to require legislative authority consent for the addition of a new Principal, conversion of an Associate Agency to a Principal, or agreement to serve an additional Subscriber.

SECTION 19. MERGER, CONSOLIDATION OR SALE OF ALL OR SUBSTANTIALLY ALL ASSETS.

Approval of the merger or consolidation of Snohomish County 911 with another entity, or the sale of all or substantially all assets of Snohomish County 911, shall require a Supermajority Vote of the Governing Board.

SECTION 20. TERMINATION OF AGREEMENT; DISSOLUTION.

- a. Generally. This Agreement may be terminated upon the approval of a Supermajority Vote of the Governing Board. The termination shall be by direction of the Governing Board to wind up business by a date specified by the Governing Board, which date shall be at least one (1) year following the date of the vote to terminate. Upon the final termination date, this Agreement shall be fully terminated.
- b. Distribution of Property on Termination of Agreement. Upon termination of this Agreement, all property acquired during the life of this Agreement remaining in ownership of Snohomish County 911 shall be disposed of in the following manner:
 - i. Real or Personal Property. All real or personal property purchased pursuant to this Agreement and all unexpended funds or reserve funds, net of all outstanding Snohomish County 911 liabilities, shall be distributed to those Principals still participating in the Snohomish County 911 on the day prior to the termination date and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. The Governing Board shall have the discretion to allocate the real or personal property and funds as it deems appropriate, and the apportionment, determined consistent with the preceding sentence, need not be exact.

- ii. Loaned Property. In the event of dissolution or termination of the Snohomish County 911, assigned or loaned assets shall be returned to the lending entity.
- iii. Allocation of Liabilities. In the event outstanding liabilities of the Snohomish County 911 exceed the value of personal and real property and funds on hand, all Principals shall contribute to retirement of those liabilities in the same manner as which they would share in the distribution of properties and funds.

- c. Notwithstanding the foregoing, this Agreement may not be terminated if to do so would abrogate or otherwise impair any outstanding obligations of the Snohomish County 911, unless provision is made for those obligations.

SECTION 21. DISPUTE RESOLUTION.

- a. Whenever any dispute arises between a Principal or the Principals or between the Principals and the Snohomish County 911 (referred to collectively in this Section as the “parties”) under this Agreement which is not resolved by routine meetings or communications, the parties agree to seek resolution of such dispute by the process described in this Section, which shall also be binding on Subscribers.
- b. The parties shall seek in good faith to resolve any such dispute or concern by meeting, as soon as feasible. The meeting shall include the President of the Governing Board, the Executive Director, and a representative(s) of the Principal(s), if a Principal(s) is involved in the dispute, and/or a person designated by the Subscriber(s), if a Subscriber(s) is involved in the dispute.
- c. If the parties do not come to an agreement on the dispute or concern, any party may request mediation through a process to be mutually agreed to in good faith between the parties within 30 days, which may include binding or nonbinding decisions or recommendations (whichever is mutually agreed to). The mediator(s) shall be mutually agreed upon and shall be skilled in the legal and business aspects of the subject matter of this Agreement. The parties shall share equally the costs of mediation and assume their own costs.

SECTION 22. INSURANCE.

The Governing Board, Executive Director, and Technical Advisory Committees shall take such steps as are reasonably practicable to minimize the liability of the Participating

Agencies, including but not limited to the utilization of sound business practice. The Governing Board shall determine which, if any, insurance policies or self-insurance programs for governmental entities authorized in the State of Washington may be reasonably and practicably acquired to cover liability exposures and other potential losses arising from the operations of the Snohomish County 911 and the activities of the parties pursuant to this Agreement (which may include Directors and Officers, Commercial General Liability, Auto, Workers' Compensation, Stop Gap/Employer's Liability, errors and omissions, crime/ fidelity insurance, CyberRisk, property damage or loss), and shall direct the acquisition of same.

SECTION 23. INDEMNIFICATION AND HOLD HARMLESS.

- a. Each Principal shall defend, indemnify and hold other Principals, their officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries or damages are caused solely by the acts of a Principal; provided, that if any such Claim is based on the concurrent negligence of more than one Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.
- b. Each Principal shall defend, indemnify and hold the Snohomish County 911 and its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of that Principal's negligent acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of the Snohomish County 911; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.
- c. As provided in its Articles, the Snohomish County 911 shall defend, indemnify and hold each Principal its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the Snohomish County 911's acts or omissions in connection with the performance of its obligations under this Agreement, except to the extent the injuries and damages are caused solely by the acts of any Principal;; provided, that if any such Claim is based on the concurrent negligence of Snohomish County 911 and a Principal, then the indemnifying party's obligation hereunder applies only to the extent of its negligence.

- d. The Snohomish County 911 will hold harmless, indemnify and defend its officers, officials, employees and volunteers from any and all legal liability, claims or lawsuits of any kind for injuries, damages, losses of any kind occurring to another, including attorney fees, which may arise out of the good faith performance of their duties to the Snohomish County 911 and performed in the scope of their employment or service to the Snohomish County 911, except to the extent the injuries, losses and/or damages are caused by the intentional and knowing wrongful acts of any of the Snohomish County 911's officers, officials, employees or volunteers.
- e. Subscribers shall be required to agree to indemnify and hold harmless each Principal and the Snohomish County 911, their officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of Subscriber's negligent acts or omissions in connection with the receipt of services from Snohomish County 911. To such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of Snohomish County 911, Snohomish County 911 may also indemnify and hold harmless Subscribers.
- f. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of a party hereto and the Snohomish County 911, its officers, officials, employees, and volunteers, the party's liability hereunder shall be only to the extent of the party's negligence. It is further specifically and expressly understood that the indemnification provided in this Section constitutes the party's waiver of immunity under Industrial Insurance Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Section shall survive the expiration or termination of this Agreement.
- g. Each party shall give the other parties proper notice as provided herein of any claim or suit coming within the purview of these indemnities. Termination of this Agreement, a Principal's withdrawal from the Snohomish County 911, or a Principal's conversion to Subscriber status (collectively for purposes of this subparagraph "Termination"), shall not affect the continuing obligations of each of the parties as indemnitors hereunder with respect to those indemnities and which shall have occurred prior to such Termination.

SECTION 24. INTERGOVERNMENTAL COOPERATION.

The Snohomish County 911 shall cooperate with local, state and federal governmental agencies in order to maximize the utilization of any grant funds for equipment and operations and to enhance the effectiveness of the Snohomish County 911's operations

and minimize costs of service delivery.

SECTION 25. NOTICE.

Notices required to be given to Snohomish County 911 under the terms of this Agreement shall be directed to the following unless all Principals are otherwise notified in writing:

President of the Governing Board and Executive Director, Snohomish County 911 c/o
Snohomish County 911
1121 S.E. Everett Mall Way, Suite 200 Everett, WA
98208

Notices to Principals, Subscribers, Associate Agencies, Governing Board Members or Representatives required hereunder may be given by mail, overnight delivery, facsimile or email (with confirmation of transmission), or personal delivery. Each Principal shall provide the President of the Governing Board written notice of the address for providing notice to said Principal. Any Principal wishing to change its mail or email address shall promptly notify the President of the Governing Board. Notice or other written communication shall be deemed to be delivered at the time when the same is postmarked in the mail or overnight delivery services, sent by facsimile or email (with confirmation of transmission), or received by personal delivery.

SECTION 26. COMPLIANCE WITH LAWS.

During the term of this Agreement, the parties hereto agree to comply with all federal, State, and local laws as necessary to carry out the terms of this Agreement. Further, to the extent that any Emergency Communication Services and/or Additional Services involve the retention, security, confidentiality or other handling of certain “protected” health information under the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing regulations thereunder by the U.S. Department of Health and Human Services and other applicable laws including chapter 70.02 RCW, the Washington Uniform Health Care Information Act, as amended, the parties agree to comply with such laws and execute documents as necessary to implement the requirements under such laws.

SECTION 27. VENUE.

The venue for any action related to this Agreement shall be in the Superior Court in and for Snohomish County, Washington at Everett, Washington, or if applicable, in Federal District Court, Western District of Washington.

SECTION 28. NO THIRD PARTY BENEFICIARIES.

There are no third-party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement. In addition to the foregoing, nothing in this Agreement is intended to create a special relationship or other basis for third party liability.

SECTION 29. SEVERABILITY.

The invalidity or any clause, sentence, paragraph, subdivision, section or portion of this agreement shall not affect the validity of the remainder of this Agreement.

SECTION 30. RATIFICATION.

All prior acts taken by the Principals and Snohomish County 911 consistent with this Agreement are hereby ratified and confirmed.

SECTION 31. EXECUTION, COUNTERPARTS AND EFFECTIVE DATE.

This Agreement may be executed from time to time in any number of counterparts, each of which shall be an original, but those counterparts will constitute one and the same instrument. Further, this Agreement may be executed from time to time, without official action of the legislative body of each party hereto, in order to add a new Principal to Snohomish County 911. This Agreement shall be executed from time to time on behalf of each Principal [and Associate Agency] by its duly authorized representative following approval of this Agreement by motion, resolution or ordinance of its legislative authority. This Agreement may be amended as provided herein.

This Agreement shall be deemed adopted and effective as of January 1, 2018. This Agreement shall be filed and/or posted as required by chapter 39.34 RCW.

IN WITNESS WHEREOF, this Agreement has been executed by each Principal on the date set forth below:

[Remainder of Page Intentionally Left Blank; Signature Pages to Follow]

PRINCIPALS:

SNOHOMISH COUNTY

APPROVED AS TO FORM:

County Executive

Snohomish County Prosecuting Attorney

CITY OF ARLINGTON

APPROVED AS TO FORM:

Mayor

Arlington City Attorney

CITY OF BRIER

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF EDMONDS

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF EVERETT

APPROVED AS TO FORM:

Mayor

City Attorney

ATTEST:

City Clerk

CITY OF LAKE STEVENS

APPROVED AS TO FORM:

Mayor

CITY OF LYNNWOOD

City Attorney

APPROVED AS TO FORM:

Mayor

CITY OF MARYSVILLE

City Attorney

APPROVED AS TO FORM:

Mayor

CITY OF MILL CREEK

City Attorney

APPROVED AS TO FORM:

City Manager

CITY OF MONROE

City Attorney

APPROVED AS TO FORM:

Mayor

CITY OF MOUNTLAKE TERRACE

City Attorney

APPROVED AS TO FORM:

City Manager

City Attorney

CITY OF MUKILTEO

APPROVED AS TO FORM:

Mayor

CITY OF WOODWAY

City Attorney

APPROVED AS TO FORM:

Mayor

NORTH COUNTY REGIONAL FIRE
AUTHORITY

City Attorney

APPROVED AS TO FORM:

Chair, Governance Board

SNOHOMISH COUNTY FIRE DISTRICT
NO. 4

Attorney for North County RFA

APPROVED AS TO FORM:

Chair, Board of Commissioners

SNOHOMISH COUNTY FIRE DISTRICT
NO. 5

Attorney for District 4

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 5

SNOHOMISH COUNTY FIRE DISTRICT
NO. 7

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 7

SNOHOMISH COUNTY FIRE DISTRICT
NO. 8

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 8

SNOHOMISH COUNTY FIRE DISTRICT
NO. 12

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 12

SNOHOMISH COUNTY FIRE DISTRICT
NO. 15

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 15

SNOHOMISH COUNTY FIRE DISTRICT
NO. 16

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 16

SNOHOMISH COUNTY FIRE DISTRICT
NO. 17

APPROVED AS TO FORM:

Chair, Board of Commissioners

SNOHOMISH COUNTY FIRE DISTRICT
NO. 19

Attorney for District 17

APPROVED AS TO FORM:

Chair, Board of Commissioners

SNOHOMISH COUNTY FIRE DISTRICT
NO. 21

Attorney for District 19

APPROVED AS TO FORM:

Chair, Board of Commissioners

SNOHOMISH COUNTY FIRE DISTRICT
NO. 22

Attorney for District 21

APPROVED AS TO FORM:

Chair, Board of Commissioners

SNOHOMISH COUNTY FIRE DISTRICT
NO. 23

Attorney for District 22

APPROVED AS TO FORM:

Chair, Board of Commissioners

Attorney for District 23

SNOHOMISH COUNTY FIRE DISTRICT
NO. 24

Chair, Board of Commissioners

APPROVED AS TO FORM:

Attorney for District 24

SNOHOMISH COUNTY FIRE DISTRICT
NO. 25

Chair, Board of Commissioners

APPROVED AS TO FORM:

Attorney for District 25

SNOHOMISH COUNTY FIRE DISTRICT
NO. 26

Chair, Board of Commissioners

APPROVED AS TO FORM:

Attorney for District 26

SNOHOMISH COUNTY FIRE DISTRICT
NO. 27

Chair, Board of Commissioners

APPROVED AS TO FORM:

Attorney for District 27

SNOHOMISH COUNTY FIRE DISTRICT
NO. 28

Chair, Board of Commissioners

APPROVED AS TO FORM:

Attorney for District 28

SOUTH SNOHOMISH COUNTY FIRE &
RESCUE REGIONAL FIRE AUTHORITY

Chair, Governance Board Attorney for South
Snohomish Fire & Rescue

APPROVED AS TO FORM:

Attorney for South Snohomish Fire & Rescue

ASSOCIATE AGENCIES:

CITY OF DARRINGTON

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF GOLD BAR

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF GRANITE FALLS

APPROVED AS TO FORM:

City Manager

City Attorney

TOWN OF INDEX

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF SNOHOMISH

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF STANWOOD

APPROVED AS TO FORM:

Mayor

City Attorney

CITY OF SULTAN

APPROVED AS TO FORM:

Mayor

City Attorney

EXHIBIT A

Initial Election to Receive Emergency Communication Services from Snohomish County 911

To be returned to: Snohomish County 911
1121 S.E. Everett Mall Way, Suite 200 Everett, WA 98208

For Agencies becoming Principals:

The undersigned, as party to the Snohomish County Regional Public Safety Communications Agency Interlocal Agreement (the “Agreement”) and a Principal in Snohomish County 911, hereby confirms that it elects to receive from Snohomish County 911 Emergency Communication Services as defined in the Agreement, for its

Police department/operation
 Fire/Emergency Medical Services department/operation
as and when such service becomes available in accordance with the Agreement.

(Cities and Towns: If both services are **not** checked above, please indicate below the service provider that will be providing such service, and whether that is being provided per a service contract with your jurisdiction or as a matter of law (i.e., annexation into a Fire District).

For Agencies becoming Associate Agencies:

The undersigned, as party to the Agreement hereby confirms that it will be an Associate Agency of Snohomish County 911. Associate Agency receives

Local Policing services by contract with _____.
 Fire/Emergency Medical Services by contract with _____.

For all signatory agencies:

Contact information for the elected department/operation(s) is set forth below

Signed this _____ day of _____, 2017.

Agency Name: _____

By: _____ Its: _____

Please attach contact information for all served department/operation(s) (Names, Title, Address, Phone and e-mail).

EXHIBIT B

Principal Assessment Formula

Assessments are calculated and charged separately for each Emergency Communications Service provided for each Principal that has elected to receive such service. A Principal that has elected to receive both Police and Fire/EMS Emergency Communications Services will pay one Assessment for service to its Police agency and one Assessment for service to its Fire/EMS agency. A Principal that has elected to receive only police **or** Fire/EMS Emergency Communications Services from Snohomish County 911 only pays an Assessment for the service so received.

The **Transition Period** is the time period beginning on the date which Snohomish County 911 has been legally formed through the beginning of the budget year in which Snohomish County 911 begins delivering **Fully Integrated Services**, anticipated to be calendar year 2019.

This **Exhibit C** sets forth Assessment Formulas applicable from and after the point that Fully Integrated Services begin, anticipated to be January 1, 2019, or whichever date is otherwise selected by the Governing Board for simplicity of budgeting purposes. *For example*, if Fully Integrated Services become operational in February 2019, the Governing Board may nevertheless apply the User Fee formula to fund the Net Budget for all of calendar year 2019.

Capitalized terms used in **Exhibit C** not defined in this **Exhibit C** have the meaning set forth in the body of the Interlocal Agreement.

Description of the formula to derive Assessments for individual Principals.

Step 1: Divide the Net Adopted Budget into four cost pools:

- **Administration and Technology**
- **Call Takers**
- **Police Dispatch**
- **Fire Dispatch**

The costs allocable to each cost pool are further defined below (see “Definitions”)

Step 2: Apply Revenues to cost pools according to the following guidelines:

- E-911 Tax Revenues will first be applied to offset all costs associated with the **Call Takers** cost pool. Any E-911 Tax Revenues over and above the amount necessary to fund all costs in the **Call Takers** cost pool will be applied to fund permissible costs for such revenues within the **Administration and Technology** cost pool.
- Subscriber Contract revenues will be applied to the **Police Dispatch** and/or **Fire Dispatch** cost pool, based on the services billed to the Subscriber. For example,

revenues from a Subscriber contract for Emergency Communications Services with the Stillaguamish Tribe to service its Police Agency will be applied to reduce the size of the Police Dispatch cost pool.

- Additional Services revenues will be applied to the Administration and Technology, Police Dispatch and/or Fire Dispatch Cost pool, based upon where the costs of those services are allocated.

Step 3: Divide the four cost pools between Police Agencies and Fire Agencies:

- Amounts in the **Administration and Technology** cost pool will be divided based on the ratio of dispatch workstations assigned to each service (initially, 8 police dispatch stations and 5 fire stations)
 - Police 62%
 - Fire 38%

If the Board approves deployment of an additional dispatch work station to serve Police or Fire Agencies, this ratio will automatically change (the change is not considered a formula change requiring Governing Board approval).

- Amounts in the **Call Taker** cost pool will be divided based on a ratio that reflects an assessment of actual time spent by call takers processing each type of call:
 - Police 75%
 - Fire 25%

A change in this ratio requires Supermajority Vote of the Governing Board.

- Calculate a **Cost per Console** by dividing total Police Dispatch and Fire Dispatch Costs by the total number of dispatch stations.
- Amounts in the **Police Dispatch** cost pool are allocated to Police Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs. (In 2017, of the 8 Initial Police Dispatch stations, 5 were shared and 3 were dedicated—1 to Marysville Police, and 2 to Everett Police).
- Amounts in the **Fire Dispatch** cost pool are allocated to Fire Agencies and are further separated out on a **Cost-per-Console** basis as between Shared Dispatch Station costs and Dedicated Dispatch Station costs (In 2017, there were 5 Shared Dispatch Stations in the Fire Dispatch cost pool and no Dedicated Dispatch Stations).

Step 4: Allocate costs to individual Principals, calculating Fire and Police Agency assessments separately as follows:

• **Police Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Police Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Police Agency Subscriber contract revenues. Allocate the resulting total amount between all Police Agency Principals based on the **Shared Cost Allocation Calculation**. The total Police Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal:
2. **For Principal Police Agencies assigned to Shared Police Dispatch stations:** Each such Principal is allocated a shared of all Shared Police Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Police Agencies with Dedicated Police Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Police Dispatch stations for which they have contracted.

• **Fire Agency Principal Assessments:**

1. Calculate the sum of costs allocated to all Fire Agencies in the **Administration and Technology** Cost pool plus the **Call Taker** cost pool, and *subtract* Fire Agency Subscriber contract revenues. Allocate the resulting total amount between all Fire Agency Principals based on the **Shared Cost Allocation Calculation**. The total Fire Agency Principal Assessment for any individual Principal is this amount *plus* the individual dispatch cost allocation derived from *either* item 2 or 3 below as applicable to the individual Principal
2. **For Principal Fire Agencies assigned to Shared Fire Dispatch stations:** Each such Principal is allocated a shared of all Shared Fire Dispatch Station costs based on the **Shared Cost Allocation Calculation**.
3. **For Principal Fire Agencies with Dedicated Fire Dispatch stations:** Each such Principal is allocated a cost equivalent to the **Cost per Console** multiplied by the number of dedicated Fire Dispatch stations for which they have contracted.

- **Shared Cost Allocation Calculation:**

Take the total sum to be allocated and divide it up based on three different factors:

1. 54% of total costs are allocated based on the percentage share of a Member's Calls for Service as compared to total Calls for Service of all such agencies (police or fire—including Principals and Subscribers). Calls for Service shall be calculated as an annual average based on the most recent 8 calendar quarters (see definition of Call Calculation Period).
2. 23% of costs are allocated based on the percentage share of a Member's Assessed Value as compared to the total Assessed Value of all such agencies (police or fire, Principals and Subscribers).
3. 23% of costs are allocated based on the percentage share of a Member's Population Served as compared to the total Population of all such agencies (police or fire, Principals and Subscribers).

DEFINITIONS

Fire Agency or Fire Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing fire and medical services that are Directly Served by Snohomish County 911.

Police Agency or Police Agencies: unless expressly noted otherwise, in this Exhibit these terms include both Principals and Subscribers Directly Providing police services that are Directly Served by Snohomish County 911

Cost-Per-Console Total labor costs to staff all police and fire dispatch consoles divided by the number of consoles.

Net Adopted Budget means the budget approved by the Governing Board after action by all individual Principals, applicable in the time period for which the **Assessment** is payable, *less Other Revenues*.

Other Revenues mean revenues received by Snohomish County 911 from sources other than User Fees, E-911 tax revenues and Additional Services, including without limitation Associate Agency fees, other miscellaneous revenues, grants, or awards that may be available from time to time to offset the operating and capital costs of Snohomish County 911.

Administration and Technology Costs include all costs associated with providing the supervision, management, facilities costs, insurance, reserve contributions, etc., of running the public safety dispatch center and technologies, and all other expenditures in the Net Adopted Budget not included in the definition of Call Taker Costs and Dispatch Costs.

Call Taker Costs include all **labor costs** associated with the prescribed number of operational staff assigned to staff the call taking function.

Police Dispatch Costs include all **labor costs** associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Police Agencies.

Fire Dispatch Costs include all labor costs associated with the prescribed number of operational staff assigned to all dispatch workstations designated for serving Fire Agencies.

Shared Dispatch Stations are dispatch stations that not dedicated by agreement (as opposed to workload allocation) to serve a single Principal or Subscriber.

Dedicated Dispatch Stations are dispatch stations that are dedicated by agreement to serve a single Principal or Subscriber.

Labor Costs are direct costs of salary and benefits.

E-911 tax revenues mean revenues received by Snohomish County 911 from Snohomish County pursuant to State law.

Calls for Service are defined on Appendix C-1, *provided* that until Snohomish County 911 has been in operation for more than three years, the calculation of the number of **Calls for Service** shall be determined in whole or in part (to the extent necessary to determine the two-year average number of calls for service) based on the number of **Calls for Service** by each **Charged Operation** as reported by the records of the dispatch agency previously serving each **Charged Operation**, and consistent with the definition of **Calls for Service** in **Appendix C-1**.

Charged Operation refers to an individual Principal's fire/EMS agency/operation, being charged under the **Assessment** formula.

The **Call Calculation Period** is defined as the first calendar quarter of the preceding budget year, and the 7 calendar quarters preceding that. (For example, in 2019, the Call Calculation Period be the first quarter of 2018, plus the preceding 7 calendar quarters— all of 2017, and the last three quarters of 2016).

Population Served has the meaning set forth in Exhibit B.

Assessed Value is the **Assessed Value** of taxable real property in an individual Principal or Subscriber's or Snohomish County 911 **Service Territory** for the **Charged Operation** (as applicable) for the most recently available tax year, as published by the State Office of Financial Management or Snohomish County Assessor.

Appendix C-1 Definition of “Calls for Service”

The purpose of this Exhibit is to define Calls for Service for purposes of billing/funding calculations.

Snohomish County 911 will bill each Principal based on the User Fee formula, which incorporates consideration of Calls for Service as defined in this Exhibit.

Section 1. Call for Service Defined: Snohomish County 911 defines a Call for Service for workload analysis and User Fee calculation as any request for service or unit initiated activity resulting in creation of a Computer Aided Dispatch System (CAD) incident that requires oversight by or interaction with Snohomish County 911 personnel, with the exception of the following:

- a. Any **mutual aid incident** where another Snohomish County 911 Principal within the same classification (police/fire/medic) is dispatched as the primary responding agency. *For example*, a police department that responds into another police department’s jurisdiction to provide assistance does not constitute a Call for Service charged to the mutual aid responder. However, an incident involving both police and fire/EMS would result in a Call for Service for both classifications. Similarly, any mutual aid request dispatched to a location outside the Snohomish County 911 service area shall not constitute a Call for Service.
- b. Any incident that is a **duplicate** of another Call for Service, or **associated** with another Call for Service. *For example*, multiple calls about a single brush fire incident will result in only one Call for Service for the fire/EMS responder.
- c. Any incident that is **cancelled** by Snohomish County 911 personnel due to an error or similar internal reasons. *This does not include “cleared incidents”*, which are incidents that are cancelled when the requesting party calls back to cancel the response after the incident has been entered into CAD.
- d. Any **informational broadcast** including but not limited to CAD entries type codes of NOTICE, NOTICEP & INFO.
- e. Any **informational incident** used for tracking non police or Fire/EMS activity created by dispatchers solely for the purpose of assisting the dispatcher in tracking such activity, *for example*, utility call-outs.

Section 2: Assignment of CFS: As a general rule, CAD incidents are assigned to a Principal when the incident occurs within its authorized dispatch area (geo-verified location) and service discipline (Police/Fire) with the following exceptions:

- a. **Transit, Fire Marshall, Narcotics Task Force:** these incidents are assigned to the responsible countywide agency regardless of location.

- b. **Traffic Stops:** assigned to the initiating agency.
- c. **Non-geo verified incidents, in County:** assigned to initiating agency.

If there are significant anomalies in the manner calls have been measured by SNOCOM and SNOPAC, those anomalies shall be adjusted in a manner determined reasonable by the Governing Board (Supermajority Vote item) in order to develop a fair means for determining the number of calls across all agencies.

EXHIBIT C

2018 Budget for Snohomish County 911

Combining SNOCOM/SNOPAC 2018 Approved Budgets

	<u>SNOPAC</u>	<u>SNOCOM</u>	<u>TOTAL</u>
<u>Revenues</u>			
Dispatch Services (Assessments)	\$ 10,857,878	\$ 4,459,270	\$ 15,317,148
E911 Excise Tax & Other	\$ 3,990,570	\$ 1,709,962	\$ 5,700,532
	<u>\$ 14,848,448</u>	<u>\$ 6,169,232</u>	<u>\$ 21,017,680</u>
<u>Expenses</u>			
Payroll Expenses	\$ 12,790,908	\$ 4,947,029	\$ 17,737,937
Professional Fees	\$ 246,000	\$ 109,955	\$ 355,955
Administrative Support	\$ 44,000	\$ 11,093	\$ 55,093
Rent	\$ 317,152	\$ 104,450	\$ 421,602
Repairs & Maintenance	\$ 1,055,167	\$ 610,410	\$ 1,665,577
Insurance	\$ 60,000	\$ 42,650	\$ 102,650
Communication	\$ 107,492	\$ 50,952	\$ 158,444
Travel & Training	\$ 114,730	\$ 41,360	\$ 156,090
Minor Capital Equipment	\$ 68,000	\$ 228,668	\$ 296,668
Office Supplies	\$ 45,000	\$ 22,665	\$ 67,665
Total Expense	<u>\$ 14,848,448</u>	<u>\$ 6,169,232</u>	<u>\$ 21,017,680</u>

EXHIBIT D

2018 Assessments

Based on adopted SNOPAC / SNOCOM 2018 Budget Assessments

Jurisdiction	2018 Budget Assessments
City of Brier --Police	\$93,177
City of Brier --Fire	\$25,297
City of Edmonds --Police	\$804,597
City of Edmonds --Fire	\$247,607
City Lynnwood -- Police	\$920,963
City of Mill Creek-- Police	\$360,175
City of Mill Creek --Fire	\$98,066
City of Mountlake Terrace --Police	\$355,851
City of Mountlake Terrace --Fire	\$115,679
City of Mukilteo -- Police	\$406,100
City of Mukilteo --Fire	\$109,545
Town of Woodway --Police	\$32,133
South Snohomish County Fire & Rescue RFA	\$890,080
City of Arlington --Fire	\$173,517
City of Arlington --Police	\$275,503
City of Everett --Fire	\$1,115,004
City of Everett --Police	\$1,910,126
Marysville Fire District	\$605,700
City of Marysville --Police	\$1,011,926
City of Stanwood --Fire	\$76,849
City of Stanwood --Police*	\$79,907
Snohomish County Fire District # 15	\$36,537
Snohomish County Fire District # 16	\$18,490
Snohomish County Fire District # 17	\$87,376
Snohomish County Fire District # 19	\$25,134
Snohomish County Fire District # 21	\$49,255
Snohomish County Fire District # 22	\$30,722
Snohomish County Fire District # 23	\$2,931
Snohomish County Fire District # 24	\$22,092
Snohomish County Fire District # 25 (Oso)	\$6,825
Snohomish County Fire District # 26	\$30,542
Snohomish County Fire District # 27	\$3,211
Snohomish County Fire District # 28	\$5,674
Snohomish County Fire District # 4	\$227,557

Snohomish County Fire District # 5	\$54,272
Snohomish County Fire District # 7	\$624,868
Snohomish County Fire District # 8	\$290,126
Snohomish County Airport Fire	\$15,222
Snohomish County Fire Marshall	\$4,423
North County Regional Fire Authority	\$122,180
City of Darrington --Police*	\$17,388
City of Gold Bar --Police*	\$28,860
City of Granite Falls --Police*	\$49,329
City of Lake Stevens --Police	\$357,594
City of Monroe --Police	\$277,017
Snohomish County Sheriff's Office (Unincorporated)	\$2,985,551
City of Snohomish Police*	\$129,805
City of Sultan --Police*	\$63,473
Stillaguamish Tribe --Police (Subscriber agency)	\$42,892

*Snohomish County Sheriff's Office provides service to these agencies.

EXHIBIT E

Assessment Smoothing in First Year of Fully Integrated Services

Rate Smoothing will be applied in the **first budget year in which the Assessment Formula defined in Exhibit C is applied** (“Smoothing Year”). It is anticipated that on or about January 1, 2019, Snohomish County 911 will begin Fully Integrated Services and the Principal’s Assessment formula in **Exhibit C** will be applied for the full calendar/budget year of 2019. It is expressly contemplated that the Smoothing Year may include less than 12 but more than 10 months of Fully Integrated Services.

Smoothing payments and contributions will be calculated as follows:

After adopting the budget for the Smoothing Year and calculating the assessments to be paid by each Principal and Subscriber:

1. Identify which Principals and Subscribers will see their User Fee increase in an amount equal or greater to 9% as compared to their assessment in the immediately preceding year. These Principals are “Smoothing Recipients.”
2. Identify which Principals and Subscribers will see their User Fee decrease in an amount equal or greater to 9% as compared to their assessment in the immediately preceding year. These Principals are “Smoothing Contributors.”
3. Determine the sum of all User Fee increases experienced by Smoothing Recipients, provided that the sum will be capped at \$281,785. This is the **Maximum Total Smoothing Allocation**.
4. For each Smoothing Contributor, identify the amount which is 25% of its User Fee— this is the **Maximum Smoothing Contribution** for that Smoothing Contributor.
5. Determine the sum of all Maximum Smoothing Contributions. This is the **Maximum Total Smoothing Contribution**.
6. The lesser of the Maximum Total Smoothing Allocation and the Maximum Total Smoothing Contribution is the **Actual Total Smoothing Allocation**.
7. Increase the User Fee for the Smoothing Year of each Smoothing Contributor by an amount equal to the amount necessary such that each Smoothing Contributor contributes the same percentage of its User Fee decrease towards the Actual Total Smoothing Allocation.
8. Decrease the Use Fee for the Smoothing Year of each Smoothing Recipient by an amount equal to the amount necessary such that each Smoothing Recipient receives the same percentage of its User Fee increase from the Actual Total Smoothing Allocation.

Attachment B: New Agency membership structure

Type of Member	Definition	Payment Basis	Notes:
Principal	<p>Direct provider of police or fire/EMS services. Must be a unit of local government or the County. (RFA will qualify; joint operating agency like Marysville Fire District will qualify).</p> <p>These agencies must sign the ILA.</p>	<p>Directly billed for their service under the assessment formula, as well as for any additional services they contract for with New Agency.</p>	<p>“Single Service Principals”—a subset of Principals— Cities or Towns that directly provide either police or fire service but not both, and which receive their non-directly provided service by contract (as opposed to being annexed into a fire district or RFA). Single Service Principals participate with Associate Agencies in the selection of the non-voting board member seat.</p>
Associate Agency	<p>A city or town that does not directly provide either fire /EMS service or police service and receives such service by a contract with a Principal or a Subscriber. These agencies may choose whether or not to sign the ILA.</p>	<p>May be directly billed if their service provider agrees.</p> <p>Will also pay a nominal annual fee as consideration for waiving of possible latecomer fees.</p>	<p>Associate Agencies participate in selecting a non-voting board member, together with Single Service Principals.</p>
Subscriber	<p>An agency that is neither a Principal or Associate Agency that wants to instead contract for services on a periodic basis on terms to be negotiated with the agency</p> <p>These agencies do not sign the ILA.</p>	<p>Will pay on negotiated basis.</p> <p>A 6% risk premium will be added to contracts for Subscribers who could have chosen to be Principals but elected to be Subscribers.</p>	<p>Fees may or may not be the same as the Principals’ fee formula.</p>

Police Service Providers –10 seats

	Police Services providers (excludes Bothell) <i>All these agencies could choose to become Principals or Subscribers</i>	OFM Population 2016	%	4 caucuses <i>Caucuses are created working up from smallest agencies to largest – smaller three caucuses are roughly evenly sized after deducting population of largest caucus.</i>
Caucus 1	Unincorp. Snohomish County (pop. includes contract cities)	367,150	48.6%	48.6% 2 seats <i>1 appointee must be operational staff or sheriff</i>
Caucus 2	Everett	108,300	14.3%	14.3% 2 seats <i>1 appointee must be operational staff and one must be elected</i>
Caucus 3	Marysville	64,940	8.6%	18.8% 3 seats <i>1 appointee must be operational staff and one must be elected</i>
	Edmonds	40,900	5.4%	
	Lynnwood	36,590	4.8%	
Caucus 4	Lake Stevens	30,900	4.1%	18.3% 3 seats <i>1 appointee must be operational staff and one must be elected</i>
	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%	

- Agency membership within a caucus may shift over time depending the relative population served of each agency and the number of agencies participating.
- Caucuses composed of one representative from each agency. Caucus representatives are designated by legislative body of the agency, or if local rules require, the executive. Each caucus meets to select its board members (terms of office TBD).
- Sheriff contract cities and towns —Stanwood, Snohomish, Gold Bar, Darrington, Granite Falls and Sultan-- may join the new agency as Associate Agencies and participate in the selection of a non-voting Board member
- Unless otherwise noted, seats can be given to either elected officials or senior staff (Chief/Deputy/Asst.)
- There will be a single designated alternate for each board seat; each caucus will prioritize the order in which its will be called in the event of any absence in the caucus's board members.
- Where multiple board seats are shared amongst multiple agencies, no single agency will have more than 1 seat.

Fire Service Providers –5 seats

		Fire Service Providers, by population served --excl. Bothell All these agencies could chose to become either Principals or Subscribers	<i>Based on 2016 OFM Pop.</i>	%	<i>Caucuses based on share of total population served:</i> <i>Large (14%+)</i> <i>Medium (>3% <14%)</i> <i>Small (3% or less)</i>
Caucus 1		South County Fire & Rescue Regional Fire Authority (created from FD1 and Lynnwood Fire)	251,430	33.8%	3 seats (58.7% of total pop. Served)
		FD #7 (incl. FD#3)	112,696	15.2%	
		Everett	108,300	14.6%	
Caucus 2		FD #12	79,452	10.7%	1 seat (20.7% of total pop. served)
		FD#8	45,846	6.2%	
		FD #4	28,005	3.8%	
Caucus 3		North County RFA	22,493	3.0%	1 seat (15.69% of total pop. Served)
		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%	

- Agency membership within a caucus may shift over time depending the relative population served of each agency and the number of agencies participating.
- Caucuses composed of one representative from each agency. Caucus representatives are designated by legislative body of the agency, or if local rules require, the executive. Each caucus meets to select its board members (terms of office TBD).
- Unless otherwise noted, seats can be given to either elected officials or senior staff (Chief/Deputy/Asst.)
- There will be a single designated alternate for each board seat; each caucus will prioritize the order in which its will be called in the event of any absence in the caucus's board members.

Where multiple board seats are shared amongst multiple agencies, no single agency will have more than 1 seat.

Attachment C: Articles of Consolidation and Plan of Consolidation

**PLAN OF
CONSOLIDATION
FOR**

**SOUTHWEST SNOHOMISH COUNTY PUBLIC
SAFETY COMMUNICATION AGENCY**

AND

**SNOHOMISH COUNTY POLICE STAFF
AND AUXILIARY SERVICES CENTER**

**ARTICLE I
CONSOLIDATION**

Section 1. Consolidation. In accordance with provisions of chapters 24.03 and 24.06 of the Revised Code of Washington (the “RCW”), and subject to the conditions set forth herein, the Southwest Snohomish County Public Safety Communication Agency, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOCOM”), and the Snohomish County Police Staff and Auxiliary Services Center, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.6 RCW as expressly authorized by RCW 39.34.030(3)(b) (“SNOPAC”), shall be consolidated (the “Consolidation”) to form a new single corporation under chapter 24.06 RCW (the “Act”). From and after the Consolidation Effective Date (as defined herein), the consolidated corporation shall be named “Snohomish County 911” and shall be referred to herein as the “Corporation” or the “Consolidated Corporation.”

Section 2. Conditions to Consolidation. Consolidation shall be subject to the following conditions precedent:

(a) The Consolidation (including this Plan of Consolidation) shall have been approved by resolution by the Board of Directors of SNOCOM and the Board of Directors of SNOPAC. Each Board of Directors shall have approved such resolution by an affirmative vote of at least two-thirds of its voting members present in person or use of other means (e.g. write in, proxy, etc.) if permitted by the organizational documents for the respective corporation;

(b) The Snohomish County Regional Public Safety Communications Agency Interlocal Agreement, including all exhibits thereto, a form of which is attached hereto as Attachment A and incorporated herein by this reference as if fully set forth herein (the “Interlocal Agreement”), shall have been approved and executed by those member agencies of SNOCOM and SNOPAC electing to become member agencies (“Principals”) of the Consolidated Corporation by the Consolidation Effective Date;

(c) This Plan of Consolidation shall not have been abandoned pursuant to the provisions of the Act, this Plan of Consolidation, or any agreement of consolidation entered into by SNOCOM or SNOPAC; and

(d) The Articles of Consolidation with a copy of this Plan of Consolidation shall have been delivered to the Washington Secretary of State for filing in accordance with Article 2 of chapter 23.95 RCW by the Consolidation Effective Date.

Section 3. Formation of Single Corporation. On the Consolidation Effective Date, SNOCOM and SNOPAC shall become a single new corporation formed as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and organized as a nonprofit corporation under the Act as authorized by chapter 39.34 RCW, and the separate existence of SNOCOM and SNOPAC shall cease. The Consolidated Corporation shall be governed by the Act, the Articles of Consolidation, and the Interlocal Agreement. The Consolidated Corporation shall have the rights, privileges, immunities, and powers, shall be subject to the duties and liabilities, of a corporation formed under the Act, and shall have the rights, privileges, immunities, powers and franchises, public and private, of each of SNOCOM and SNOPAC.

Section 4. Consolidation Effective Date. The Consolidation shall become effective at 12:00 a.m. on January 1, 2018, or such later date as the governing boards of SNOCOM and SNOPAC both shall authorize. The date on which the Consolidation becomes effective is hereinafter referred to as the “Consolidation Effective Date.”

Section 5. Defined Terms. Capitalized terms not otherwise defined in this Plan of Consolidation shall have the meanings set forth in the Interlocal Agreement.

ARTICLE TWO ARTICLES OF CONSOLIDATION

Pursuant to RCW 24.06.215(3), the following statements shall be included in the Articles of Consolidation for the Consolidated Corporation:

Article I: Consolidation; Plan of Consolidation;
Name and Place of Business of Consolidated Organization

Pursuant to a resolution of the board of directors of SNOCOM, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under chapter 24.03 RCW, and a resolution of the board of directors of SNOPAC, a municipal instrumentality of its members, jointly organized by such members as a nonprofit corporation under the Act, at least two- thirds of each board voted in favor of consolidating SNOCOM and SNOPAC and approved a plan of consolidation (“Plan of Consolidation”) as required by chapters 24.03 and 24.06 RCW, and at such meetings a quorum was present throughout.

Pursuant to chapters 24.03 and 24.06 RCW, as of Consolidation Effective Date, SNOCOM and SNOPAC shall cease to independently exist and the consolidated corporation shall be formed as a municipal instrumentality of its Principals pursuant to RCW 39.34.030 and shall be organized as a nonprofit corporation under the Act as authorized by chapter 39.34 RCW.

The name of the corporation consolidated hereunder shall be “Snohomish County 911.” The principal place of business of this corporation shall be 1121 S.E. Everett May Way, Suite 200, Everett, WA, 98208.

Article II: Duration

The Consolidated Corporation shall have perpetual existence.

Article III: Registered Office and Agent

The name and address of the initial registered agent of the Consolidated Corporation is: Deanna Gregory, Esq. c/o Pacifica Law Group, 1191 2nd Ave., Suite 2000, Seattle, WA 98101.

Article IV: Purposes and Powers

Section 1. Purposes. The purpose for which the Consolidated Corporation is organized is to provide police, fire, and emergency medical services support communications to its Principals and other public and private agencies that may contract with the Consolidated Corporation for such services pursuant to the terms of the Interlocal Agreement. The Consolidated Corporation shall engage in all such activities as are incidental or conducive to the attainment of the objectives of the Consolidated Corporation, as set out in the Interlocal Agreement.

Section 2. Powers. In general, and subject to such limitations and conditions as are or may be prescribed by law, or in the Articles of Consolidation, in the bylaws of the Consolidated Corporation or in the Interlocal Agreement, the Consolidated Corporation shall have all powers which now or hereafter are conferred under chapters 24.06 and 39.34 RCW and other applicable law upon a corporation organized for the purposes set forth above, or are necessary or incidental to the powers so conferred, or are conducive to the attainment of the Consolidated Corporation's purposes.

Section 3. Limitation of Power. Notwithstanding any of the provisions of the Articles of Consolidation, the Consolidated Corporation shall not conduct or carry on activities not permitted to be conducted or carried on by an organization exempt from federal income tax under Sections 115 or the Internal Revenue Code or by an organization, contributions to which are deductible under Section 170(c)(2). No part of the net earnings of the Consolidated Corporation shall inure to the benefit of any director (as defined herein), officer (as defined herein) or private individual. No substantial part of the activities of the Consolidated Corporation shall be devoted to the carrying on of propaganda, or otherwise attempting to influence legislation except as may be permitted by the Internal Revenue Code, and the Consolidated Corporation shall not participate in, or intervene in (including the publication or distribution of statements regarding) any political campaign on behalf of or in opposition to any candidate for public office. The Consolidated Corporation shall not have or issue shares of stock, shall not make any disbursement of income to its directors or officers, and shall not make loans to its officers or directors.

Article V: Amendments

The Articles of Consolidation may be amended by a Supermajority Vote of the Governing Board present at any regular meeting or special meeting called for that purpose. Notice of any proposed amendment to the Articles of Consolidation shall be the same notice as prescribed in the Interlocal Agreement for proposed amendments to the Interlocal Agreement.

Article VI: Distribution of Assets Upon Dissolution or Liquidation

No director, trustee, or officer of the Consolidated Corporation, nor any private individual, shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Consolidated Corporation or the winding up of its affairs. Upon dissolution of the Consolidated Corporation, after paying, satisfying, and discharging, or making adequate provision therefor, of all liabilities and obligations of the Consolidated Corporation and after returning, transferring, or conveying assets held by the Consolidated Corporation requiring return, transfer, or conveyance on condition of the dissolution, all remaining assets of the Consolidated Corporation shall be distributed by the Governing Board as provided for in the Interlocal Agreement.

“Dissenting members,” as that term is used in RCW 24.06.245 through .255, will be entitled to the rights and allocation of assets set forth in the Interlocal Agreement, but may be limited to “a return of less than the fair value” of their membership as that term is used in RCW 24.06.255.

Article VII: Principals

Principals of the Consolidated Corporation must be general purpose municipal corporations or other general purpose municipal corporations or agencies meeting the requirements of the definition of “Principal” as set forth in the Interlocal Agreement. As used in the Articles of Consolidation, the responsibilities of the Principals and the manner of their election, appointment, or admission to membership and termination of membership shall be as provided for in the Interlocal Agreement. Voting by members of the Governing Board shall be as provided for in the Interlocal Agreement.

Article VIII: Directors of the Consolidated Corporation

The Consolidated Corporation shall be governed by a governing board (the “Governing Board”) comprised of its members in the number and selected as provided in the Interlocal Agreement. For purposes of the Articles of Consolidation and the Act, the “members” of the Governing Board shall constitute the “directors” of the Consolidated Corporation and the “Governing Board” shall serve as the “board of directors” of the Consolidated Corporation as defined in RCW 24.06.005.

Under the terms of the Interlocal Agreement, a temporary transition board (the “Transition Board”) shall serve as the initial Governing Board and shall be responsible for governing the Consolidated Corporation during its start-up period. The names and addresses of the members of the Transition Board are as follows:

Article IX: Officers

Officers of the Governing Board of the Consolidated Corporation (“officers”) shall be selected as provided in the Interlocal Agreement. The names and addresses of the persons who are to serve as the initial officers are:

Article X: Director Liability Limitations

Except to the extent otherwise required by applicable law (as it exists

on the date of the adoption of the Articles of Consolidation or may be amended from time to time), a director of the Consolidated Corporation may not be personally liable to the Consolidated Corporation for monetary damages for conduct as a director, except for liability of the director (i) for acts or omissions which involve intentional misconduct by the director or a knowing violation of law by the director, (ii) for any transaction from which the director will personally receive a benefit in money, property or services to which the director is not legally entitled, or (III) for any act or omission occurring before the date when this provision becomes effective.

If the Act is hereafter amended to expand or increase the power of the Consolidated Corporation to eliminate or limit the personal liability of directors, then without any further requirement of action by the directors of the Consolidated Corporation, the liability of a director shall be limited to the full extent permitted by the Act.

Article XI: Indemnification

The Consolidated Corporation shall indemnify any director and officer of the Consolidated Corporation who is involved in any capacity in a proceeding (as defined in RCW 23B.08.500, as presently in effect and as hereafter amended) by reason of the position held by such person or entity in the Consolidated Corporation to the full extent allowed by law, as presently in effect and as hereafter amended. By means of the Interlocal Agreement or a resolution or of a contract specifically approved by the Governing Board, the Consolidated Corporation may also indemnify an employee, or agent to such degree as the Governing Board determines to be reasonable, appropriate, and consistent with applicable law and to be in the best interests of the Consolidated Corporation.

The Governing Board of the Consolidated Corporation shall have the right to designate the counsel who shall defend any person or entity who may be entitled to indemnification, to approve any settlement, and to approve in advance any expense. The rights conferred by or pursuant to the Articles of Consolidation shall not be exclusive of any other rights that any person may have or acquire under any applicable law (as presently in effect and as hereafter amended), the Articles of Consolidation, the bylaws of the Consolidated Corporation, a vote of the Governing Board of the Consolidated Corporation, or otherwise. No amendment to or repeal of the Articles of Consolidation shall adversely affect any right of any director, officer, employee, or agent for events occurring after the date of the adoption of the Articles of Consolidation and prior to such amendment or repeal.

Indemnification of directors and officers by the Consolidated Corporation shall be consistent with the terms of the Interlocal Agreement, the Act, the Interlocal Cooperation Act and other applicable law. In the event of any inconsistency between the Articles of Consolidation and the Interlocal

Agreement, the terms of the Interlocal Agreement shall control to the extent consistent with applicable law.

Notwithstanding any other provision of the Articles of Consolidation, no indemnification shall be provided to any person if in the opinion of counsel, payment of such indemnification would cause the Consolidated Corporation to lose its exemption from federal income taxation.

Article XII: Bylaws

Bylaws of the Consolidated Corporation may be adopted by the Governing Board at any regular meeting or any special meeting called for that purpose, so long as they are not inconsistent with the provisions of the Articles of Consolidation or the Interlocal Agreement. The authority to make, alter, amend or repeal bylaws is vested in the Governing Board and may be exercised at any regular or special meeting of the Governing Board. Notwithstanding anything in the foregoing, the bylaws initially approved by the Governing Board shall include a provision for the creation of an advisory budget review group comprised of some number of finance directors from Principal agencies, or other Principals' staff members with equivalent expertise, to conduct a review of the proposed budget of the Consolidated Corporation and provide timely comment and recommendations to the Governing Board with respect to the proposed budget.

Membership of the advisory budget review group may be merged into a standing budget committee in the future at the Board's discretion.

Article XIII: Conflicts

In the case of any conflict between any of the Articles of Consolidation and the bylaws of the Consolidated Corporation, the Articles of Consolidation shall control. In the case of any conflict between the Articles of Consolidation and the Interlocal Agreement, the Interlocal Agreement shall control.

Article XIV: Date of Consolidation

As permitted by RCW 23.95.210, the effective date for the consolidation for the Consolidated Corporation shall be January 1, 2018 (the "Consolidation Effective Date").

Article XV: Incorporators

The name and address of the incorporator representing SNOPAC is:

Steve Guptill, Assistant Chief, Snohomish County Fire District # 7 and Chair, SNOPAC Board, SNOPAC, 1121 S.E. Everett Mall Way, Suite 200, Everett, WA, 98208.

The name and address of the incorporator representing SNOCOM is:

Jerry Smith, Mayor, City of Mountlake Terrace and Chair, SNOCOM Board,
6204 215th St. S.W., Mountlake Terrace, WA 98043

ARTICLE THREE AGREEMENT OF CONSOLIDATION

Section 1. Agreement of Consolidation. Additional terms of the Consolidation are set forth in the Interlocal Agreement, which are hereby incorporated into this Plan of Consolidation. The Interlocal Agreement sets forth the agreement of SNOCOM and SNOPAC and their respective members with regard to the consolidation of their agencies, including but not limited to, provisions related to (a) services to be provided by the Consolidated Corporation, (b) authority and limitations on such authority of the Consolidated Corporation, (c) governance and voting (including the Transition Board and Governing Board, as such terms are defined in the Interlocal Agreement), (d) administration, (e) members, addition of new members, changes to status, and withdrawal from the Corporation, (f) indemnification, (g) inventory and property, (h) dispute resolution, and (i) termination of the Interlocal Agreement and dissolution of the Consolidated Corporation. By approval of this Plan of Consolidation, the Board of Directors of SNOPAC and the Board of Directors of SNOCOM approve the form of Interlocal Agreement attached hereto as Attachment A.

Section 2. Transition Details for Consolidation. The following Section identifies, at a high level, key transition points for the Consolidation, and is intended to supplement the terms of the Interlocal Agreement attached hereto as Attachment A.

(a) *Employees/Human Resources/Benefits.*

(i) As of the Consolidation Effective Date, all employees of SNOCOM and SNOPAC will be transferred to the Consolidated Corporation. Existing policies, procedures and practices will continue to be implemented until new policies are adopted by the Consolidated Corporation.

(ii) The current Collective Bargaining Agreements (“CBAs”) of SNOCOM and SNOPAC will remain in effect after the Consolidation Effective Date and negotiations with the respective guilds will occur as soon as reasonably possible to merge the two CBAs into a single, unified CBA, except as the guilds and the Governing Board of the Consolidated Corporation may otherwise agree. Prior to the time a new single CBA is in effect, payroll for the Consolidated Corporation (using the Consolidated Corporation’s UBI/EIN) will be administered through two systems, until such a time employees are transitioned into a common payroll system.

(iii) All currently offered employee benefit (PERS, long-term

disability, health, sick/vacation/PTO, etc.) will continue to be offered to the respective groups until a new CBA is in place, unless the Governing Board and the guilds otherwise agree.

(b) *Cash/Funds/Purchasing/Accounts Payable.*

(i) All amounts held in reserve funds held by SNOCOM and SNOPAC as of the Consolidation Effective Date shall be transferred to the Consolidated Corporation to be placed in a reserve or capital fund(s) of the Consolidated Corporation.

(ii) All amounts held in operating funds held by SNOCOM and SNOPAC as of the Consolidation Effective Date shall be transferred to the Consolidated Corporation to be placed in an operating fund, with the exception of a small balance of funds to remain in the SNOCOM and SNOPAC operating fund sufficient enough to close out any Fiscal Year 2017 invoices that are received within 20 days after the Consolidation Effective Date. Once all Fiscal Year 2017 invoices have been paid, if any, any remaining funds will be transferred to the Consolidated Corporation. The Consolidated Corporation will process all Fiscal Year 2018 invoices.

(iii) The Consolidated Corporation will adopt and implement a purchasing policy and other fiscal policies as determined to be necessary.

(c) *Equipment.* All equipment owned by SNOCOM and SNOPAC will be transferred to the Consolidated Corporation as of the Consolidation Effective Date. A new master inventory will be created consistent with applicable asset policies.

(d) *Contracts.* All existing contracts between SNOCOM and SNOPAC and various vendors and providers will be transferred to the Consolidated Corporation as of the Consolidation Effective Date. As part of the due diligence process, any contract that is not transferrable will be held for renegotiation of the terms to maintain the contracted product or service with the Consolidated Corporation. Opportunities to consolidate duplicative vendor agreements will be made during the transition year including termination or renegotiation. Existing contracts for emergency communication services will be assigned to the Consolidated Corporation and service will be provided by the Consolidated Corporation as of the Consolidation Effective Date.

(e) *Services & Functions.* All existing dispatch, technical and other services and functions previously provided by SNOCOM and SNOPAC will effectively remain unchanged during the transition period. As noted in the Interlocal Agreement, members of SNOCOM and SNOPAC will have the option to become a Principal of the Consolidated Corporation, to contract for emergency communication services, or to receive emergency communication services from other providers.

(f) *Technology.* All existing technological offerings will continue as part of the Consolidated Corporation. The information technology department will, before and through the transition period, consolidate duplicative technology systems when possible.

ARTICLE FOUR ABANDONMENT

This Plan of Consolidation may be abandoned upon the mutual consent of the respective governing boards of SNOCOM and SNOPAC at any time prior to the Consolidation Effective Date. In the event of the abandonment of this Plan of Consolidation, this Plan shall be void and have no effect and no liability shall be incurred hereunder on the part of either SNOCOM or SNOPAC or any of its board members, officers, directors, or employees.

Attachment D: Members of SNOCOM Board, SNOPAC Board, and Joint Task Force

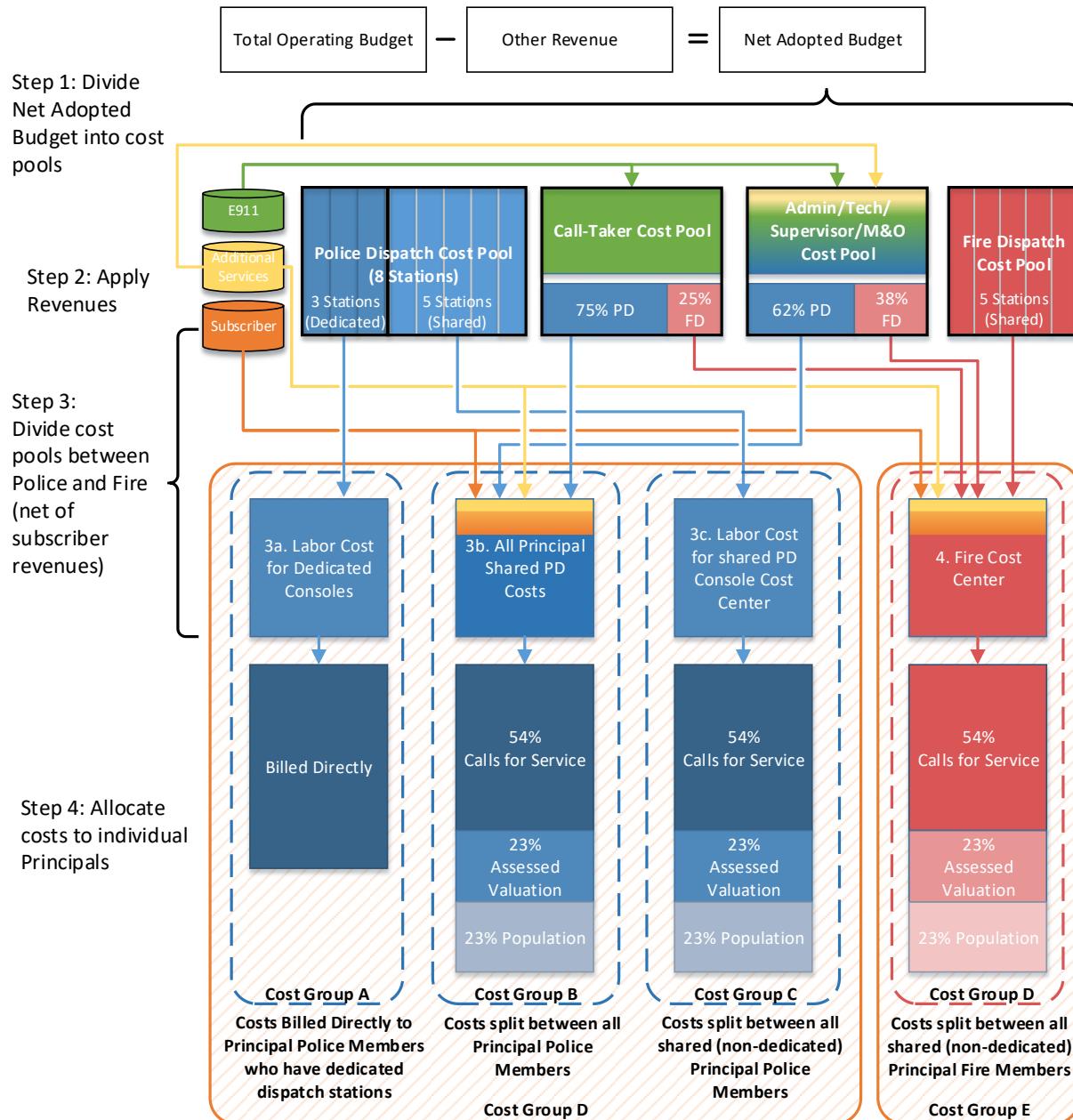
SNOPAC Board Members	SNOPAC Alternate Board Members
Steve Guptill, Fire District 7, Chair	Darryl Neuhoff, Marysville Fire
Dan Templeman, Everett Police	James Lever, Everett Police, Vice-Chair
Ty Trenary, SCSO	Susy Johnson, SCSO
Keith Rogers, Snohomish Police	John Flood, SCSO
Tim Key, Everett Fire	Jim Nagle, Everett Fire
Susan Neely, Snohomish County	Brian Haseleu, Snohomish County
Rick Smith, Marysville Police	Jeff Goldman, Marysville Police
Jonathan Ventura, Arlington Police	Daniel Cone, Arlington Police
John Dyer, Lake Stevens Police	Ron Brooks, Lake Stevens
Roy Waugh, Fire Commissioner, District 7	Paul Taylor, Fire Commissioner, District 22
Murray Gordon, Citizen-at-Large	

SNOCOM Board Members	SNOCOM Alternate Members
Jerry Smith, Mountlake Terrace Mayor, President	Scott Hugill, Mountlake Terrace City Manager
Bob Colinas, Brier Mayor, Vice-President	Mike Catlett, Brier Police Chief Paula Swisher, Brier City Clerk
Al Compaan, Edmonds Police Chief	Don Anderson, Edmonds Asst. Police Chief
Tom Mesaros, Edmonds Councilmember	Jim Lawless, Edmonds Asst. Police Chief
George Hurst, Lynnwood Councilmember	Bryan Stanifer, Lynnwood Deputy Police Chief
Ian Cotton, Lynnwood Councilmember	
Pam Pruitt, Mill Creek Mayor	Greg Elwin, Mill Creek Police Chief
Seawn Richards, Mountlake Terrace Councilmember	Greg Wilson, Mountlake Terrace Police Chief
Jennifer Gregerson, Mukilteo Mayor	Chris Alexander, Mukilteo Fire Chief Steve Edin, Mukilteo Management Services Director
Kent Saltonstall, Woodway Councilmember	Tom Howard, Woodway Councilmember Tom Whitson, Woodway Councilmember
David Chan, Commissioner, South Snohomish County Fire & Rescue RFA	Brad Reading, Fire Chief, South Snohomish County Fire & Rescue RFA

Joint Task Force on Consolidation

SNOCOM Representatives	SNOPAC Representatives
Bob Colinas (Vice-Chair)	Steve Guptill
Brad Reading	Rick Smith
Bryan Stanifer	Roy Waugh (Chair)

Attachment E: Diagram of Principals' Assessment Formula [NEW AGENCY] Assessment Formula Diagram



Principal Assessment Calculation:

Principal Police Non-Dedicated = Cost Group B + Cost Group C

Principal Police Dedicated = Cost Group A + Cost Group B

Principal Fire Non-Dedicated = Cost Group C

Subscriber Assessment Calculation:

Subscriber = Cost-Per-Call (Calculated using Cost Group D for Police and Group E for Fire (less any subscriber revenues); Subscribers who are eligible to be a Principal, who have a cost cap, will pay an additional risk premium



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 14, 2017

Subject: Callow Road Improvements – Award of Contract

Contact / Department:	<u>Cory Nau</u> <u>Department of Public Works</u>	Budget	<u>\$645,834.22</u>
		Impact:	<u>Incl. contingency</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Award the Callow Road Improvements Lundein Parkway to Oak Road project to SRV Construction and authorize the Mayor to enter into a Public Works Contract in the amount of \$538,195.18 with an authorized administrative contingency of \$107,639.04.

SUMMARY/BACKGROUND:

Callow Road is currently a two-lane road with 10.5-11' paved lanes and minimal shoulders and moderate to steep slopes on the east and west sides of the road. This configuration provides minimal protection for pedestrians and was identified as a needed improvement area and included in the City's Comprehensive Plan.

This project will install a 5' ADA sidewalk on the east side of Callow Road from Lundein Parkway to Oak Road. This project will also include the installation of a new storm water conveyance system, relocation and new construction of rock retaining walls, realignment of eastside driveways, and maintain a full 11' travel lane in each direction the entire length of the project.

The City is currently reviewing a construction application for the Nourse property which will complete construction of frontage improvements between Oak Road and SR 92 on the east side of Callow Road. With the completion of the City's Callow Road Improvement project, and the developer's frontage improvement project, Callow Road will have a continuous ADA accessible sidewalk from Lundein Parkway to SR 92.

The City released the request for bid on October 18, 2017 and opened bids on November 7th, 2017. The City received thirteen (13) responsive bids with the lowest bid coming from SRV Construction at \$538,195.18 and the highest bid from Trimaxx Construction at \$724,726.17. The engineer's estimate for this project was \$601,023.50. The administrative contingency of \$107,639.04 is a calculated contingency based on 20% of the lowest bid amount and will cover all unexpected costs or expansions to the scope of work.

The majority of this project will take place within the vicinity of residential area. The City will be contacting the property owners in the area to inform them of the impending construction and the contractor will be placing variable message boards at each end of the project prior to construction as a reminder to the businesses and general public. To reduce the impacts to local traffic, the contractor will maintain access to driveways throughout construction. Construction will likely begin November 27th, 2017, and is contracted to be completed within 60 calendar days.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: Funding of \$450,000 was approved in the 2017 budget in the REET One funding source. The remaining \$195,834.22 will be funded by unallocated SEPA fees. Total project bid, with contingency, is \$645,834.22.

ATTACHMENTS:

- ▶ Exhibit A: Public Works Contract
- ▶ Exhibit B: Project Vicinity Map
- ▶ Exhibit C: Bid Summary Table

EXHIBIT A

PUBLIC WORKS CONTRACT

This Contract is made and entered into in duplicate this ____ day of November, 2017 by and between the City of Lake Stevens, a non-charter code city of the State of Washington, hereinafter referred to as "the City", and SRV Construction, Inc., a Washington corporation ("Contractor").

WITNESSETH:

Whereas, the City desires to have certain public work performed as hereinafter set forth, requiring specialized skills and other supportive capabilities; and

Whereas, the Contractor represents that it is qualified and possesses sufficient skills and the necessary capabilities to perform the services set forth in this Contract.

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

1. Scope of Work.

The Contractor shall do all work and furnish all tools, materials, and equipment in order to accomplish the following project:

Callow Road Improvements Lundein Parkway to Oak Road, Project 17041

in accordance with and as described in:

- A. This Contract, and
- B. The Project Manual, which include the attached plans, Specifications, Special Provisions, submittal requirements, attachments, addenda (if any), Bid Form, Performance and Payment Bond, and
- C. The Standard Specifications for Road, Bridge, and Municipal Construction prepared by the Washington State Department of Transportation, as may be specifically modified in the attached Specifications and/or Special Provisions, hereinafter referred to as "the standard specifications",
- D. City of Lake Stevens Engineering Standards (referenced but not attached)
- E. Other _____
- F. Addenda (If any)

and shall perform any alterations in or additions to the work provided under this Contract and every part thereof.

The Contractor shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the work provided for in this Contract, except as may otherwise be provided in the Project Manual.

2. Time for Performance and Liquidated Damages / Termination of Contract.

- A. Time is of the essence in the performance of this Contract and in adhering to the time frames specified herein. The Contractor shall commence work within ten (10) calendar days after notice to proceed from the City, and said work shall be physically completed within **60** calendar days after said notice to proceed, unless a different time frame is expressly provided in writing by the City.
- B. If said work is not completed within the time for physical completion, the Contractor may be required at the City's sole discretion to pay to the City liquidated damages as set forth in the Project Manual, for each and every day said work remains uncompleted after the expiration of the specified time.
- C. Termination of Contract.

- 1. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.
- 2. The City may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

3. Compensation and Method of Payment.

- A. The City shall pay the Contractor for work performed under this Contract as detailed in the bid, as incorporated in the Project Manual.
- B. Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the City. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.
- C. The Contractor shall be entitled to progress payments. The Contractor shall submit request for payment on the last calendar day of the month for the work done during that period. Payment shall be made less a five (5) percent retainage. Payment shall be in accordance with applicable City ordinances.
- D. Payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the Request For Information (RFI) and/or Construction Change Order (CCO) process as set forth in the Project Manual. Following approval of the RFI and/or CCO, the Contractor shall submit the standard payment request form(s).

4. Independent Contractor Relationship.

The relationship created by this Contract is that of independent contracting entities. No agent, employee, servant, or representative of the Contractor shall be deemed to be an employee, agent, servant, or representative of the City, and the employees of the Contractor are not entitled to any of the benefits the City provides for its employees. The Contractor shall be solely and entirely responsible for its acts and the acts of its agents, employees, servants, subcontractors, or representatives during the performance of this Contract. The Contractor shall assume full responsibility for payment of all wages and salaries and all federal, state, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, workers compensation insurance, social security, and income tax withholding.

5. Prevailing Wage Requirements.

The Contractor shall comply with applicable prevailing wage requirements of the Washington State Department of Labor & Industries, as set forth in Chapter 39.12 RCW and Chapter 296-127 WAC. The Contractor shall document compliance with said requirements and shall file with the City appropriate affidavits, certificates, and/or statements of compliance with the State prevailing wage requirements. The Washington State Prevailing Wage Rates For Public Works Contracts, Snohomish County, incorporated in this Contract have been established by the Department of Labor & Industries and are included as an Attachment to this Contract. The Contractor shall also ensure that any subcontractors or agents of the Contractor shall comply with the prevailing wage and documentation requirements as set forth herein.

6. Indemnification and Hold Harmless.

- A. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers against and from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.
- B. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its elected officials, agents, officers and/or employees.
- C. The Contractor's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors.
- D. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

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

- E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.

F. The provisions of this section shall survive the expiration or termination of this Contract.

7. **Insurance.**

A. Insurance Term.

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. No Limitation.

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance.

Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

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

4. Required. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood

and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.

5. Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City of Lake Stevens under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

D. Minimum Amounts of Insurance.

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.

3. Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.

4. Required. Contractors Pollution Liability shall be written in the amounts set forth above.

E. Public Entity Full Availability of Contractor Limits.

If the Contractor maintains higher insurance limits than the minimums shown above, the City of Lake Stevens shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the Lake Stevens evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provisions.

The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

H. Verification of Coverage.

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the City of Lake Stevens, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

I. Contractor's Insurance for Other Losses.

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

J. Subcontractors.

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the City of Lake Stevens is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

K. Waiver of Subrogation.

The Contractor and the City waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

L. Notice of Cancellation of Insurance.

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

M. Failure to Maintain Insurance.

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

8. Compliance with Laws.

- A. The Contractor shall comply with all applicable federal, state, and local laws, including regulations for licensing, certification, and operation of facilities and programs, and accreditation and licensing of individuals, and any other standards or criteria as set forth in the Project Manual.
- B. The Contractor shall pay any applicable business and permit fees and taxes which may be required for the performance of the work.
- C. The Contractor shall comply with all legal and permitting requirements as set forth in the Project Manual.

9. Non-discrimination.

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrate to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

- A. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above-stated minorities.

B. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.

10. Assignment and Subcontractors.

A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the City.

B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the City and complying with the provisions of this section.

C. In the event the Contractor does assign this contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the contract documents.

D. The Contractor shall, before commencing any work, notify the Owner in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the Owner may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the Owner by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the Owner shall not constitute a waiver of any right of the Owner to reject defective work or work not in conformance with the contract documents. If the Owner, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.

E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organizations directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of persons directly employed by it.

F. The divisions and sections of the specifications and the identifications of any drawings shall not control the Contractor in dividing the work among subcontractors or delineating the work to be performed by any specific trade.

G. Nothing contained in the contract documents shall create or be construed to create any relationship, contractual or otherwise, between the Owner and any subcontractor or assignee. Nothing in the contract documents shall create any obligation on the part of the Owner to pay or to assure payment of any monies due any subcontractor or assignee.

H. The Contractor hereby assigns to the City any and all claims for overcharges resulting from antitrust violations as to goods and materials purchased in connection with this Contract, except as to overcharges resulting from antitrust violations commencing after the date of the bid or other event establishing the price of this Contract. In addition, the Contractor warrants and represents that each of its suppliers and subcontractors shall assign any and all such claims for overcharges to the City in accordance with the terms of this provision.

The Contractor further agrees to give the City immediate notice of the existence of any such claim.

I. In addition to all other obligations of the contractor, if the contractor does employ any approved subcontractor, the contractor shall supply to every approved subcontractor a copy of the form, provided in the project manual, to establish written proof that each subcontract and lower-tier subcontract is a written document and contains, as a part, the current prevailing wage rates. The contractor, each approved subcontractor and each approved lower-tier subcontractor shall complete and deliver the form directly to the City.

11. Contract Administration and Notices.

This Contract shall be administered for the City by Cory Nau, Senior Engineer, and shall be administered for the Contractor by the Contractor's Contract Representative, Steve Verbarendse, Corporate President. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To City:

City of Lake Stevens
Attn: City Clerk
1812 Main Street (Physical Address)
Post Office Box 257 (Mailing Address)
Lake Stevens, WA 98258
Telephone: 425-334-1012

To Contractor:

Steven Verbarendse
SRV Construction, Inc.
PO Box 481
Oak Harbor, WA 98277
(360) 675-7100

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

12. Interpretation and Venue.

This Contract shall be interpreted and construed in accordance with the laws of the State of Washington. The venue of any litigation between the parties regarding this Contract shall be Snohomish County, Washington.

13. Severability.

A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. Non-Waiver.

A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent breach

thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

15. Survival.

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

16. Authority.

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the City represents and warrants that he or she has been fully authorized by the City to execute this Contractor on its behalf and to legally bind the City to all the terms, performances and provisions of this Contractor.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed the day and year first set forth above.

CITY OF LAKE STEVENS

By: _____
John Spencer, Mayor

SRV CONSTRUCTION, INC.

By: _____
Printed Name & Title

Approved as to Form:

Grant K. Weed, City Attorney

PERFORMANCE and PAYMENT BOND

Bond to the City of Lake Stevens

Bond # _____

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, _____ as Principal, and _____
_____, a corporation, organized and existing under the laws of the State of Washington, as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations as surety, are jointly and severally held and firmly bound to the **City of Lake Stevens** in the penal sum of \$_____ for the payment of which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be.

This obligation is entered into pursuant to the statutes of the State of Washington and the ordinances of the City of Lake Stevens.

Dated at _____, Washington, this _____ day of _____, 20____.

The conditions of the above obligation are such that:

WHEREAS, the City of Lake Stevens has let or is about to let to the said _____ the above bounded Principal, a certain contract, the said contract being numbered (Project No.) _____, and providing for (Project Name): _____ (which contract is referred to herein and is made a part hereof as though attached hereto), and

WHEREAS, the said Principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth; now, therefore,

If the said Principal, _____, shall faithfully perform all of the provisions of said contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said contract, and shall pay all laborers, mechanics, subcontractors and materialmen, and all persons who shall supply said Principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the City of Lake Stevens harmless from any damage or expense by reason of failure of performance as specified in said contract or from defects appearing or developing in the material or workmanship provided or performed under said contract within a period of one year after its acceptance thereof by the City of Lake Stevens, then and in that event, this obligation shall be void; but otherwise, it shall be and remain in full force and effect.

Signed this _____ day of _____, 20____.

Surety

Principal

By: _____

By: _____

Title

Title

Surety Address

Agent Address

Surety Contact and Phone Number

Agent Contact and Phone Number

ESCROW AGREEMENT for RETAINED PERCENTAGE
Callow Road Improvements Lundeen Parkway to Oak Road, Project 17041

Escrow No.: _____
City of Lake Stevens Contract No. **17041**

TO:

THIS ESCROW AGREEMENT is for the investment of the retained percentage of the above contract, in accordance with chapter 60.28 of the Revised Code of Washington. It is limited to FDIC insured Washington State Chartered Banks who are covered by the State of Washington Public Deposit Protection Act.

The undersigned, _____, (as "Contractor"), has directed the CITY OF LAKE STEVENS (as "City"), to deliver to you its warrants which shall be payable to you and/or the contractor. The warrants are to be held and disposed of by you in accordance with the following instruction:

INSTRUCTIONS

1. Upon delivery the warrants shall be endorsed by you and forwarded to the City for collection. You shall use the monies to purchase investments selected by the Contractor and approved by the City. You may follow the last written direction received by you from the Contractor, for each purchase, provided the direction otherwise conforms with this agreement. Acceptable investments are:
 - A. Bills, certificates, notes or bonds of the United States;
 - B. Other obligations of the United States or its agencies;
 - C. Obligations of any corporation wholly owned by the Government of the United States;
 - D. Indebtedness of the Federal National Mortgage Association;
 - E. Time deposits in commercial banks;
 - F. Other investments, except stocks, selected by the Contractor, subject to express prior written consent of the City.
2. The investments shall be in a form which allows you alone to reconvert them into money if you are required to do so by the City.
3. The investments must mature on or prior to the date set for the completion of the contract, including extension thereof or thirty (30) days following the final acceptance of the work.
4. When interest on the investments accrues and is paid, you shall collect the interest and forward it to the Contractor unless otherwise directed by the Contractor.
5. You are not authorized to deliver to the Contractor all or any part of the investments held by you pursuant to this agreement (or any monies derived from the sale of such investments, or the negotiation of the City's warrants) **except** in accordance with the written instructions from the City. Compliance with such instructions shall relieve you of any further liability related thereto.
6. In the event the City orders you, in writing, to reconvert the investments and return all monies, you shall do so within thirty (30) days of receipt of the order.
7. The Contractor agrees to compensate you for your services in accordance with your current published schedule of applicable escrow fees. Payment of all fees shall be the sole responsibility of the Contractor and shall not be deducted from any monies placed with you pursuant to this agreement until and unless the City directs the release to the Contractor of the investments and monies held hereunder, whereupon you shall be entitled to reimburse yourself from such monies for the entire amount of your fee.
8. This agreement shall not be binding until signed by both parties and accepted by you.
9. This document contains the entire agreement between you, the Contractor, and the City, with respect to this Escrow, and you are not a party to, nor bound by any instrument or agreement other than this. You shall not be required to take notice of any default or any other matter, nor be bound by nor required to give notice or demand, nor required to take any action whatever except as herein expressly provided. You shall not be liable for any loss or damage not caused by your own negligence or willful misconduct.

CONTRACTOR

Federal Tax I.D. No. _____

By: _____

Title: _____

Address: _____

DATE _____

CITY OF LAKE STEVENS

By: _____

Title: _____

DATE: _____

THE ABOVE ESCROW AGREEMENT RECEIVED AND ACCEPTED on the _____ day of _____ 20____.

BANK

By: _____

Title: _____

Address: _____

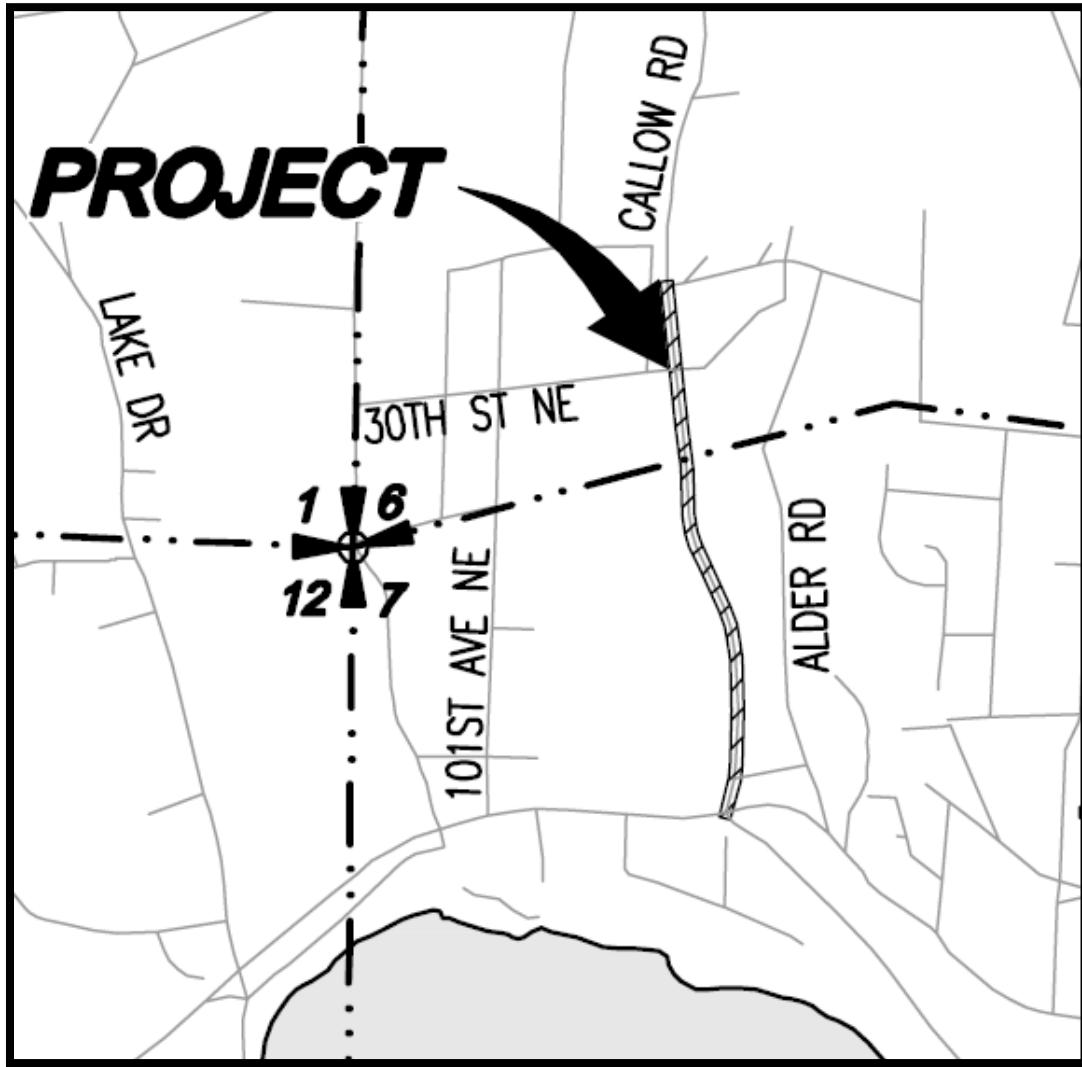
DISTRIBUTION:

City Clerk
Financial Institution
Contractor
File Copy

EXHIBIT B

Project Vicinity Map

Callow Road Improvement Lundein Parkway to Oak Road



17041 - Callow Road Improvement
Bid Tabulation

EXHIBIT C

BI #	Description	SIN	Qty	Unit	Colacurcio Brothers (Unresponsive Bid)		Award Construction, Inc.		SRV Construction Inc.		Strider Construction		North Hill Resources		Marshbank Construction Co		Faber Construction	
					Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
					Not Listed	#VALUE!	\$ 52,500.00	\$ 52,500.00	\$ 44,000.00	\$ 44,000.00	\$ 55,000.00	\$ 55,000.00	\$ 30,000.00	\$ 30,000.00	\$ 52,000.00	\$ 52,000.00	\$ 56,047.18	\$ 56,047.18
1	Mobilization	0001	1 LS		\$ 45,000.00	\$ 45,000.00	\$ 86,500.00	\$ 86,500.00	\$ 20,400.00	\$ 20,400.00	\$ 52,000.00	\$ 52,000.00	\$ 11,500.00	\$ 11,500.00	\$ 62,000.00	\$ 62,000.00	\$ 49,408.82	\$ 49,408.82
2	Traffic Control	6971	1 LS		\$ 50.00	\$ 800.00	\$ 77.00	\$ 1,232.00	\$ 72.00	\$ 1,152.00	\$ 100.00	\$ 1,600.00	\$ 91.00	\$ 1,456.00	\$ 70.00	\$ 1,120.00	\$ 176.28	\$ 2,820.48
3	Inlet Protection	6471	16 EA		\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 9,800.00	\$ 9,800.00	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00	\$ 13,956.64	\$ 13,956.64
Wall And/Or Roadway Excavation																		
5	Incl. Haul	0310	160 CY		\$ 35.00	\$ 5,600.00	\$ 40.00	\$ 6,400.00	\$ 152.00	\$ 24,320.00	\$ 50.00	\$ 8,000.00	\$ 37.00	\$ 5,920.00	\$ 125.00	\$ 20,000.00	\$ 132.41	\$ 21,185.60
6	Clearing and Grubbing	0025	0.6 AC		\$ 55,000.00	\$ 33,000.00	\$ 52,500.00	\$ 31,500.00	\$ 29,755.00	\$ 17,853.00	\$ 8,000.00	\$ 4,800.00	\$ 20,000.00	\$ 12,000.00	\$ 40,000.00	\$ 24,000.00	\$ 17,309.45	\$ 10,385.67
7	HMA CL 1/2 PG 64-22	5767	466 TON		\$ 136.00	\$ 63,376.00	\$ 146.00	\$ 68,036.00	\$ 157.00	\$ 73,162.00	\$ 133.00	\$ 61,978.00	\$ 140.00	\$ 65,240.00	\$ 135.00	\$ 62,910.00	\$ 153.35	\$ 71,461.10
8	Conc Curb & Gutter	6700	2500 LF		Not Listed	#VALUE!	\$ 19.00	\$ 47,500.00	\$ 14.50	\$ 36,250.00	\$ 25.00	\$ 62,500.00	\$ 19.50	\$ 48,750.00	\$ 12.00	\$ 30,000.00	\$ 13.10	\$ 32,750.00
9	5' Wide Raised Sidewalk	7056	100 LF		Not Listed	#VALUE!	\$ 55.00	\$ 5,500.00	\$ 55.25	\$ 5,525.00	\$ 57.00	\$ 5,700.00	\$ 83.00	\$ 8,300.00	\$ 42.00	\$ 4,200.00	\$ 46.50	\$ 4,650.00
10	5' Wide Concrete Sidewalk	7055	2370 LF		Not Listed	#VALUE!	\$ 23.50	\$ 55,695.00	\$ 21.00	\$ 49,770.00	\$ 50.00	\$ 118,500.00	\$ 32.00	\$ 75,840.00	\$ 17.00	\$ 40,290.00	\$ 18.30	\$ 43,371.00
11	ADA Sidewalk Ramp	NA	1 EA		\$ 2,300.00	\$ 2,300.00	\$ 1,650.00	\$ 1,650.00	\$ 1,725.00	\$ 1,725.00	\$ 1,700.00	\$ 1,700.00	\$ 1,450.00	\$ 1,450.00	\$ 1,400.00	\$ 1,400.00	\$ 1,540.00	\$ 1,540.00
12	Crushed Surfacing Base Course	5100	442 TON		\$ 42.00	\$ 18,564.00	\$ 41.00	\$ 18,122.00	\$ 35.00	\$ 15,470.00	\$ 65.00	\$ 28,730.00	\$ 31.00	\$ 13,702.00	\$ 26.00	\$ 11,492.00	\$ 49.63	\$ 21,936.46
13	Saw Cutting Asphalt	NA	2900 LF		\$ 5.00	\$ 14,500.00	\$ 2.00	\$ 5,800.00	\$ 5.70	\$ 16,530.00	\$ 2.00	\$ 5,800.00	\$ 2.50	\$ 7,250.00	\$ 6.00	\$ 17,400.00	\$ 4.98	\$ 14,442.00
14	Precast Curb Inlet	NA	2 EA		\$ 1,600.00	\$ 3,200.00	\$ 1,600.00	\$ 3,200.00	\$ 1,540.00	\$ 3,080.00	\$ 1,600.00	\$ 3,200.00	\$ 1,250.00	\$ 2,500.00	\$ 1,200.00	\$ 2,400.00	\$ 1,224.88	\$ 2,449.76
15	CB Type 1	3091	6 EA		\$ 3,250.00	\$ 19,500.00	\$ 1,500.00	\$ 9,000.00	\$ 1,520.00	\$ 9,120.00	\$ 1,200.00	\$ 7,200.00	\$ 1,600.00	\$ 9,600.00	\$ 1,500.00	\$ 9,000.00	\$ 1,296.98	\$ 7,781.88
12" Storm Drain Incl Bedding and																		
16	Backfill	3602	345 LF		\$ 63.00	\$ 21,735.00	\$ 65.00	\$ 22,425.00	\$ 31.80	\$ 10,971.00	\$ 40.00	\$ 13,800.00	\$ 55.00	\$ 18,975.00	\$ 75.00	\$ 25,875.00	\$ 73.11	\$ 25,222.95
8' French Drain Incl Stone Bedding																		
17	and Backfill	1161	335 LF		\$ 35.00	\$ 11,725.00	\$ 53.50	\$ 17,922.50	\$ 28.00	\$ 9,380.00	\$ 21.00	\$ 7,035.00	\$ 43.00	\$ 14,405.00	\$ 58.00	\$ 19,430.00	\$ 69.96	\$ 23,436.60
12" French Drain Incl Stone Bedding																		
18	and Backfill	1163	518 LF		\$ 51.00	\$ 26,418.00	\$ 50.00	\$ 25,900.00	\$ 37.00	\$ 19,166.00	\$ 45.00	\$ 23,310.00	\$ 48.00	\$ 24,864.00	\$ 66.00	\$ 34,188.00	\$ 87.27	\$ 45,205.86
8' Ductile Iron Incl Bedding and																		
19	Backfill	3772	26 LF		\$ 80.00	\$ 2,080.00	\$ 76.50	\$ 1,989.00	\$ 71.00	\$ 1,846.00	\$ 70.00	\$ 1,820.00	\$ 67.00	\$ 1,742.00	\$ 90.00	\$ 2,340.00	\$ 94.88	\$ 2,466.88
12" Ductile Iron Incl Bedding and																		
20	Backfill	3774	21 LF		\$ 100.00	\$ 2,100.00	\$ 110.00	\$ 2,310.00	\$ 107.00	\$ 2,247.00	\$ 110.00	\$ 2,310.00	\$ 94.00	\$ 1,974.00	\$ 115.00	\$ 2,415.00	\$ 123.47	\$ 2,592.87
21	Riprap Pad	1072	5 SY		\$ 300.00	\$ 1,500.00	\$ 55.00	\$ 275.00	\$ 185.00	\$ 925.00	\$ 65.00	\$ 325.00	\$ 315.00	\$ 1,575.00	\$ 200.00	\$ 1,000.00	\$ 90.49	\$ 452.45
22	Area Drain	NA	3 EA		\$ 1,100.00	\$ 3,300.00	\$ 1,000.00	\$ 3,000.00	\$ 865.00	\$ 2,595.00	\$ 700.00	\$ 2,100.00	\$ 1,150.00	\$ 3,450.00	\$ 1,000.00	\$ 3,000.00	\$ 755.42	\$ 2,266.26
23	Clean Out	3640	4 EA		\$ 1,100.00	\$ 4,400.00	\$ 1,300.00	\$ 5,200.00	\$ 1,220.00	\$ 4,880.00	\$ 1,750.00	\$ 7,000.00	\$ 850.00	\$ 3,400.00	\$ 1,200.00	\$ 4,800.00	\$ 671.42	\$ 2,685.68
24	Remove Culvert	NA	50 LF		\$ 20.00	\$ 1,000.00	\$ 25.00	\$ 1,250.00	\$ 19.00	\$ 950.00	\$ 8.00	\$ 400.00	\$ 15.00	\$ 750.00	\$ 15.00	\$ 750.00	\$ 25.68	\$ 1,284.00
25	Adjust Cath Basin Rim	3100	1 EA		\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 760.00	\$ 760.00	\$ 550.00	\$ 550.00	\$ 850.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 308.88	\$ 308.88
Locking Solid Metal Cover & Frame																		
26	for CB	3110	1 EA		\$ 500.00	\$ 500.00	\$											

Road Construction Northwest , Inc.		Reece Construction		RRJ Company		Kamins Construction		Thomco Construction		Trimaxx Construction		Trinity	
Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
\$ 52,000.00	\$ 52,000.00	\$ 70,000.00	\$ 70,000.00	\$ 7,199.43	\$ 7,199.43	\$ 34,429.50	\$ 34,429.50	\$ 43,993.00	\$ 43,993.00	\$ 63,000.00	\$ 63,000.00	\$ 70,000.00	\$ 70,000.00
\$ 28,000.00	\$ 28,000.00	\$ 30,000.00	\$ 30,000.00	\$ 50,744.43	\$ 50,744.43	\$ 46,977.00	\$ 46,977.00	\$ 37,924.00	\$ 37,924.00	\$ 50,000.00	\$ 50,000.00	\$ 30,000.00	\$ 30,000.00
\$ 80.00	\$ 1,280.00	\$ 105.00	\$ 1,680.00	\$ 54.50	\$ 872.00	\$ 78.75	\$ 1,260.00	\$ 105.50	\$ 1,688.00	\$ 100.00	\$ 1,600.00	\$ 60.00	\$ 960.00
\$ 3,500.00	\$ 3,500.00	\$ 9,300.00	\$ 9,300.00	\$ 1,351.62	\$ 1,351.62	\$ 2,625.00	\$ 2,625.00	\$ 2,019.00	\$ 2,019.00	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00
\$ 65.00	\$ 10,400.00	\$ 165.00	\$ 26,400.00	\$ 26.37	\$ 4,219.20	\$ 55.76	\$ 8,921.60	\$ 57.27	\$ 9,163.20	\$ 70.00	\$ 11,200.00	\$ 50.00	\$ 8,000.00
\$ 16,000.00	\$ 9,600.00	\$ 40,000.00	\$ 24,000.00	\$ 40,425.95	\$ 24,255.57	\$ 37,450.00	\$ 22,470.00	\$ 16,399.00	\$ 9,839.40	\$ 20,000.00	\$ 12,000.00	\$ 20,000.00	\$ 12,000.00
\$ 131.50	\$ 61,279.00	\$ 125.00	\$ 58,250.00	\$ 187.02	\$ 87,151.32	\$ 144.09	\$ 67,145.94	\$ 173.92	\$ 81,046.72	\$ 275.00	\$ 128,150.00	\$ 150.00	\$ 69,900.00
\$ 27.50	\$ 68,750.00	\$ 22.50	\$ 56,250.00	\$ 32.61	\$ 81,525.00	\$ 24.28	\$ 60,700.00	\$ 12.45	\$ 31,125.00	\$ 16.00	\$ 40,000.00	\$ 28.00	\$ 70,000.00
\$ 84.75	\$ 8,475.00	\$ 140.00	\$ 14,000.00	\$ 133.99	\$ 13,399.00	\$ 116.08	\$ 11,608.00	\$ 43.80	\$ 4,380.00	\$ 120.00	\$ 12,000.00	\$ 35.00	\$ 3,500.00
\$ 34.50	\$ 81,765.00	\$ 30.00	\$ 71,100.00	\$ 36.82	\$ 87,263.40	\$ 28.88	\$ 68,445.60	\$ 17.40	\$ 41,238.00	\$ 24.00	\$ 56,880.00	\$ 27.00	\$ 63,990.00
\$ 1,925.00	\$ 1,925.00	\$ 3,600.00	\$ 3,600.00	\$ 2,360.83	\$ 2,360.83	\$ 1,769.25	\$ 1,769.25	\$ 1,459.00	\$ 1,459.00	\$ 2,600.00	\$ 2,600.00	\$ 2,000.00	\$ 2,000.00
\$ 45.00	\$ 19,890.00	\$ 40.00	\$ 17,680.00	\$ 17.14	\$ 7,575.88	\$ 27.83	\$ 12,300.86	\$ 32.54	\$ 14,382.68	\$ 40.00	\$ 17,680.00	\$ 30.00	\$ 13,260.00
\$ 2.75	\$ 7,975.00	\$ 4.10	\$ 11,890.00	\$ 3.78	\$ 10,962.00	\$ 2.10	\$ 6,090.00	\$ 5.88	\$ 17,052.00	\$ 2.00	\$ 5,800.00	\$ 5.00	\$ 14,500.00
\$ 1,400.00	\$ 2,800.00	\$ 1,100.00	\$ 2,200.00	\$ 1,194.49	\$ 2,388.98	\$ 1,161.30	\$ 2,322.60	\$ 1,712.00	\$ 3,424.00	\$ 1,000.00	\$ 2,000.00	\$ 1,100.00	\$ 2,200.00
\$ 1,225.00	\$ 7,350.00	\$ 1,000.00	\$ 6,000.00	\$ 1,142.13	\$ 6,852.78	\$ 1,213.80	\$ 7,282.80	\$ 1,930.00	\$ 11,580.00	\$ 1,400.00	\$ 8,400.00	\$ 1,300.00	\$ 7,800.00
\$ 43.00	\$ 14,835.00	\$ 65.00	\$ 22,425.00	\$ 25.48	\$ 8,790.60	\$ 56.88	\$ 19,623.60	\$ 56.00	\$ 19,320.00	\$ 65.00	\$ 22,425.00	\$ 40.00	\$ 13,800.00
\$ 31.00	\$ 10,385.00	\$ 58.00	\$ 19,430.00	\$ 36.17	\$ 12,116.95	\$ 43.29	\$ 14,502.15	\$ 26.05	\$ 8,726.75	\$ 65.00	\$ 21,775.00	\$ 30.00	\$ 10,050.00
\$ 36.00	\$ 18,648.00	\$ 67.00	\$ 34,706.00	\$ 44.12	\$ 22,854.16	\$ 53.47	\$ 27,697.46	\$ 34.25	\$ 17,741.50	\$ 100.00	\$ 51,800.00	\$ 40.00	\$ 20,720.00
\$ 51.00	\$ 1,326.00	\$ 76.00	\$ 1,976.00	\$ 51.55	\$ 1,340.30	\$ 69.42	\$ 1,804.92	\$ 109.00	\$ 2,834.00	\$ 85.00	\$ 2,210.00	\$ 125.00	\$ 3,250.00
\$ 77.00	\$ 1,617.00	\$ 90.00	\$ 1,890.00	\$ 84.47	\$ 1,773.87	\$ 80.76	\$ 1,695.96	\$ 155.00	\$ 3,255.00	\$ 100.00	\$ 2,100.00	\$ 125.00	\$ 2,625.00
\$ 50.00	\$ 250.00	\$ 300.00	\$ 1,500.00	\$ 117.62	\$ 588.10	\$ 169.26	\$ 846.30	\$ 252.00	\$ 1,260.00	\$ 300.00	\$ 1,500.00	\$ 200.00	\$ 1,000.00
\$ 1,200.00	\$ 3,600.00	\$ 1,050.00	\$ 3,150.00	\$ 418.28	\$ 1,254.84	\$ 1,027.25	\$ 3,081.75	\$ 1,010.00	\$ 3,030.00	\$ 800.00	\$ 2,400.00	\$ 750.00	\$ 2,250.00
\$ 550.00	\$ 2,200.00	\$ 760.00	\$ 3,040.00	\$ 1,611.34	\$ 6,445.36	\$ 579.60	\$ 2,318.40	\$ 1,896.00	\$ 7,584.00	\$ 800.00	\$ 3,200.00	\$ 750.00	\$ 3,000.00
\$ 14.00	\$ 700.00	\$ 9.00	\$ 450.00	\$ 9.87	\$ 493.50	\$ 11.97	\$ 598.50	\$ 35.00	\$ 1,750.00	\$ 10.00	\$ 500.00	\$ 20.00	\$ 1,000.00
\$ 650.00	\$ 650.00	\$ 1,000.00	\$ 1,000.00	\$ 229.76	\$ 229.76	\$ 420.00	\$ 420.00	\$ 403.00	\$ 403.00	\$ 650.00	\$ 650.00	\$ 500.00	\$ 500.00
\$ 350.00	\$ 350.00	\$ 1,050.00	\$ 1,050.00	\$ 613.63	\$ 613.63	\$ 630.00	\$ 630.00	\$ 766.00	\$ 766.00	\$ 650.00	\$ 650.00	\$ 450.00	\$ 450.00
\$ 60.00	\$ 84,000.00	\$ 32.00	\$ 44,800.00	\$ 20.35	\$ 28,490.00	\$ 22.50	\$ 31,500.00	\$ 38.88	\$ 54,432.00	\$ 50.00	\$ 70,000.00	\$ 35.00	\$ 49,000.00
\$ 200.00	\$ 1,200.00	\$ 625.00	\$ 3,750.00	\$ 69.05	\$ 414.30	\$ 89.25	\$ 535.50	\$ 375.00	\$ 2,250.00	\$ 135.00	\$ 810.00	\$ 250.00	\$ 1,500.00
\$ 200.00	\$ 2,200.00	\$ 625.00	\$ 6,875.00	\$ 115.72	\$ 1,272.92	\$ 150.34	\$ 1,653.74	\$ 404.00	\$ 4,444.00	\$ 100.00	\$ 1,100.00	\$ 300.00	\$ 3,300.00
\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00	\$ 1,354.79	\$ 1,354.79	\$ 1,564.50	\$ 1,564.50	\$ 1,170.00	\$ 1,170.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ 2,700.00	\$ 2,700.00	\$ 2,250.00	\$ 2,250.00	\$ 1,450.54	\$ 1,450.54	\$ 2,971.50	\$ 2,971.50	\$ 1,650.00	\$ 1,650.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ 850.00	\$ 3,400.00	\$ 1,500.00	\$ 6,000.00	\$ 764.15	\$ 3,056.60	\$ 1,758.75	\$ 7,035.00	\$ 1,673.00	\$ 6,692.00	\$ 800.00	\$ 3,200.00	\$ 1,000.00	\$ 4,000.00
\$ 89.00	\$ 7,120.00	\$ 103.00	\$ 8,240.00	\$ 104.14	\$ 8,331.20	\$ 107.10	\$ 8,568.00	\$ 99.45	\$ 7,956.00	\$ 150.00	\$ 12,000.00	\$ 75.00	\$ 6,000.00
\$ 29.00	\$ 5,220.00	\$ 29.00	\$ 5,220.00	\$ 39.17	\$ 7,050.60	\$ 26.25	\$ 4,725.00	\$ 26.00	\$ 4,680.00	\$ 40.00	\$ 7,200.00	\$ 40.00	\$ 7,200.00
\$ 4.00	\$ 320.00	\$ 7.00	\$ 560.00	\$ 6.18	\$ 494.40	\$ 10.50	\$ 840.00	\$ 10.00	\$ 800.00	\$ 10.00	\$ 800.00	\$ 10.00	\$ 800.00
\$ 8.00	\$ 640.00	\$ 38.00	\$ 3,040.00	\$ 38.37	\$ 3,069.60	\$ 21.00	\$ 1,680.00	\$ 36.54	\$ 2,923.20	\$ 20.00	\$ 1,600.00	\$ 10.00	\$ 800.00
\$ 35,000.00	\$ 11,550.00	\$ 4,700.00	\$ 1,551.00	\$ 28,584.88	\$ 9,433.01	\$ 28,206.80	\$ 9,308.24	\$ 21,100.00	\$ 6,963.00	\$ 10,000.00	\$ 3,300.00	\$ 7,500.00	\$ 2,475.00
\$ 30,000.00	\$ 30,000.00	\$ 30,											



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 14, 2017

Subject: Frontier Heights Home Owners Association Attorney Fees

Contact Jim Haugen, Parks & Recreation Coordinator **Budget Impact:** \$2,826
Person/Department: Russ Wright, Community Dev. Director

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign the document AGREEMENT TO PAY ATTORNEY'S FEES of the Frontier Heights Home Owners Association related to the transfer of Frontier Heights Park to the City of Lake Stevens.

SUMMARY/BACKGROUND:

One of the City Council's identified goals is to add to and improve the quality of the Lake Stevens parks for the benefit of the City's residents. The City has recently acquired the neighborhood park known as Frontier Heights Park. As part of the process, attorney fees related to the transfer of the Park to the City have been incurred on behalf of the Frontier Heights Homeowners Association (HOA) and staff is recommending that the City reimburse the Frontier Heights HOA for these expenses.

The Parks Council Subcommittee and Parks & Recreation Planning Board have been briefed on this request and support payment of these fees as part of transfer costs.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$2,826 from the allocated 2017 Frontier Heights Park budget of \$191,000

ATTACHMENTS:

Attachment A: AGREEMENT TO PAY ATTORNEY'S FEES

ATTACHMENT A

AGREEMENT TO PAY ATTORNEY'S FEES

WHEREAS, by agreement between the parties, FRONTIER HEIGHTS HOMES ASSOCIATION, a Washington nonprofit corporation, formerly known as FRONTIER HEIGHTS HOMES ASSOCIATION, INC., doing business as FRONTIER HEIGHTS NO. 2 HOA, (the "Homeowners Association"), donated and conveyed the following-described property to the CITY OF LAKE STEVENS (the "City"):

Tract C-1, Frontier Heights No. 1, according to the plat thereof recorded in Volume 27 of Plats, Pages 94 through 96, inclusive, records of Snohomish County, Washington.

and

WHEREAS, the Homeowners Association was required to undertake notices, meetings and voting in order to comply with the covenants of the Homeowners Association to authorize making the donation and conveyance; and

WHEREAS, the Homeowners Association required the advice and assistance of its attorney to correctly meet the requirements of the covenants, incurring attorney fees as a result; NOW, THEREFORE,

As a material inducement and in consideration for its donation of the above-described property to the CITY OF LAKE STEVENS, and other valuable consideration, upon satisfactory proof of payment by the Homeowners Association, the City agrees to pay the attorney fees incurred by the Homeowners Association, as documented and set forth in the invoice attached hereto as **EXHIBIT A**.

The undersigned attorney for the Homeowners Association represents and warrants that the **EXHIBIT A** invoice accurately reflects the reasonable attorney time and fees expended in the above-described matter.

DATED this _____ day of November, 2017.

FRONTIER HEIGHTS HOMES
ASSOCIATION, INC.

CITY OF LAKE STEVENS

By _____
David Romano, President

By _____
John Spencer Mayor

APPROVED AS TO FORM:

Grant K. Weed, City Attorney

Thomas A. Gish, Sr.

Attorney at Law

2907 Hewitt Avenue • P.O. Box 927, Everett, WA 98206
Ph: 425-257-0809 • Fax: 425-303-0257

October 23, 2017

Reid 82826 - 11/7/17

Frontier Heights Homeowners' Association
P.O. Box 1007
Everett, WA 98206**STATEMENT**Re: Real Property Transfer to City of Lake Stevens
Subject Property: "The field, including the property
contiguous to City road R/Ws

<u>Dates</u>	<u>Time Charged</u>	<u>Description of Service(s)</u>
11/7/16	None	Email (e/m) o/fr Jim H re start of official process
11/9 -	None	More of same
1/17/17	None	More of same
2/1/17	None	Attend meeting at F Hts community hall to discuss plan status; possible revisions
2/6	.1 hr	Review JH forwarded PUD 12/15 email re usage of easement area
2/8	NC	E/m exchange (re park parking issues)
2/13	.1 hr	E/m from PUD rep re usage of easement area
3/1	.5	Attend special meeting with JH and Board (preceded by numerous emails – parking spaces a major focus)
3/17	.1	E/m fr JH re new Pub Works Dir site visit inspection
4/6	.1	E/m fr JH
4/20	.1	E/ms fr JH

4/25	.5	Attend special meeting
4/26	.1	Review board secretary's meeting notes
5/16	.5	Attend special meeting
5/17	.5	E/m fr board member re separating voting re park transfer and overflow parking plan; e/m to board; e/m to JH
5/31	.5	Attend special meeting (to revisit City's latest plan Revision
6/1	1.5	Revise (again) Notice of Proposed Action; draft Ballot
6/1-2	.5	Numerous e/ms
6/6	.5	Numerous pre-meeting e/ms; Attend meeting
6/7	.4	Prepare meeting Minutes
6/8	.2	Mail Notice of Proposed Action to owners
6/12	.1	E/m to board re strategy for educating owners
6/16	.3	Review/forward Mayor Spencer's Letter of Intent
6/21	.5	Attend special meeting
6/22-7/12	.5	Numerous emails
7/12	1.0	Attend special meeting
7/13 – 8/10		Dozens of e/ms (> 3 doz.) re: Ballot Voting Status
7/14	.5	Attend Sat. am meeting
7/19	.5	Attend meeting
8/1	NC	Attend meeting
8/8	.5	Attend meeting
8/16	.1	E/m to JH

8/17	.1	E/m fr JH
8/18	.1	E/m fr board president re park reversion if future cessation of park usage
8/24	.1	E/m fr JH requesting board member info; meeting Minutes; Ballot form
8/25	.3	E/m fr JH enclosing title report; inquiring re status of association entity(ies); second e/m forwarding e/m fr Thom Graafstra
8/29	.7	E/m fr Candy Schorpp; replies to Mr. Graafstra; to Candy and JH; additional e/m requests of Candy S; reply thereto;
8/30	.3	Read disturbing e/ms fr JH re title company concerns; forward to board of dirs.; read replies
8/31	.5	E/m to Candy and Thom G in reply to title company Concerns; fwd to board; receive replies from JH and bd members
9/5	.5	Attend meeting
9/6	.7	E/m fr JH reporting Mayor and legal counsel going forward w/o title insurance; fwd to board; e/m from Mr. Graafstra; exchange e/ms w/ Mr. G, including sending him requested documents;
9/7	NC	Attend meeting
9/8	.2	Receive "Good News" e/m fr Candy S; reply thereto
9/11	.1	E/m fr JH
9/13	.5	Letter (emailed to JH) replying to 9/11 email requests
9/14	.1	E/m fr Candy
9/15	.2	Reply to Candy's 9/14 e/m; e/m request fr Candy
9/18	.6	Respond to Candy's 2 nd 9/14 e/m; prepare Summary of Voting by the 4 plats of Frontier Heights Homes Assoc.; send to Candy

9/19	.4	E/m request fr Candy re documents; another forwarding Deed; Tax Affid; and David Romano Affid.; receive title co. rep's emails; emails w/ Candy re delivery of Ballots
9/20	.3	E/m fr JH requesting 6/6/17 Bd meeting Minutes; deliver Ballots to Candy; e/m to bd president; fr JH; e/m fr Candy re title co. action
9/22	NC	E/m to Candy
9/23	.5	Meet with bd president, David Romano, at neutral site for his signing Deed; Excise Tax Affid.; Tax Supp Stmt and Affidavit
9/26	NC	Deliver signed documents to Candy
9/27	NC	E/m fr JH informing that Mayor Spencer signed the papers at the Council meeting 9/26; reply to JH; fwd good news to Board members
10/19	2.0	Preparation of Amendment to Declaration of Frontier Heights Homes Assoc; and Document Title Cover Sheet; FUTURE (Obtain Board President-Secretary's signature on 11-7-17; Record Amendment with County Auditor on 11-8-17

NOTE: Normal Billing Rate is \$325/hr.

SUMMARY:

Time far exceeded prior estimation. Therefore,

Fee discounted to: \$2,750.00

Costs (to be) Advanced: Recording Fee: 76.00

Balance Due : \$2,826.00



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 14,
2007

Subject: 2017 Comprehensive Plan Docket Briefing

Contact Person/Department: Russ Wright, Community
Development Director **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: No action requested

SUMMARY: The 2017 Comprehensive Plan includes two (2) city-initiated amendments to the land use map and city-initiated text amendments that include annual updates to the land use element, parks element and capital facility element.

BACKGROUND/ HISTORY: Under the Growth Management Act, the city can amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. Annual amendments are intended to address the following items:

- Major or minor land use and road classification changes;
- Amendments to Plan text including support data and implementation;
- Changes to Element maps;
- Minor changes to policies or clarification; and
- Other minor text changes.

Staff has briefed the Planning Commission on each amendment. All the 2017 amendments are straight forward amendments. There has been little comment from the Planning Commission. The amendments are currently out for SEPA, Agency, and Commerce review.

The main changes are two map amendments and text revisions to Chapter 2 – the Land Use Element, Chapter 5 - the Parks, Recreation and Open Space Element, Chapter 9 – the Capital Facilities Element, and Appendices and Covers, Footers, Dates, Executive Summary and Table of Contents and the incorporation of SEPA documents into the Plan as follows.

1. The city is proposing text amendments to Chapter 2 – the Land Use Element, which would revise the narrative for downtown, update the city land use map, update development trends (and the associated map) for residential development, and update the development trends for industrial development.
2. The city is proposing text amendments to Chapter 5 – the Parks, Recreation and Open Space Element, which would add park projects to the Capital Project List for improvements to North Cove Park, Lundeen Park among others. The amendments would also revise narratives throughout the Element, update figures, and add/update park planning descriptions.
3. The city is proposing text amendments to Chapter 9 – the Capital Facilities Element, which would include amendments to add updated park and road projects to the Capital Facilities Element. The amendments would also update the public facilities map and include updates to tables in the chapter.

4. Along with the above-defined text amendments, staff will also include standard administrative amendments including updating the dates on the cover, the Executive Summary and Title Page, and Table of Contents.

The two city-initiated map amendments include:

- Chapel Hill Properties – A city request to change the land use designation of four (4) parcels adjacent to 99th Avenue and Chapel Hill Road from Commercial and Mixed Use Neighborhood to Public / Semi-Public to support new civic buildings. The city will process a concurrent rezone to change the zoning designation of the subject parcels to Public / Semi-Public. The subject properties are located within the city's Lake Stevens Center Subarea and are subject to a SEPA addendum to the Final Environmental Impact Statement established for the subareas.
- Eagle Ridge Park Properties - A city request to change the land use designation for two (2) parcels adjacent to Soper Hill Road from Medium Density Residential to Public / Semi-Public to support park activities. The city will process a concurrent rezone to change the zoning designation of the two (2) subject parcels to the Public / Semi-Public.

The proposed amendments were sent to the Washington Department of Commerce on November 9, 2017 for the required 60-day agency review. A SEPA Addendum and Adoption of Existing Documents was issued for the Docket on November 9, 2017. A SEPA Addendum and Adoption of Existing Documents to the Final Environmental Impact Statement (FEIS) for the Center Subarea Plan was issued on November 9, 2017.

NEXT STEPS:

1. Conduct a public hearing with the Planning Commission on the proposed amendments to the 2017 Comprehensive Plan – tentatively slated for December 6, 2017.
2. Conduct a public hearing with the City Council on the proposed amendments to the 2017 Comprehensive Plan – tentatively slated for January 9, 2018.

LOOKING FORWARD IN 2018

In 2018, the city anticipates a review of the Land Use Element, the Transportation Element, and the Capital Facilities Element as potential amendments to its Comprehensive Plan. The city's goal is to assess the status of the 2012 Buildable Lands Report (BLR) in relationship to city infrastructure needs and remaining land capacity. The results of the analysis may result in potential changes to land use codes and concurrency review. A review of the subarea capital plans and analysis of redevelopment areas within the subareas and greater city will help prioritize defined infrastructure and transportation needs.

APPLICABLE CITY POLICIES: Comprehensive Plan

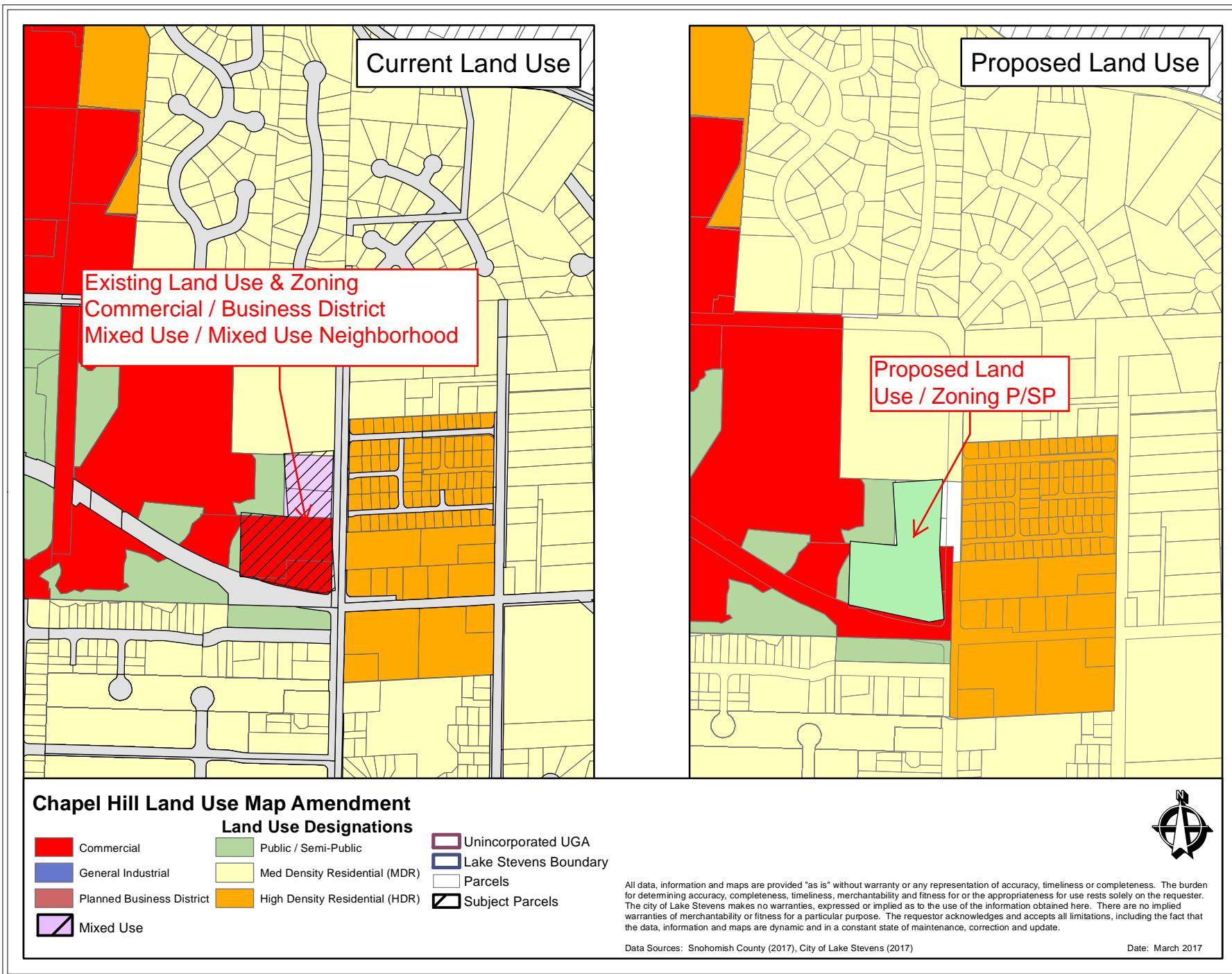
BUDGET IMPACT: None

ATTACHMENTS:

1. Chapel Hill
2. Eagle Ridge Park Maps
3. EIS Addendum

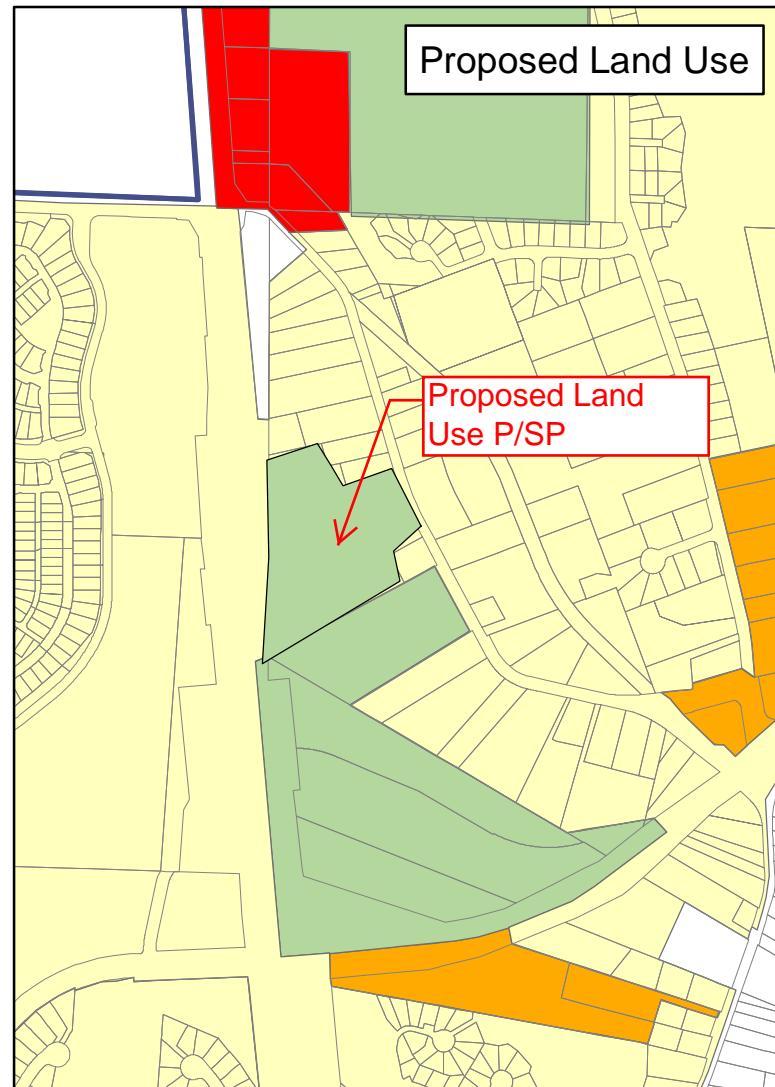
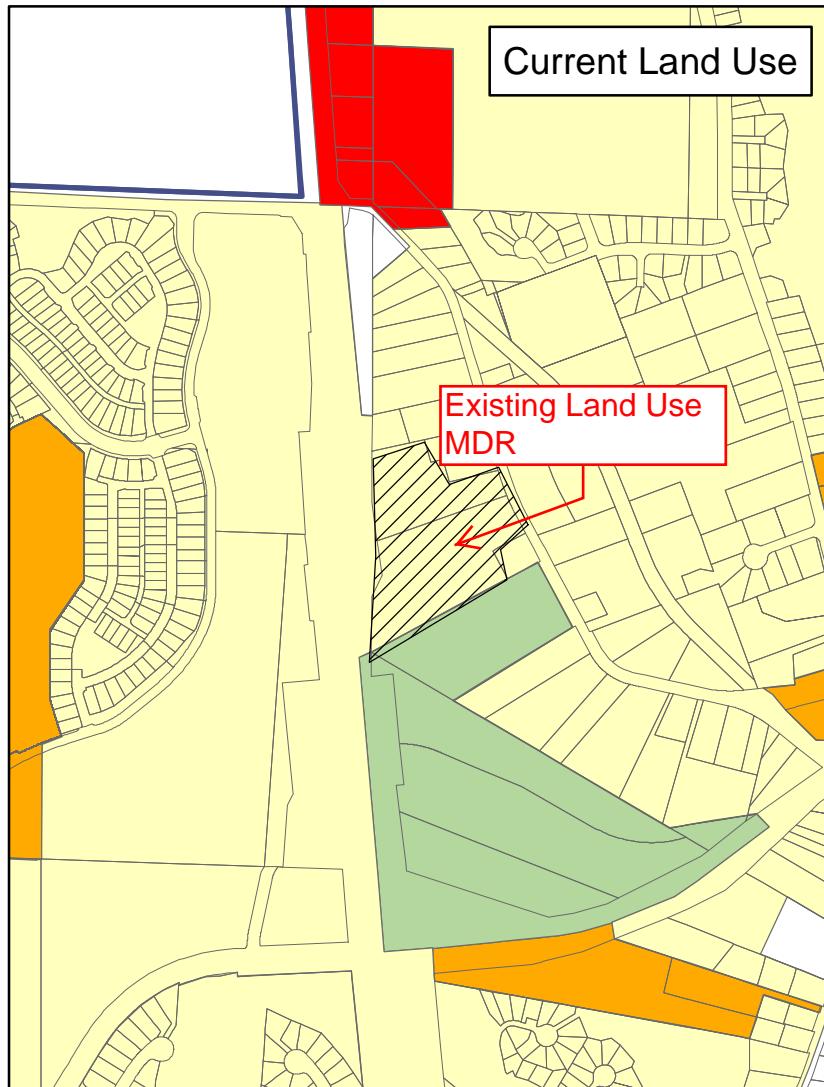
ATTACHMENT 1

City of Lake Stevens
City Council Workshop & Regular Meeting 11-14-2017
Page 271



ATTACHMENT 2

City of Lake Stevens
City Council Workshop & Regular Meeting 11-14-2017
Page 272



Eagle Ridge Land Use Map Amendment

Land Use Designations

Commercial	Unincorporated UGA
General Industrial	Lake Stevens Boundary
Planned Business District	Med Density Residential (MDR)
	Parcels
	Subject Parcels

All data, information and maps are provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requestor. The city of Lake Stevens makes no warranties, expressed or implied as to the use of the information obtained here. There are no implied warranties of merchantability or fitness for a particular purpose. The requestor acknowledges and accepts all limitations, including the fact that the data, information and maps are dynamic and in a constant state of maintenance, correction and update.

Data Sources: Snohomish County (2017), City of Lake Stevens (2017)



Date: March 2017

ADDENDUM NO. 10 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

**Adoption of Two Map Amendments and Text Revisions to
Chapter 2 Land Use Element, Chapter 5 Parks, Recreation
and Open Space Element, Chapter 9 Capital Facilities
Element, Appendices and Covers, Footers, Dates, and Table
of Contents pursuant to the 2017 Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: November 9, 2017

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

FACT SHEET

ADDENDUM NO. 10 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS INTEGRATED 2005 COMPREHENSIVE PLAN AND FINAL ENVIRONMENTAL IMPACT STATEMENT

Proposed Non-Project Action:

Under the Growth Management Act, the city of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of minor map and text amendments for the 2017 Docket, including two city-initiated map amendments (with concurrent rezones), city text amendments to the Land Use Element, the Parks, Recreation and Open Space Element, the Capital Facilities element and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

Planning and Community Development prepared this Addendum No. 10 to the City of Lake Stevens Integrated 2005 Comprehensive Plan and Final Environmental Impact Statement (FEIS) issued July 17, 2006 along with an adoption of existing environmental documents.

Description of Proposal:

The 2017 Docket contains two map amendments, text amendments and minor administrative amendments to the city of Lake Stevens Comprehensive Plan.

RCW 36.70A.130 allows amendments to the Comprehensive Plan once per year, with some exceptions. The following actions comprise the City's annual changes to its Comprehensive Plan:

Title Page and Table of Contents – Updates to the title page, header and footers and table of contents as needed with final draft (**Exhibit 1**).

Chapter 2 – Land Use Element – The following-described text amendments and updates to applicable Figures and Tables to reflect the adoption of two city-initiated map amendments (**Exhibit 2**):

- LU-10 – Revised narrative related to Downtown Plan and Planned Business District;
- LU-13 – Update Figure 2.3 City Land Use Map
 - Chapel Hill Properties – City request to change the land use designation of four parcels adjacent to 99th Avenue and Chapel Hill Road from Commercial and Mixed Use Neighborhood to Public / Semi-Public to support new civic buildings. The city will also process a concurrent area-wide, minor rezone to change the zoning designation of the subject parcels to the Public / Semi-Public zoning designation. The subject properties are located within the city's Lake Stevens Center Subarea and are subject to a SEPA addendum to the Final Environmental Impact Statement established for the subareas (**Exhibit 3**).

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

- Eagle Ridge Park Properties City request to change the land use designation for two (2) parcels adjacent to Soper Hill Road from Medium Density Residential to Public / Semi-Public to support park activities. The city will also process a concurrent area-wide, minor rezone to change the zoning designation of the two (2) subject parcels to the Public / Semi-Public zoning designation.
- LU-21 – Update Development Trends narrative for residential development;
- LU-22 – Update Figure 2.4 Development Trends Map;
- LU-23 – Update Development trends narrative for industrial development

Chapter 5 – Parks, Recreation and Open Space Element - City-initiated text amendments to add park projects(s) to the Capital Project List for improvements to North Cove Park and Lundeen Park (**Exhibit 4**).

- P-4 – Revised narrative for inventory of park facilities;
- P-6 – Update Figure 5.1 to include new neighborhood parks (e.g., Frontier Heights and 20th Street Ballfields);
- P-7 – Update description of Cavelero Park planning;
- P-11 – Add description for Frontier Heights and the 20th Street SE Ballfields;
- P-12 – Update Table 5.3 to add information for Frontier Heights and the 20th Street SE Ballfields;
- P-13 – Revised narrative describing neighborhood park needs;
- P-14 – Update Figure 5.3 Neighborhood Park Distribution;
- P-29 – Update acquisition project narratives;
- P-31 through P-36 – Update capital project descriptions;

Chapter 9 – Capital Facilities Element – City-initiated text amendment to add park and road projects to the Capital Facilities Plan that will include the following additions (**Exhibit 5**):

- CF-7 – Update the Public facilities Map;
- CF-30 – Update Table 9.1 Capital Facilities Program; and
- CF-38 – Update Table 9.2 Six Year Capital Improvement Plan

Appendices – Updates to the following sections:

- **Appendix A** – Add this document as “Addendum No. 10”.

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2017 Comprehensive Plan amendments. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City's Integrated 2005 Comprehensive Plan (July 2006) and FEIS (July 17, 2006). The City

ADDENDUM #10 TO INTEGRATED 2005 COMPREHENSIVE PLAN & FEIS

has considered the impacts of the proposed programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens' environmental review for the 2017 Comprehensive Plan Docket.

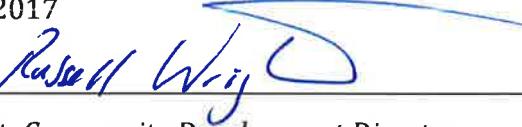
Location of Proposal:	City of Lake Stevens
Proponent:	City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency:	(425) 377-3235
Required Approvals:	Adoption of 2017 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.
Circulation:	This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.
Comment:	No comment period is required for this addendum.
Contact Person:	Russell Wright, <i>Community Development Director</i> (425) 212-3315 or rwright@lakestevenswa.gov
Date of Issuance:	November 9, 2017
Responsible Official:	Signature:  Russell Wright, <i>Community Development Director</i>
Public Hearing:	Staff has held briefings with both City Council and the Planning Commission related to the analysis of each of the Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption.
Documents:	All application materials and staff documents are available at the Permit Center upon request.

Exhibit List:

1. Administrative Amendments
2. Chapter 2 Amendments
3. SEPA Addendum #3 to the FEIS for the Subareas
4. Chapter 5 Amendments
5. Chapter 9 Amendments

ADDENDUM NO. 3 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS

TO THE CITY OF LAKE STEVENS FINAL ENVIRONMENTAL IMPACT STATEMENT (FEIS) FOR THE CENTER SUBAREA PLAN

**Adoption of a Proposed Map Amendment and Concurrent
Rezone with the 2017 Comprehensive Plan Docket**



Prepared in Compliance with
The Washington State Environmental Policy Act of 1971
Chapter 43.21C Revised Code of Washington
Chapter 197-11 Washington Administrative Code
Lake Stevens Municipal Code Title 16

Date of Issuance: November 9, 2017

ADDENDUM #3 TO THE CITY OF LAKE STEVENS 2012 FINAL ENVIRONMENTAL IMPACT STATEMENT FOR THE LAKE STEVENS CENTER SUBAREA PLAN

FACT SHEET

ADDENDUM NO. 3 AND ADOPTION OF EXISTING ENVIRONMENTAL DOCUMENTS TO THE CITY OF LAKE STEVENS 2012 FINAL ENVIRONMENTAL IMPACT STATEMENT FOR THE LAKE STEVENS CENTER SUBAREA PLAN

Proposed Non-Project Action:

Under the Growth Management Act, the City of Lake Stevens may amend its Comprehensive Plan and Future Land Use Map once per year, with a few exceptions, through an annual docket process. The proposed non-project action consists of minor map and text amendments for the 2017 Docket, including two city-initiated map amendments (with concurrent rezones), city text amendments to the Land Use Element, the Parks, Recreation and Open Space Element, the Capital Facilities element and the Appendices. Standard administrative updates and SEPA documents will be incorporated into the plan. The GMA requirements contained in Chapter 36.70A RCW apply to this action.

City request to change the land use designation of four parcels adjacent to 99th Avenue and Chapel Hill Road from Commercial and Mixed Use Neighborhood to Public / Semi-Public to support new civic buildings (**Attachment 1**). The city will also process a concurrent area-wide, minor rezone to change the zoning designation of the subject parcels to the Public / Semi-Public zoning designation. The subject properties are located within the city's Lake Stevens Center Subarea and are subject to a SEPA addendum to the Final Environmental Impact Statement established for the subareas.

The Lake Stevens Center Subarea was the subject of a Final Environmental Impact Statement (FEIS) and subsequent adoption by Ordinance #877 (October 2012). The FEIS amended and became an element of the Lake Stevens Comprehensive Plan in 2012. The FEIS includes goals, policies, maps and design guidelines that are reflected in Chapter 14.38 of Lake Stevens Municipal Code (LSMC). The city has determined that the proposed map amendment and concurrent rezone as described above will not significantly alter the analysis of alternatives considered in the FEIS for the Center Subarea, including the planned action thresholds. No updates to the currently adopted FEIS are proposed.

Planning and Community Development has prepared this Addendum No. 3 to the City of Lake Stevens 2012 FEIS for the Center Subarea Plan along with an adoption of existing environmental documents.

Purpose of the FEIS Addendum:

This addendum and adoption of existing environmental documents is to add information relating to the 2012 Final Environmental Impact Statement (FEIS) for the Lake Stevens Center Subarea Plan. This addendum and adoption of existing environmental documents does not substantially change the analysis of alternatives considered in the City's Center Subarea FEIS or the adopting Ordinance #877 (October 2012). The City has considered the impacts of the proposed

**ADDENDUM #3 TO THE CITY OF LAKE STEVENS 2012 FINAL ENVIRONMENTAL
IMPACT STATEMENT FOR THE LAKE STEVENS CENTER SUBAREA PLAN**

programmatic actions to the FEIS document. No additional significant impacts beyond those identified in the FEIS are expected to occur. To the extent that the existing environmental documents listed in this Addendum or other published documents have analyzed such changes, no additional programmatic action level environmental review will be required. This Addendum is issued in accordance with WAC 197-11-625 and WAC 197-11-630. Additional changes to the proposal may be considered during the public hearing process. The addendum and adoption of existing environmental documents satisfies the City of Lake Stevens' environmental review for the 2017 Comprehensive Plan Docket.

Location of Proposal:	City of Lake Stevens
Proponent:	City of Lake Stevens, P.O. Box 257, Lake Stevens, WA 98258
Lead Agency:	(425) 377-3235
Required Approvals:	Adoption of 2017 Comprehensive Plan Docket map and text amendments granted by Lake Stevens City Council.
Circulation:	This addendum and adoption of existing environmental documents is being sent to SEPA review agencies and interested parties.
Comment:	No comment period is required for this addendum.
Contact Person:	Russell Wright, <i>Community Development Director</i> (425) 212-3315 or rwright@lakestevenswa.gov
Date of Issuance:	November 9, 2017
Responsible Official:	Signature:  Russell Wright, <i>Community Development Director</i>
Public Hearing:	Staff has held briefings with both City Council and the Planning Commission related to the analysis of each of the Docket items. The Lake Stevens Planning Commission and City Council will hold public hearings to receive final comments and testimony prior to adoption.
Documents:	All of the application materials and staff documents are available at the Permit Center. Electronic copies may be requested.
Attachments:	<ol style="list-style-type: none">1. Chapel Hill Properties map