

City of Lake Stevens Vision Statement

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



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

Tuesday, November 28, 2017 – 7:00 p.m.

NOTE:

WORKSHOP ON VOUCHERS AT 6:45 P.M.

CALL TO ORDER:	7:00 P.M.	Mayor
PLEDGE OF ALLEGIANCE		Council President
ROLL CALL		
APPROVAL OF AGENDA		Council President
GUEST BUSINESS:	Jeff Ketchel – Snohomish Health District	
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS	Approve Nomination of Arts Commissioners (2)	
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA:		
	*A Approve 2017 Vouchers	Barb
	*B Approve November 14, 2017 City Council Workshop Meeting Minutes	Barb
	*C Approve November 14, 2017 City Council Regular Meeting Minutes	Barb
	*D Approve Cancellation of December 26, 2017 City Council Meeting	Barb
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	

Lake Stevens City Council Regular Meeting Agenda

November 28, 2017

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 Public Hearing and Second Reading and Adoption of Ordinance No. 1005 Adopting 2018 Budget Barb

ACTION ITEMS:	<u>Admin/Budget Subcommittee</u>	<u>Councilmember McDaniel</u>
	<u>Economic Development Subcommittee</u>	<u>Councilmember Tageant</u>
	*B Reconsideration of Resolution 2017-18 re Pellerin Annexation	Josh M.
	<u>Public Safety Subcommittee</u>	<u>Councilmember McDaniel</u>
	*C Approve Ordinance No. 1007 Prohibiting Use of Compression Braking	John D.
	*D Approve Contract with Snohomish County Human Services re First Responder Flex Fund	John D.
	<u>Public Works Subcommittee</u>	<u>Councilmember McDaniel</u>
	<u>Parks Subcommittee</u>	<u>Councilmember Holder</u>
	<u>Mayor</u>	
	*E Approve Ordinance 1008 re 20 th Street SE Property Condemnations	Grant
	*F Accept Letter of Intent and Authorize Appraisal of Nursery Property	Jeanie
DISCUSSION ITEMS:	*A Ordinance 1002 re Traffic Impact Fee Adjustment re Employment	Russ
	*B Soper Hill Road Interlocal Agreement	Russ

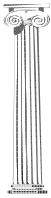
EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED

** ITEMS PREVIOUSLY DISTRIBUTED

ITEMS TO BE DISTRIBUTED



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.

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



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November 22, 2017

The Honorable John Spencer
City of Lake Stevens
1812 Main St.
Lake Stevens, WA 98258

RE: Lake Stevens/Snohomish Health District Relationship and Financial Sustainability

Dear Mayor Spencer and Members of the Lake Stevens City Council:

First and foremost, thank you for Lake Stevens' partnership with the Snohomish Health District in 2017. Your contributions have enabled the Health District to deliver much-needed public health services to Lake Stevens and throughout Snohomish County.

This has been a year of transition for the Health District, from leadership changes and working toward the sale of the Rucker Building, to a consideration of merger with Snohomish County. Through it all we have continuously focused on internal and external improvement, specifically moving toward a simpler, safer, and healthier Snohomish County. Attached is a fact sheet outlining public health services in your city that aligns with these principles.

It has also been a year with headlines dominated by the public health epidemic of opioids. Not a single community or neighborhood has been spared. Multiple cities requested the Health District respond to the epidemic, and we did, as outlined in our 2017 per capita funding request. We had a plan and, with the support of cities and Board of Health, we made progress on some of the immediate problems outlined in our plan while working to build long-term answers for others.

Our Board of Health Chair Adrienne Fraley-Monillas and I co-wrote the attached op-ed in the Everett Herald last month. In it we outline the Health District's response to opioids and our plan for future direction.

Consideration of Merger with Snohomish County

On September 12, the Board of Health unanimously passed Resolution 17-22 (attached) stating its desire to remain independent of Snohomish County. This was in response to the Snohomish County/Health District Merger Issues Analysis prepared by Dave Gossett for the Snohomish County Executive. While the analysis did not provide a specific recommendation, it gave compelling reasons for the Health District to remain separate from the county.

While Mr. Gossett commended the Health District for its prudent fiscal management through challenging financial times and ability to respond to public health crises, he also provided recommendations for improving the agency. A key recommendation was to create **mission clarity**. From outward appearance, the Health District is a collection of services that don't appear to align with a specific focus, set of goals, or line of business. It's true that the Health District has broad program areas, and much of that is derived from state law that directs our work. Specifically RCW 70.05.060 states, among other things, that local boards of health shall *supervise the maintenance of all health and sanitary measures for the protection of public health within its jurisdiction*.

The Health District must continue to improve communicating its role in the community. We will do this by leveraging our ability to adapt and evolve to meet emerging demands and financial challenges while taking advantage of new opportunities. We strive to be a high-achieving agency, and we believe we're on the right path as the community's chief health strategist.

What's Next?

Over the past several years, the Health District has undertaken a series of strategic initiatives, including pursuit of accreditation through the Public Health Accreditation Board (PHAB). This initiative was never adequately resourced, but we have recently reassigned an employee to be our full-time coordinator and plan to be completed in 2019. There is no better time than now to pursue this goal. We strive to meet the highest standards in providing public health services. Becoming accredited demonstrates our commitment to value and dedication to community.

We also continue to pursue financial sustainability and stability. Areas we're working on include:

1. Improved maximization of grants and contracts. This has been improved with new monitoring procedures, but we're also updating our financial software system (current one is from 1997), which will provide us greater oversight.
2. A new environmental health fee schedule based on the actual costs of delivering services. A one-year time-study was conducted, and the Board of Health approved the new schedule at the November Board meeting. This will provide better cost-recovery for many of our services.
3. Working with other local public health agencies, the state Department of Health, and the Legislature on adequately funding all foundational public health services through the Public Health is Essential campaign. The state's 2017-19 budget provided a small down-payment for these services.
4. Development of a way to ease between up and down years through use of our fund balance. This is something that will be developed in 2018.

Continued Partnerships

We seek long-term, mutually beneficial partnerships with all the cities and towns in Snohomish County. This partnership includes:

1. Planning, prevention, and response to emerging and ongoing public health issues including, but not limited to, the opioid epidemic.
2. Ongoing executive connection and engagement with Lake Stevens and coalitions within your city that work to achieve positive health outcomes.
3. Specialized data and report services.
4. Health-related policy development and communication services.
5. Supporting Lake Stevens' priorities and goals. Whether it's education, transportation, economy, or public safety, it's all connected with public health, and we have something to contribute.

Without city participation and association, public health services will be diminished, specifically around prevention. Over the past several years, the majority of the Health District resources have been spent on response/outbreaks rather than prevention, which becomes a downward, self-defeating spiral. As we invest more of our resources on response/outbreaks, we invest less in prevention, resulting in more outbreaks, etc.

However, in 2017 we began to turn a corner due to city and county investments. We started looking longer-term at health issues in Snohomish County and digging into root causes of poor health. With new resources, we were able to hire an epidemiologist and policy analyst, and retain a public health nurse. These key positions are necessary to support the important work of public health nurses, disease intervention specialists, environmental health specialists, and others at the Health District to break away from the previous status quo.

November 22, 2017
City of Lake Stevens
Page 3 of 3

The Health District Previous Status Quo



Public health is a shared responsibility. We request Lake Stevens continue to contribute to the Health District to support our partnership and critical services, and to achieve more of an “ideal state” for the Health District. This ideal state is where prevention and outbreak/response are balanced and we’re able to prevent illness, injury, and premature death, regardless of its source.

The Health District Ideal State



We are humbly asking for \$2 per capita contributions from Snohomish County and each city in 2018. We understand each jurisdiction has different resources and needs. While the funding is important, the relationship is more so. Any investment will pay dividends for Lake Stevens, as we hope you found this year.

If you have questions, please contact me at jketchel@snohd.org or on my mobile at (425) 512-6294.

Sincerely,

Jefferson Ketchel, MA RS
Administrator
Snohomish Health District

cc: Lake Stevens City Council
Sam Low, Snohomish County Council

Att: Working Together for Lake Stevens
BOH Res. 17-22
Seven-day Overdose Count
Op-Ed – The Everett Herald

Working Together for Lake Stevens

At the Snohomish Health District, we believe the community is our client. We also believe that our clients—the residents, visitors and businesses in Lake Stevens—deserve healthy places to live, work and play. We've been working hard in 2017 to promote healthy habits, prevent illness due to communicable disease, and protect your food, water and environment from health threats. Here are a few highlights of how we've been striving to make things simpler, safer and healthier in Lake Stevens:

SIMPLER

- Created www.SnohomishOverdosePrevention.com for residents to find opioid information and resources.
- Launching online portal for customers to view inspection reports, submit complaints, pay fees, request birth & death certificates, submit plan review applications for onsite sewage systems and view status, and more.

SAFER

- Developing procedures to help local law enforcement in accidental opioid exposures.
- Implemented new secure medicine return program, with a drop box at the Lake Stevens Police Department.
- Distributing new needle clean-up kits for residents to safely collect and dispose of needles.

HEALTHIER

- Coordinated with the Lake Stevens School District on the mumps response earlier this year.
- Delivered customized “No Smoking, No Vaping” signs for Lake Stevens to install in city parks.
- Investigated cases in Lake Stevens related to pertussis, potential exposure to rabid bats, and STDs.

To learn more about these topics, or to schedule time with a subject matter expert, please contact Heather Thomas, Public & Government Affairs Manager, hthomas@snohd.org or 425.339.8688.



SNOHOMISH
HEALTH DISTRICT
WWW.SNOHD.ORG



SNOHOMISH HEALTH DISTRICT
RESOLUTION OF THE BOARD OF HEALTH

RESOLUTION NUMBER: 17-22

RESOLUTION SUBJECT: STATING THE BOARD OF HEALTH'S INTENT FOR THE SNOHOMISH HEALTH DISTRICT TO CONTINUE TO OPERATE AS A SEPARATE AND INDEPENDENT MUNICIPAL CORPORATION PURSUANT TO CHAPTER 70.46 RCW

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

WHEREAS, the Snohomish Health District has operated pursuant to a Charter originally created January 1, 1959, and last amended December 13, 2016; and

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

WHEREAS, in March 2016, the Health District entered into a contract with the William D. Ruckelshaus Center to conduct a situation assessment regarding perspectives on how the Health District should provide public health services, fund those services, provide effective and efficient governance, and identify opportunities for collaboration. On Sept. 13, 2016, the final report dated Sept. 9, 2016, was presented to the Board of Health; and

WHEREAS, on October 31, 2016, Snohomish County entered into a contract with Mr. Dave Gossett to "provide consulting services to County Executive leadership regarding a preliminary analysis of issues associated with the possibility of Snohomish County taking over all or some of the Snohomish Health District's activities"; and

WHEREAS, on August 8, 2017, Mr. Gossett presented his findings and written report to the Snohomish Health District Board of Health; and

WHEREAS, during the subsequent discussion, and after due consideration at its meeting of August 8, 2017, the Board of Health expressed its desire to continue to operate as an independent municipal corporation and remain separate from the County and unanimously approved a motion stating its intent and directing the preparation of this Resolution; and


WHEREAS, this resolution formalizes the Board's desire to continue to operate as an independent municipal corporation;

Resolution 17-22 of the Board of Health

NOW, THEREFORE, be it resolved that it is the Board of Health's desire for the Health District to continue to operate as a separate and independent municipal corporation under Chapter 70.46 RCW.

ADOPTED this 12th day of September 2017.

ATTEST:



Adrienne Fraley-Monillas, Chair
Board of Health

Jefferson S. Ketchel
Interim Administrator



Opioids in Snohomish County:

A Point-in-Time Survey of Overdoses from July 17-23, 2017

Partners from across Snohomish County took part in a first of its kind data collection focused on opioid overdoses. The information shown below represents reports from local fire, police, EMS, hospitals and clinics over seven days.

Overdoses were evenly split amongst genders, with 18 females and 19 males.

The youngest age was 16 and the oldest was 52, with half of the overdoses being 21-30 year olds.

Monday had the highest number of overdoses, with Thursday and Sunday having the fewest.

Nearly half of the overdoses (16 total) happened between noon and 6 p.m.

When looking at race, 73% of the patients were White. Five were unknown, and the remaining five were either Alaska Native/American Indian, Black, or Hispanic/Latino.

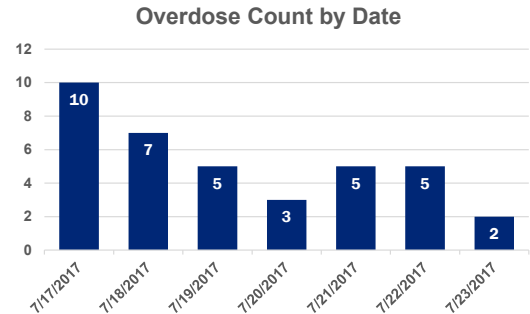
Of the 37 individuals who overdosed, 38% did not have 911 called in response to their medical emergency. This is likely because of increased community training and availability of naloxone.

DISCLAIMER: The data included in this summary is based on voluntary reports received from partners, and should not be considered exhaustive or lab-confirmed

OVERDOSES AND DEATHS

During the 7-day period, a total of 37 overdoses were reported that appeared to be related to opioids. Unfortunately, 3 of those overdoses resulted in death.

10 overdoses in one day reported on July 17, 2017.



USE OF NALOXONE/NARCAN

Naloxone, also known as Narcan, is an overdose reversal drug. It is not addictive, nor can it harm a person if used improperly. During this 7-day survey, 70% of the reported overdoses appeared to have been given naloxone or Narcan.

24 lives saved because naloxone was given during an overdose.

11 patients received naloxone or Narcan from police or EMS.

16 people were given naloxone by a friend, family member or bystander.

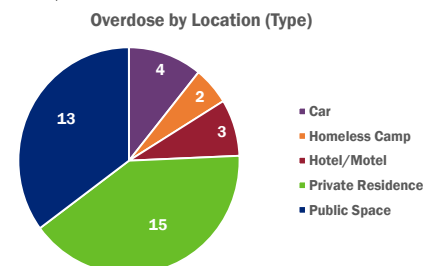
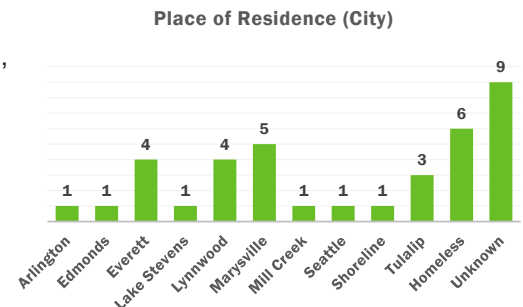
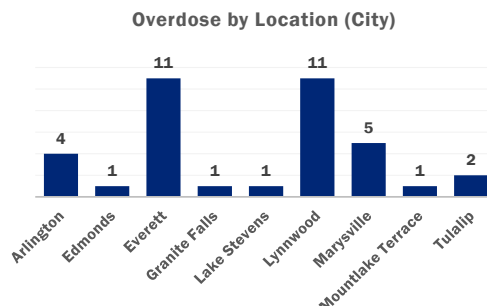
TYPES OF OPIOIDS USED

While no toxicology reports were analyzed, overdoses were predominantly due to heroin. In a handful of cases, the overdoses appeared to include a combination of heroin and other drugs like crack, cocaine, Xanax, prescription opioids and alcohol.

"Only been injecting a few months; smoking before that. Dope was strong. Only used a little but 'went out'."
One patient's account

LOCATION AND CITY OF RESIDENCE

Data was gathered on the location of overdose, both type and city, as well as where the patient identified as place of residence. All but two patients were Snohomish County residents. Due to the reporting form, we are not able to differentiate between city limits and unincorporated areas of the county.



Opioid epidemic and the future of Snohomish Health District

A year ago, the health district had not fully engaged with the problem. That's changed.

Saturday, October 7, 2017 1:15pm | [LIFE](#)

By Adrienne Fraley-Monillas / Board of Health

and Jefferson Ketchel / Snohomish Health District

Just a year ago, the Snohomish Health District stood at a crossroads as described in a Sept.19, 2016, Daily Herald article: “Once excellent” Snohomish Health District now “crumbling away.”

Our director and health officer of 10 years had announced his retirement, the Ruckelshaus Center had released its situation assessment report painting a picture of disengagement and obscurity, and the weight of a potential merger with Snohomish County and chronic underfunding persisted.

In parallel with these operational issues, the opioid epidemic was ravaging our communities, and the health district had not fully engaged with the problem. State law mandates that the district “supervise the maintenance of all health and sanitary measures for protection of the public health within its jurisdiction,” but it was limited in how it could use the majority of the funding — and opioids were not a funded item.

A change of direction was critical if the health district was going to deliver on this mandate and its mission “to improve the health of individuals, families, and communities through disease prevention, health promotion and protection from environmental threats.” Our leadership, with Board of Health support, approached cities and Snohomish County to form a partnership to protect existing programs and to enhance public health services, as well as address opioids. Each city and the county was asked for \$2 per capita. They answered positively, and we launched our enhanced opioid efforts.

System changes to address opioids

From a public health perspective, opioid use disorder is a disease, not a failure of will. As a society, we create systems and environments that make illness or wellness easier or more difficult to achieve.

Several decades ago, tobacco use was prevalent throughout society, and smoking indoors was the norm. This norm was supported by policies that allowed this behavior, as well as a system that promoted tobacco use. Through system change, we began limiting advertising and the locations where products could be used, while also working to make services to aid quitting more available. This resulted in a decline in tobacco use by helping users quit and preventing youth from starting.

The same approach goes for opioids. We must change the system of how and why people misuse and abuse, as well as provide treatment options and reduce the collateral damage. We do not have a single silver bullet for prevention, but we do have many solutions at our disposal. In the past six months, the health district and its many community partners have made significant strides:

We implemented the eighth secure medicine take-back program in the nation, funded by the pharmaceutical industry. It now operates at local law enforcement locations and pharmacies around the county. Information can be found at www.med-project.org.

A one-stop-shop for opioid information and resources was launched and can be found at www.snohomishoverdoseprevention.com.

Community syringe cleanup kits are available at the health district's Everett location, as well as from some other government partners.

We have distributed lock bags at community events so prescription drugs can be securely stored at home.

Innovative sources of data to report and track the opioid epidemic are being explored and carried out, such as the seven-day overdose count we oversaw in July.

We've maintained our services of working with law and code enforcement officers to clean up nuisance properties.

Our WIC/First Steps programs and public health nurses continue to work with at-risk and addicted parents to break the cycle by raising a healthy next generation.

And we're collaborating with multiple local partners in developing the next phase. A lot has been accomplished, but there is still much more to do.

The future

We envision a future where the Snohomish Health District is viewed as the community's chief health strategist. As the world changes, we must also change to meet current and future demands. Being the chief health strategist means knowing in real time the health of the community, being nimble and adaptable to new causes of illness and injury, and targeting those causes of illness quickly and effectively. It means collaboratively working with traditional and nontraditional partners to get the job done by being approachable and accountable, customer-savvy, and modern through the use of technology. We have also started the journey to national public health accreditation and expect it to be completed in 2019.

The Ruckelshaus Center stated in its assessment that "interviewees envisioned a future where public health would be recognized, relevant and of value to the people of Snohomish County."

We couldn't agree more, and if the past six months are an indication of the next six years, we are well on our way.

Adrienne Fraley-Monillas is the chairwoman of the Board of Health and a member of the Edmonds City Council. Jefferson Ketchel is the interim administrator of the Snohomish Health District.



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City of Lake Stevens

Memo

To: City Council
From: Mayor Spencer
Date: November 28, 2017
RE: Arts Commission Appointments

Currently Positions 4 and 6 on the Arts Commission are vacant. The City advertised and received six applications. All applicants were contacted and invited to interview; two of the applicants did not return calls made to them. On November 9, 2017, Parks and Recreation Coordinator Jim Haugen, Arts Commission Chair Steven Apodaca and I interviewed the four candidates who did return calls. Following those interviews there was agreement of the interview panel to support the nomination of Sara Brown to Position 4, and Katherine Wyant to Position 6 of the Arts Commission. Both nominees were advised of the nomination process and successfully completed a Washington State Patrol background check. If both nominees are appointed, both terms of appointment would expire December 31, 2020. Attached are the applications for Ms. Brown and Ms. Wyant.

It is my recommendation that Ms. Brown's and Ms. Wyant's nomination to the Arts Commission be confirmed and that they be appointed to positions 4 and 6, respectively, with terms expiring December 31, 2020.

RECEIVED

SEP 28 2017



APPLICATION FOR MEMBERSHIP:

(Fillable Form OR Print Form and Hand Print Responses – Attach Resume if Desired)

Arts Commission

Board/Commission Being Applied For

NAME: Sara Brown

DATE: 9/28/17

ADDRESS: 13027 12th PL NE

HOME PHONE: 4257602177

CITY/ZIP: Lake Stevens, WA 98258

WORK PHONE: 2069877064

EMAIL ADDRESS: sara.brown@mac.com

CELL PHONE: 4257602177

Are you a City resident? Yes

If yes, how long? 7 years

Are you a registered voter? Yes

For Civil Service Commission ONLY: Political Affiliation:

(Required per LSMC §2.68.020 C: At the time of appointment, not more than two civil service commissioners shall be adherents of the same party.)

NAME/ADDRESS OF EMPLOYER (and type of business): Seattle Children's Hospital - Seattle, WA

EDUCATIONAL BACKGROUND (including year graduated and degrees): Masters of Healthcare Administration 2005
BA Sociology 2001, Certificate of Health Care Risk Management 2008

PROFESSIONAL EXPERIENCE: Chief Privacy Officer of large pediatric organization, 2015 graduate of Leadership Snohomish County, 12 years health care operations and regulatory administration with The Everett Clinic, all roles requiring strategic planning and project management skills

ORGANIZED AFFILIATIONS: Domestic Violence Services of Snohomish County- Honorary Board member 2016-2017
Continued affiliation as participant on DVS's advisory board

WHY ARE YOU SEEKING APPOINTMENT? I would be grateful for an opportunity to contribute to the betterment of our community and to set a good example for my children. My experience in Leadership Snohomish County opened my eyes to all the inter-workings of a community/government and I believe that the arts are important to building a thriving place to live.

WHAT QUALITIES DO YOU POSSESS THAT WOULD ENABLE YOU TO FULFILL THE POSITION? I have strong leadership, communication, project management, and organizational background. Additionally, I am a lover of the arts- daughter of an art teacher, married to a one man band, and so appreciative of the positive impact arts have on our community.

Sara Brown

Signature

Digitally signed by Sara Brown
DN: cn=Sara Brown, o=City of Lake Stevens, c=US
Date: 2017.09.28 10:49:48 -0700

Please return completed application to:

City of Lake Stevens

Attn: Deputy City Clerk

1812 Main Street, P.O. Box 257

Lake Stevens, WA 98258

OR: deputyclerk@lakestevenswa.gov

425.334.1012

RECEIVED

NOV 03 2017

CITY OF LAKE STEVENS



APPLICATION FOR MEMBERSHIP:

(Fillable Form OR Print Form and Hand Print Responses – Attach Resume if Desired)

Arts Commission

Board/Commission Being Applied For

NAME: Katherine Wyant

DATE: Nov. 1, 2017

ADDRESS: 221 N. Nyden Farms Rd.

HOME PHONE: -

CITY/ZIP: Lk. Stevens 98258

WORK PHONE: -

EMAIL ADDRESS: K8Wyant@gmail.com

CELL PHONE: (425) 903-2773

Are you a City resident? yes

If yes, how long? 2 yrs. 7 mths.

Are you a registered voter? no

For Civil Service Commission **ONLY**: Political Affiliation: _____

(Required per LSMC §2.68.020 C: At the time of appointment, not more than two civil service commissioners shall be adherents of the same party.)

NAME/ADDRESS OF EMPLOYER (and type of business): homemaker

EDUCATIONAL BACKGROUND (including year graduated and degrees): 1999 graduate High School - Mt. Park Boarding Academy: Patterson, MO. Vocational degree

PROFESSIONAL EXPERIENCE: retail shift lead 7 yrs. experience
customer service, manage teams and groups, execution &
completion of group tasks and directives,

ORGANIZED AFFILIATIONS: volunteer work at Glenwood Elementary
Lk. Stevens Boys & Girls club

WHY ARE YOU SEEKING APPOINTMENT? to collaborate and execute ideas with others
who share the same passion for art and understand its
importance in the community.

WHAT QUALITIES DO YOU POSSESS THAT WOULD ENABLE YOU TO FULFILL THE POSITION? I can offer my
time, creative abilities, intuitive insights and ideas, my subjective
experience, pride of citizenry, networking and communicating
abilities, and most importantly my passion and energy.

Kath Wyant
Signature

Please return completed application to:

City of Lake Stevens

Attn: Deputy City Clerk

1812 Main Street, P.O. Box 257

Lake Stevens, WA 98258

OR: deputyclerk@lakestevenswa.gov

425.334.1012



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**BLANKET VOUCHER APPROVAL
2017**

Payroll Direct Deposits	11/15/2017	\$185,344.54
Payroll Checks	43917-43919	\$4,211.84
Tax Deposit(s)	11/15/2017	\$76,345.06
Electronic Funds Transfers	ACH	\$99,655.10
Claims	43920-44025	\$384,006.20
Void Checks	43485, 43787	(\$1,390.00)
Total Vouchers Approved:		\$748,172.74

This 28th 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

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

November 28th, 2017



City Expenditures by Type on this voucher packet

Personnel Costs	\$	189,556	25%
Payroll Federal Taxes	\$	76,345	10%
Retirement Benefits - Employer	\$	91,477	12%
Employer paid Benefits - By Check	\$	460	0%
Employee paid benefits - By Payroll	\$	9,723	1%
Supplies	\$	43,958	6%
Professional Services*	\$	210,378	28%
Intergovernmental Services	\$	98,994	13%
Capital **	\$	28,672	4%
Debt Payments	\$	-	0%
Void Check	\$	(1,390)	0%
Total		\$748,172.74	100%

Large Purchases

* Pavement Marking/Striping - \$113,224.60

** Dumpster pickup and delivery- City Hall Demo - \$14,603.97



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Ace Hardware	43927	11/22/2017					\$340.97
			56603	001-010-576-80-31-00	PK-Operating Costs	Drill bit/fasteners	\$6.53
				101-016-544-90-31-02	ST-Operating Cost	Drill bit/fasteners	\$6.53
				410-016-531-10-31-02	SW-Operating Costs	Drill bit/fasteners	\$6.53
			56846	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Plastic & gloves for sidewalks	\$67.49
			56884	001-013-594-18-60-02	GG - City Hall Demo	Paint for City hall	\$114.24
			56886	001-013-594-18-60-02	GG - City Hall Demo	16K BTU Propane Tank	\$54.44
			56895	001-013-594-18-60-02	GG - City Hall Demo	Polyfilm for painting City hall shed	\$65.32
			56896	410-016-531-10-31-02	SW-Operating Costs	Chain to secure Retention Pond on Lundeen Pkwy	\$11.40
			56901	410-016-531-10-31-02	SW-Operating Costs	Concrete blocks to repair catch basin on 15th St NE	\$8.49
ACES	43928	11/22/2017					\$1,316.00
			12625JM	001-005-517-60-31-00	HR-Safety Program	Safety mtg-Blood borne Pathogens	\$104.44
				101-016-517-60-31-00	ST-Safety Program	Safety mtg-Blood borne Pathogens	\$112.28
				410-016-517-60-31-00	SW-Safety Program	Safety mtg-Blood borne Pathogens	\$112.28
			12662JM	001-005-517-60-31-00	HR-Safety Program	Safety mtg-Allergies antihistamines & drowsiness	\$104.44
				101-016-517-60-31-00	ST-Safety Program	Safety mtg-Allergies antihistamines & drowsiness	\$112.28
				410-016-517-60-31-00	SW-Safety Program	Safety mtg-Allergies antihistamines & drowsiness	\$112.28
			12802JM	001-005-517-60-31-00	HR-Safety Program	Safety mtg-Ladder safety	\$104.44
				101-016-517-60-31-00	ST-Safety Program	Safety mtg-Ladder safety	\$112.28
				410-016-517-60-31-00	SW-Safety Program	Safety mtg-Ladder safety	\$112.28
			12945JM	001-005-517-60-31-00	HR-Safety Program	Safety mtg-Fire extinguisher use	\$104.44
				101-016-517-60-31-00	ST-Safety Program	Safety mtg-Fire extinguisher use	\$112.28
				410-016-517-60-31-00	SW-Safety Program	Safety mtg-Fire extinguisher use	\$112.28
Advance Auto Parts	43929	11/22/2017					\$709.14
			2421-266599	101-016-544-90-31-02	ST-Operating Cost	Soapstone Refill	\$2.16
				410-016-531-10-31-02	SW-Operating Costs	Soapstone Refill	\$2.17
			2421-266753	101-016-544-90-31-02	ST-Operating Cost	5 Minute epoxy PW19	\$3.47
				410-016-531-10-31-02	SW-Operating Costs	5 Minute epoxy PW19	\$3.46
			2421-267060	101-016-544-90-31-02	ST-Operating Cost	Pigtail for De icer - PW26	\$8.39
				410-016-531-10-31-02	SW-Operating Costs	Pigtail for De icer - PW26	\$8.40
			2421-267162	101-016-544-90-31-02	ST-Operating Cost	Oil Filter - PW19	\$12.97
				410-016-531-10-31-02	SW-Operating Costs	Oil Filter - PW19	\$12.97



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Advance Auto Parts	43929	11/22/2017	2421-267188	101-016-544-90-31-02	ST-Operating Cost	Air filter - PW19	\$15.47	
				410-016-531-10-31-02	SW-Operating Costs	Air filter - PW19	\$15.48	
			2421-267371	101-016-544-90-31-02	ST-Operating Cost	Mirror - PW16	\$5.93	
				410-016-531-10-31-02	SW-Operating Costs	Mirror - PW16	\$5.93	
			2421-267373	101-016-544-90-31-02	ST-Operating Cost	Batteries PW16	\$217.29	
				410-016-531-10-31-02	SW-Operating Costs	Batteries PW16	\$217.29	
			2421-267429	101-016-544-90-31-02	ST-Operating Cost	Battery - PW14	\$88.88	
				410-016-531-10-31-02	SW-Operating Costs	Battery - PW14	\$88.88	
Advantage Building Services	43930	Check Total						\$1,743.25
		11/22/2017	3376	001-007-558-50-41-00	PL-Professional Servc	Janitorial Services	\$30.00	
				001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$30.00	
				001-008-521-20-41-01	LE-Proessional Serv-Fixed	Janitorial Services	\$315.00	
				001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$20.00	
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$120.00	
				001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$280.00	
				101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$20.00	
				410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$20.00	
				621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage svcs	(\$41.75)	
		3387	001-013-518-20-41-00	GG-Professional Service	Cleaning new bldg prior to move in	\$200.00		
			621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage Bldy Services	(\$10.00)		
		3388	001-010-576-80-41-00	PK-Professional Services	Cleaning for Aquafest	\$800.00		
			621-000-389-20-00-05	Retainage -Public Bldg Maint	Retainage-Advantage Bldy Services	(\$40.00)		
American Forest Management Inc	43931	Check Total						\$1,575.00
		11/22/2017	104165	001-010-576-80-41-01	PK -Professional Tree Srv	Oct 2017 Tree Risk Assessment Projects	\$1,575.00	
American Planning Association	43932	Check Total						\$378.00
		11/22/2017	191874	001-007-558-50-49-00	PL-Miscellaneous	APA Membership - Place	\$378.00	
Kandy Brown	43933	Check Total						\$7.39
		11/22/2017	111317	001-008-521-20-31-02	LE-Minor Equipment	Reimburse for Glass Cleaner	\$7.39	
Business Card	43920	Check Total						\$13,831.79
		11/20/2017	1923 1117	001-006-518-80-31-00	IT-Office Supplies	Fast Charging Type C USB Cable	\$13.06	
				001-006-518-80-43-00	IT-Travel & Meetings	Hotel-ACCIS conference-Portland OR-T Stevens	\$453.39	
			2956 1117	001-008-521-20-31-00	LE-Office Supplies	Business Cards	\$30.95	



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	43920	11/20/2017	2956 1117	001-008-521-20-31-02	LE-Minor Equipment	Pocket Resuscitators	\$52.45
				001-008-521-20-32-00	LE-Fuel	Fuel	\$46.92
				001-008-521-20-43-01	LE-Business Meetings	Parking at Sno Co Mtg	\$6.00
				001-008-521-20-49-00	LE-Dues & Memberships	Online Everett Herald - Dyer	\$99.95
				001-008-521-30-31-00	LE-Community Outreach Supplies	Coffee with the COPS	\$28.85
			4396 1117	001-003-514-20-43-00	CC-Travel & Meetings	Hotel-Laserfiche Conf-Long Beach CA-Pugh	\$754.67
				001-004-514-23-43-00	FI-Travel & Meetings	Hotel-Laserfiche Conf-Long Beach CA-Pugh	\$754.67
				001-004-514-23-49-01	FI-Staff Development	Finance Essentials workshop-Roundy	\$95.00
				001-008-521-20-43-00	LE-Travel & Per Diem	Toll fee - PT41	\$5.50
					LE-Travel & Per Diem	Hotel-Laserfiche Conf-Long Beach CA-Pugh	\$454.66
				001-013-518-20-31-00	GG-Operating	Bins/Corn stalks for Trunk or Treat event	\$200.00
			5187 1117	001-007-558-50-43-00	PL-Travel & Mtgs	2017 WA State Trails Caucus	\$32.54
			5428 1117	001-008-521-20-31-02	LE-Minor Equipment	Dry cleaning - Parnell	\$7.90
			6863 1117	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Marine conference-Tacoma-Carter	\$465.96
					LE-Travel & Per Diem	Hotel-Marine conference-Tacoma-Barnes	\$465.96
				001-008-521-20-49-00	LE-Dues & Memberships	Bankcard finance charge-Brooks	\$2.52
			7280 1117	001-008-521-20-31-00	LE-Office Supplies	Wall Pocket Brochure Holder	\$61.27
				001-008-521-20-31-01	LE-Fixed Minor Equipment	58mm Snap on Lens Cap for Canon	\$6.50
					LE-Fixed Minor Equipment	Battery & Ultra Violet Filter for Canon camera	\$39.52
				001-008-521-20-32-00	LE-Fuel	Fuel	\$53.01
			7638 1117	001-008-521-20-31-02	LE-Minor Equipment	Dell Externa USB Drive	\$35.24
				001-008-521-20-41-00	LE-Professional Services	Dry cleaning - Parnell	\$22.12
			7988 1117	101-016-543-30-43-00	ST-Travel & Meetings	Meal-IACC Conf-Wenatchee-Durpos	\$17.64
					ST-Travel & Meetings	Hotel-IACC Conf-Wenatchee-Durpos	\$308.76
			8232 1117	001-001-511-60-43-00	Legislative - Travel & Mtgs	2018 Legislative Agenda planning meeting	\$57.58
				001-001-511-60-49-01	Legislative - Prof. Developmen	2017 NLC Conf-Tageant-Charlotte	\$745.00
					Legislative - Prof. Developmen	Elected Officials Essentials 2017-Petershagen	\$45.00
					Legislative - Prof. Developmen	Elected Officials Essentials 2017-McDaniel	\$45.00
				001-001-513-10-43-00	Executive - Travel & Mtgs	N Cove Plaza design mtg - Spencer	\$17.74
				001-001-513-10-49-05	Executive - Board/Staff Apprec	Recognition of Outgoing boards & Commission Members	\$218.89
				001-002-513-11-43-00	AD-Travel & Meetings	N Cove Plaza design mtg - Brazel	\$17.74
					AD-Travel & Meetings	MAG Meeting - Brazel	\$20.74



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	43920	11/20/2017	8232 1117	001-002-513-11-43-00	AD-Travel & Meetings	Parking at Sno Co-US2 Trestle mtg	\$6.00
					AD-Travel & Meetings	Parking at Sno Co-Sno Co Tomorrow mtg	\$6.00
				001-002-513-11-49-00	AD-Staff Development	2018 Waterworks Certificate renewal	\$42.00
					AD-Staff Development	2017 NLC Conf-Brazel-Charlotte	\$460.00
				001-007-558-50-43-00	PL-Travel & Mtgs	N Cove Plaza design mtg - Wright	\$17.72
					PL-Travel & Mtgs	Parking Sno Co Trestle meeting-Brazel	\$3.00
				001-008-521-20-43-01	LE-Business Meetings	N Cove Plaza design mtg - Dyer	\$17.74
				001-013-518-20-31-00	GG-Operating	Community Outreach-Trunk or Treat supplies	\$133.19
				001-013-518-20-32-00	GG-Fuel	Fuel for PW41	\$39.78
				101-016-543-30-43-00	ST-Travel & Meetings	N Cove Plaza design mtg - Durpos	\$17.74
				302-010-594-76-61-00	Park - Capital	Eagle Ridge Park Gazebo	\$1,524.59
			8484 1117	001-007-558-50-41-03	PL-Advertising	Postcard mailing-LUA2017-0083	\$233.22
					PL-Advertising	Postcard mailing-LUA2017-0142	\$36.34
					PL-Advertising	Postcard mailing-Callow Rd	\$53.72
					PL-Advertising	Postcard mailing-LUA2017-0147	\$15.98
				001-007-558-50-43-00	PL-Travel & Mtgs	Hotel-Permit Technician Training-Meyers	\$270.21
				001-007-559-30-31-01	PB-Operating Cost	Building Code Books 8th Edition	\$46.90
					PB-Operating Cost	2015 IRC Turbo Tabs	\$28.20
				001-007-559-30-43-00	PB-Travel & Mtgs	Hotel-Permit Technician Training-Meyers	\$270.21
				001-013-594-18-60-02	GG - City Hall Demo	Hanger/Writing desk	\$139.33
			8877 1117	001-008-521-20-31-02	LE-Minor Equipment	Sterilite 6 Qt Storage Box	\$29.45
					LE-Minor Equipment	Flashdrives	\$53.97
					LE-Minor Equipment	Lithium Medical Batteries	\$16.01
				001-008-521-20-31-04	LE - Donation Exp - Other	Mugs for Awards Banquet	\$471.00
				001-008-521-20-41-00	LE-Professional Services	Database searches	\$54.45
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-WAPRO Conf-Tacoma WA-Fox	\$261.42
					LE-Travel & Per Diem	Hotel-WAPRO Conf-Tacoma WA-Starkenburg	\$279.04
			9455 1117	001-008-521-20-31-01	LE-Fixed Minor Equipment	Pelican case with yellow foam	\$231.60
					LE-Fixed Minor Equipment	Ultra Long Reach Kit	\$325.40
				001-008-521-20-41-00	LE-Professional Services	Service Game camera-1500 thumbnails/month	\$9.99
				001-008-521-20-48-00	LE-Repair & Maintenance Equip	Electrical Repair PT55	\$1,358.51
				001-008-521-20-49-00	LE-Dues & Memberships	OnXHunt membership	\$29.99



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	43920	11/20/2017	9455 1117	001-008-521-40-49-01	LE-Registration Fees	Training-Dealing w/DifficultPeople-Anderson/Starkenburg/Aukerman	\$447.00
				520-008-594-21-63-00	Capital Equipment	Peavey Biohazard Kits/Black fingerprint Powder/Dust Kit	\$59.90
					Capital Equipment	Deluxe Auto Inflatable Personal Floatation Device	\$234.98
					Capital Equipment	Stinger Spike System	\$459.95
					Capital Equipment	Vortex Optic Binoculars/Tactical Trauma Kit/Nitrile gloves	\$324.34
					Capital Equipment	Public Safety Vest	\$32.64
					Capital Equipment	Ripp Restraints Model H-100 Hobble	\$22.09
					Capital Equipment	Throwable Rescue Disc for water/ice rescue	\$85.49
Cadman Inc	43934	Check Total \$4,948.54					
		11/22/2017	5472635	101-016-542-67-41-00	ST-Street Cleaning	Disposal of street sweepings	\$2,054.27
				410-016-531-10-41-03	SW-Street Cleaning	Disposal of street sweepings	\$2,054.27
			5472963	101-016-542-67-41-00	ST-Street Cleaning	Disposal of street sweepings	\$420.00
				410-016-531-10-41-03	SW-Street Cleaning	Disposal of street sweepings	\$420.00
CDW Government Inc	43935	Check Total \$74.85					
		11/22/2017	KSK1238	001-006-518-80-31-00	IT-Office Supplies	Keyboard/HDMI cables	\$74.85
Central Welding Supply	43936	Check Total \$134.74					
		11/22/2017	EV246631	101-016-544-90-31-02	ST-Operating Cost	Welding supplies	\$67.37
				410-016-531-10-31-02	SW-Operating Costs	Welding supplies	\$67.37
City of Everett	43937	Check Total \$555.00					
		11/22/2017	I17002579	001-008-554-30-51-00	LE-Animal Control	Animal shelter services September 2017	\$555.00
	43938	Check Total \$1,708.62					
		11/22/2017	I17002790	001-008-521-40-49-01	LE-Registration Fees	Lake Stevens share of ALERT Training	\$1,708.62
	43939	Check Total \$27.09					
		11/22/2017	010340 1117	101-016-543-50-47-00	ST-Utilities	Water services 9306 20th St SE	\$27.09
City of Marysville	43940	Check Total \$7,025.02					
		11/22/2017	POLIN11-0875	001-008-523-60-51-00	LE-Jail	Prisoner Housing-Yakima-September 2017	\$171.60
			POLIN11-0879	001-008-523-60-51-00	LE-Jail	Prisoner Housing - Sept 2017	\$7,102.00
			POLIN11-0882	001-008-523-60-51-00	LE-Jail	Prisoner Housing-EMS fee	(\$226.65)
			POLIN11-0883	001-008-523-60-51-00	LE-Jail	Prisoner Housing-EMS fee	(\$121.93)
			POLIN11-0884	001-008-523-60-51-00	LE-Jail	Prisoner Medical-Oct 2017	\$100.00



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
City of Marysville	43941						\$12,610.11
		11/22/2017	17-019	001-013-512-50-41-00	GG-Municipal Court Fees	Municipal Court fees Oct 2017	\$12,610.11
Clarks Native Trees & Shrubs	43942						\$228.69
		11/22/2017	16927	001-010-576-80-31-00	PK-Operating Costs	Trees for Winterfest	\$228.69
Coast Gateway Hotel	43943						\$578.52
		11/22/2017	476101	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Interview Techniques-SeaTac-Michael	\$289.26
			476107	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Interview Techniques-SeaTac-Schedler	\$289.26
Code Publishing Co Inc	43944						\$1,224.63
		11/22/2017	58275	001-003-514-20-41-00	CC-Professional Services	Ordinance 1004	\$1,224.63
Comdata Corporation	43945						\$389.68
		11/22/2017	20278162	001-008-521-20-32-00	LE-Fuel	Fuel	\$389.68
Crystal Springs	43946						\$412.47
		11/22/2017	16015194111117	001-008-521-50-30-00	LE-Facilities Supplies	Bottled water	\$93.83
			5249844110117	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$71.66
				001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$38.45
				001-013-518-20-31-00	GG-Operating	Bottled water	\$38.45
				101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$85.04
				410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$85.04
Day Wireless Systems	43947						\$465.80
		11/22/2017	448611	001-008-521-20-31-01	LE-Fixed Minor Equipment	Radio antenna	\$243.35
			448671	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Turbo Wire Surv Kit/Flexible Ear Insert	\$159.05
			450457	001-008-521-20-31-01	LE-Fixed Minor Equipment	Flexible ear inserts	\$63.40
Dept of Retirement (Deferred Comp)	0						\$4,995.00
		11/22/2017	111517	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$4,995.00
Dept of Retirement PERS LEOFF	0						\$91,402.98
		11/22/2017	110117	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$91,476.81
			OCT2017	001-000-282-00-00-00	Payroll Liability Retirement	Adjust October entry for Void check-Cavanah	(\$73.83)
Dept of Revenue	0						\$273.81
		11/22/2017	OCT2017	001-013-518-90-49-06	GG-Excise Tax	October 2017 Excise Taxes	\$224.06
				520-008-594-21-63-00	Capital Equipment	October 2017 UseTaxes	\$49.75



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Dicks Towing Inc	43948						Check Total	\$1,020.24
		11/22/2017	161431	001-008-521-20-41-00	LE-Professional Services	Evidence towing - 2016 Ford BFU8046	\$126.16	
			165795	001-008-521-20-41-00	LE-Professional Services	Evidence towing - 2006 Ford Explorer 42359D	\$389.44	
			170468	001-008-521-20-41-00	LE-Professional Services	Evidence towing - Case 2017-23938	\$126.16	
			174657	001-008-521-20-41-00	LE-Professional Services	Evidence towing 2017-24338	\$126.16	
			174847	001-008-521-20-41-00	LE-Professional Services	Evidence towing - Case 2017-23938	\$126.16	
			176249	001-008-521-20-41-00	LE-Professional Services	Evidence towing 2017-25154	\$126.16	
Electronic Federal Tax Pmt System EFTPS	0						Check Total	\$76,345.06
		11/22/2017	111517	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$76,345.06	
Electronic Business Machines	43949						Check Total	\$727.06
		11/22/2017	AR73041	001-008-521-50-48-00	LE-Facility Repair & Maint	Copier repair & maintenance	\$239.56	
			AR84265	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair & maintenance	\$20.49	
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier repair & maintenance	\$20.49	
			AR84620	001-013-518-20-48-00	GG-Repair & Maintenance	Copier repair & maintenance	\$446.52	
Everett Steel	43950						Check Total	\$85.03
		11/22/2017	198072	001-013-518-20-31-00	GG-Operating	Round steel for fish sculpture at City Hall	\$46.63	
			198275	001-013-594-18-60-02	GG - City Hall Demo	Steel round mounting base	\$38.40	
FBI - LEEDA	43951						Check Total	\$350.00
		11/22/2017	200011961	001-008-521-40-49-01	LE-Registration Fees	Training-Distance Learning Basic Supervisor Liability-Barnes	\$350.00	
Grainger	43952						Check Total	\$208.68
		11/22/2017	9604857293	101-016-544-90-31-02	ST-Operating Cost	Body harness	\$20.41	
				410-016-531-10-31-02	SW-Operating Costs	Body harness	\$20.41	
			9609533816	101-016-544-90-31-02	ST-Operating Cost	Paint sprayer/glue gun/glue sticks	\$83.93	
				410-016-531-10-31-02	SW-Operating Costs	Paint sprayer/glue gun/glue sticks	\$83.93	
Chris L Griffen	43953						Check Total	\$1,050.00
		11/22/2017	7Z0475904	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$225.00	
			7Z0853958	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$262.50	
			7Z0853970	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$300.00	
			7Z0938427	001-011-515-91-41-00	LG-General Indigent Defense	Public defender services	\$262.50	
Gunarama Wholesale Inc	43954						Check Total	\$4,009.70
		11/22/2017	926447	001-008-521-20-31-01	LE-Fixed Minor Equipment	Glock Simunitions	\$4,009.70	



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Harbor Freight Tools	43955						\$8.77
		11/22/2017	823190	101-016-544-90-31-02	ST-Operating Cost	Tubing bender	\$8.77
HB Jaeger Co LLC	43956						\$9,863.17
		11/22/2017	193723/1	410-016-531-10-31-02	SW-Operating Costs	Trash rack for storm drain	\$535.79
			193724/1	410-016-531-10-31-02	SW-Operating Costs	Supplies storm project 17th St NE	\$7,691.50
			193725/1	410-016-531-10-31-02	SW-Operating Costs	Supplies storm system repair-98th Dr NE	\$1,635.88
Gavin Heinemann	43957						\$22.00
		11/22/2017	110417	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-SWAT training-Renton WA-Heinemann	\$22.00
Industrial Supply Inc	43958						\$607.70
		11/22/2017	304879	101-016-544-90-31-02	ST-Operating Cost	Returned brooms & fittings PW11 & PW65	(\$12.10)
				410-016-531-10-31-02	SW-Operating Costs	Returned brooms & fittings PW11 & PW65	(\$12.10)
			608209	101-016-544-90-31-02	ST-Operating Cost	Shovels	\$108.33
				410-016-531-10-31-02	SW-Operating Costs	Shovels	\$108.33
			608216	101-016-544-90-31-02	ST-Operating Cost	Brooms & Fittings PW11 & PW65	\$184.98
				410-016-531-10-31-02	SW-Operating Costs	Brooms & Fittings PW11 & PW65	\$184.99
			608291	001-010-576-80-31-00	PK-Operating Costs	Slings	\$15.09
				101-016-544-90-31-02	ST-Operating Cost	Slings	\$15.09
				410-016-531-10-31-02	SW-Operating Costs	Slings	\$15.09
ISOsource	43959						\$3,570.00
		11/22/2017	CW208333	001-006-518-80-41-00	IT-Professional Services	IT Consulting services	\$3,570.00
J Thayer Company Inc	43960						\$1,973.14
		11/22/2017	1194459-0	001-008-521-20-31-00	LE-Office Supplies	Toner/Post-it notes	\$785.53
				001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$96.68
				001-008-521-20-31-01	LE-Fixed Minor Equipment	Janitorial Supplies	\$422.96
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$217.52
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$132.93
				001-013-518-20-31-00	GG-Operating	Janitorial Supplies	\$120.85
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$108.76
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$108.76
				001-007-558-50-31-00	PL-Office Supplies	Folders/stapler	\$15.32
			1196439-0	001-007-559-30-31-00	PB-Office Supplies	Folders/stapler	\$15.32
				001-013-594-18-60-02	GG - City Hall Demo	Sorter for Mail Center	\$14.39



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
J Thayer Company Inc	43960	11/22/2017	C1179348-0	001-008-521-20-31-00	LE-Office Supplies	Return paper notes	(\$21.23)
			C1193040-0	001-008-521-20-31-00	LE-Office Supplies	Return phone cord detangler	(\$44.65)
Kaiser Permanente	43961	Check Total					\$759.00
		11/22/2017	66414152	001-008-521-20-41-00	LE-Professional Services	Employee medical exams	\$569.00
				001-010-576-80-41-00	PK-Professional Services	Employee medical exams	\$63.34
				101-016-542-30-41-02	ST-Professional Service	Employee medical exams	\$63.33
				410-016-591-31-78-01	SW-Parkway Crossing Det Pond	Employee medical exams	\$63.33
Joshua Kilroy	43962	Check Total					\$22.00
		11/22/2017	110617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Constitutional Use of Force-Burien-Kilroy	\$22.00
Lake Stevens Police Guild	43963	Check Total					\$1,050.00
		11/22/2017	111517	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,050.00
Lake Stevens School District	43964	Check Total					\$7,623.37
		11/22/2017	0017180025	001-007-558-50-32-00	PL-Fuel	Fuel	\$18.56
				001-007-559-30-32-00	PB-Fuel	Fuel	\$154.63
				001-008-521-20-32-00	LE-Fuel	Fuel	\$4,584.40
				001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$35.11
				001-013-518-20-32-00	GG-Fuel	Fuel	\$18.56
				101-016-542-30-32-00	ST-Fuel	Fuel	\$1,346.13
				410-016-531-10-32-00	SW-Fuel	Fuel	\$1,465.98
Lake Stevens Sewer District	43965	Check Total					\$946.00
		11/22/2017	OCT2017	001-008-521-50-47-00	LE-Facility Utilities	Sewer - N Lakeshore Dr	\$86.00
					LE-Facility Utilities	Sewer - Police Station	\$86.00
				001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park	\$172.00
				001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library	\$86.00
				001-013-518-20-47-00	GG-Utilities	Sewer - Family Center	\$86.00
					GG-Utilities	Sewer - Permit Center	\$86.00
					GG-Utilities	Sewer - City Hall	\$172.00
					GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
		101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00		
	43966	Check Total					\$125.00
		11/22/2017	20171113	001-013-594-18-60-02	GG - City Hall Demo	LS District Capping Permit-1812 Main St	\$125.00



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Language Line Svc Inc	43967						\$59.74
		11/22/2017	4186608	001-008-521-20-41-00	LE-Professional Services	Over the phone Translation services	\$59.74
Lemay Mobile Shredding	43968						\$47.74
		11/22/2017	4541837	001-008-521-50-30-00	LE-Facilities Supplies	Shredding services	\$47.74
Les Schwab Tire Center	43969						\$32.67
		11/22/2017	40200361729	001-010-576-80-31-00	PK-Operating Costs	Scrap tires dicarded	\$10.89
				101-016-544-90-31-02	ST-Operating Cost	Scrap tires dicarded	\$10.89
				410-016-531-10-31-02	SW-Operating Costs	Scrap tires dicarded	\$10.89
Life-Assist Inc	43970						\$198.88
		11/22/2017	824551	001-008-521-20-31-04	LE - Donation Exp - Other	Pelican equipment case	\$198.88
Lifeline Training	43971						\$833.00
		11/22/2017	54170	001-008-521-40-49-01	LE-Registration Fees	Constitutional Use of Force-Seattle WA-Irwin	\$119.00
					LE-Registration Fees	Constitutional Use of Force-Seattle WA-Kilroy	\$119.00
					LE-Registration Fees	Constitutional Use of Force-Seattle WA-Miner	\$119.00
					LE-Registration Fees	Constitutional Use of Force-Seattle WA-Hingtgen	\$119.00
					LE-Registration Fees	Constitutional Use of Force-Seattle WA-Wells	\$119.00
					LE-Registration Fees	Constitutional Use of Force-Seattle WA-Lyons	\$119.00
			54198	001-008-521-40-49-01	LE-Registration Fees	Constitutional Use of Force-Seattle WA-Aukerman	\$119.00
LN Curtis & Sons	43972						\$421.61
		11/22/2017	INV136727	001-008-521-20-31-02	LE-Minor Equipment	Belt Buckle - J Anderson	\$34.25
			INV137241	001-008-521-20-31-02	LE-Minor Equipment	Pants-Starkenbug	\$193.68
			INV137309	001-008-521-20-31-02	LE-Minor Equipment	Pants-LeBlanc	\$139.28
			INV138428	001-008-521-20-31-02	LE-Minor Equipment	Pants-LeBlanc	\$54.40
Christopher Lyons	43973						\$22.00
		11/22/2017	110617	001-008-521-20-43-00	LE-Travel & Per Diem	Per Diem-Constitutional Use of Force-Burien-Lyons	\$22.00
Alexander Michael	43974						\$22.00
		11/22/2017	110417	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-SWAT-Renton-Michael	\$22.00
Robert Miner	43975						\$22.00
		11/22/2017	110617	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Constitutional use of Force-Burien-Miner	\$22.00
Modern Machinery	43976						\$6,498.06
		11/22/2017	40471	001-013-594-18-60-02	GG - City Hall Demo	Excavator rental for old City hall demolition	\$6,498.06



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Monroe Correctional Complex	43977						Check Total	\$1,373.62
		11/22/2017	MCC1709.698	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew	\$160.17	
				001-013-518-20-48-00	GG-Repair & Maintenance	DOC Work Crew	\$19.84	
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew	\$398.57	
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work Crew	\$81.21	
		MCC1710.723	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew	\$132.03		
			101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew	\$449.78		
			410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work Crew	\$132.02		
Nationwide Retirement Solution	0						Check Total	\$2,819.81
		11/22/2017	111517	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$2,819.81	
Commanding Officer Naval Surface Warfare Center	43978						Check Total	\$600.00
		11/22/2017	N00164LE885-18	001-008-521-20-31-01	LE-Fixed Minor Equipment	Thermal Camera SN 04482/SN 03534	\$600.00	
North Sound Hose Fittings Inc	43979						Check Total	\$152.15
		11/22/2017	85900	101-016-544-90-31-02	ST-Operating Cost	Hydraulics for Case Backhoe	\$76.08	
				410-016-531-10-31-02	SW-Operating Costs	Hydraulics for Case Backhoe	\$76.07	
Office of The State Treasurer	43980						Check Total	\$17,928.47
		11/22/2017	OCT2017	633-000-589-30-00-03	State Building Permit Remit	October 2017 State Court Fees	\$294.50	
				633-000-589-30-00-04	Vehicle License Fraud Account	October 2017 State Court Fees	\$1.70	
				633-000-589-30-00-07	Public Safety And Ed. 1986	October 2017 State Court Fees	\$7,341.55	
				633-000-589-30-00-08	Public Safety And Education	October 2017 State Court Fees	\$4,410.67	
				633-000-589-30-00-09	Judicial Information System-Ci	October 2017 State Court Fees	\$3,265.01	
				633-000-589-30-00-12	Trauma Care	October 2017 State Court Fees	\$923.63	
				633-000-589-30-00-13	School Zone Safety	October 2017 State Court Fees	\$184.52	
				633-000-589-30-00-14	Public Safety Ed #3	October 2017 State Court Fees	\$148.56	
				633-000-589-30-00-15	Auto Theft Prevention	October 2017 State Court Fees	\$1,318.68	
				633-000-589-30-00-16	HWY Safety Act	October 2017 State Court Fees	\$0.74	
				633-000-589-30-00-17	Death Inv Acct	October 2017 State Court Fees	\$5.83	
633-000-589-30-00-18	WSP Highway Acct	October 2017 State Court Fees	\$33.08					
OMF Cares	43981						Check Total	\$9,000.00
		11/22/2017	1032	001-012-565-20-40-00	CS-Veteran Services	Training-establish Veterans Commission-Aug 2017	\$3,000.00	
			1033	001-012-565-20-40-00	CS-Veteran Services	Training-establish Veterans Commission-Sept 2017	\$3,000.00	



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
OMF Cares	43981	11/22/2017	1034	001-012-565-20-40-00	CS-Veteran Services	Training-establish Veterans Commission-Oct 2017	\$3,000.00
Pacific Logging LLC	43982						Check Total \$300.00
		11/22/2017	22194	001-013-594-18-60-02	GG - City Hall Demo	Transport excavator to City Hall	\$300.00
Pacific Topsoils Inc	43983						Check Total \$1,143.45
		11/22/2017	2-01019830	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Wood chips	\$1,143.45
PACLAB	43984						Check Total \$31.00
		11/22/2017	OCT2017	001-008-521-20-41-00	LE-Professional Services	Blood draws	\$31.00
Pakor Inc NW8935	43985						Check Total \$312.46
		11/22/2017	8026276	001-008-521-20-31-02	LE-Minor Equipment	Passport supplies	\$312.46
Partsmaster	43986						Check Total \$262.59
		11/22/2017	23217199	001-010-576-80-31-00	PK-Operating Costs	Punches & Chisels	\$87.53
				101-016-544-90-31-02	ST-Operating Cost	Punches & Chisels	\$87.53
				410-016-531-10-31-02	SW-Operating Costs	Punches & Chisels	\$87.53
Perteet Engineering Inc	43987						Check Total \$6,074.32
		11/22/2017	20120176.001-29	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street SE Phase II-Segment 1 Design	\$6,074.32
Pilchuck Rentals	43988						Check Total \$665.51
		11/22/2017	59424	001-013-594-18-60-02	GG - City Hall Demo	Stump grinder rental for City Hall demo	\$294.57
			59480	001-013-594-18-60-02	GG - City Hall Demo	Drum roller rental for City Hall demo	\$370.94
Platt Electric Supply	43989						Check Total \$325.54
		11/22/2017	0127597	001-013-518-20-31-00	GG-Operating	Light bulbs	\$139.54
			0276223	001-013-594-18-60-02	GG - City Hall Demo	Conduit/Junction box/electrical supplies new City Hall	\$105.49
			0295148	001-013-518-20-31-00	GG-Operating	Conduit	\$32.65
			0318816	101-016-544-90-31-02	ST-Operating Cost	Supplies for Plasma cutter installation	\$281.26
				410-016-531-10-31-02	SW-Operating Costs	Supplies for Plasma cutter installation	\$281.26
			0319677	101-016-544-90-31-02	ST-Operating Cost	Supplies for Plasma cutter installation	\$28.34
				410-016-531-10-31-02	SW-Operating Costs	Supplies for Plasma cutter installation	\$28.34
			0330486	001-008-521-50-30-00	LE-Facilities Supplies	Light bulbs/ballast Police Station	\$93.63
			0354694	101-016-544-90-31-02	ST-Operating Cost	Supplies for Plasma cutter installation	\$21.99
				410-016-531-10-31-02	SW-Operating Costs	Supplies for Plasma cutter installation	\$21.98
			N506636	001-010-576-80-31-03	PK-Lundeen-Op Costs	Lundeen Restoration	(\$119.13)



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Platt Electric Supply	43989	11/22/2017	N561428	001-010-576-80-31-03	PK-Lundeen-Op Costs	Lundeen Restoration	(\$237.83)
			N608927	001-010-576-80-31-03	PK-Lundeen-Op Costs	Lundeen Restoration	(\$145.86)
			N651365	001-010-576-80-31-03	PK-Lundeen-Op Costs	Lundeen Restoration	(\$206.12)
Powerwerx Inc	43990	Check Total					\$1,736.23
		11/22/2017	7712739	001-008-521-20-31-01	LE-Fixed Minor Equipment	8 Wouxun KG-UV6X Radios w/chargers/batteries/Antennas	\$1,736.23
Public Safety Testing Inc	43991	Check Total					\$2,997.56
		11/22/2017	2017-7817	001-008-521-20-41-00	LE-Professional Services	Q3 2017 Recruiting Assistance	\$425.00
			PSTI17-1849	001-008-521-20-41-00	LE-Professional Services	New employee candidate background investigations	\$2,572.56
Puget Sound Energy	43992	Check Total					\$142.34
		11/22/2017	24316495 1117	001-010-576-80-47-00	PK-Utilities	Natural gas - City Shop	\$47.45
				101-016-543-50-47-00	ST-Utilities	Natural gas - City Shop	\$47.45
				410-016-531-10-47-00	SW-Utilities	Natural gas - City Shop	\$47.44
	43993	Check Total					\$124.54
		11/22/2017	3723810 1117	001-008-521-50-47-00	LE-Facility Utilities	Natural gas - N Lakeshore Dr	\$124.54
Purchase Power	43994	Check Total					\$76.91
		11/22/2017	102017	001-007-558-50-42-00	PL-Communication	Postage	\$13.30
				001-013-518-20-42-00	GG-Communication	Postage	\$52.51
				101-016-543-30-42-00	ST-Communications	Postage	\$5.55
				410-016-531-10-42-00	SW-Communications	Postage	\$5.55
Quilceda Paving & Construction Inc	43921	Check Total					\$13,531.10
		11/20/2017	2017	621-000-589-20-00-01	Retainage Release - Other PW	Retainage release-Quilceda Paving	\$13,531.10
Republic Services 197	43995	Check Total					\$1,373.50
		11/22/2017	0197-002175415	001-010-576-80-31-00	PK-Operating Costs	Dumpster services - City Shop	\$383.32
				101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$111.78
				101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop	\$383.31
				410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop	\$383.31
				410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop	\$111.78
	43996	Check Total					\$457.90
		11/22/2017	0197-002175229	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park	\$437.48
001-010-576-80-45-00	PK-Equipment Rental			Dumpster rental - Lundeen Park	\$20.42		



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Republic Services 197	43997						\$132.78
		11/22/2017	0197-002176072	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall	\$116.58
				001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall	\$16.20
S Meyers Electric	43922						\$81.37
		11/20/2017	2017	621-000-589-20-00-01	Retainage Release - Other PW	Retainage release-S Meyers	\$81.37
Sherwin-Williams Co	43998						\$182.32
		11/22/2017	4445-4	001-013-594-18-60-02	GG - City Hall Demo	Paint for new city hall shed	\$182.32
SirennetCom	43999						\$747.02
		11/22/2017	0221789-IN	520-008-594-21-63-00	Capital Equipment	Lights & Sirens PT76	\$747.02
Donavan Skaggs	44000						\$200.00
		11/22/2017	A-17072401	001-012-573-20-31-00	CS-Arts Commission	Front of House Sound Engineering-Music by the Lake 2017	\$200.00
Skyline Communications Inc	43923						\$489.40
		11/20/2017	7972	621-000-589-20-00-01	Retainage Release - Other PW	Retainage release - Skyline Communications	\$489.40
Smernis Enterprises	44001						\$482.68
		11/22/2017	44095	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Motorcycle repair	\$482.68
Snohomish County Cities	44002						\$140.00
		11/22/2017	00308-00347	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC mtgs Mar & May 2017	\$140.00
Snohomish County PUD	44003						\$3,040.58
		11/22/2017	100326577	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$160.60
			104781215	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$198.45
			108108710	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$15.88
			114727129	001-010-576-80-47-00	PK-Utilities	201513934 Parks	\$17.58
			118040982	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum	\$54.39
				001-012-575-51-47-00	CS-Grimm House Expenses	202289237 Grimm House	\$54.40
			121361371	001-010-576-80-47-00	PK-Utilities	200748721 Parks	\$50.83
			121361724	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$90.06
			127970183	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$399.14
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$122.95
			131283985	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal	\$82.17
			134572971	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$165.12
			137789428	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$59.29



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	44003	11/22/2017	137793577	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$188.23
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$188.23
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$188.28
			144428439	001-013-518-20-47-00	GG-Utilities	221412273 New City Hall	\$138.80
			144432003	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$96.01
			147722847	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$73.91
			151017954	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric	\$535.23
			151022514	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$58.74
			154267055	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$40.73
			167126172	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$61.56
Snohomish County PW V	44004	Check Total					\$12,761.59
		11/22/2017	I000451068	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle maintenance	\$12,761.59
Snohomish County Sherrifs Office	44005	Check Total					\$45,876.37
		11/22/2017	2017-4190	001-008-523-60-51-00	LE-Jail	Prisoner Housing-Sept 2017	\$25,103.12
			Jan-July2017	001-008-523-60-51-00	LE-Jail	Sno Co Sheriff-Adjusted bills for Jan-July 2017	\$20,773.25
Snohomish County Treasurer	44006	Check Total					\$248.48
		11/22/2017	OCT2017	633-000-589-30-00-06	Crime Victims Compensation	October 2017 Crime Victims compensation	\$248.48
Snopac	44007	Check Total					\$26,988.62
		11/22/2017	9487	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,988.62
Sound Publishing Inc	44008	Check Total					\$106.76
		11/22/2017	EDH783537	001-013-518-30-41-01	GG-Advertising	Public comment on 2018 budget	\$72.24
			EDH785166	001-013-518-30-41-01	GG-Advertising	Council workshop 11/14/17	\$34.52
Spotix Inc	44009	Check Total					\$141.97
		11/22/2017	INV14488	101-016-544-90-31-02	ST-Operating Cost	HPC Pro-Flex 3/4 inch male fittings	\$141.97
Stellar Event Rentals	43924	Check Total					\$1,114.48
		11/20/2017	3982-1	001-013-518-20-31-00	GG-Operating	40x20 FrameTent rental w/delivery & pickup	\$1,114.48
Stericycle Inc	44010	Check Total					\$10.36
		11/22/2017	3004040170	001-008-521-20-41-01	LE-Proessional Serv-Fixed	Hazardous waste disposal	\$10.36
Stripe Rite Inc	44011	Check Total					\$107,563.33
		11/22/2017	45187	101-016-542-64-48-02	ST-Traffic Control - Striping	Pavement Markings	\$113,224.56
				621-000-389-20-00-01	Retainage - Street Project	Retainage - Strip Rite - Pavement markings	(\$5,661.23)



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Robert Summers	44012	11/22/2017	110617	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-FBI-LEEDA training-Redmond WA-Summers	\$110.00
Super Hawk Canopies	44013	11/22/2017	15287	520-008-594-21-63-00	Capital Equipment	Canopy for PT76	\$2,224.55
SVR Inc	44014	11/22/2017	19055	001-013-594-18-60-02	GG - City Hall Demo	Dumpster pickup and delivery-City Hall demo	\$14,603.97
Symbol Arts	44015	11/22/2017	0293798-IN	001-008-521-20-31-02	LE-Minor Equipment	LS SWAT patches	\$265.50
Tab Products Co LLC	44016	11/22/2017	2385146	001-008-521-20-31-00	LE-Office Supplies	Labels	\$480.70
Tacoma Screw Products Inc	44017	11/22/2017	18179712	001-010-576-80-31-00	PK-Operating Costs	Saw blades/screws/bits/gloves/anchors/marketing paint	\$205.86
				101-016-544-90-31-02	ST-Operating Cost	Saw blades/screws/bits/gloves/anchors/marketing paint	\$205.87
				410-016-531-10-31-02	SW-Operating Costs	Saw blades/screws/bits/gloves/anchors/marketing paint	\$205.87
Tyr Tactical LLC	44018	11/22/2017	2034351	001-008-521-20-31-02	LE-Minor Equipment	SWAT gear	\$4,429.93
UPS	44019	11/22/2017	74Y42447	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$21.22
			74Y42457	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$2.32
Vantagepoint Transfer Agents - 108991	43925	11/20/2017	111517	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$460.44
Vantagepoint Transfer Agents - 307428	43926	11/20/2017	111517	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$694.71
Jerad Wachtveitl	44020	11/22/2017	110817	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Digital Forensics Examiner-Marysville WA-Wachtveitl	\$76.00
Washington State Criminal Justice	44021	11/22/2017	201129113	001-008-521-40-49-01	LE-Registration Fees	Collision Investigation-Heinemann	\$100.00
					LE-Registration Fees	Collision Investigation-Fiske	\$100.00
Washington State Dept of Enterprise Svcs	44022	11/22/2017	73168645	001-008-521-20-31-00	LE-Office Supplies	Business cards - Alex Michael	\$44.10



Checks to be Approved for 11/10/2017 to 11/22/2017

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Washington State Patrol	44023						Check Total
							\$372.00
		11/22/2017	118002957	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons permits background checks	\$372.00
Washington State Support Registry	0						Check Total
							\$163.50
		11/22/2017	111517	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50
Weed Graafstra & Associates Trust Account	44024						Check Total
							\$8,000.00
		11/22/2017	Nielsen	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street SE ROW Acquisition-Nielsen	\$8,000.00
Neil Chad Wells	44025						Check Total
							\$22.00
		11/22/2017	110617	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Constitutional Use of Force-Burien WA-C Wells	\$22.00
Total							\$560,006.36



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

Tuesday, November 14, 2017
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 5:59 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: Marcus Tageant

STAFF MEMBERS PRESENT: Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Police Commander Jeff Beazizo, Ron Brooks, PW Director Eric Durpos, Economic Development Coordinator Jeanie Ashe, Deputy City Clerk Kathy Pugh

OTHERS: Snohomish County Executive Dave Somers and Lacy Harper, Manager of External Affairs

Mayor Spencer called the meeting to order at 5:59 p.m. and Councilmembers introduced themselves.

Executive Somers introduced himself and shared his background. Before becoming County Executive, he previously served on the County Council. Executive Somers shared an historical perspective of his experience with Highway 9 from his early career days, including commuting from Kirkland to the Verlot Ranger Station.

Executive Somers commented that Snohomish County is one of the fastest growing counties in the nation, and he does not expect growth to abate. This is a blessing, with some downsides, including traffic. Executive Somers has a long-term interest of doing the best we can with land use planning. He noted that he and Mayor Spencer are working together on land use planning with Snohomish County Tomorrow (SCT). Executive Somers commented on the County's comprehensive plan which was recently completed, and noted some areas are already hitting their growth targets.

Executive Somers believes it is important to begin conversation now between the cities and the county on how to handle the future population growth that is coming. He shared that he become president of the Puget Sound Regional Council (PSRC) in the spring of 2017, which is a regional council that also has a regional vision plan, Vision 2040. PSRC is going to be updating Vision 2040 over the next couple of years, and Executive Somers said there is a lot of interest in the region in taking a fresh look at this plan, and as a subset, he wants to talk about what Snohomish County wants to do and what it wants to see in the future.

Executive Somers said SCT held a workshop approximately two months ago that was very well attended where there was a lot of positive energy and interest in addressing the issues facing the county. SCT wants to begin now to look at Vision 2040, what the regional strategy is, and

how Snohomish County wants to handle growth. Snohomish County is expecting another 200,000 people in the next twenty years. The last time this plan was visited, Snohomish County followed the regional plan, but Snohomish County has higher than projected growth rates. Executive Somers believes it is important to plan now for the increased population, and the growth that is happening. He believes every City Council and every City Councilmember should be part of the conversation on planning for the future. PSRC will begin scoping the regional discussion of Vision 2040 in January, which will be a two-year process.

Executive Somers said he is going through his budget process and reviewed aspects of his budget proposal and what the County Council is considering. He noted the Long Range Planning Department was staffed at 48 people prior to the recession, and is currently staffed at 11 people. The criminal justice departments seem to absorb a lot of the budget, at 76% of the general fund budget.

Executive Somers commented on the U.S. 2 Trestle discussions and the creative discussions on finding relief and upgrades for the Trestle at a faster pace than the State may be able to provide. All of the options are conceptual at this time.

Executive Somers next commented on the opioid epidemic and said that it affects all parts of Snohomish County. He noted the vote on the criminal justice sales tax that would have provided some additional resources to assist with homelessness and opioid addiction issues failed by a small margin. He believes cities and the county will need to work collaboratively to align resources and address these issues, and explained a model for coordinating efforts.

Executive Somers reported that commercial air service at Paine Field is on track to begin in the summer of 2018. Construction is underway for the terminal and Alaska Airlines and United are queued up to provide service, with other airlines also interested in providing service. The terminal capacity will be 24 flights per day, with 12 flights in and 12 flights out.

Responding to Mayor Spencer's question regarding a buildable lands report, Executive Somers said the state has hired a consultant, and he anticipates there will be attempts at changing the state law. Everett has a zoned capacity to absorb population growth at 60,000, and there is a lot of pressure to expand the south county urban growth boundaries. Executive Somers noted the south county area is more suburban in nature, with no sidewalks and low-grade county service levels. Executive Somers commented that taxation of low density residential areas does not support services to those areas. He noted that cities rely on sales tax, but the county really does not have that, and the goal is to make sure that the county and cities accommodate growth as best as possible.

Executive Somers agreed with Councilmember Daughtry's comments that the SCT member cities need to be involved with the Vision 2040 process, and also reaching out to SCC as those councilmembers are active in regional issues. Executive Somers also agreed that a partnership between SCT and SCC would be beneficial.

Mayor Spencer suggested it would be interesting to find out from citizens what drives the concerns on growth vs. no growth. Mayor Spencer believes the driving force is the traffic, or the lack of parks, or other things that citizens value as community resources.

Councilmember Welch responded that as a commuter, he believes the commute traffic is the problem. He said it is not only the Trestle, but the main arterials are inadequate and not built to

current capacity needs. Councilmember Welch also commented there is not a plan in place for increasing arterial road capacity.

Executive Somers agreed with Councilmember Welch's comments, and noted there is no funding at the state level for road improvement of state-owned roadways in rural areas, such as SR 524 east of Lynnwood. SR 524 was previously owned by the county and taken over by the state; if the county took SR 524 back, the county could charge mitigation fees for roadway improvement that the state does not charge.

Councilmember Welch asked if Sound Transit fees and taxes are directed to one project and deter support of the voters for other projects, and suggested that people do not want to live in Everett.

Executive Somers responded that things change over time, and that if there are good job opportunities and residential development, there is the possibility of drawing people into cities such as Everett.

Councilmember Holder commented that Everett has so much potential with the waterfront, views and downtown area.

Councilmember Hilt asked about the estimated economic impact to the region with the opening of the regional airport at Paine Field, and how does that change estimated growth projections.

Executive Somers responded he does not know the answers, but that there was a "weak" economic analysis completed by the FAA when they did the federal environmental impact statement. Executive Somers does not believe the airport will change the growth trend significantly, but it will solidify the county's ability to hold and retain companies, and maybe bring in some new companies. It will be important to compare capacity vs. demand.

Commenting in Arlington's airport, in response to Councilmember Welch's question, Executive Somers said that there has not been investment in Arlington's airport in years. Concerns regarding the Arlington Airport for commercial use include the length and lack of quality of the runway.

Councilmember Welch is looking for ways to make this area a better area for businesses. He noted that businesses such as REI and Expedia are not relocating north. Executive Somers responded that the PSRC recently completed a process that will designate the Arlington Airport area as a manufacturing industrial center under the regional plan, making it eligible for federal dollars to assist with transportation infrastructure.

Turning to local issues, Mayor Spencer commented on Cavelero Park and said that the momentum to design and develop the park has faded. He noted the county will invest more funds than originally promised, and the City will be investing a lot more than originally promised, and the state money is still there. The City would like to see this project moved forward. Mayor Spencer commented that in the bigger picture the City would like to be viewed as an area for sporting events. Mayor Spencer commented on the Lake Stevens Community Park and said the City would like to work with the County to make that a bigger park. Mayor Spencer said the City wants to drive the idea that the Lake Stevens downtown area is really well suited for people to visit while using the Centennial Trail, to have bicycle events begin and end in Lake Stevens and to have more soccer and lacrosse fields. He noted that the City just acquired the park at

Frontier Heights, and this will benefit the neighborhood. Mayor Spencer said maybe there are partnerships with the county here.

Councilmember McDaniel said that promises have been made about Cavelero Park and there is a need to follow through.

Mayor Spencer then commented on the future annexation of the area between Snohomish and Lake Stevens at the U.S. 2 / Highway 9 intersection. He said there are a lot of ways to view how this intersection is developed, or not developed, but he does not believe a big box store, fast food or gas station should be sited at that intersection, and there is not a need to compete with neighboring cities' retail. Mayor Spencer believes this needs to be discussed. Executive Somers agreed that a conversation needs to take place.

Mayor Spencer added that Lake Stevens has a budding industrial area and that a discussion about industrial land needs to take place.

Executive Somers commented on the county's economic development office and said it has been restructured, with nine sectors identified. One of the sectors is Recreation and Tourism, and Tom Teigen is the lead for this sector. He noted that the regions beauty and recreational opportunities attract tourism and he will check with Mr. Teigen regarding Cavelero Park.

Mayor Spencer said that the city's Economic Development Coordinator, Jeanie Ashe, and Parks and Recreation Coordinator, Jim Haugen are the point people for the city for parks and tourism. He added that the park has a lot of community support, and that an indoor sporting facility at Cavelero Park would be great.

Councilmember Welch said it would be unfortunate to lose the community excitement for the Cavelero Park development.

Executive Somers suggested that next year it might be appropriate to have a joint meeting with the County, Lake Stevens and City of Snohomish.

Mayor Spencer commented on the opioid issue and said that the city formed a Veterans Commission to provide services to veterans in the community. One of their missions will be to create a center in the city that can provide services to veterans who need assistance, whether it is getting a job, counseling or addiction therapy.

Executive Somers said it would be helpful to know what the Snohomish Health District is doing, so that the city can determine what it needs to do, and to avoid duplication of efforts.

Adjourn:

There being no further business, the meeting was adjourned at 6:57. p.m.

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk

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

Tuesday, November 14, 2017
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:01 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: Councilmember Marcus Tageant

STAFF MEMBERS PRESENT: Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Human Resources Director Teri Wright, Public Works Director Eric Durpos, Police Commander Jeff Beazizo, Deputy City Clerk Kathy Pugh, City Attorney Grant Weed, Economic Development Coordinator Jeanie Ashe, Commander Ron Brooks, Senior Engineer Cory Nau, Senior Planner Josh Machen

OTHERS: Kurt Mills, SnoPac Executive Director

Pledge of Allegiance: Council President Kurt Hilt led the Pledge of Allegiance.

Roll Call: Moved by Councilmember Welch, seconded by Councilmember Petershagen, to excuse Councilmember Tageant from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda:

Moved by Councilmember Welch, seconded by Councilmember Daughtry, to approve the agenda as presented. On vote the motion carried (6-0-0-1).

Citizen Comments:

Lance Morehouse, Executive Director Sherwood Community Services, 402 901st Avenue NE, Lake Stevens, spoke in support of establishing specific human services funding in the budget. He suggested methods for identifying priorities and then designating funding for specific priorities. Mr. Morehouse suggested \$100,000 be included in the 2018 budget for human services.

Council Business:

- Councilmember Daughtry: Economic Development.
- Councilmember Petershagen: Sewer District, Parks subcommittee, Planning Commission.
- Councilmember Hilt: Fire Commissioner Meeting, State Board of Health, Snohomish Health District, thanked staff for the work they do.

- Councilmember Welch: Arts Commission.
- Councilmember McDaniel: Planning Commission, Historical Society, Economic Development, Admin. Subcommittee.
- Councilmember Holder: Economic Development and Parks subcommittees, tree lighting December 2nd with Santa.

Mayor's Business: Snohomish County Tomorrow, attended several meetings regarding U.S. 2 Trestle replacement, 2018 Legislative Agenda with Doug Levy at next Council meeting, Master Builders Legislative Agenda.

City Department Report:

- Community Development Director Wright: City does participate in Snohomish County Tomorrow and is on both the Steering and Advisory committees; he reviewed some of the recent SCT topics related to the UGA and the Vision 2040 strategy, Planning Commission, Winterfest, Beautification Plan, Planning Bootcamp on December 8.
- Public Works Director Durpos: Storm problems, work is targeted to get in front of issues and be self-sustainable.
- Police Commander Beazizo: Emergency Management Coordination Center with partner agencies, hiring update.
- Human Resources Director Smith: Open-enrollment with some significant benefit changes, Guild negotiations.
- Finance Director/City Clerk Stevens: Asked about the Council meeting scheduled on December 26, and there was consensus to cancel the meeting by motion on the November 28, 2017 consent agenda.

Consent Agenda:

MOTION: Moved by Councilmember Welch, seconded by Councilmember McDaniel, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$168,593.98, Payroll Checks 43780-43782 totaling \$5,343.90, Tax Deposits of \$65,522.61, Electronic Funds Transfers (ACH) of \$148,619.20, Claims Check Nos. 43777-43779, 43783-43916 totaling \$1,040,065.86, Void Check Nos. (None), Total Vouchers Approved: \$1,428,145.55], (B) City Council Workshop Meeting Minutes of October 24, 2017; (C) City Council Regular Meeting Minutes of October 24, 2017, and (D) Subscriber Agreement with Public Safety Testing. On vote the motion carried (6-0-0-1).

Public Hearing:

First Reading of Ordinance No. 1005 Adopting 2018 Budget: Mayor Spencer opened the Public Hearing. Finance Director Stevens presented the staff report and said this is a first reading of Ordinance 1005 adopting the 2018 Budget. The second reading is scheduled for the November 28, 2017 Council meeting. She reviewed the proposed 2018 budget, including projected revenues and expenditures, and changes made to it since the Council's workshop on October 24, 2017. She then responded to Councilmembers' questions.

Councilmember Holder asked about the Information Technology Network/Security Analyst position, and Director Stevens responded this is not a new full time employee (FTE), but a reclassification of the current IT Specialist who is already doing this work. Other employee reclassifications include the Assistant Planner to Associate Planner and the Deputy City Clerk to

City Clerk. The .6 FTE is the Senior Planner position that was just recently approved by Council and was filled by an existing Senior Planner who wished to move to part time from full time.

Councilmember Hilt commented on the forecast model, noting there are no new large revenue sources, such as retailers or commercial development, and that the budget is based on the current population, and Director Stevens confirmed this.

Responding to Councilmember Holder's question regarding assumptions related to surface water treatment regarding the phosphorus and alum treatments and how annexations will affect these assumptions, Director Stevens said these annexations do not have a big impact.

Councilmember Petershagen asked how the public will find the actual lists of capital projects related to traffic and pedestrian projects. Director Stevens advised that staff is currently updating the lists related to the Capital Improvement Projects (CIP). She reviewed that what is in the 2018 budget only represents a small number of the CIP projects.

Mayor Spencer responded to Councilmember Petershagen's question as to what streets will be overlayed in 2018, saying that as far as sidewalks are concerned the budget reflects a placeholder and no decisions have been made on which sidewalks will be done. City Administrator Brazel is working with Public Works Director Durpos on an idea of using not only the WSDOT funds for safe sidewalks to schools, but also looking at the feasibility of the City purchasing its own forms and establishing its own crews to put sidewalks in more quickly and a lower cost. Mayor Spencer commented on the Street Fund saying that there are a number of roundabouts and other improvements that are identified. Other street work has not yet been identified. Regarding the roundabouts, specifically the one planned for Market and 91st will be constructed. There is still a list of sidewalks that was developed about five years ago that will be used as a start point to identify sidewalk improvements.

Director Durpos added that the City is working with WSDOT on the roundabout at 91st and Market, and it looks like it will work.

Mayor Spencer said the City needs to address the horrible conditions on 20th Street SE, and the resultant problems with the feeder streets, and there are some improvements that can be made that will provide some relief.

Mayor Spencer invited public comment.

Anne Anderson, Executive Director of the Lake Stevens Community Food Bank Director, 2111 117th Avenue NE, Lake Stevens, supports Human Services Funding to benefit many of the charities in Lake Stevens.

Mayor Spencer asked for additional public comment and there was none. He then closed the public comment portion of the Public Hearing, and asked for any additional questions by Council.

Responding to Councilmember Daughtry's question regarding funding for human services, Director Stevens said that the budget includes funding for the Senior Center at \$40,000 and \$30,000 for the Snohomish Health District. Also, there is funding for consultants for the Veterans Commission. All three of these items of which have a human services focus. Director Stevens asked if Council is looking to move the budget to \$100,000 from where it is now, or if

another \$100,000 is being requested for human services. Moving the budget to \$100,000 would have minimal impact.

Mayor Spencer suggested moving the budget up to \$100,000. He said he looks at the budget in terms of how do upward adjustments to the budget affect the City's reserves.

Councilmember Daughtry would like to see an additional \$100,000 added to the budget.

Councilmember Holder reminded at one time the City did have specific Human Services Funding.

Councilmember Daughtry recalled the problem with this budget item was that recipients of human services funding did not report back on how the funds were spent.

Councilmember Hilt asked that Director Stevens show the budget impact of both adding an additional \$100,000 and increasing the budget to \$100,000 for human services funding.

Mayor Spencer invited additional comments from Council and there were none, so he then closed the Public Hearing.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Daughtry to hold the first reading of Ordinance No. 1005 adopting a 2018 Budget. On vote the motion carried (6-0-0-1).

Action Items:

Admin/Budget Subcommittee: Councilmember McDaniel reported that the subcommittee was updated on the property tax levy ordinance, and also on the change in insurance. Directors Stevens and Smith will provide detail with their staff reports.

Approve Ordinance No. 1006 Levying Taxes Upon All Real Property-Real, Personal and Utility: Director Stevens presented the Staff Report and said that Snohomish County requires all cities to submit an ordinance to them by November 30 of each year authorizing the County to collect taxes on behalf of the city. This year's increase would be a 1% increase. Director Stevens then invited Councilmembers' questions and there were none.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adopt Ordinance No. 1006, authorizing the collection of property tax levy for 2018 and setting the property tax levy. On vote the motion carried (6-0-0-1).

Approve Agreement with New York Life re Life Insurance: Human Resources Director Teri Smith presented the staff report and said that moving to New York Life to administer the employer-paid life insurance, accidental death and dismemberment, and long term disability insurance, will provide a significant savings in rates that allows the City to select better benefit options, and in some cases provides a significant increase to employee benefits. Director Smith then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember McDaniel, to authorize the Mayor to sign an Agreement between New York Life and City of Lake Stevens for life insurance. On vote the motion carried (6-0-0-1).

Approve Non-Represented Employee Pay Scale: Director Smith presented the Staff Report and said that the last salary schedule was approved in 2014. She reviewed the process for arriving at the proposed non-represented employee pay scale. With approval of the proposed non-represented employee pay scale, Council will also be approving a defined methodology for calculating the salary ranges and steps within each range for non-exempt and exempt non-represented positions. Director Smith explained that with the cost-savings in changing medical plans in 2018, there will be little cost impact to move to the proposed pay scale. Director Smith then responded to Councilmembers' questions.

Councilmember McDaniel commented that the subcommittee spent a lot of time on this, including scrutiny of the comparable cities. The result is a very clean and transparent process. She added that a review process will be implemented, and allowances will be put in place for long-term employees, which will benefit the City.

Mayor Spencer added that the City Administrator is asking all department directors to set goals for the year. The goals will be used to assess performance expectations and help ensure the City maintains high quality employees.

Responding to Councilmember Daughtry's question regarding comparable cities. Director Smith said represented employees look at their comparables a little differently. This year the single list worked for both represented nonrepresented employees.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to incorporate a new salary schedule for non-represented employees with the 2018 Budget. On vote the motion carried (6-0-0-1).

Economic Development Subcommittee: Councilmember Daughtry reported the subcommittee met today and discussed the resolutions for the Pellerin and Rhodora annexations. This included information that was presented about a potential new zoning designation that would reduce lot sizes but not as significantly as a High Urban Residential designation. Council will need to review to review this, and for now it is a placeholder. Councilmember Daughtry also provided a Visitor Information Center and Chamber update.

Approve Resolution 2017-18 re Pellerin Annexation: Senior Planner Josh Machen presented the Staff Report and reviewed the history of this annexation petition. The proposed annexation is located just south and east of the Lake Stevens city limits, just across South Lake Stevens Road, and is approximately 64 acres. Planner Machen said he did receive a letter from the petitioner indicating they would like to modify the boundary on the annexation to remove eight properties at the eastern side of the annexation. He then reviewed the history of the Council's annexation plan, beginning in 2016 with the passage of Resolution 2016-21.

Mayor Spencer asked that Planner Machen present the Staff Report for the Rhodora Annexation as well.

Approve Resolution 2017-19 re Rhodora Annexation: Planner Machen presented the Staff Report and reviewed the history of this annexation petition. The proposed annexation is located

at the northeast corner of South Lake Stevens Road and Machias Cutoff Road and extending north along the lake. The area is currently a mix of zoning areas in Snohomish County. There are several developments that are built out in this proposed annexation, and also an undeveloped area that is ripe for development. The undeveloped area was also discussed by the subcommittee as potentially being zoned in a new Compact Residential zoning. Before Compact Residential zoning could be approved it would have to go through the public process beginning with the Planning Commission, and final approval by the City Council.

Planner Machen then responded to Councilmembers' questions regarding both proposed annexations. There was discussion as to whether removing the eight properties on the east side of the Pellerin annexation would create an island. Planner Machen related his understanding is that these eight properties have already received approval from the County for subdivision and construction is scheduled to go forward next spring.

David Toyer of Toyer Strategic Consulting, 3705 Colby, Everett, said he has been working with property owners of both annexations and helped put together the 10% petitions. Speaking to the Rhodora Annexation he reviewed that three of the eastern property owners requested to be removed from the boundary, and he believes this makes sense because the eastern boundary will then be the Machias Cutoff Road, which is a cleaner boundary.

Turning to the Pellerin Annexation, Mr. Toyer confirmed that he was contacted this afternoon by several property owners in the northeast portion of the proposed annexation area, requesting that they be removed for the reason that they already have approved subdivision plans from the County.

Mr. Toyer said that in both the Pellerin and Rhodora proposed annexations, the property owners believe that the zoning identified in Resolution 2016-21 is appropriate. If Council approves these two 10% petitions it will allow both areas to move forward with 60% petitions.

PELLERIN ANNEXATION MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Petershagen, to accept the 10 percent annexation petition and authorize the circulation of a 60 percent petition for the Pellerin Annexation, as amended, pursuant to Resolution 2017-18, and further recommend the City require the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness.

Mayor Spencer invited Council discussion.

Councilmember Hilt said he would prefer to continue this to the next meeting, and said he is concerned about the Compact Residential zoning designation.

Councilmember Daughtry said his concern is more to the petitioner, in that they assumed their zoning designation would be High Urban Residential, and the subcommittee decided they would prefer a Compact Residential zoning at their meeting this afternoon.

Councilmember Petershagen commented it's only a 10% petition and there is a lot of process to go through before the annexation will be completed.

City Attorney Weed summarized the annexation process, including the timeline and required review by the Boundary Review Board. Attorney Weed said that authorization of circulation of a

60% petition starts the process over. He also noted the City can designate the zoning at annexation, but that is not cast in stone and rezones do happen.

Councilmember McDaniel commented the zoning was discussed extensively at the subcommittee meeting this afternoon, and approval of the resolution this evening give the petitioner the ability to move forward.

Mr. Toyer commented that the citizens in the Pellerin annexation area have the understanding that the zoning will be as identified in Resolution 2016-21, and what is being discussed tonight as far as zoning is new.

Councilmember Daughtry commented that throughout the recent election campaign, he and his opponent consistently heard from voters that they are concerned about rapid development and are looking for density relief.

Councilmember Holder also expressed concern about the impacts of annexation and potential increased development to the integrity of South Lake Stevens Road.

Councilmember McDaniel believed that annexation would give the City better control over how the roadway is maintained and improved.

Mayor Spencer reminded that Council was looking at a design to put a sidewalk in on South Lake Stevens Road, and ultimately it was determined it would be better to include sidewalks as part of a major improvement to that road.

VOTE: On vote the motion to approve Resolution 2017-18, regarding the Pellerin Annexation, as amended, carried (6-0-0-1).

RHODORA ANNEXATION MOTION: Moved by Councilmember Welch, seconded by Councilmember Daughtry, to accept the 10 percent annexation petition and authorize the circulation of 60 percent petition for the Rhodora Annexation pursuant to Resolution 2017-19, and further recommend the City require the simultaneous adoption of land use and zoning designations and require the assumption of all existing City indebtedness.

Councilmember McDaniel said that she attended the public meeting on the Rhodora Annexation.

Mayor Spencer stated that the motion is made with the understanding that staff will also be coming back with a recommendation for Compact Residential zoning for this area as well.

VOTE: On vote the motion to approve Resolution 2017-19, regarding the Rhodora Annexation, carried (6-0-0-1).

Public Safety Subcommittee: Councilmember Rauchel briefly reviewed the history of the effort to consolidate SnoPac and SnoCom, and said the new agency Snohomish County 911 will be in service effective January 1, 2018, and that all agencies wishing to receive dispatch services after this consolidation will have to sign the Interlocal Agreement being presented this event. It is staff's recommendation that Council approve this requested action.

Approve Ordinance No. 1007 re Interlocal Agreement Creating a New Emergency

Communications Agency: Commander Beazizo introduced SnoPac Executive Director Kurt Mills and said he will present the staff report and respond to any questions Council may have. Also, Attorney Weed is available to respond to questions.

Mr. Mills reviewed history of the two emergency dispatch centers, and bringing them together is a service enhancement, particularly because the need to transfer calls will be eliminated. The transition will take a year and will be smooth and transparent to community. Community members should not see any changes or interruptions to their service, except for those citizens whose emergency calls were transferred; the plan is to eliminate those transfer calls immediately.

Attorney Weed commented that because the City is a direct provider of law enforcement services it has the opportunity to join the new entity Snohomish County 911 as a "principal agency," which means it is a direct participant and will participate in a caucus that selects the governing board members.

Mr. Mills added that Lake Stevens would be the largest city in what is the "small police" caucus. Board representation is from of a group of nine agencies. It will change to eight agencies with three votes and is almost identical to what is in place today.

Councilmember Hilt commented this is a good thing.

Attorney Weed noted a correction in the action. Council will be approving a resolution and not an ordinance. Deputy Clerk Pugh said the resolution number is 2017-20.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Holder, to approve Resolution 2017-20 authorizing the Mayor to enter into an Interlocal Agreement creating a new regional emergency communications services agency. On vote the motion carried (6-0-0-1).

Public Works Subcommittee: Councilmember Petershagen introduced the next action item and said that Director Durpos will provide details. He added that because there was not a Public Works Subcommittee meeting, this was not reviewed by the subcommittee.

Award Bid and Approve Public Works Contract re Callow Road Frontage Improvements:

Public Works Director Durpos presented the Staff Report and reviewed the scope of the frontage improvements scheduled for Callow Road. Director Durpos noted the original idea was that the road improvements would be part of the mitigation completed by the developer for the Nourse property, but that is not a legal process, and because of this projects importance the City determined to take over the project. He reviewed the history of the request for bid and noted that fourteen bids were received and said that SRV Construction was the lowest responsive bidder. He then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Petershagen, to award the Callow Road Improvements Lundeen 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. On vote the motion carried (6-0-0-1).

Approve Reimbursement of Attorney Fees to Frontier Heights Homeowners Association re Frontier Heights Park Property Transfer:

Parks Subcommittee: Councilmember Holder said that the payment of the Frontier Heights Homeowners Association attorney fees is a nominal fee in the grand scheme of the cost of acquiring park property, and the City taking over this park will ultimately increase the value of the neighborhood homes and provide additional park services to the community.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Daughtry, to authorize the Mayor to sign the Agreement to Pay Attorneys Fees of the Frontier Heights Homeowners Association related to transfer of the Frontier Heights Park to the City of Lake Stevens. On vote the motion carried (6-0-0-1).

Discussion Items:

Update on Interlocal Agreement with Snohomish County re Cavelero Park: Kathy Holder said this has been a very long process, and if the interlocal agreement is ready it is time to move forward.

Community Development Director Russ Wright commented the delay has been in the negotiation of the interlocal agreement. The City has provided comments and the County has been slower in returning documents. Final items to be resolved include what happens to the City's resources and financial contributions to the park if the County decides in the future to sell the park. If this were to occur the City believes the County should convey the park to the City or that the City should have a first right of refusal to purchase the park.

There was consensus to continue the meeting past 9:00 p.m.

Comprehensive Plan Briefing: Director Wright reminded Council of the docket set for 2017 for the Comprehensive Plan. Because we are close to the end of the year this will be pushed out for adoption in January 2018. The proposed changes to this year's comprehensive plan include two land use changes, one to Eagle Ridge Park, and the other the proposed civic campus at Chapel Hill and 99th. Other main changes include updates to the parks element and the capital facilities element. Director Wright said that moving forward, there are some new zones that might be brought to Council, and a big focus will be on how to connect the Capital Facilities Plan to the Land Use and Housing element a little more closely.

Director Wright then responded to Councilmember Welch's question regarding the timing for possible zoning changes, and said the 2017 Comprehensive Plan Docket would not affect any future development. Director Wright said that the City has achieved about 50% of its growth target since 2012 under the Buildable Lands Report and is on track to meet its growth targets under the zoning established at that time. Director Wright said there are also some areas where zoning can be modified to speed up the process, but this will be dependent on Council direction following its retreat in January.

Executive Session: None.

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Hilt, to adjourn the meeting at 9:05 p.m. On vote the motion carried (6-0-0-1).

John Spencer, Mayor

Kathy Pugh, Deputy City Clerk



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 28, 2017

Subject: Cancellation of December 26, 2017 City Council Regular Meeting

Contact

Person/Department: Barb Stevens, Finance Director/City Clerk **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve cancellation of the regularly scheduled City Council meeting on December 26, 2017.

SUMMARY/BACKGROUND: At the November 14, 2017 City Council meeting staff inquired if Council wished to cancel the December 26, 2017 regularly scheduled Council meeting. Following discussion there was consensus to cancel this meeting, and staff advised it would be brought back for a vote on the Consent Agenda.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: N/A

ATTACHMENTS: None.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 28, 2017

Subject: Public Hearing - 2018 Budget Ordinance 1005

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve Final Reading of 2018 Budget and 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 revised 2018 Proposed Budget is attached and includes the following updates:

- The beginning balance of fund 301 – Capital Project Developer Contribution increased from \$2,528,506 to \$2,988,506 due to an unexpected receipt of revenue.
- The Organizational Chart listed (2) PW Supervisors, which should be correctly listed as (2) PW Leads.

Additionally, options have been included in this packet regarding the 2018 budgeted contribution made by the City for Human Services. Three options are presented below:

- Maintain current budget amount which will include \$30,900 to the Snohomish County Health District, and \$40,000 to the Lake Stevens Senior Center (includes \$20,000 roll forward from 2017). Total \$70,100
- Increase total Human Services contribution to \$100,000 adding \$29,900 to the 2018 budgeted, increasing General Fund expenditures to \$14,268,373 and decreasing ending fund balance to \$5,392,230.
- Increase total 2018 budgeted Human Services contribution by \$100,000, increasing General Fund expenditures to \$14,339,273 and decreasing ending fund balance to \$5,321,330.

The table below shows the changes in General Fund forecasting balance through 2024 for the various options:

Human Services Options	2018	2019	2020	2021	2022	2023	2024
Combined General Fund Ending Balance	\$7,987,124	\$6,485,895	\$5,927,573	\$5,242,440	\$4,602,243	\$3,802,718	\$2,939,008
No Change	62%	55%	49%	42%	36%	29%	22%
Combined General Fund Ending Balance	\$7,957,124	\$6,455,595	\$5,896,970	\$5,211,531	\$4,571,025	\$3,771,500	\$2,907,790
\$30K Addt'l 2018 only	62%	55%	49%	42%	36%	29%	21%
Combined General Fund Ending Balance	\$7,957,124	\$6,355,595	\$5,695,970	\$4,908,521	\$4,164,985	\$3,265,460	\$2,301,750
\$30K Addt'l + \$100K Annually	62%	54%	47%	40%	32%	25%	17%
Combined General Fund Ending Balance	\$7,887,124	\$6,284,895	\$5,624,563	\$4,836,399	\$4,092,142	\$3,192,618	\$2,228,907
\$100K Addt'l + \$100K Annually	61%	53%	47%	39%	32%	24%	16%

The final budget ordinance will reflect the action approved by Council regarding this decision.

The 2018 Proposed Budget document 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
- ▶ Exhibit A – Organizational Chart

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, the content which will be set forth in the document entitled City of Lake Stevens 2018 Annual Budget, 1 copy of which will be 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 Bal.	Beg.	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.	\$2,988,506		\$379,720	\$2,530,000	\$838,227
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>	<u>\$0</u>		<u>\$201,200</u>	<u>\$201,200</u>	<u>\$0</u>
	Total	\$24,958,523		\$22,680,382	\$28,909,178	\$18,729,727

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

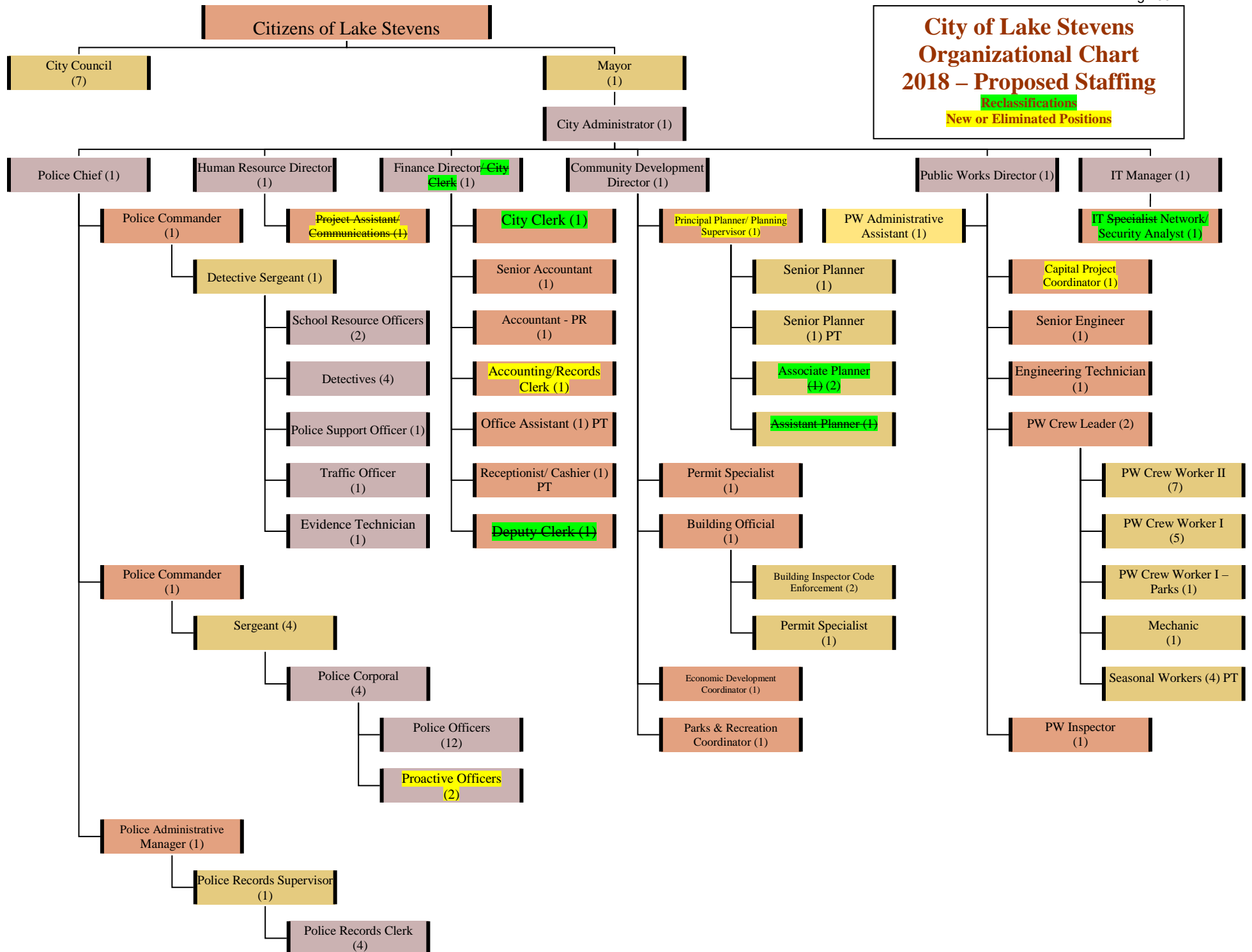
ATTEST:

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:





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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 28, 2017

Subject: Reconsideration of Resolution 2017-018 (Pellerin Annexation Petition) and Resolution 2017-019 (Rhodora Annexation Petition)

Contact Joshua Machen, AICP, Senior Planner
Person/Department: Russ Wright, Community Dev. Director

Budget none
Impact:

ACTION: Provide staff direction on reconsideration requests to bring back revised resolutions for Council's consideration at its next meeting.

BACKGROUND:

In 2016, City Council passed Resolution 2016-21 to guide future annexations. The annexation plan established an approximate schedule to annex areas in the Unprotected Growth Area and identified preferred zoning based on this schedule. The proposed sequence focused on completing annexations in the northeast UGA first. Annexations in the southeast UGA would be a future goal following a full analysis of fiscal and service impacts (this study is underway). The city has been working diligently with property owners in the northeast UGA to complete annexations. Staff has also been coordinating with interested parties in the southeast UGA that would like to propose early annexations in the southeast UGA.

At the November 14, 2017 City Council meeting, the Council considered and passed resolutions accepting two 10 percent annexation petitions. By accepting the 10 percent petitions, the petitioners can move forward to collect signatures for the 60 percent petition prior to holding a public hearing. In passing the resolutions, the City Council designated portions of the annexation areas to be designated as Compact Residential (CR). This zone does not currently exist in the Lake Stevens Municipal Code, but was anticipated when Council passed its annexation plan in 2016. Staff anticipated developing these regulations for the CR zone prior to the annexation of properties in the southeast UGA. On November 15, 2017, the City received a request for reconsideration of the Pellerin Annexation objecting to the proposed zoning of Compact Residential (**Attachment 1**). Subsequently, staff has received a revised reconsideration request for Pellerin that would reduce the boundaries to approximately 35 acres (the original proposal was approximately 67 acres) (**Attachment 2**) and an additional request to reconsider the Rhodora annexation (**Attachment 3**). The petitioners would like the Pellerin annexation to proceed under the HUR zoning indicated in the Council's annexation plan due to market factors related to developing the properties. The reduction in area relates to known persons interested in signing the 60 percent petition. They would like the Rhodora annexation to also be considered under the HUR zoning due the uncertainty in the petition moving forward under a proposed zoning. The petitioner has also included excerpts from the MRSC Annexation Handbook (**Attachment 4**).

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Based on internal discussions with administration and direction from the City Attorney, the City Council may take one of the following actions when reconsidering actions for the Pellerin Annexation and the Rhodora Annexation to ensure that potential petitioners clearly understand the zoning implications involved with annexation:

1. Direct staff to prepare a revised resolution affirming the acceptance of the 10 percent annexation petitions and authorizing the circulation of the 60 percent petitions for the Pellerin and Rhodora Annexations with current zoning designations for the annexations areas of “HUR” (High Density Residential) and “WR” (Waterfront Residential) for properties within 200-feet of the Lake Stevens Shoreline, which are existing zones within the Lake Stevens Municipal Code. The City Council may consider zoning changes in the future after completing its review of zoning regulations and the Comprehensive Plan in 2018.
2. Direct staff to prepare revised resolutions affirming the acceptance of the 10 percent annexation petitions as originally submitted, but only authorizing the circulation of the 60 percent petition for the Pellerin and Rhodora Annexations after the City Council adopts zoning regulations for the CR zoning designation after completing its review of zoning regulations and the Comprehensive Plan in 2018.
3. Rescind Resolution 2017-018 (Pellerin Annexation Petition) and Resolution 2017-019 (Rhodora Annexation Petition) accepting the 10 percent petitions until the City Council completes its review of zoning regulations and the Comprehensive Plan in 2018.
4. As to the revised boundary proposed for the Pellerin annexation, staff recommends not modifying the boundary as the modified boundary would create an irregular city boundary in conflict with the city’s stated annexation goals in Section 3.2 of Resolution 2016-21 as follows:

“In considering all annexations, the City will evaluate preservation of existing neighborhoods, consider natural physical boundaries e.g., bodies of water, highways and land contours; preserving logical service areas; preventing abnormal or irregular boundaries; and adjusting of impractical boundaries outlined in RCW 36.93.180.”
5. As to the request to provide modified zoning regulations for the HUR zone with the Rhodora application, the proponent would need to enter into a development agreement with the city upon annexation. As to the modified zoning, the Economic Development Subcommittee has previously expressed their desire to see uniform zoning in proposed annexations as reflected in Option 1.

ATTACHMENTS

- Attachment 1 – Request for Pellerin Reconsideration
- Attachment 2 – Revised Request for Pellerin Reconsideration
- Attachment 3 – Request for Rhodora Reconsideration
- Attachment 4 – MRSC Excerpt



November 15, 2017

Lake Stevens City Council
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

RE: REQUEST FOR RECONSIDERATION OF PELLERIN ANNEXATION BOUNDARY & PROPOSED ZONING

Dear Councilmembers:

As the firm representing the petitioners of the proposed Pellerin Annexation, we hereby respectfully request reconsideration of Resolution 2017-018 approved by the City Council on November 14, 2017, which accepted our 10% petition for annexation and designated the proposed zoning as Compact Residential (CR).

Our request for Council reconsideration is based on the following factors:

1. Petitioners' land has been considered for development several times over the last ten years; however, the biggest hurdle to development has been the ability to achieve enough density to overcome site constraints and absorb infrastructure costs.
2. Petitioners' decision to circulate a 10% petition for the annexation of this area was **exclusively** based on the City's annexation plan and the preferred zoning approved in Resolution 2016-021 – a copy of which is attached hereto.
3. That preferred zoning established by Resolution 2016-021 for Area 6 (the location of the Pellerin Annexation) included a mix of zoning designations for the proposed annexation area: HUR 3600, SR 9600 and CR 5500.
4. Petitioners' were unaware prior to the required meeting with the petitioners that there was a change in preferred zoning being considered and the petitioners were not able to substantively review the potential implications of this change in zoning.

As part of the reconsideration process, Petitioners ask to have the opportunity to discuss proposed zoning for this area.

Should you have any questions, please do not hesitate to contact me at any time.

TOYER STRATEGIC CONSULTING, LLC.



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

CC: Mayor John Spencer
Gene Brazel, City Administrator
Russ Wright, Community Development Director
Josh Machen, Senior Planner

ENCS: Resolution 2016-021

RESOLUTION NO. 2016-21

A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON, ADOPTING AN ANNEXATION PLAN AND RECOMMENDING ZONING FOR FUTURE ANNEXATION AREAS

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 Council has recently reviewed the City's annexation strategy to determine whether it is consistent with current practices, policies and procedures; and

WHEREAS, the City is preparing an Annexation Plan that provides an annexation strategy for the orderly transfer and transition of unincorporated territories within the Lake Stevens UGA into city limits; and

WHEREAS, the Council deems it necessary, appropriate and in the public interest to identify preferred Land Use and Zoning designations for the future annexation areas for consistency with the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED:

That the City Council of the City of Lake Stevens, Washington, does hereby accept and adopt the Annexation Plan set forth herein.

Section 1. Following Land Use Goal 2.9 of the Lake Stevens Comprehensive Plan, the City will support and promote the timely annexations of unincorporated areas within the City's UGA into the City in a manner that is fiscally responsible to ensure the City is able to provide a high level of urban service.

Section 2. Prior to initiating or accepting an annexation of unincorporated areas, within the Lake Stevens UGA, the City will consider the recommended sequence, proposed annexation methods and preferred land use / zoning designations as identified and attached to this resolution.

1. The attached Future Annexation Areas Maps (Exhibit A1 and A2) depict the Future Annexation Areas.
2. The attached recommended Annexation Sequence Table (Exhibit B) identifies a timeline for annexing Future Annexation Areas (FAA's) within the Lake Stevens UGA, preferred land use /zoning designations and proposed annexation methods authorized pursuant to Chapter 35A.14 RCW.
3. The City will consider citizen-initiated petition method annexations, on a case-by-case basis, when such annexations are supported by the technical review of factors considered in annexation proposals identified in this resolution and the Comprehensive Plan.

Section 3. Prior to initiating or accepting an annexation, the City will analyze Boundary Review

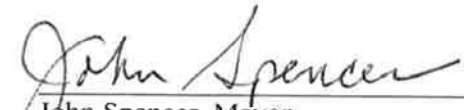
Board objectives, as specified in RCW 36.93.170 and 36.93.180.

1. In considering all annexations, the City will evaluate the factors outlined in RCW 36.93.180:
 - a. Population and territory; population density; land area and land uses; comprehensive plans and zoning, as adopted under chapter 35.63, 35A.63, or 36.70 RCW; comprehensive plans and development regulations adopted under chapter 36.70A RCW; applicable service agreements entered into under chapter 36.115 or 39.34 RCW; applicable interlocal annexation agreements between a county and its cities; per capita assessed valuation; topography, natural boundaries and drainage basins, proximity to other populated areas; the existence and preservation of prime agricultural soils and productive agricultural uses; the likelihood of significant growth in the area and in adjacent incorporated and unincorporated areas during the next ten years; location and most desirable future location of community facilities;
 - b. Municipal services; need for municipal services; effect of ordinances, governmental codes, regulations and resolutions on existing uses; present cost and adequacy of governmental services and controls in area; prospects of governmental services from other sources; probable future needs for such services and controls; probable effect of proposal or alternative on cost and adequacy of services and controls in area and adjacent area; the effect on the finances, debt structure, and contractual obligations and rights of all affected governmental units; and
 - c. The effect of the proposal or alternative on adjacent areas, on mutual economic and social interests, and on the local governmental structure of the county.
2. In considering all annexations, the City will evaluate preservation of existing neighborhoods, consider natural physical boundaries e.g., bodies of water, highways and land contours; preserving logical service areas; preventing abnormal or irregular boundaries; and adjusting of impractical boundaries outlined in RCW 36.93.180.
3. The City will support and promote the annexation and logical extension of urban services (e.g., sewer, water, stormwater, etc.) following annexation within the UGA to implement the City's adopted comprehensive land use plan. Implementation measures will include adherence to the City's land use designations, development standards, utility codes, and neighborhood annexation and development strategies contained within the comprehensive plan.


Section 4. The provisions of this resolution are guidelines, which are intended to maximize coordination with Snohomish County that the City Council may (but is not compelled to) consider when reviewing an annexation proposal. This Resolution does not serve to rezone any property and is intended solely for the purpose of identifying zoning preferences in advance of future annexations. Nothing in this resolution shall be construed as limiting the discretion of the City Council or dictating any result in annexation review. Failure of the City Council to consider or implement the terms of this resolution shall not serve as grounds for Snohomish County or any other party to challenge an annexation.

PASSED by the City Council and APPROVED by the Mayor of the City of Lake Stevens, at a regular meeting held this 25th day of October 2016.

CITY OF LAKE STEVENS, WASHINGTON


John Spencer, Mayor

ATTEST:


Barb Stevens, City Clerk

APPROVED AS TO FORM:

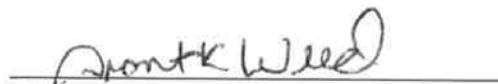

Grant Weed, City Attorney

Exhibit A1

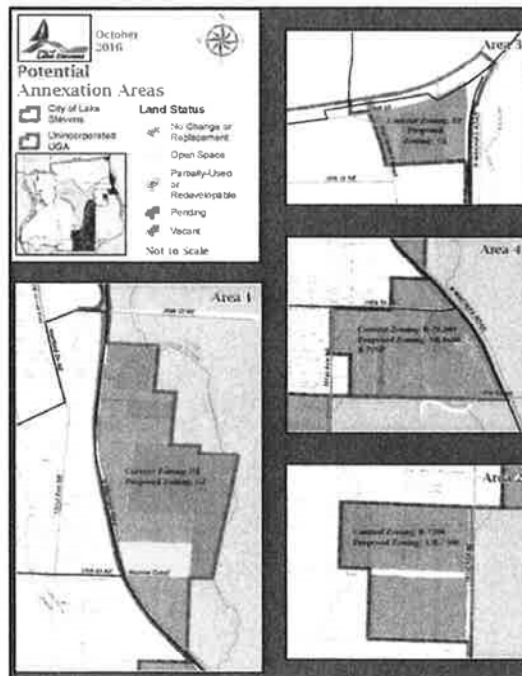


Exhibit B

Annexation ID	Future Annexation Area	Acres	Potential Annexation Methods	Proposed Zoning	Timing
Northern					
Area 1	Machias Industrial	App. 60	Election or Petition	General Industrial	4 th Quarter 2016
Area 2	131 st Ave NE	App. 36	Election or Petition	UR-7500	1 st Quarter 2017
Area 3	Northeastern Industrial	App. 16	Election or Petition	General Industrial	2 nd Quarter 2017
Area 4	Pilchuck / Bonneville	App. 70	Election or Petition Bonneville Field - Municipal	SR-9600 Public/Semi-Public	3 rd Quarter 2017
Southern					
Area 5	East Lake	App. 400 acres	Election or Petition	HUR – 3600 WR / SR 9600 CR – 5500 (Compact Residential new zone)	TBD
Area 6	South Lake Stevens Road	App. 300 acres	Election or Petition	HUR – 3600 SR 9600 CR – 5500 (new zone)	TBD
Area 7	20 th Street SE	App. 300 acres	Election or Petition	HUR – 3600 SR 9600 UR – 7500	TBD
West (not mapped)					
Area 8	West Lake Stevens	App. 5 acres	Election or Petition	UR – 7500	TBD



November 22, 2017

Lake Stevens City Council
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

RE: CLARIFICATION REQUEST FOR RECONSIDERATION - PELLERIN

Dear Councilmembers:

I've had the opportunity to meet with my clients in the last week to discuss the approval of Resolution 2017-018 on November 14, 2017, accepting our 10% petition for annexation and designating the proposed zoning as Compact Residential (CR).

My clients, the Petitioners, have asked that I clarify the following information:

1. Petitioners decision to initiate annexation of this area was **exclusively** based on the City's annexation plan and the City's indication in Resolution 2016-021 that HUR zoning would be applied to their properties.
2. Petitioners are skeptical that a "to be determined" Compact Residential (CR) zone can be sufficiently explained in order to collect enough signatures to surpass the 60% threshold within the proposed boundary (as of November 14, 2017).
3. Petitioners believe that waiting on the creation of a new zoning designation will unnecessarily delay the annexation. And more importantly, such delay cause petition signatures to become invalid. RCW 35A.01.040(8) provides, "*Signatures followed by a date of signing which is more than six months prior to the date of filing of the petition shall be stricken.*"
4. Petitioners are confident that they can obtain signatures of owner of property representing over 61% of the area reflected in the attached map.

My clients, the Petitioners, therefore ask the Council to reconsider Resolution 2017-018 as follows:

1. The Petitioners request reconsideration of this annexation's proposed land use designation to MDR and a change in the zoning to HUR, as contemplated by the Council in Resolution 2016-021.
2. Petitioners request that the City Council revised the boundaries to include only the area in which Petitioners are confident they will obtain over 60% of the signatures.

Petitioners are aware that the Boundary Review Board could expand the size of this annexation area, but are willing to accept the risk¹.

Should you have any questions, please do not hesitate to contact me at any time.

TOYER STRATEGIC CONSULTING, LLC.



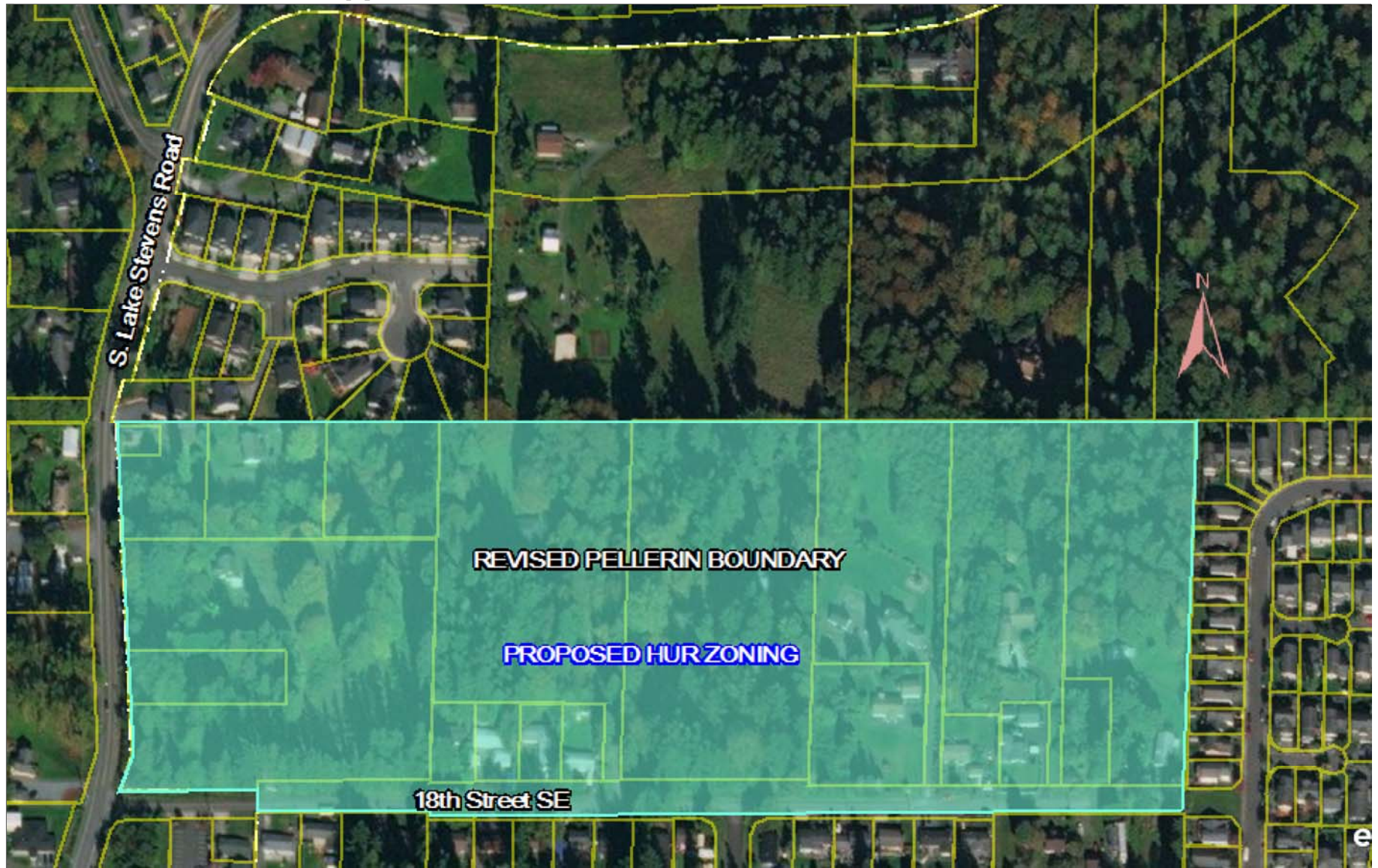
BY: DAVID K. TOYER
ITS: FOUNDER/AUTHORIZED AGENT

CC: John Spencer, Mayor
Gene Brazel, City Administrator
Russ Wright, Community Development Director
Josh Machen, Senior Planner

ENCL: Petitioners Proposed Revised Boundary

ⁱ It would appear based on research and the written opinion of the Municipal Research and Services Center (MRSC) that boundary review boards (BRBs) may not increase a boundary more than 100% of its original proposal. And that City are allowed to approve these boundaries. See MRSC manual "Annexation by Washington Cities and Towns" page 52, paragraph two.

Pellerin Revised 60%-Copy





November 22, 2017

Lake Stevens City Council
City of Lake Stevens
PO Box 257
Lake Stevens, WA 98258

RE: REQUEST FOR RECONSIDERATION OF PROPOSED RHODORA ANNEXATION

Dear Councilmembers:

As the firm representing several petitioning property owners in the Rhodora Annexation area, I am submitting a request on their behalf for reconsideration of Resolution 2017-019 approving a 10% petition for annexation and designating the proposed zoning as Compact Residential (CR).

This request for reconsideration is based on the following:

1. My clients and other property owners are not able to sufficiently determine how the proposed, but not created Compact Residential (CR) zone will impact their property, development rights and potential adjacent development impacts.
2. My clients and petitioners believe strongly based on preliminary outreach that this yet “to be determined” CR zoning designation will permanently stall this annexation based on the following:
 - a. Other property owners are skeptical and unwilling to sign the petition for fear of a “bait and switch” that allows a substantially different zoning proposal (real or perceived) to be approved later.
 - b. Property owners that are apathetic to the process of annexation are less motivated to sign a petition for annexation because the zoning is unclear.
3. Further, if the use of a yet “to be determined” CR zone does not itself kill the potential for annexation, Petitioners still believe that it will cause undeterminable delay as petition signatures expire. RCW 35A.01.040(8) provides, “*Signatures followed by a date of signing which is more than six months prior to the date of filing of the petition shall be stricken.*”

My clients therefore ask the Council to reconsider Resolution 2017-019 as follows:

1. Change the Rhodora’s zoning designations to those of existing city zones as shown on the attached map, subject to the following condition:

The HUR zone as applied to Rhodora requires:

- i. Minimum 50’ wide perimeter lots and 40’ interior lots
 - ii. Minimum 4,200 square foot average lot size (#lots/gross area)
2. See attached map for the proposed zoning.

Should you have any questions, please do not hesitate to contact me at any time.

TOYER STRATEGIC CONSULTING, LLC.

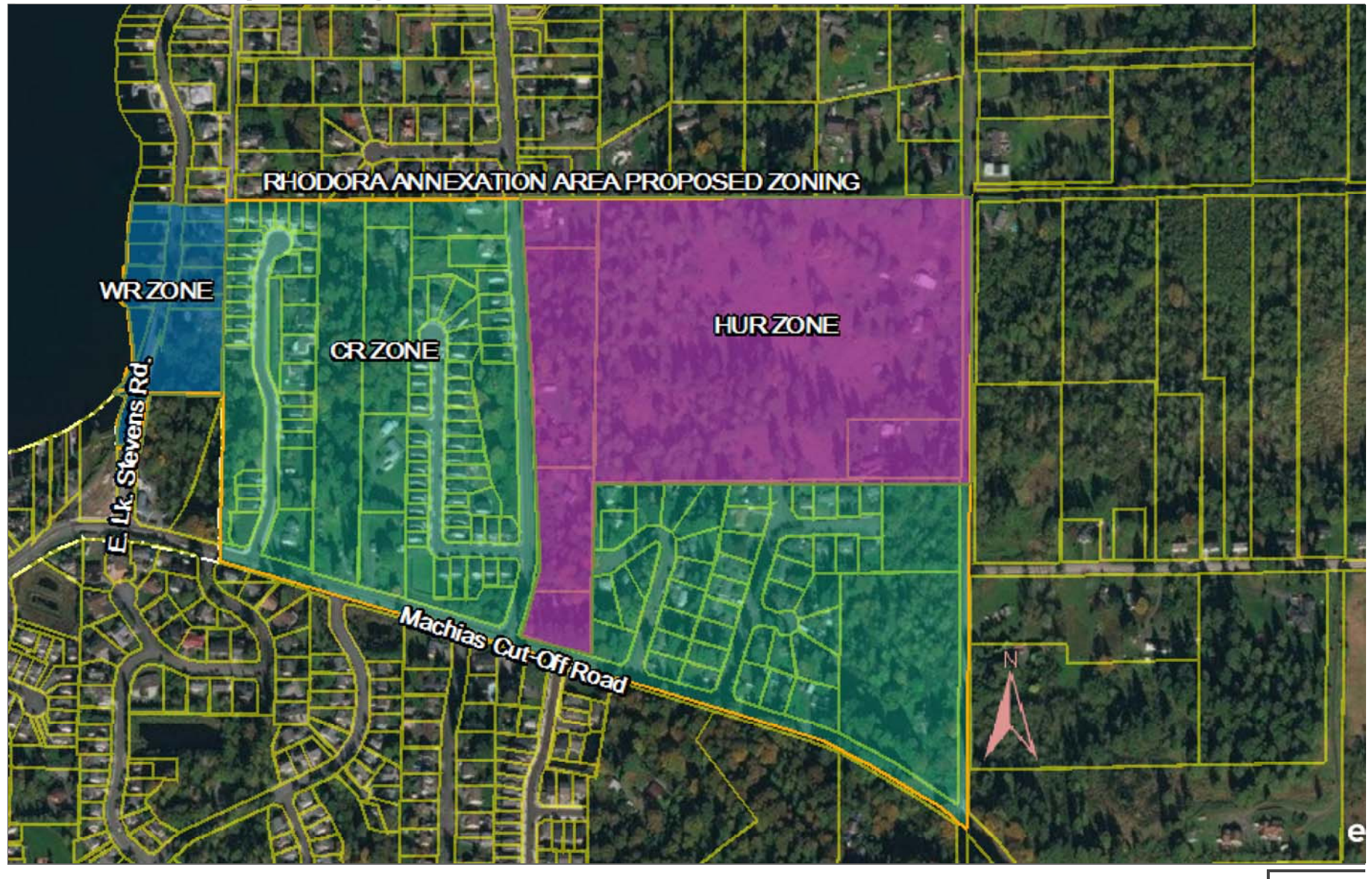


BY: DAVID K. TOYER
ITS: FOUNDER/AUTHORIZED AGENT

CC: John Spencer, Mayor
Gene Brazel, City Administrator
Russ Wright, Community Development Director
Josh Machen, Senior Planner

ENCL: Proposed Zoning for Rhodora Annexation

Rhodora Boundary & Zoning



the increase), and, under RCW 36.93.155, a city may not approve an annexation other than that which receives board approval. Thus, if the board adds territory to that included in the petition, one statute says a city may not annex property not included in the petition, and another says that the city must annex, if at all, all the territory that the board approved for annexation, which, in this circumstance, would be more than was included in the petition.

However, a 2006 state supreme court decision and a 2012 legislative response to that decision appear to have resolved this conflict. In *Interlake Sporting Ass'n v. State Boundary Rev. Bd.*, 158 Wn.2d 545 (2006), the court held that a boundary review board does not have authority under RCW 36.93.150 to add territory to an annexation; to do so would violate RCW 35A.14.140. (That latter statute contains the same authorization to "annex all or any portion of the proposed area" as does RCW 35.13.150.) The 2012 amendment to RCW 36.93.150(2) was, according to the that legislation's bill report, in response to the *Interlake Sporting Ass'n* decision, and it authorized the boundary review board to add territory to an annexation as long as the amount of territory added does not exceed 100 percent of the original proposal. Although the legislature did not also amend RCW 35.13.150 (and RCW 35A.14.140, which applies to code cities) to authorize city councils to approve annexations that increase the territory in the petition in cases where the boundary review board has increased the territory under RCW 36.93.150(2), it must have intended that a board's authority under RCW 36.93.150(2) trumps the restriction in RCW 35.13.150 (and RCW 35A.14.140); otherwise, the 2012 amendment to RCW 36.93.150(2) would have been of no real effect.

I. Review

1. Boundary Review Board³² (RCW 36.93.100)

If a boundary review board has been established within the county, the annexation initiators must file a notice of intention with the board within 180 days of when the annexation is proposed.

The board may assume jurisdiction over the annexation if, within 45 days of filing the notice of intention, a request for review is made by:

- a. The city to which the annexation is proposed, the county within which the annexation is proposed, or any other affected governmental unit; or
- b. Petition of registered voters or property owners.

If jurisdiction is not invoked within 45 days, the proposed annexation is deemed approved.

The board must act within 120 days of the review request, unless the board and the annexation initiators agree to an extension. If no decision is made within 120 days and no extension is granted, the proposal is deemed approved.

2. Ad Hoc Annexation Review Board

Whether review is required by an ad hoc annexation review board in counties which do not have a boundary review board is problematical. The state supreme court held in *State ex rel. Thigpen v. Kent*, 64 Wn.2d 823 (1964), that approval by an ad hoc annexation review board is not a condition precedent to a city council's approval of a 60 percent petition annexation. In light of this case, the legislature in 1973 attempted to remove altogether the requirement of

³²See Section 7.1.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 28th, 2017

Subject: Compression Brake Ordinance

Contact Person/Department: John Dyer, Chief of Police **Budget Impact:** N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approve a new section to the Lake Stevens Municipal Code, Section 7.28.040, prohibiting the use of compression brakes on public ways within Lake Stevens.

SUMMARY/BACKGROUND:

In early 2008, due to complaints of noise from compression brakes on SR 92, then Chief Celori brought forward an ordinance to prohibit compression brakes within the city limits. The ordinance passed on first reading, and came back for second reading on March 3, 2008. Following are some excerpt from the minutes:

Police Chief Celori commented as follows: this ordinance originated because of resident's complaints along SR92, State law prohibits unmuffled compression breaks, and Council has two options: prohibit compression breaks or enforcement of unmuffled compression breaks.

MOTION: Councilmember Dooley moved to continue second and final reading of Ordinance No. 767 compression breaks and defer to a time when Police Chief will bring back after looking into education of compression brakes on our roads. Seconded by Councilmember Hartwell; **motion carried unanimously.** (7-0-0-0)

There is no record of this ordinance being brought up again. Recently, there have been more complaints of the noise from compression brakes, along SR 92.

This has been reviewed by the Public Safety Committee. The Police Department requests direction on how the Council would prefer to deal with the issue of compression brakes.

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

ORDINANCE NO. 1007

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, PROHIBITING THE USE OF COMPRESSION BRAKES ON PUBLIC WAYS WITHIN THE CITY; ADOPTING A NEW LAKE STEVENS MUNICIPAL CODE SECTION 7.28.040 PROHIBITING THE USE OF COMPRESSION BRAKES ON PUBLIC WAYS WITHIN THE CITY AND ESTABLISHING PENALTIES FOR VIOLATION THEREOF; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the noise created by vehicles using compression brakes on public ways interferes with the public health and welfare of Lake Stevens citizens; and

WHEREAS, prohibiting the use of compression brakes on public ways within the City would solve this issue; and

WHEREAS, the City Council desires to adopt Lake Stevens Municipal Code section 7.28.040 prohibiting the use of compression brakes on public ways within the City;

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

Section 1: A new Section 7.28.040 of the Lake Stevens Municipal Code is adopted as follows:

7.28.040 Compression brakes prohibited.

- A. It is unlawful for any person to use unmuffled motor vehicle brakes on any public way in the City which are in any way activated or operated by the compression of the engine of any such motor vehicle or any component thereof.
- B. Bona fide emergency vehicles owned by a public entity and equipped and licensed in compliance with state law shall be exempt from the provisions of this section.
- C. The use of compression brakes prohibited in this section is designated as a traffic infraction and shall be punished by a monetary penalty of (a) Two hundred fifty dollars for the first violation; (b) five hundred dollars for the second violation; and (c) seven hundred fifty dollars for each violation thereafter.

Section 2: Severability. If any section, sentence, or clause of this Ordinance is ruled invalid by a court of competent jurisdiction, the remaining portion on this Ordinance shall remain valid and be in full force and effect.

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

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

John Spencer, Mayor

ATTEST/AUTHENTICATED:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

Grant Weed, City Attorney

First & Final Reading: November 28, 2017

Date of Publication: _____

Effective Date: _____



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 28th, 2017

Subject: Contract with Snohomish County Human Services Department

Contact Person/Department: John Dyer, Chief of Police **Budget Impact:** \$3,561 Grant

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Approval for the Mayor to sign a contract with the Snohomish County Human Services Department, to access \$3,561 of the First Responder Flex Fund project.

SUMMARY/BACKGROUND:

In 2016, the Snohomish County Human Services Department started a pilot project within Snohomish County, to create a “First Responder Flex Fund”. This fund was to be used by first responders to fill short term gaps in services to highly vulnerable community residents. The majority of this fund was used for individuals seeking emergency temporary shelter and transportation.

On October 20, 2017, Lake Stevens received notification from the Snohomish County Human Services Department, making us aware of this program, and inviting the City to participate, through 2018. The amount of money which would be available to the City is \$3,561.

I would anticipate that our greatest need be for temporary shelter and transportation. We would seek to purchase bus passes and hotel vouchers, and create a system to track them, for use by our employees when they encounter vulnerable citizens who are in need of immediate services.

BUDGET IMPACT:

This would be revenue and expenditure neutral.

ATTACHMENTS:

- Exhibit A: Letter from Snohomish County Human Services Department

Secondary (Duplicate) Copy

GS50-02-04 Rev. 1



Snohomish County

Human Services

3000 Rockefeller Ave., M/S 305
Everett, WA 98201-4046
(425) 388-7200
FAX (425) 259-1444
www.snoco.org

Dave Somers
County Executive

October 17, 2017

The Honorable John Spencer, Mayor
City of Lake Stevens
P.O. Box 257
Lake Stevens, WA 98258

RE: First Responder Flex Fund Project

RECEIVED
OCT 20 2017
CITY OF LAKE STEVENS

Dear Mayor Spencer:

As you may know, Snohomish County Human Services Department funded a pilot project, the First Responder Flex Fund Project, which ended June 30, 2017. This one-time pilot project was designed to assess whether such a fund would be of benefit to law enforcement and other first responders in jurisdictions throughout Snohomish County. The feedback we have received is that, for many jurisdictions, these funds were instrumental in filling short-term gaps in services to highly vulnerable community residents over the course of the two-year pilot. While some jurisdictions were able to start their own flex fund during the two-year pilot project period, we understand that others were not aware of the pilot project end date and are not currently in a position to make this service sustainable with their own resources.

Therefore, I wanted to let you know that we are able to make a pool of funds available to your city/town through 2018 to mitigate any gaps in services caused by the end of the pilot project. The amount we are making available to each jurisdiction is based on population. Should some jurisdictions opt out of receiving flex funds, that amount will be distributed among the remaining jurisdictions by population.

Should your city/town choose to have access to flex funds, we will issue a simple contract that identifies the amount available to your city and allows for you to invoice the County on a regular basis for reimbursement for the flex funds used. We will also have a staff member available to help identify possible vendors for services.

October 17, 2017
Page 2

Our hope is that these funds will allow you to continue to assist the most vulnerable residents of your community for the next twelve months while providing you and us time to explore opportunities for the creation of a sustainable flex fund for your community.

During the pilot project, the majority of requests were for individuals seeking emergency temporary shelter and transportation.

Based on population, the City of Lake Stevens' pro-rata share of the flex funds available is \$3,561.

If you are interested in receiving flex funds, please contact Debbi Trosvig at debbi.trosvig@snoco.org or (425) 388-7116 to begin the contracting process. And, please do not hesitate to contact me at Maryjane.brell@snoco.org or (425) 388-7204 should have any questions about this information.

Thank you so much!

Sincerely,



Mary Jane Brell Vujovic, Director
Snohomish County Human Services Department



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: November 28, 2017

Subject: Condemnation of Parcels 014, 018, 019, 021, 034, 040, and 040A for the 20th Street SE Improvement Project

Contact	Grant K. Weed,	Budget	Variable based upon transaction
Person/Department:	City Attorney	Impact:	and acquisition costs for each parcel

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve Ordinance 1008 authorizing condemnation of strip parcels required for 20th Street SE improvements.

SUMMARY/BACKGROUND:

The property in question is described in **Exhibit A** of the proposed ordinance, consisting of strips adjacent to the north and south sides of 20th Street SE, and intersecting side streets, and temporary construction easements for the widening of 20th Street SE. The improvements will enhance public safety and convenience by addressing traffic congestion on 20th Street SE.

The City's right-of-way acquisitions agent, Universal Field Services, has contacted all of the owners of properties required to be acquired for the 20th Street SE improvement project. The project requires acquisitions from eighteen properties, nine of which have closed. The ordinance authorizes condemnation of acquisitions from seven properties. The remaining two parcels are owned by the Lake Stevens School District, and settlement is expected for those parcels. Of the seven parcels proposed for condemnation, the owners of parcels 021 and 034 have agreed to a sale, but title has not been cleared. Universal Field Services has been unable to negotiate purchases from the owners of the remaining five parcels proposed for condemnation.

The City has authority pursuant to Chapter 8.12 RCW to acquire and condemn lands for public purposes. Widening 20th Street SE is a public purpose.

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

Thirty to 75 days after the condemnation is filed, a hearing on public use and necessity will be scheduled before the court to establish the City's authority to condemn the property. Upon entry of an order of public use, the matter may be scheduled for setting the trial date, or trial setting may be delayed to allow additional time for negotiation of an agreed order of condemnation.

Upon request by the City, the property owner is required to provide the City with possession and use of the acquisition property no later than 30 days after demand or 15 days after entry of the order of public use, whichever is later. If the owner fails to grant possession and use in a timely fashion, the owner may forfeit the right to claim an award of attorney's fees and expert witness expenses incurred in the

condemnation. Accordingly, possession and use is usually granted, which permits the City to commence use of the property upon payment of the City's offered purchase price into the registry of the court. The possession and use offer amount is to be based on appraisal and establishes a minimum purchase price for the property. The grant of possession and use also sets a date from which the City is required to pay 12% interest to the owner on the difference between the offer amount and the compensation price established by the court if the court amount is higher.

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

APPLICABLE CITY POLICIES:

BUDGET IMPACT: Variable based upon transaction and acquisition costs for each parcel.

ATTACHMENTS:

- ▶ Exhibit A: Proposed Ordinance
- ▶ Exhibit B: Map of Proposed Acquisitions

EXHIBIT A

CITY OF LAKE STEVENS
LAKE STEVENS, Washington

ORDINANCE NO. 1008

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON,
AUTHORIZING THE CONDEMNATION, APPROPRIATION, TAKING
AND DAMAGING OF LAND AND OTHER PROPERTY FOR PURPOSES
OF WIDENING 20th STREET SE**

WHEREAS, the City Council of the City of Lake Stevens (hereinafter the "City") finds as follows:

1. Public safety, convenience, use and necessity demand the widening of 20th Street SE from approximately 79th Avenue SE to approximately 91st Avenue SE to meet the requirements of increased traffic.

2. The City has conducted engineering studies and has determined that it will be necessary to acquire property and property rights for the street widening as more specifically described in **EXHIBIT A** attached hereto and incorporated herein by this reference.

3. The entire cost of the acquisitions provided by this ordinance shall be paid by the following funds of the City:

Fund 301 – “Capital Project – Developer Contribution – Traffic”

or such other funds as may be provided by law.

4. The City may be unable to agree with certain property owners upon the compensation to be paid for said properties.

5. The City has authority pursuant to RCW Chapter 8.12 to acquire, if necessary, title to real property for public purposes. The widening and improvement of 20th Street SE is a public purpose.

6. Notice of the planned final action authorizing the condemnation of the property described in **Exhibit A** has been given to the owner(s) of said property and published in the Everett Herald in accordance with the provisions of RCW 8.25.290.

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

1. The City is hereby authorized to condemn, appropriate, take and damage the real property described in **EXHIBIT A** hereto, together with all rights appurtenant thereto, including access where applicable.

2. The use of the property described in **EXHIBIT A** is for widening 20th Street SE from approximately 79th Avenue SE to approximately 91st Avenue SE, which is a permanent public use and is reasonably necessary for the purposes for which it is sought.

3. All lands, rights, privileges and other property lying within the limits of the land described in **EXHIBIT A** are hereby authorized to be condemned, appropriated, taken and damaged for the purpose of widening 20th Street SE from approximately 79th Avenue SE to approximately 91st Avenue SE. All lands, rights, privileges and other properties are to be taken, damaged and appropriated only after just compensation has been made, or paid into the registry of the court for the owners thereof in the manner provided by law. The City is further authorized to amend the legal descriptions contained in **EXHIBIT A** as may be necessary and appropriate to meet requirements of the project.

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

Fund 301 – “Capital Project – Developer Contribution – Traffic”

or such other funds as may be provided by law.

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

PASSED by the City Council and APPROVED by the Mayor this 28th day of November, 2017.

John Spencer, Mayor

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

First and Final Reading: November 28, 2017

Date of Publication: _____

Effective Date: _____

Grant K. Weed, City Attorney

EXHIBIT A

LEGAL DESCRIPTIONS

PARCEL 004570-000-017-00
ACQUISITION LEGAL DESCRIPTION

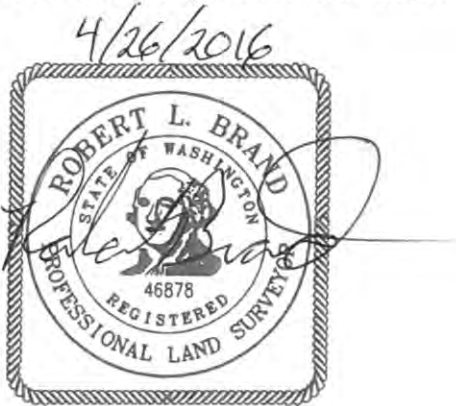
Right of Way Take
Description for Ref. No. 034

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 25, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 17 OF "PLAT OF GLENWOOD DIVISION A", ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 7 OF PLATS, PAGE 46, RECORDING NUMBER 133898, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;
THENCE S 87°56'39" E, ALONG THE NORTH LINE OF LOT 17, A DISTANCE OF 293.22 FEET TO THE NORTHEAST CORNER OF SAID LOT 17;
THENCE S 1°36'30" W, ALONG THE EAST LINE OF LOT 17, A DISTANCE OF 20.00 FEET TO A POINT 20 FEET SOUTH OF AND PERPENDICULAR TO THE NORTH LINE OF LOT 17;
THENCE N 87°56'39" W, PARALLEL WITH THE NORTH LINE OF LOT 17, A DISTANCE OF 260.93 FEET;
THENCE S 60°00'38" W, A DISTANCE OF 37.53 FEET TO THE WEST LINE OF LOT 17;
THENCE N 1°38'06" E, ALONG THE WEST LINE OF LOT 17, A DISTANCE OF 39.36 FEET TO THE POINT OF BEGINNING.

(THE PLAT OF GLENWOOD DIVISION A APPEARS TO CONTAIN AN ERROR ON LOT 17. LOT 16 TO THE NORTH OF LOT 17 IS 324 FEET WIDE WITH THE EAST LINE OF BOTH LOTS BEING IN LINE WITH EACH OTHER. HOWEVER LOT 16 DOES NOT HAVE A ROAD ON THE WEST SIDE, LOT 17 DOES HAVE A 30 FOOT ROAD AND SO SHOULD BE 324 FEET LESS 30 FEET FOR ROAD WHICH MAKES LOT 17 294 FEET WIDE. THE BOUNDARY LINE ADJUSTMENT RECORDED UNDER REC. NO. 9304050481 DOES NOT APPEAR TO RECOGNIZE THIS ERROR.)

CONTAINING 6,177 S.F. MORE OR LESS.



PARCEL 004570-000-017-00
TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

Reference Parcel 034

GLENWOOD DIV A BLK 000 D-00 N 269.50FT OF W 273.5FTTGW N 284.50FT OF
THE E 50.5FT AS MEAS ALG W LN LOT 17 PER BLA 051-93 REC AF NO
9304050481

LEGAL DESCRIPTION OF TEMPORARY CONSTRUCTION EASEMENT

Beginning at the northeast corner of said parcel and having an offset of 30 feet from
the ROW CL; thence S 01°36'30" W a distance of 20 feet along the east property line
to a point and the TPOB;

Thence from the TPOB (PT 55) N 87°56'39" W a distance of 260.93 feet; thence S 61°
00'38" W a distance of 37.53 feet to a point on the westerly property line of said parcel;
thence S 01°38'06" W a distance of 82.42 feet along said property westerly line;
thence S 87°56'39" E a distance of 5.0 feet; thence N 01° 38'06" E a distance of 79.60
feet; thence N 61°00'38" E a distance of 33.29 feet; thence S 87°56'39" E a distance of
259.54 feet to a point on the easterly property line of said parcel; thence N 01°36'30" E
a distance of 5.00 feet along said easterly property line and to the TPOB.

PARCEL 003985-000-002-00
ACQUISITION LEGAL DESCRIPTION

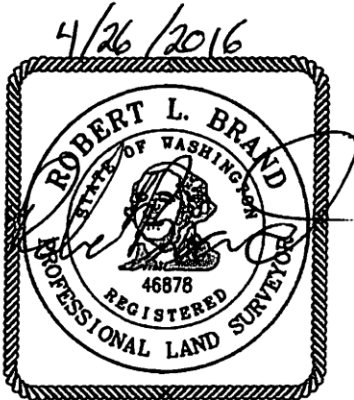
Right of Way Take
Description for Ref. No. 021

THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS:

THE SOUTH 20 FEET OF LOT 2 OF BRUNSWICK DIV. 1, ACCORDING TO THE PLAT THEREOF
RECORDED IN VOLUME 27 OF PLATS, PAGE 86, RECORDING NUMBER 2023272, RECORDS OF
SNOHOMISH COUNTY, WASHINGTON.

TOGETHER WITH THE WEST 2.5 FEET OF LOT 3 OF BRUNSWICK DIV. 1, ACCORDING TO THE PLAT
THEREOF RECORDED IN VOLUME 27 OF PLATS, PAGE 86, RECORDING NUMBER 2023272, RECORDS
OF SNOHOMISH COUNTY, WASHINGTON.

CONTAINING 1,651 S.F. MORE OR LESS.



PARCEL 003985-000-002-00
TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

LEGAL DESCRIPTION OF PARCEL

Parcel No. 00398500000200

Reference Parcel 021

BRUNSWICK DIV 1 BLK 000 D-00 - LOT 2 TGW W 2.50FT OF LOT 3 PER BLA REC
AF NO9003210377

LEGAL DESCRIPTION OF TEMPORARY CONSTRUCTION EASEMENT

THE EASTERLY 25 FEET OF THE SOUTHERLY 80 FEET PLUS OR MINUS LESS
THE SOUTHERLY 20 FEET OF THE DESCRIBED PROPERTY

PARCEL 290526-001-049-00
ACQUISITION LEGAL DESCRIPTION

Right of Way Take
Description for Ref. No. 040

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS:

THE SOUTH 20 FEET OF THE NORTH 50 FEET OF THE EAST HALF OF THE FOLLOWING DESCRIBED
PROPERTY;

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 26;
THENCE N 89°52'51" W, ALONG THE NORTH LINE OF SAID SECTION 26, 178.2 FEET TO THE POINT OF
BEGINNING;
THENCE CONTINUING N 89°52'51" W, ALONG THE NORTH LINE OF SAID SECTION 26, A DISTANCE
OF 233 FEET;
THENCE S 1°55'29" W, A DISTANCE OF 660 FEET;
THENCE S 89°52'51" E, PARALLEL WITH THE NORTH SAID SECTION LINE, A DISTANCE OF 233 FEET;
THENCE N 1°55'29" E, PARALLEL WITH THE WEST PROPERTY LINE, A DISTANCE OF 660 FEET TO
THE POINT OF BEGINNING

CONTAINING 2,330 S.F. MORE OR LESS.



PARCEL 290526-001-049-00
TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION OF PARCEL

Parcel No. 29052300104900

Reference Parcel 040

SECTION 26 TOWNSHIP 29 RANGE 05 QUARTER NE - E1/2 FDT PTN NE1/4 NE1/4
SEC 26 TWP 29 RNG 5 BEG AT NE COR OF SD SEC TH W ALG N LN OF SD SEC
178.2FT TO POB TH W 233FT TH S 660FT TH E 233FT THN660FT TO TPOB LESS N
30FT FOR RD - PER ACKMT OF TEST PROV REC AFN 200612191043

LEGAL DESCRIPTION OF TEMPORARY CONSTRUCTION EASEMENT

THE NORTHERLY 30 FEET LESS THE NORTHERLY 20 FEET OF THE ABOVE
DESCRIBED PARCEL.

PARCEL 290526-001-004-00
ACQUISITION LEGAL DESCRIPTION

Right of Way Take
Description for Ref. No. 040A

THAT PORTION OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 26,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS:

THE SOUTH 20 FEET OF THE NORTH 50 FEET OF THE WEST HALF OF THE FOLLOWING DESCRIBED
PROPERTY;

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 26;
THENCE N 89°52'51" W, ALONG THE NORTH LINE OF SAID SECTION 26, 178.2 FEET TO THE POINT OF
BEGINNING;
THENCE CONTINUING N 89°52'51" W, ALONG THE NORTH LINE OF SAID SECTION 26, A DISTANCE
OF 233 FEET;
THENCE S 1°55'29" W, A DISTANCE OF 660 FEET;
THENCE S 89°52'51" E, PARALLEL TO THE NORTH SAID SECTION LINE, A DISTANCE OF 233 FEET;
THENCE N 1°55'29" E, PARALLEL TO THE WEST PROPERTY LINE, A DISTANCE OF 660 FEET TO THE
POINT OF BEGINNING

CONTAINING 2,330 S.F. MORE OR LESS.



PARCEL 290526-001-004-00
TEMPORARY CONSTRUCTION EASEMENT

LEGAL DESCRIPTION OF PARCEL

Parcel No. 29052600100400

Reference Parcel 040A

SEC 26 TWP 29 RGE 05 QTR NE – W1/2 OF FDT PTN NE1/4 NE1/4 DAF BEG NE
COR SEC TH W ALG N LN 178.2FT TPB TH W 233FT TH N 660 FT TPB LESS N
30FT FOR RD – PER ACKMT OF TEST PROV RECAFN 200612191043 SUBJ ESE
CITY OF EV

LEGAL DESCRIPTION OF TEMPORARY CONSTRUCTION EASEMENT

THE NORTHERLY 30 FEET LESS THE NORTHERLY 20 FEET OF THE ABOVE
DESCRIBED PARCEL.

PARCELS 004314-003-003-00 & 006095-000-010-00
ACQUISITION LEGAL DESCRIPTION

Right of Way Take
Description for Ref. No. 014

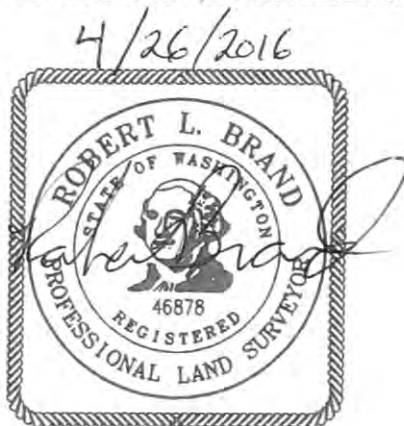
THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS:

THE SOUTH 20 FEET OF THE EAST HALF OF LOT 3, BLOCK 3, EAST EVERETT FIVE ACRE TRACTS,
ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 36, RECORDING
NUMBER 90865, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;

TOGETHER WITH;

THE SOUTH 20 FEET OF LOT 10 OF WEGMAN PLAT, ACCORDING TO THE PLAT THEREOF
RECORDED IN VOLUME 21 OF PLATS, PAGE 83, RECORDING NUMBER 1547350, RECORDS OF
SNOHOMISH COUNTY, WASHINGTON.

CONTAINING 4,557 S.F. MORE OR LESS.



PARCEL 290524-003-010-00
ACQUISITION LEGAL DESCRIPTION

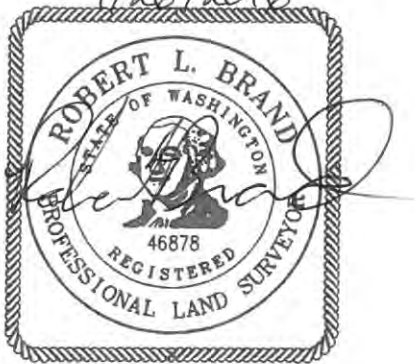
Right of Way Take
Description for Ref. No. 019

THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24,
TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY,
WASHINGTON, DESCRIBED AS FOLLOWS:

THE NORTH 20 FEET OF THE SOUTH 50 FEET OF THE EAST 80 FEET OF THE SOUTH 180 FEET OF THE
WEST HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST
QUARTER OF SECTION 24, TOWNSHIP 29, NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS,
SNOHOMISH COUNTY, WASHINGTON;

EXCEPT THE SOUTH 30 FEET FOR ROAD AS CONVEYED TO SNOHOMISH COUNTY BY DEED
RECORDED IN VOLUME 33 OF DEEDS, PAGE 87, UNDER RECORDING NUMBER 32211.

CONTAINING 1,600 S.F. MORE OR LESS.



PARCEL 290524-003-008-00
ACQUISITION LEGAL DESCRIPTION

Right of Way Take
Description for Ref. No. 018

THAT PORTION OF THE SOUTH 180 FEET OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 24, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

EXCEPT THE EAST 80 FEET;

EXCEPT THE SOUTH 30 FEET AND THE WEST 30 FEET FOR ROADS;

BEGINNING AT THE NORTHWEST CORNER OF THE ABOVE DESCRIBED PARCEL;
THENCE S 87°56'39" E A DISTANCE OF 10.00 FEET TO A POINT 10 FEET WEST OF AND PERPENDICULAR TO THE WEST LINE OF THE DESCRIBED PARCEL;
THENCE S 1°13'00" W, PARALLEL WITH THE WEST PARCEL LINE, A DISTANCE OF 102.34 FEET;
THENCE S 57°15'34" E, A DISTANCE OF 54.23 FEET TO A POINT 20 FEET NORTH OF AND PERPENDICULAR TO THE SOUTH LINE OF THE DESCRIBED PARCEL;
THENCE S 87°56'39" E, 20 FEET NORTH OF AND PARALLEL WITH THE SOUTH PARCEL LINE, A DISTANCE OF 156.20 FEET TO THE EAST PARCEL LINE;
THENCE S 1°14'27" W, A DISTANCE OF 20.00 FEET TO THE SOUTH PARCEL LINE;
THENCE N 87°56'39" W, ALONG SAID SOUTH PARCEL LINE, A DISTANCE OF 212.42 FEET TO THE SOUTHWEST CORNER OF THE PARCEL;
THENCE N 1°13'00" E, ALONG THE WEST PARCEL LINE, A DISTANCE OF 150.02 FEET TO THE POINT OF BEGINNING.

CONTAINING 6,188 S.F. MORE OR LESS.



PARCEL 290524-003-008-00
TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION

LEGAL DESCRIPTION OF PARCEL

Parcel No. 29052400300800

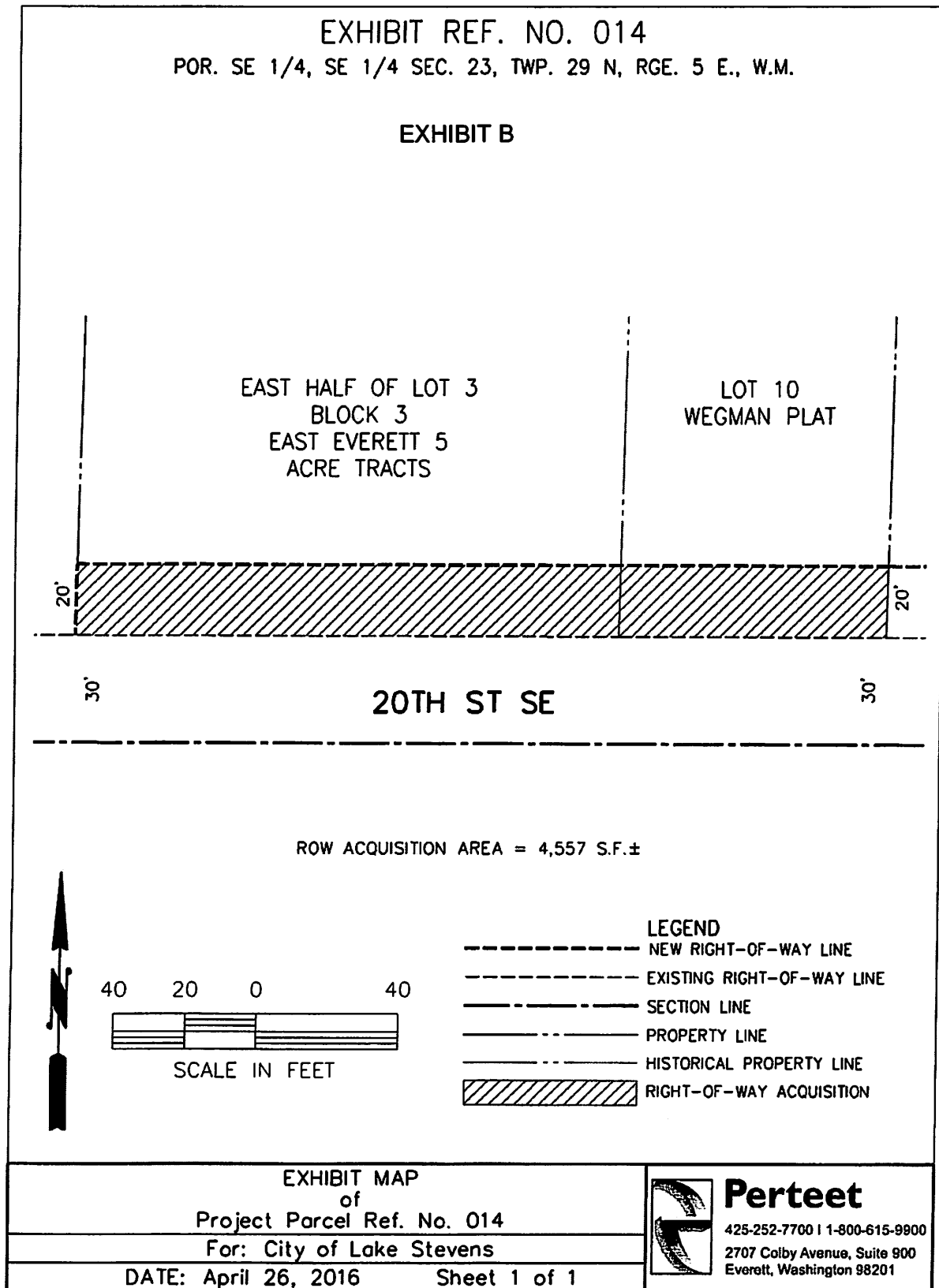
Reference Parcel 018

SEC 24 TWP 29 RGE 05RT-11) S 180FT OF W1/2 SW1/4 SW1/4 SW1/4 LESS E 80FT THOF
LESS CO RDS

LEGAL DESCRIPTION OF TEMPORARY CONSTRUCTION EASEMENT

THE WESTERLY 70 FEET OF THE NORTHERLY 60 FEET LESS THE WESTERLY 10
FEET OF THE ABOVE DESCRIBED PARCEL.

EXHIBIT B



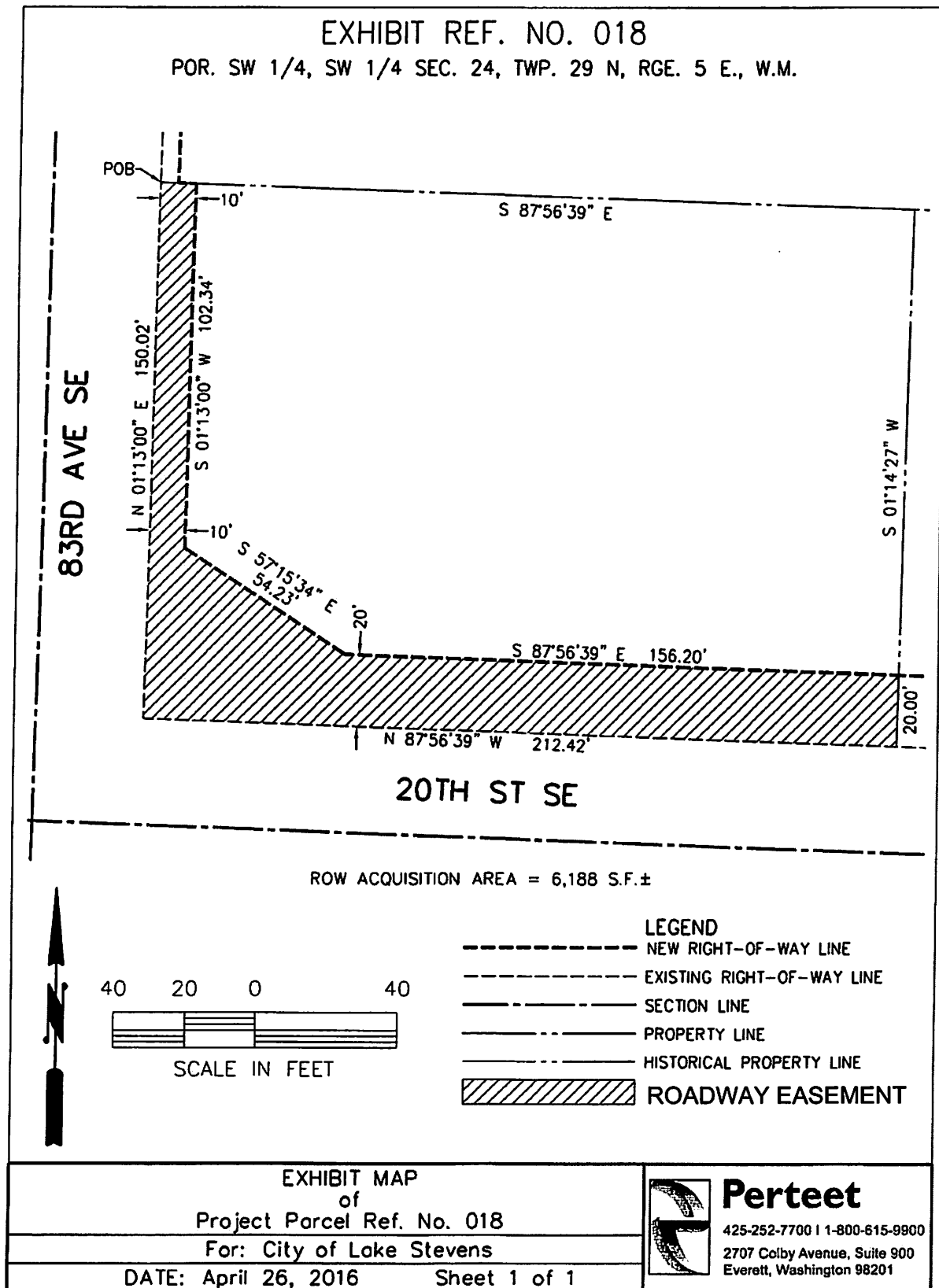
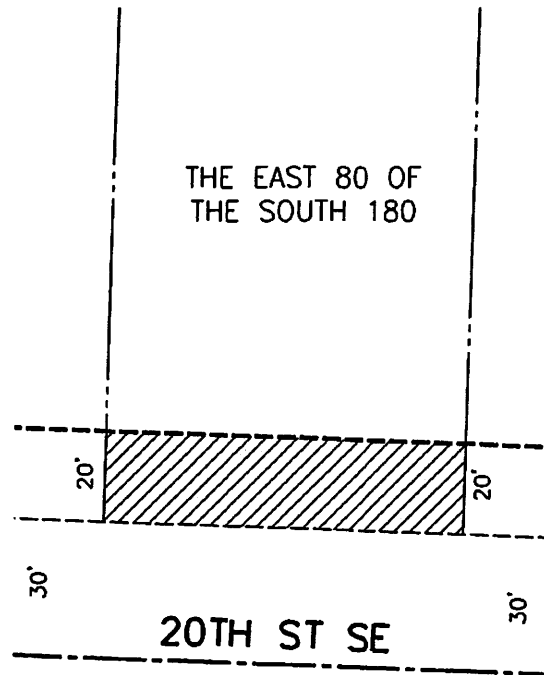
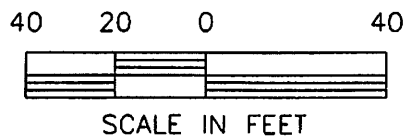


EXHIBIT REF. NO. 019

POR. SW 1/4, SW 1/4 SEC. 24, TWP. 29 N, RGE. 5 E., W.M.



ROW ACQUISITION AREA = 1,600 S.F.±



LEGEND	
	NEW RIGHT-OF-WAY LINE
	EXISTING RIGHT-OF-WAY LINE
	SECTION LINE
	PROPERTY LINE
	HISTORICAL PROPERTY LINE
	ROADWAY EASEMENT

EXHIBIT MAP
of
Project Parcel Ref. No. 019
For: City of Lake Stevens

DATE: April 26, 2016 Sheet 1 of 1

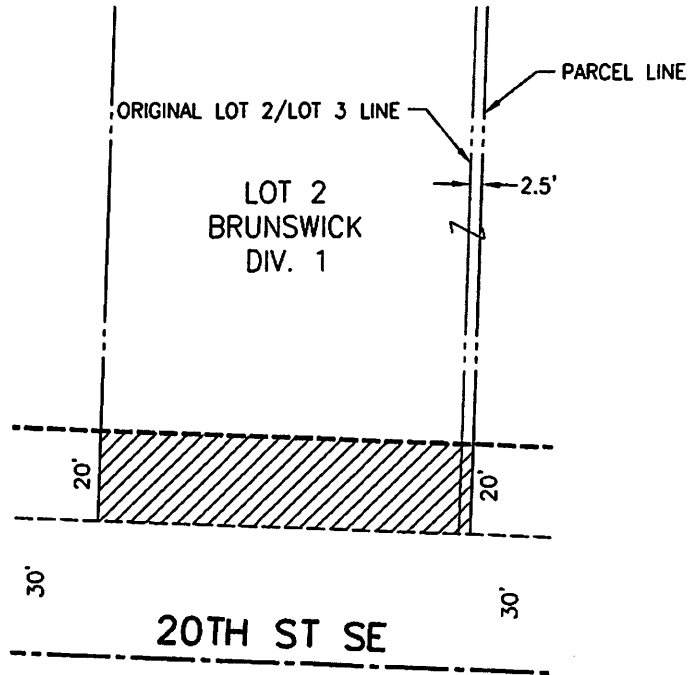


Perteet

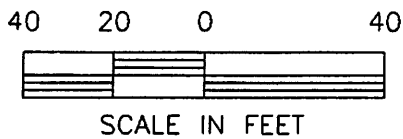
425-252-7700 | 1-800-615-9900
2707 Colby Avenue, Suite 900
Everett, Washington 98201

EXHIBIT REF. NO. 021

POR. SW 1/4, SW 1/4 SEC. 24, TWP. 29 N, RGE. 5 E., W.M.



ROW ACQUISITION AREA = 1,651 S.F.±



- LEGEND**
- NEW RIGHT-OF-WAY LINE
 - EXISTING RIGHT-OF-WAY LINE
 - SECTION LINE
 - PROPERTY LINE
 - HISTORICAL PROPERTY LINE
 - ▨ RIGHT-OF-WAY ACQUISITION

EXHIBIT MAP
 of
 Project Parcel Ref. No. 021

Exhibit B

For: City of Lake Stevens

DATE: April 26, 2016

Sheet 1 of 1

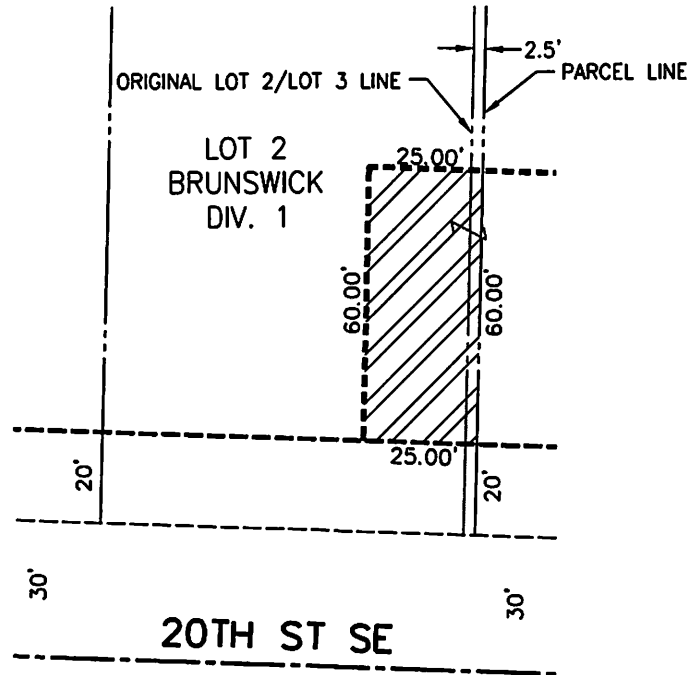


Pertee

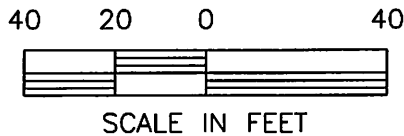
425-252-7700 | 1-800-615-9900
 2707 Colby Avenue, Suite 900
 Everett, Washington 98201

EXHIBIT REF. NO. 021

POR. SW 1/4, SW 1/4 SEC. 24, TWP. 29 N, RGE. 5 E., W.M.



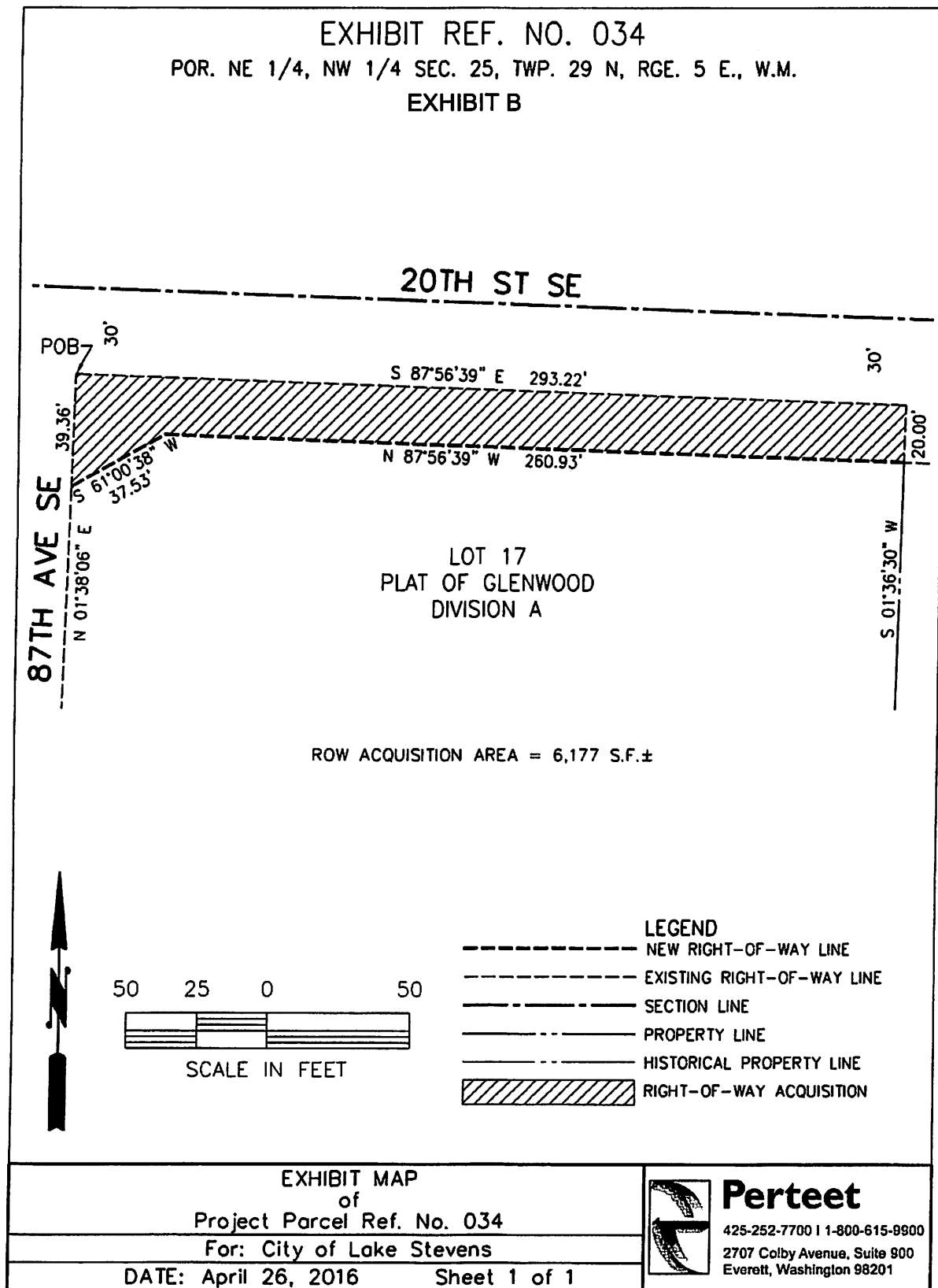
TEMPORARY CONSTRUCTION EASEMENT AREA = 1,499 S.F.±



LEGEND	
---	NEW RIGHT-OF-WAY LINE
---	EXISTING RIGHT-OF-WAY LINE
---	SECTION LINE
---	PROPERTY LINE
---	HISTORICAL PROPERTY LINE
▨	TEMPORARY CONSTRUCTION EASEMENT

EXHIBIT MAP of Project Parcel Ref. No. 021	
For: City of Lake Stevens	
DATE: Dec. 15, 2016	Sheet 1 of 1

PERTEET
 2707 COLBY AVENUE, SUITE 900
 EVERETT, WA 98201
 425.252.7700 | 800.615.9900



TEMPORARY CONSTRUCTION EASEMENT PARCEL 034

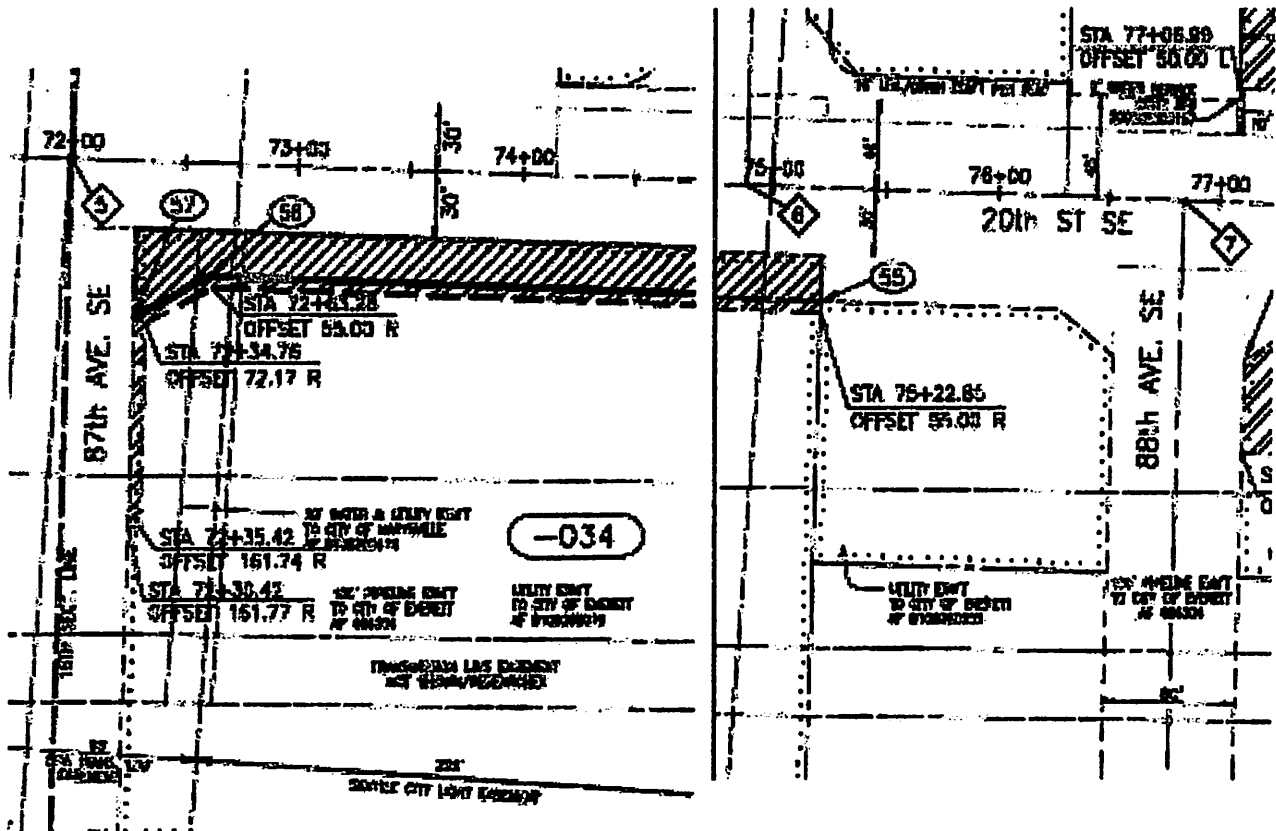
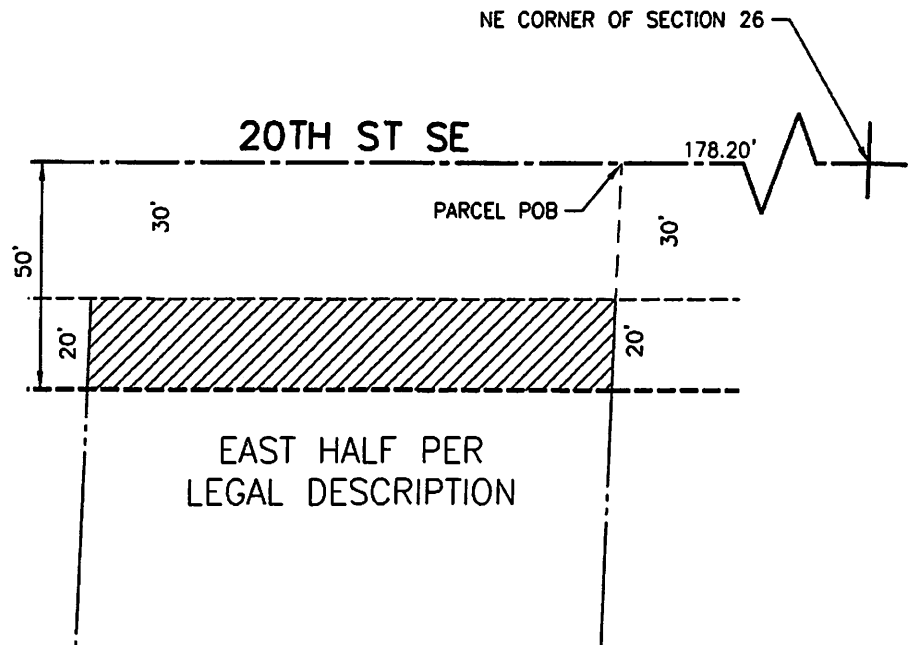
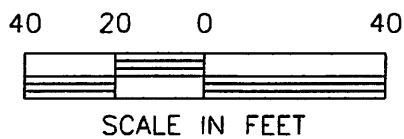


EXHIBIT REF. NO. 040
 POR. NE 1/4, NE 1/4 SEC. 26, TWP. 29 N, RGE. 5 E., W.M.
 EXHIBIT A-1



ROW ACQUISITION AREA = 2,330 S.F.±



LEGEND	
-----	NEW RIGHT-OF-WAY LINE
-----	EXISTING RIGHT-OF-WAY LINE
-----	SECTION LINE
-----	PROPERTY LINE
-----	HISTORICAL PROPERTY LINE
	RIGHT-OF-WAY ACQUISITION

EXHIBIT MAP
 of
 Project Parcel Ref. No. 040
 For: City of Lake Stevens

DATE: April 26, 2016 Sheet 1 of 1



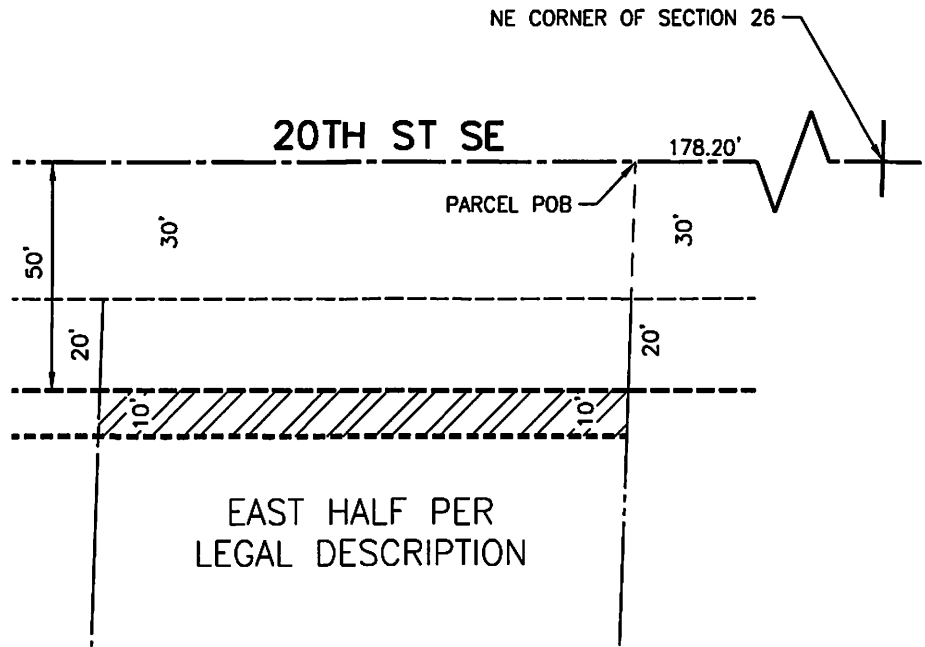
Perteet

425-252-7700 | 1-800-615-9900
 2707 Colby Avenue, Suite 900
 Everett, Washington 98201

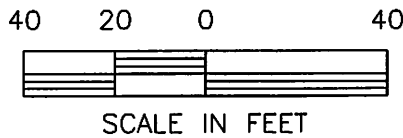
EXHIBIT REF. NO. 040

POR. NE 1/4, NE 1/4 SEC. 26, TWP. 29 N, RGE. 5 E., W.M.

EXHIBIT A-1



TEMPORARY CONSTRUCTION EASEMENT AREA = 1,164 S.F.±



LEGEND	
	NEW RIGHT-OF-WAY LINE
	EXISTING RIGHT-OF-WAY LINE
	SECTION LINE
	PROPERTY LINE
	HISTORICAL PROPERTY LINE
	TEMPORARY CONSTRUCTION EASEMENT

EXHIBIT MAP

of
 Project Parcel Ref. No. 040

For: City of Lake Stevens

DATE: Dec. 16, 2016

Sheet 1 of 1



PERITEET

2707 COLBY AVENUE, SUITE 900
 EVERETT, WA 98201
 425.252.7700 | 800.615.9900

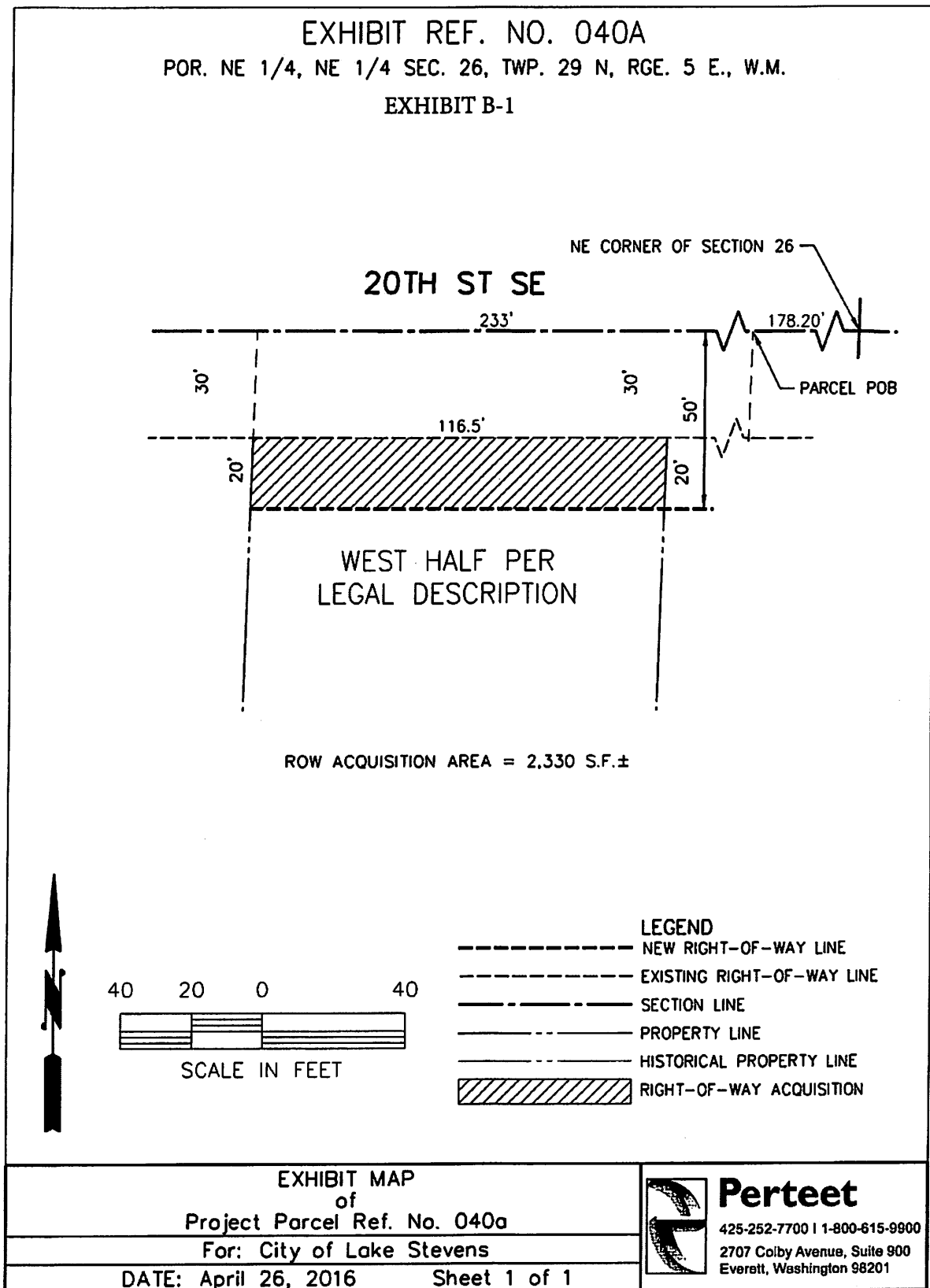
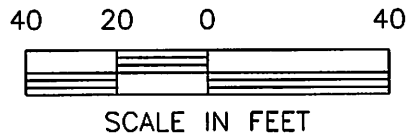
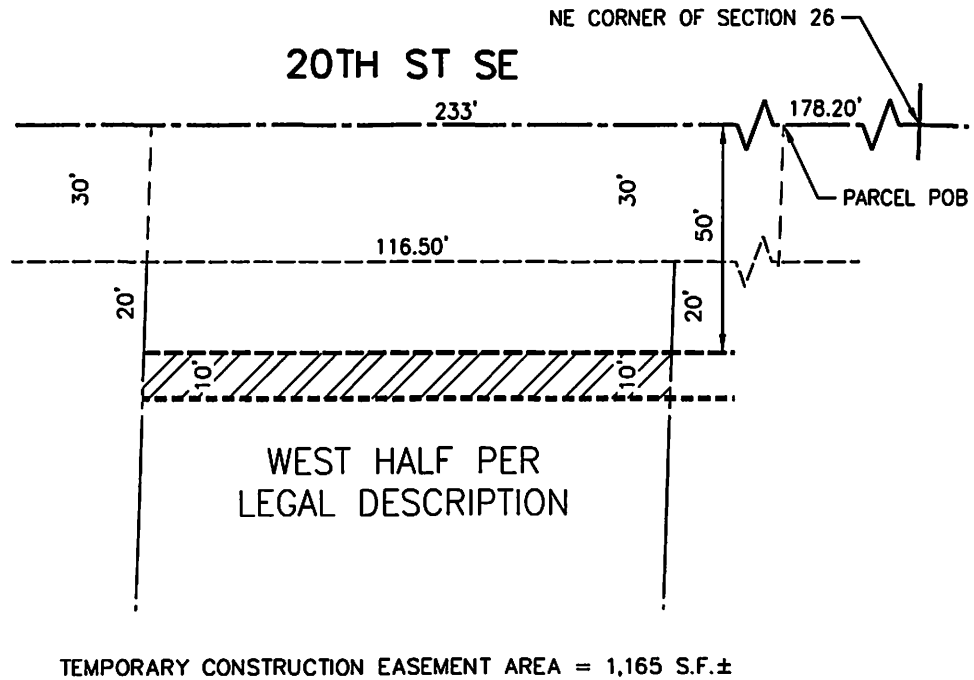



EXHIBIT REF. NO. 040A
 POR. NE 1/4, NE 1/4 SEC. 26, TWP. 29 N, RGE. 5 E., W.M.
 EXHIBIT B-1



- LEGEND
- NEW RIGHT-OF-WAY LINE
 - EXISTING RIGHT-OF-WAY LINE
 - SECTION LINE
 - PROPERTY LINE
 - HISTORICAL PROPERTY LINE
 - ▨ RIGHT-OF-WAY ACQUISITION

EXHIBIT MAP of Project Parcel Ref. No. 040a For: City of Lake Stevens	
DATE: Dec. 16, 2016	Sheet 1 of 1



PERTEET
 2707 COLBY AVENUE, SUITE 900
 EVERETT, WA 98201
 425.252.7700 | 800.615.9900



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda**
Date: 11/28/17

Subject: Restricted Appraisal, Sale and Purchase of City Surplus Parcel #00431400300202

Contact Russ Wright, Community Development **Budget** None
Person/Department: Director **Impact:**

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Grant the Mayor permission to obtain a restricted appraisal for City-owned Parcel #00431400300202 (8021 20th St. SE) and enter into a purchase and sale agreement with potential buyer.

SUMMARY/BACKGROUND:

Finding that 8021 20th Street SE was no longer useful to the City, Council passed Resolution No. 2016-18 to surplus nine parcels (including Parcel #00431400300201). On June 8, 2017 staff communicated with a potential buyer that to sell the property located 801 20th Street SE, staff would first need to seek Council's approval to sell the property. Next steps would include an appraisal of the property; establish a boundary of property to be sold; process a boundary-line adjustment; and create a wetland mitigation plan. (The single-family residence located on the property was demolished in October 2017 in anticipation of selling the property.) On June 9, 2017, staff received a letter of intent to purchase Parcel #00431400300201 (attached.).

Property characteristics of the lot where the house was located are: 0.46 acres of undeveloped (vacant) land. The subject is zoned Business District (BD) which is designed to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, clinics, technology, and light manufacturing and assembly. A final area will be determined after survey, wetland assessment and overlay of the city's detention facility.

BUDGET IMPACT: None

ATTACHMENTS:

- ▶ Exhibit A: Letter of Intent
- ▶ Exhibit B: Snohomish County Property Account Summary

EXHIBIT A

Jeanie Ashe

Subject: FW: City Surplus Property Follow Up

From: Matt Monahan [mailto:mrmonahan@gmail.com]

Sent: Friday, June 9, 2017 8:10 AM

To: Jeanie Ashe <jashe@lakestevenswa.gov>

Cc: Russell Wright <rwright@lakestevenswa.gov>; Eric Durpos <edurpos@lakestevenswa.gov>

Subject: Re: City Surplus Property Follow Up

Good morning Jeanie, Russ & Eric -

Please accept this email as my letter of interest and intent to purchase the developable parcel of city owned property next to my existing development Trestle Station on 20th St SE. I understand that there are two parcels the city owns and a boundary line adjustment needs to be completed for the front developable parcel to be able to be sold by the city. It is my understanding that the city is going to keep the parcel to the north for a regional detention facility that they will construct at some point. As a side note - it has been discussed previously that the Lion's Gate plat on 83rd would be willing to participate with the construction costs of the city's detention facility if they could use it to the benefit of their plat.

My intention is to purchase the developable portion and immediately remove the existing dilapidated house that is an eyesore to my business and the community at large. My short term plan would be to clean the site up and add some parking while I plan to develop the parcel in a fiscally responsible way while coordinating with the city on the regional detention facility. I envision an extension of my Trestle Station development east across the parcel with a similar and complimentary tenant mix.

Thank You
Matt Monahan
425-422-4275

Property Account Summary

11/22/2017

Parcel Number	00431400300202	Property Address	8021 20TH ST SE , LAKE STEVENS, WA 98258
---------------	----------------	------------------	--

General Information

Property Description	EAST EVERETT 5 AC TR DIV A & B BLK 003 D-02 - S 150 FT OF E 135 FT OF W 165 FT OFFDT E1/2 OF LOT 2 & W1/2 LOT 3
Property Category	Land and Improvements
Status	Active, Locally Assessed
Tax Code Area	00408

Property Characteristics

Use Code	111 Single Family Residence - Detached
Unit of Measure	Acre(s)
Size (gross)	0.46

Related Properties

No Related Properties Found

Parties

Role	Percent	Name	Address
Taxpayer	100	CITY OF LAKE STEVENS	PO BOX 257, LAKE STEVENS, WA 98258 United States
Owner	100	CITY OF LAKE STEVENS	PO BOX 257, LAKE STEVENS, WA 98252 United States

Property Values

Value Type	Tax Year 2017	Tax Year 2016	Tax Year 2015	Tax Year 2014	Tax Year 2013
Taxable Value Regular					
Exemption Amount Regular	\$94,000	\$87,300	\$138,700	\$127,100	\$129,000
Market Total	\$94,000	\$87,300	\$138,700	\$127,100	\$129,000
Assessed Value	\$94,000	\$87,300	\$138,700	\$127,100	\$129,000
Market Land	\$52,200	\$45,300	\$40,600	\$30,800	\$26,000
Market Improvement	\$41,800	\$42,000	\$98,100	\$96,300	\$103,000
Personal Property					

Active Exemptions

Government Property

Events

Effective Date	Entry Date-Time	Type	Remarks
10/05/2016	10/05/2016 11:28:00	Taxpayer Changed	Party/Property Relationship by strkrq
06/17/2016	11/15/2016 11:55:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 1105680, Quit Claim Deed by sasstt
06/17/2016	11/14/2016 14:52:00	Owner Added	Party/Property Relationship by sasmtt
06/17/2016	11/14/2016 14:52:00	Owner Terminated	Party/Property Relationship by sasmtt
06/17/2016	06/20/2016 08:14:00	Excise Processed	Property Transfer Filing No.: 1105680, Quit Claim Deed 06/17/2016 by strafd
01/11/2011	01/11/2011 11:21:00	The situs address has changed	by sasrrg
12/21/2010	12/21/2010 14:14:00	Tax Bill Recalculation	Entity Tax Exemption for 2010 performed by straml
11/01/2010	11/30/2010 14:33:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 421487, Statutory Warranty Deed by sasstt
11/01/2010	11/30/2010 09:27:00	Owner Added	Party/Property Relationship by sascaf
11/01/2010	11/30/2010 09:27:00	Owner Terminated	Party/Property Relationship by sascaf
11/01/2010	11/22/2010 10:11:00	Taxpayer Changed	Property Transfer Filing No.: 421487 11/01/2010 by strlrn
11/01/2010	11/08/2010 10:47:00	Excise Processed	Property Transfer Filing No.: 421487, Statutory Warranty Deed 11/01/2010 by strrlw
02/01/2010	02/01/2010 15:11:00	Annexation Completed For Property	CTYLKS ORD 801 - SOUTHWEST ANNEX-added to annexation by batch process 99,133. by SASCJH
08/11/2005	10/05/2005 17:24:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 298410, Statutory Warranty Deed by sasmtt
08/11/2005	10/05/2005 17:24:00	Owner Terminated	Property Transfer Filing No.: 298410 08/11/2005 by sasmtt
08/11/2005	10/05/2005 17:24:00	Owner Added	Property Transfer Filing No.: 298410 08/11/2005 by sasmtt
08/11/2005	08/17/2005 08:39:00	Taxpayer Changed	Property Transfer Filing No.: 298410 08/11/2005 by strsjb
08/11/2005	08/12/2005 13:17:00	Excise Processed	Property Transfer Filing No.: 298410, Statutory Warranty Deed 08/11/2005 by strgss
05/13/2002	07/02/2002 09:04:00	Owner Terminated	Property Transfer Filing No.: 170647 05/13/2002 by saskmo
05/13/2002	07/02/2002 09:04:00	Owner Added	Property Transfer Filing No.: 170647 05/13/2002 by saskmo
05/13/2002	07/02/2002 09:04:00	Property Assigned To Transfer/Sale	Property Assigned to Transfer/Sale. Filing No.: 170647, Statutory Warranty Deed by saskmo
05/13/2002	05/21/2002 11:28:00	Excise Processed	Property Transfer Filing No.: 170647, Statutory Warranty Deed 05/13/2002 by strrjy
05/13/2002	05/21/2002 11:28:00	Taxpayer Changed	Property Transfer Filing No.: 170647 05/13/2002 by strrjy
12/15/2001	12/15/2001 15:46:00	Value Modification	Type: Value Change S/C Back Year, Status: Approved, Tax Year: 1996 by sasdks
12/15/2001	12/15/2001 15:45:00	Tax Code Area Change	Property Maintenance Changed TCA from 03194 TO 03162 for tax year 1996. by sasdks

Tax Balance

Installments Payable/Paid for Tax Year(Enter 4-digit Year, then Click-Here): 2017

Distribution of Current Taxes

District	Rate	Amount	Voted Amount	Non-Voted Amount
TOTAL				

Pending Property Values

Pending Tax Year	Market Land Value	Market Improvement Value	Market Total Value	Current Use Land Value	Current Use Improvement	Current Use Total Value
2018	\$71,100.00	\$44,300.00	\$115,400.00	\$0.00	\$0.00	\$0.00

Levy Rate History

Tax Year	Total Levy Rate
2016	11.283548
2015	12.145206
2014	13.074286

Real Property Structures

Description	Type	Year Built	More Information
1 Story w/Basement	Dwelling	1934	View Detailed Structure Information

Receipts

Date	Receipt No.	Amount Applied	Amount Due
04/18/2016 13:35:00	8698919	\$121.96	\$235,193.75
04/22/2015 00:00:00	8178514	\$121.96	\$121.96
04/25/2014 14:28:00	7740931	\$121.96	\$137,980.22
10/23/2013 14:41:00	7361922	\$60.98	\$60,541.26
05/13/2013 08:22:00	7249967	\$60.98	\$170,618.28
04/26/2013 11:37:00	7188194	\$0.00	\$160,116.95
10/31/2012 14:09:00	6937594	\$60.98	\$101,783.10
07/05/2012 15:20:00	6721866	\$1,072.62	\$1,133.60

Sales History

Transfer Date	Receipt Date	Recording Number	Sale Amount	Excise Number	Deed Type	Transfer Type	Grantor (Seller)	Grantee (Buyer)	Other Parcels
05/13/2002	05/21/2002		\$159,000.00	170647	W	M	HEDLUND LILLIAN M, AUI WATA GLAD1706	CHOI EUN Y	No
08/11/2005	08/12/2005		\$146,000.00	298410	W	M	PARK ELLEN EUN-YOUNG	CHOI SUN DONG & JAY KUM	No
11/01/2010	11/08/2010		\$0.00	421487	W	M	CHOI SUN DONG & JAY KUM	SNOHOMISH COUNTY	No
06/17/2016	06/17/2016		\$0.00	1105680	QC	M	SNOHOMISH COUNTY		No

								CITY OF LAKE STEVENS	
Property Maps									
Neighborhood Code	Township	Range	Section	Quarter	Parcel Map				
2616000	29	05	23	SE	View parcel maps for this Township/Range/Section				



LAKE STEVENS CITY COUNCIL
STAFF REPORT

**Council Agenda
Date:**

Nov. 28, 2017

Subject: Ordinance No. 1002 Extension of the traffic impact fee adjustment incentive program to stimulate job growth for two additional years

Contact Person/Department: Jeanie Ashe, Economic
Development Coordinator

Budget Impact: Impact Fees

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Discussion item only. Ordinance No. 1002 replacing Resolution No. 2014-12 and extending the traffic impact adjustment incentive program to stimulate job growth sunset provision for two additional years.

The Economic Development/Chamber of Commerce subcommittee has reviewed and made recommendations to approve the extension.

SUMMARY/BACKGROUND:

The City adopted Resolution No. 2014-12 establishing a traffic impact fee adjustment incentive program for a period of three years to stimulate job growth in Lake Stevens. Resolution No. 2014-12 was signed December 8, 2014 and the sunset provision requires that the incentive expire December 8, 2017.

The original intent of Resolution 2014-12 was to attract and reward businesses for job creation by reducing the cost of entry into the Lake Stevens market through a rebate of traffic impact fees. The incentive has not been utilized in its three-year history. Although the incentive has not been used, staff has offered the incentive to developers to encourage their development in Lake Stevens. Staff is recommending a two-year extension to allow developers ample time to conduct their due diligence and submit their building permits.

BUDGET IMPACT: Rebate of traffic impacts fees for qualifying businesses.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: November 28, 2017

Subject: Soper Hill Road ILA - Discussion

Contact Russ Wright, Community Dev. Director **Budget Impact:** N/A
Person/Department: _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: No Action Requested

SUMMARY/BACKGROUND: City staff briefed Council in August about its coordination with the city of Marysville to develop an Interlocal Agreement (ILA) that would allow Marysville to improve two intersections (83rd Ave NE and 87 Ave NE) onto Soper Hill Road. The project has resulted from new and future development projects in Marysville seeking access to Soper Hill Road in Lake Stevens as a through connection. The early discussions centered around:

- Designating an area of influence in both cities affected by this road network
- Preliminary design of the intersections
- Cost sharing, construction and maintenance

To date, the draft ILA addresses several main points:

1. Basic requirements of the ILA that would establish parameters and designees;
2. Effective date, which would follow execution by each Council;
3. Description of projects that would include new intersections at 83rd Ave NE and 87 Ave NE along with frontage and capacity improvements along Soper Hill Road;
4. Responsibilities of each jurisdiction and private developers;
5. Construction, maintenance and access; and
6. Indemnification, insurance requirement, dispute resolution, duration, etc.

Marysville would be the applicant to construct the 83rd Ave NE intersection and a future private developer would be responsible to apply for and construct the intersection at 87th Ave NE. Private developers would be responsible for frontage and capacity improvements to Soper Hill Road. These intersections would be transferred to Lake Stevens after acceptance.

The largest remaining issue is the potential effect of increased traffic from Marysville projects to Lake Stevens roads and potential assessment of impact fees.

Staff is requesting that Council discuss its thoughts regarding the foundational elements of the ILA before staff brings a complete version back to Council for its review.

APPLICABLE CITY POLICIES:

Lake Stevens Engineering, Design and Development Standards
Interlocal Cooperation Act, Chapter 39.34 RCW

BUDGET IMPACT: No immediate budget impacts have been addressed
