



City of Lake Stevens Vision Statement

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



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

Tuesday March 6, 2018 – 6:00 p.m.

- Procurement Policies
- 20th Street SE Property Values
- Mitigation Fee Review

Barb
Russ
Russ

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

Tuesday, March 6 2018 – 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		
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA:	*A Approve 2018 Vouchers	Barb

Lake Stevens City Council Workshop & Regular Meeting Agenda

March 6, 2018

PUBLIC HEARINGS:

ACTION ITEMS:

DISCUSSION ITEMS:

EXECUTIVE SESSION: Real Property Sale or Acquisition RCW
42.30.110(1)(b), (c)

ADJOURN

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

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact 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

BLANKET VOUCHER APPROVAL
2018

Payroll Direct Deposits	3/1/2018	\$187,018.41
Payroll Checks	44677-44678	\$4,411.28
Tax Deposit(s)	3/1/2018	\$66,869.61
Electronic Funds Transfers	ACH	\$228,345.61
Claims	44676, 44679-44709	\$106,736.76
Void Checks	44601, 44594	(\$33,083.85)
Total Vouchers Approved:		\$560,297.82

This 6th day of March 2018:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer

Mayor

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby approve for payment of the above mentioned claims:

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

March 6th, 2018



City Expenditures by Type on this voucher packet

Personnel Costs	\$	191,430	34%
Payroll Federal Taxes	\$	66,870	12%
Retirement Benefits - Employer	\$	95,621	17%
Medical Benefits - Employer	\$	119,460	21%
Other Employer paid Benefits	\$	7,413	1%
Employee paid benefits - By Payroll	\$	14,377	3%
Supplies	\$	6,325	1%
Professional Services	\$	65,042	12%
Capital	\$	26,844	5%
Void Check	\$	(33,084)	-6%
Total		\$560,297.82	100%



Checks to be Approved for 2/23/2018 to 3/1/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
AFLAC	0						Check Total	\$1,608.72
		2/27/2018	030118	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,608.72	
Jennifer Anderson	44679						Check Total	\$15.00
		2/27/2018	021918	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Creative Leadership-Bellingham-J Anderson	\$15.00	
ArchiveSocial	44680						Check Total	\$2,388.00
		2/27/2018	3993	510-006-518-80-49-00	License Renewal - Annual Maint	2018 Social Media Archiving	\$2,388.00	
Assoc of Washington Cities EFT	0						Check Total	\$119,459.61
		3/1/2018	030118	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$119,460.43	
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	(\$0.82)	
Bratwear Group LLC	44681						Check Total	\$480.04
		2/27/2018	201712B227	001-008-521-20-31-02	LE-Minor Equipment	Jumpsuit - Shein	\$480.04	
Business Card	44702						Check Total	\$217.58
		2/28/2018	7280 0218	001-008-521-20-31-02	LE-Minor Equipment	Return Photo Prop	(\$9.79)	
				001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-TAC/NIC Training-Federal Way-Anderson	\$227.37	
Rick Carlson	44682						Check Total	\$7,688.60
		2/27/2018	424585	001-010-576-80-41-01	PK -Professional Tree Srv	Dangerous Tree removal - Callow Rd	\$8,058.60	
				621-000-389-20-00-02	Retainage - Other PW Project	Retainage - AllPhase Brush	(\$370.00)	
Chad Christensen	44683						Check Total	\$148.00
		2/27/2018	021018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-NAFTO Conf-Burien WA-Christensen	\$148.00	
Clerk of the Court	44684						Check Total	\$27,200.00
		2/27/2018	021418b	301-016-544-40-41-00	Street Op - P&D - 20th St SE	G&E Petersen Family LLC Case # 17-2-12046-31	\$27,200.00	
	44685						Check Total	\$900.00
		2/27/2018	021418	301-016-544-40-41-00	Street Op - P&D - 20th St SE	Gary & Eileen Petersen Case # 17-2-12046-31	\$900.00	
Comdata Corporation	44676						Check Total	\$3,649.83
		2/26/2018	20290912	001-008-521-20-32-00	LE-Fuel	Fuel	\$3,649.83	
Crystalite	44709						Check Total	\$26,657.10
		3/1/2018	IN00058754	001-013-594-18-60-02	GG - City Hall Demo	Custom Canopy Awning for City Hall	\$26,657.10	
Dept of Retirement (Deferred Comp)	0						Check Total	\$2,895.00
		2/27/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,895.00	
Dept of Retirement PERS LEOFF	0						Check Total	\$95,621.37
		3/1/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$95,621.37	



Checks to be Approved for 2/23/2018 to 3/1/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Electronic Federal Tax Pmt System EFTPS	0						\$66,869.61
		2/27/2018	030118	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$66,869.61
Electronic Business Machines	44704						\$367.78
		3/1/2018	AR93288	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Repair & Maintenance	\$91.95
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier Repair & Maintenance	\$91.95
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier Repair & Maintenance	\$91.95
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Repair & Maintenance	\$91.93
Everett Hydraulics	44705						\$1,400.52
		3/1/2018	0000025812	001-015-576-80-31-00	ME - Operating Costs	Hydraulic cylinder for PW31	\$466.84
				101-015-543-30-31-00	ME - Operating Costs	Hydraulic cylinder for PW31	\$466.84
				410-015-531-10-31-00	ME - Operating Costs	Hydraulic cylinder for PW31	\$466.84
First American Title and Insurance Co	44686						\$1,362.47
		2/27/2018	869-422950544	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street ROW - Steadman	\$1,362.47
HRA VEBA Trust YA20192	44706						\$1,438.96
		3/1/2018	42591	001-008-521-20-20-00	LE-Benefits	Employee Contributions to VEBA Jan/Feb 2018	\$1,438.96
HSA Bank	44687						\$149.00
		2/27/2018	030118	001-000-284-00-00-00	Payroll Liability Other	Health Savings Employee Contributions	\$149.00
King County Directors Association Purchasing Dept	44688						\$113.75
		2/27/2018	300215783	621-000-589-20-00-01	Retainage Release - Other PW	Retainage payment - KCDA	\$102.94
			300236459	621-000-589-20-00-01	Retainage Release - Other PW	Retainage payment - KCDA	\$10.81
Lake Stevens Police Guild	44689						\$1,084.00
		2/27/2018	030118	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,084.00
Megan LeBlanc	44690						\$22.00
		2/27/2018	021918	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Creative Leadership-Seattle-LeBlanc	\$22.00
Nationwide Retirement Solution	0						\$2,975.00
		2/27/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$2,975.00
Neofunds by Neopost	44691						\$571.51
		2/27/2018	80346335 0218	001-008-521-20-42-00	LE-Communication	Postage	\$571.51
NEOGOV	44692						\$10,372.73
		2/27/2018	INV22953	001-005-518-10-41-00	HR-Professional Services	Performance Eval software License 2018	\$10,372.73



Checks to be Approved for 2/23/2018 to 3/1/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
New York Life	44693						\$512.00
		2/27/2018	FEB2018	001-000-284-00-00-00	Payroll Liability Other	Vountary Whole Life-employee paid	\$512.00
New York Life EFT	0						\$3,296.01
		3/1/2018	FEB2018	001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums	\$52.99
				001-003-514-20-20-00	CC-Benefits	Life/Disability Ins Premiums	\$67.54
				001-004-514-23-20-00	FI-Benefits	Life/Disability Ins Premiums	\$117.66
				001-005-518-10-20-00	HR-Benefits	Life/Disability Ins Premiums	\$48.77
				001-006-518-80-20-00	IT-Benefits	Life/Disability Ins Premiums	\$83.90
				001-007-558-50-20-00	PL-Benefits	Life/Disability Ins Premiums	\$328.46
				001-007-559-30-20-00	PB-Benefits	Life/Disability Ins Premiums	\$133.95
				001-008-521-20-20-00	LE-Benefits	Life/Disability Ins Premiums	\$1,395.42
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$125.04
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$42.84
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$461.52
				401-070-535-10-20-00	SE-Benefits	Life/Disability Ins Premiums	\$6.22
				410-016-531-10-20-00	SW-Benefits	Life/Disability Ins Premiums	\$431.70
Richard Rutherford	44694						\$99.00
		2/27/2018	021018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-SFST training-Maple Valley WA-Rutherford	\$99.00
Marian T Smith	44695						\$199.38
		2/27/2018	022718	001-005-518-10-42-00	HR-Communications	Postage	\$12.90
				001-013-594-18-60-02	GG - City Hall Demo	Admin Refrigerator	\$186.48
Snohomish County PUD	44696						\$1,976.75
		2/27/2018	100334760	001-013-518-20-47-00	GG-Utilities	200206019 City Hall	\$110.06
			104836562	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$68.04
			108159969	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$220.21
			111461854	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal	\$102.24
			114775913	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$45.44
			124734460	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park meter 73867	\$15.31
			131336244	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$166.97
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$166.98
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$167.03
			144480745	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$71.29



Checks to be Approved for 2/23/2018 to 3/1/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	44696	2/27/2018	154321880	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$84.57
			160708939	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$51.12
			160710962	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric	\$649.52
			160716627	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$57.97
John Spencer	44697						Check Total
							\$144.40
Spotix Inc	44707	2/27/2018	022318	001-001-513-10-43-00	Executive - Travel & Mtgs	Meals & Mileage for AWC & Sno Co Tomorrow-Spencer	\$144.40
							Check Total
							\$804.18
Teamsters Local No 763	44698	3/1/2018	INV14106	101-016-544-90-31-02	ST-Operating Cost	HPC Match Lit Fire Pit	\$804.18
							Check Total
							\$1,172.00
Vantagepoint Transfer Agents - 108991	44699	2/27/2018	030118	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$1,172.00
							Check Total
							\$352.81
Vantagepoint Transfer Agents - 307428	44700	2/27/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
							Check Total
							\$767.00
Washington State Support Registry	0	2/27/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$767.00
							Check Total
							\$163.50
Washington Teamsters Welfare Trust EFT	0	2/27/2018	030118	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50
							Check Total
							\$2,326.40
Western Conference of Teamsters Pension Trust	44701	3/1/2018	030118	001-000-283-00-00-00	Payroll Liability Medical	Teamsters Dental Ins Premiums	\$2,326.40
							Check Total
							\$3,050.55
Zachor and Thomas Inc PS	44708	2/27/2018	030118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$3,050.55
							Check Total
							\$11,431.82
Total		3/1/2018	801	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor retainage February 2018	\$11,431.82
							\$401,951.98