



## **City of Lake Stevens Vision Statement**

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



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

**Tuesday, August 28, 2018 – 7:00 p.m.**

**NOTE:**

**WORKSHOP ON VOUCHERS AT 6:45 P.M.**

<b>CALL TO ORDER:</b>	7:00 P.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Council President
<b>ROLL CALL</b>		
<b>APPROVAL OF AGENDA</b>		Council President
<b>NEW EMPLOYEES AND PROMOTIONS</b>	Adri Crim, Deputy City Clerk Josh Machen, Planning Manager Phil Stevens, Public Works Inspector	
<b>CITIZEN COMMENTS</b>		
<b>COUNCIL BUSINESS</b>		Council President
<b>MAYOR'S BUSINESS</b>		
<b>CITY DEPARTMENT REPORT</b>	Update	
<b>CONSENT AGENDA:</b>		
	*A Approve 2018 Vouchers	Barb
	*B Approve City Council Regular Meeting Minutes of June 26, 2018	Kathy
	*C Approve City Council Regular Meeting Minutes of July 10, 2018	Kathy
	*D Approve Ordinance 1029 Amending LSMC 2 re Boards and Commissions	Kathy
	*E Cancel September 4, 2018 Workshop Meeting	Kathy
	*F Approve Contract Extension with Dick's Towing	Kathy/John D.

**Lake Stevens City Council Regular Meeting Agenda**

**August 28, 2018**

- \*G Approve Removal of Planning Commissioner Council President  
\*H Approve Contract with Lake Stevens School District Barb  
for School Resource Officer

- PUBLIC HEARING:** \*I Storm Water Management Aaron  
1. Approve Ordinance 1032 Amending LSMC  
11.04 Storm-Water Management Utility  
2. Approve Resolution 2018-22 Adopting Rates,  
Fees and Deposits

- ACTION ITEMS:** \*J Approve Beautification Plan Jill  
\*K Approve Naming of Parks Located in Frontier Jim  
Heights and at 20<sup>th</sup> Street Ballfields  
\*L Callow Road Final Project Acceptance Eric  
\*M Approve Contract with Quilceda Paving & Eric  
Construction, Inc. for Annual Street Overlay  
\*N Approve Resolution 2018-23 Adopting John D.  
Comprehensive Emergency Management Plan  
\*O Approve Replacement of Police Fleet Vehicles John D.  
Scheduled for 2019

- DISCUSSION ITEMS:** \*P Outcomes by Levy Draft Scope of Services Gene

**EXECUTIVE SESSION** Real Property Sale/Acquisition and Pending  
Litigation

**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**



**CITY DEPARTMENT REPORT CITY  
COUNCIL REGULAR MEETING  
August 28, 2018**

- Human Resources
  - Worked collaboratively with the Guild and Teamsters to change contract language to conform with the Janus decision.
  - Recently created a Healthcare Committee with representatives from each employee group to conduct a market review of benefits.
  - Partnered with the Finance team to:
    - o Select an electronic timekeeping and scheduling system; we anticipate a go-live date in February.
    - o Transition to semi-monthly payroll
- Planning Department
  - Introductions to Planning Commission on zoning code revisions and micro cell towers.
  - Staff will be bringing forward private/subdivision road standards, critical areas update and shoreline update to PC and Council over the Fall / Winter.
  - Staff will bring information forward on a code amendment for the schedule for inspections of fire alarm systems for commercial businesses in the early Fall.

Chief John D. Dyer

Lake Stevens Police Department



July 2018

The Lake Stevens PD employees continue to work hard, in service to the Lake Stevens community. Listed below are our call levels for the month of July of 2018, as well as a comparison for 2016 and 2017:

- Call for Service = When a person calls dispatch or the Police Department requesting Police Services
- Incidents = All activity by our Officers (Calls for Service + Self-Initiated activity)
- Case Reports = Those calls for service that result in case reports

## Some examples of the incidents we worked on during July

**Warrant Service** - Suspect was arrested on an outstanding warrant and had possession of a stolen vehicle that he parked outside someone else's residence. Suspect was in the back trailer and ran when officers tried to contact him. He hopped fences, lost his clothes and was caught one house away.

**Boys and Girls Club crash** - Patrol units were dispatched to the area of the Boys and Girls Club for an explosion. We were quickly updated that a vehicle had struck the entrance of the teen center and the male driver had fled. Upon arrival witnesses pointed out the suspect near the post office where he was detained. Suspect was booked for DUI and hit and run. Extensive damage to the building.

**Reserve car prowls** - In the early morning hours of 7/24 there were multiple prowls in the Reserve neighborhood. M/O was unlocked vehicles. Victim video shows two subjects on foot enter the neighborhood and trying doors. One male can be seen prowling the victim vehicle while wearing a unique sweatshirt.

**Animal Cruelty** - July 15, Two separate animal calls in Cross water. One cat with a large laceration 6-inch puncture to side. The other found on side of sidewalk posed and bloody. Incidents being investigated.

**House Fire** - July 16, Residential house fire on 99th Ave NE. All 4 adults of the duplex made it out safely. Occupant states it was caused by a battery for a AC car that was charging in the garage.

**Assault 2** - July 27, Units responded to the 8200 block of 1st Street SE for an assault complaint. Victim reported that he was attempting to purchase 1 gram of cocaine from another male. Victim was very intoxicated and stated he was pistol whipped by the second male and suffered a bruised left eye. Victim did not want to be victim but was left with a statement in case he changed his mind when he sobered up.

Additionally:

- Officers served a warrant on a vehicle and seized \$43,000.00 and a BMW.
- Detectives solved the arson at the Post office.

	2016	2017	2018
INCIDENTS	2397	2816	2467
CALLS FOR SERVICE	1475	1467	1278
CASE REPORTS	208	237	213
ARRESTS	81	106	141
ACCIDENTS-REPORTABLE	63	51	43
TOTAL TRAFFIC CONTACTS	419	651	685
Enforcement Actions	114	278	380
Warnings	305	373	305

## Other LSPD news

**Strategic Planning** – The Strategic Planning process continues. We will now put all our information together and present the plan to City Council in late September or early October.

**New Facility** – We are now in the planning phase for The new Police facility, which will be on Chapel Hill Road. We held a meeting with LSPD staff to begin the process of laying out all the program needs which will drive the design of the building.

**Marine Program** – Our Marine Unit was out in force through the month of July. This unit is made up of our School Resource Officers, supplemented with additional Marine Trained Officers. This year we were also joined by Snohomish County Deputies.

**Wyatt Park** – After some issues at the beginning of the summer, the LSPD (along with the Snohomish County Sheriff's Department and Snohomish County Parks Department) increased our presence in the park, and July was a month that saw an improved situation for our citizens using the park.

**Academy date** – We were very lucky to get a late August start date for Judah Marshall to attend the State Academy. His graduation date will be in early January.

**Aquafest** – Aquafest is always a busy time for the LSPD. We work hard to ensure that the thousands of visitors who come to the many event have a safe and enjoyable experience. 2018 was a great event and one we were glad to participate in. We were also very happy to include Car 64 to both of the Parades as well as to the car show. This car is a great example of the community support for the LSPD



**We serve the Lake Stevens community, by enhancing public safety and quality of life, through professional police services, partnerships, and interaction with our citizens**



## **CONTRACT RENEWALS AND EXPENDITURES**

All Phase Tree Removal: removal of danger tree - \$10,890



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BLANKET VOUCHER APPROVAL  
**2018**

Payroll Direct Deposits	7/13/18, 7/30/18, 08/15/18	\$640,910.29
Payroll Checks	45673-45374, 45777, 45789	\$5,276.58
Tax Deposit(s)	7/13/18, 7/30/18, 08/15/18	\$234,772.72
Electronic Funds Transfers	ACH	\$283,267.29
Claims	45675-45776, 45778-45788, 45790-46007	\$1,406,955.92
Void Checks	44415, 45496, 45509, 45621, 45529, 45771	(\$8,968.14)
Total Vouchers Approved:		\$2,562,214.66

**This 28th day of August 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

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Councilmember

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Councilmember

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Councilmember

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Councilmember

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Councilmember

August 28th, 2018



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**City Expenditures by Type on this voucher packet**

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Personnel Costs	\$	646,187	25%
Payroll Federal Taxes	\$	234,773	9%
Excise Tax	\$	1,513	0%
Quarterly L&I	\$	33,386	1%
Retirement Benefits - Employer	\$	97,871	4%
Medical Benefits - Employer	\$	129,177	5%
Other Employer paid Benefits	\$	37,462	1%
Employee paid benefits - By Payroll	\$	1,554	0%
Supplies	\$	116,668	5%
Professional Services	\$	482,237	19%
Intergovernmental	\$	215,268	8%
Capital *	\$	575,087	22%
Void Check	\$	(8,968)	0%
<b>Total</b>	<b>\$</b>	<b>2,562,215</b>	<b>100%</b>

**This voucher packet includes three payrolls with taxes and benefits.**

**Large Purchases**

\* Lundeen Park Improvement - \$455,965



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
A & J Builders LLC	45790						<b>Check Total</b>
							<b>\$12,393.88</b>
		8/13/2018	072518	301-000-589-90-00-00	Refunds or Reimbursements	LUA 2017-0133 - A&J Short Plat Const Plans in Lieu Imprv	\$12,393.88
A-1 Landscaping & Construction	45680						<b>Check Total</b>
							<b>\$455,965.21</b>
		7/19/2018	2	302-010-594-76-61-02	PM - Lundeen Park Capital	Progress payment #2 Lundeen	\$455,965.21
Ace Hardware	45681						<b>Check Total</b>
							<b>\$650.15</b>
		7/19/2018	59304	001-010-576-80-31-00	PK-Operating Costs	Drop Cloth for painting benches at Lundeen	\$73.46
			59352	001-010-576-80-31-00	PK-Operating Costs	Drop Cloth for painting benches at Lundeen	\$48.99
			59354	001-010-576-80-31-00	PK-Operating Costs	Drop Cloth for painting benches at Lundeen	(\$48.99)
			59507	001-010-576-80-31-00	PK-Operating Costs	PVC elbow	\$7.25
			59548	001-010-576-80-31-00	PK-Operating Costs	Paint tray and roller	\$45.64
			59555	001-007-558-50-31-01	PL-Operating Costs	Chipped car key for PW71	\$38.11
				001-007-559-30-31-01	PB-Operating Cost	Chipped car key for PW71	\$38.11
			59583	001-010-576-80-31-00	PK-Operating Costs	Peat moss - 20th street soccer field	\$97.96
			59588	001-010-576-80-31-00	PK-Operating Costs	PVC Elbow and pipe	\$4.75
			59601	101-016-544-90-31-02	ST-Operating Cost	Plumbing parts/smoke detector	\$12.43
				410-016-531-10-31-02	SW-Operating Costs	Plumbing parts/smoke detector	\$12.42
			59605	001-008-521-20-31-02	LE-Minor Equipment	Smoke Detector Evidence room	\$17.41
			59609	001-010-576-80-31-00	PK-Operating Costs	Wheelbarrow	\$272.23
			59614	001-012-575-50-31-00	CS-Community Center-Ops	Extra keys for Community Center	\$30.38
	45791						<b>Check Total</b>
							<b>\$1,484.83</b>
		8/13/2018	59660	001-010-576-80-31-03	PK-Lundeen-Op Costs	Lumber for Lundeen Park Stage	\$312.46
			59663	101-016-544-90-31-02	ST-Operating Cost	Keys	\$2.71
				410-016-531-10-31-02	SW-Operating Costs	Keys	\$2.71
			59664	001-010-576-80-31-03	PK-Lundeen-Op Costs	Fasteners/Pin Trailer Coupler Lundeen Stage	\$75.33
			59667	001-010-576-80-31-00	PK-Operating Costs	Oil Mix Parks	\$21.76
			59689	001-008-521-20-31-02	LE-Minor Equipment	Masking Tape PD	\$4.89
			59708	001-008-521-20-31-02	LE-Minor Equipment	Kitchen Faucet PD Sink	\$59.88
			59709	101-016-542-64-31-00	ST-Traffic Control - Supply	Stop Sign Replacement	\$28.30
			59710	101-016-544-90-31-02	ST-Operating Cost	Batteries	\$8.70
				410-016-531-10-31-02	SW-Operating Costs	Batteries	\$8.71
			59720	001-010-576-80-31-04	PK-North Cove Park Ops	Paint Brush/Trays Plaza	\$28.25
			59723	001-012-569-00-31-00	CS-Aging Services-Supplies	Plunger/Drain Unclogger/Auger/Zip It/Drnomx	\$62.24



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Ace Hardware	45791	8/13/2018	59733	001-008-521-20-31-02	LE-Minor Equipment	Car Wash Soap & Brush PD	\$53.33	
			59741	101-016-544-90-31-02	ST-Operating Cost	PVC Pipe/Coupling/Bushings/RSTP Vocoilenm	\$126.97	
				410-016-531-10-31-02	SW-Operating Costs	PVC Pipe/Coupling/Bushings/RSTP Vocoilenm	\$126.98	
			59754	001-010-576-80-31-00	PK-Operating Costs	Ratchet/Cutoff Wheel Shop	\$24.30	
				101-016-544-90-31-02	ST-Operating Cost	Ratchet/Cutoff Wheel Shop	\$24.31	
				410-016-531-10-31-02	SW-Operating Costs	Ratchet/Cutoff Wheel Shop	\$24.31	
			59755	101-016-544-90-31-02	ST-Operating Cost	PVC Pipe	\$7.61	
				410-016-531-10-31-02	SW-Operating Costs	PVC Pipe	\$7.61	
			59783	001-010-576-80-31-04	PK-North Cove Park Ops	Quik Tube/Cm Torpedo Level Plaza	\$66.35	
			59794	001-010-576-80-31-03	PK-Lundeen-Op Costs	Paint Tray/Roller Cover Lundeen	\$21.74	
			59802	001-013-518-20-31-00	GG-Operating Costs	Cement Hose City Hall	\$118.58	
			59823	101-016-544-90-31-02	ST-Operating Cost	Tape/Markers	\$12.28	
				410-016-531-10-31-02	SW-Operating Costs	Tape/Markers	\$12.29	
			59825	001-010-576-80-31-00	PK-Operating Costs	Tape/Marking Flags	\$14.68	
			59843	101-016-544-90-31-02	ST-Operating Cost	Heavy Duty Utility Knife/Runnr Per Grn	\$15.74	
				410-016-531-10-31-02	SW-Operating Costs	Heavy Duty Utility Knife/Runnr Per Grn	\$15.74	
			59870	001-013-518-20-31-00	GG-Operating Costs	Flex Seal Caulk City Hall	\$7.61	
			59872	101-016-544-90-31-02	ST-Operating Cost	Leather Gloves for Heating up Tar	\$17.42	
				410-016-531-10-31-02	SW-Operating Costs	Leather Gloves for Heating up Tar	\$17.41	
			59889	001-012-573-90-31-00	CS-Community Activity-Aquafest	Staples for Aquafest	\$10.00	
			59906	101-016-544-90-31-01	ST-Office Supplies	WhiteOut for New Vehicle Inspection Reports PW	\$3.80	
				410-016-531-10-31-01	SW-Office Supplies	WhiteOut for New Vehicle Inspection Reports PW	\$3.80	
			59918	001-012-575-50-31-00	CS-Community Center-Ops	Door Stop/Tape Comm Center Restrooms	\$22.85	
			59921	001-008-521-20-31-02	LE-Minor Equipment	Sunscreen Aquafest PD	\$43.52	
			59929	001-013-518-20-31-00	GG-Operating Costs	Torch Head/Cylinder Propane	\$53.34	
			59939	101-016-544-90-31-02	ST-Operating Cost	Extreme Strips	\$8.16	
				410-016-531-10-31-02	SW-Operating Costs	Extreme Strips	\$8.16	
		45792	Check Total					\$1,027.43
		45792	8/13/2018	59563	101-016-544-90-31-02	ST-Operating Cost	Flex Seal/Paracord/Battle Cord/Paint	\$65.85
	410-016-531-10-31-02				SW-Operating Costs	Flex Seal/Paracord/Battle Cord/Paint	\$65.85	
	59625			001-010-576-80-31-03	PK-Lundeen-Op Costs	Sprypnt/Wire Brush/Wheel Crimp/Hose/Adaptr	\$70.22	
	59631			001-010-576-80-31-03	PK-Lundeen-Op Costs	Nipple/Coupling Lundeen Beach Shower	\$15.87	





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Ace Hardware	45792	8/13/2018	59633	001-010-576-80-31-03	PK-Lundeen-Op Costs	Paint Brush/Cover/Roller/Tamper Bit Lundeen	\$96.81	
			59634	001-013-518-20-31-00	GG-Operating Costs	Key Tags/Rings City Keys	\$11.76	
			59635	001-010-576-80-31-03	PK-Lundeen-Op Costs	Seal Tape/Couple/Nipple/Brushings - Lundeen	\$19.12	
			59640	001-010-576-80-31-03	PK-Lundeen-Op Costs	Broom for Bathrooms - Lundeen	\$18.50	
			59654	001-008-521-20-31-02	LE-Minor Equipment	MTL Cut Wheel PD Ramp	\$6.51	
			59658	001-008-521-20-31-02	LE-Minor Equipment	Bungees & Dri Zis for PD	\$48.94	
			59956	001-010-576-80-31-00	PK-Operating Costs	Marking Paint/Tape	\$11.52	
			59974	101-016-544-90-31-02	ST-Operating Cost	Electrical Tape/Gorilla Tape	\$5.98	
				410-016-531-10-31-02	SW-Operating Costs	Electrical Tape/Gorilla Tape	\$5.98	
			59983	001-010-576-80-31-00	PK-Operating Costs	Pad Locks	\$60.94	
				101-016-544-90-31-02	ST-Operating Cost	Pad Locks	\$60.94	
				410-016-531-10-31-02	SW-Operating Costs	Pad Locks	\$60.94	
			59984	001-010-576-80-31-00	PK-Operating Costs	Articulating Head	\$90.74	
				101-016-544-90-31-02	ST-Operating Cost	Articulating Head	\$90.73	
				410-016-531-10-31-02	SW-Operating Costs	Articulating Head	\$90.73	
			60030	001-008-521-50-48-00	LE-Facility Repair & Maint	Motion Light for PD Vehicle Impound Lot	\$43.55	
			60031	001-010-576-80-31-00	PK-Operating Costs	Pruners Shop Supplies	\$17.05	
				101-016-544-90-31-02	ST-Operating Cost	Pruners Shop Supplies	\$17.05	
				410-016-531-10-31-02	SW-Operating Costs	Pruners Shop Supplies	\$17.05	
			60068	001-008-521-20-31-02	LE-Minor Equipment	Carwash Supplies	\$34.80	
	45949	Check Total						\$361.44
		8/22/2018	59993	001-010-576-80-31-00	PK-Operating Costs	Drill Bits/Fasteners	\$32.39	
			59995	001-010-576-80-31-00	PK-Operating Costs	Fasteners	\$46.82	
			60051	001-010-576-80-31-04	PK-North Cove Park Ops	Fertilizer for Planter Boxes at City Hall	\$14.15	
			60053	101-016-544-90-31-02	ST-Operating Cost	Silicone Spray for Nuts/Bolts	\$7.61	
				410-016-531-10-31-02	SW-Operating Costs	Silicone Spray for Nuts/Bolts	\$7.61	
			60062	101-016-544-90-31-02	ST-Operating Cost	Cooling Towels - Shop Supplies	\$64.16	
				410-016-531-10-31-02	SW-Operating Costs	Cooling Towels - Shop Supplies	\$64.16	
			60067	001-008-521-20-31-02	LE-Minor Equipment	Keys	\$8.69	
			60070	101-016-544-90-31-02	ST-Operating Cost	Phone Chargers - Shop Supplies	\$30.98	
				410-016-531-10-31-02	SW-Operating Costs	Phone Chargers - Shop Supplies	\$30.99	
			60076	001-008-521-21-31-00	LE-Boating Minor Equipment	Fuse - City Boat Dock	\$15.78	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc					
Ace Hardware	45949	8/22/2018	60133	101-016-544-90-31-02	ST-Operating Cost	Entry Locks	\$19.05				
				410-016-531-10-31-02	SW-Operating Costs	Entry Locks	\$19.05				
Advance Auto Parts	45682	Check Total						\$144.07			
		7/19/2018	2421-278805	001-015-576-80-31-00	ME - Operating Costs	Oil Filter PW71	\$8.78				
			2421-278915	001-015-576-80-31-00	ME - Operating Costs	Oil & oil filter PW49	\$17.89				
			2421-279054	101-016-544-90-31-02	ST-Operating Cost	Armoral & Bug Tar remover	\$9.15				
				410-016-531-10-31-02	SW-Operating Costs	Armoral & Bug Tar remover	\$9.15				
			2421-279065	001-008-521-20-31-02	LE-Minor Equipment	Adhesive Eraser Police Vehicle	\$49.55				
			2421-279071	001-008-521-20-31-02	LE-Minor Equipment	Adhesive Eraser Police Vehicle	\$49.55				
	45793	Check Total						\$743.90			
		8/13/2018	2421-279212	001-010-576-80-31-04	PK-North Cove Park Ops	Sheet Metal Inserts/Nut Thread Hand/Shipping - Plaza	\$128.70				
			2421-279240	001-010-576-80-31-04	PK-North Cove Park Ops	Grinding Wheels Plaza Poles	\$85.92				
			2421-279311	101-015-543-30-31-00	ME - Operating Costs	Diesel Exhaust Fluid PW50 & PW67	\$9.99				
				410-015-531-10-31-00	ME - Operating Costs	Diesel Exhaust Fluid PW50 & PW67	\$9.99				
			2421-279397	001-015-576-80-31-00	ME - Operating Costs	Hose Clamp Pliers PW31	\$10.56				
				101-015-543-30-31-00	ME - Operating Costs	Hose Clamp Pliers PW31	\$10.56				
				410-015-531-10-31-00	ME - Operating Costs	Hose Clamp Pliers PW31	\$10.56				
			2421-279953	410-015-531-10-31-00	ME - Operating Costs	Alternator Mount PW26	\$163.34				
			2421-280109	410-015-531-10-31-00	ME - Operating Costs	Returned Alternator Mount PW26	(\$163.34)				
			2421-280110	101-015-543-30-31-00	ME - Operating Costs	Air PW29	\$7.22				
				410-015-531-10-31-00	ME - Operating Costs	Air PW29	\$7.23				
			2421-280152	101-015-543-30-31-00	ME - Operating Costs	Oil Filter/Lube PW29	\$8.79				
				410-015-531-10-31-00	ME - Operating Costs	Oil Filter/Lube PW29	\$8.79				
			2421-280568	101-015-543-30-31-00	ME - Operating Costs	Battery-Farm Truck PW66	\$222.79				
				410-015-531-10-31-00	ME - Operating Costs	Battery-Farm Truck PW66	\$222.80				
			45950	Check Total						\$38.01	
				8/22/2018	2421-279757	101-015-543-30-31-00	ME - Operating Costs	Grease Guns	\$38.01		
			Advantage Building Services	45683	Check Total						\$793.25
					7/19/2018	3826	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$30.00	
		001-007-559-30-41-00					PB-Professional Srv	Janitorial Services	\$30.00		
	001-008-521-20-41-01	LE-Professional Serv-Fixed					Janitorial Services	\$315.00			
	001-010-576-80-41-00	PK-Professional Services					Janitorial Services	\$20.00			



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Advantage Building Services	45683	7/19/2018	3826	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 - Janitor/Landscape	Retainage-Advantage svcs	(\$41.75)
	45684	Check Total					\$3,261.54
		7/19/2018	Retainage	621-000-589-20-00-00	Retain Reimb - Janitor/Landscp	Retainage release 2015-2018	\$3,261.54
AFLAC	0	Check Total					\$1,509.00
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,509.00
Alco Pro	45794	Check Total					\$1,106.00
		8/13/2018	0213383-IN	001-008-521-20-31-02	LE-Minor Equipment	Air Blank Sensor PD	\$1,106.00
Alexander Printing	45795	Check Total					\$31.26
		8/13/2018	56225	001-007-559-30-31-00	PB-Office Supplies	Business Cards - Planning	\$31.26
Alpine Fire and Safety Sys Inc	45685	Check Total					\$117.94
		7/19/2018	15294	001-010-576-80-31-00	PK-Operating Costs	First Aid supplies	\$39.32
				101-016-544-90-31-02	ST-Operating Cost	First Aid supplies	\$39.31
				410-016-531-10-31-02	SW-Operating Costs	First Aid supplies	\$39.31
	45796	Check Total					\$162.70
		8/13/2018	15741	001-010-576-80-31-00	PK-Operating Costs	First Aid Supplies Shop	\$54.24
				101-016-544-90-31-02	ST-Operating Cost	First Aid Supplies Shop	\$54.23
410-016-531-10-31-02				SW-Operating Costs	First Aid Supplies Shop	\$54.23	
Amazon Capital Services	45797	Check Total					\$3,460.54
		8/13/2018	11LH-GKWV-11WT	001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$2.53
				001-008-521-20-31-01	LE-Fixed Minor Equipment	Janitorial Supplies	\$11.05
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$5.68
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$3.47
				001-013-518-20-31-00	GG-Operating Costs	Janitorial Supplies	\$3.16
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$2.84
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$2.84
		137G-YG9H-XX46	101-016-544-90-31-01	ST-Office Supplies	Post-Its/Markers/Flags	(\$7.90)	
			410-016-531-10-31-01	SW-Office Supplies	Post-Its/Markers/Flags	(\$7.89)	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Amazon Capital Services	45797	8/13/2018	13MV-MRHF-6GNW	001-008-521-20-31-01	LE-Fixed Minor Equipment	Mini Dr First Aid Kit/Personal Safety Light Bar-Bike Program	\$367.77
			17M4XY4J-1HQ9	101-016-544-90-31-02	ST-Operating Cost	Water Filters/VM Log	\$25.03
				410-016-531-10-31-02	SW-Operating Costs	Water Filters/VM Log	\$25.04
			17VQ-7GRY-6MVP	001-008-521-20-31-01	LE-Fixed Minor Equipment	Desktop Hard Drives PD	\$225.38
			17WV-DQGN-XF47	001-008-521-20-31-00	LE-Office Supplies	Western Digital Caviar Green 16MB	\$56.60
			199X-C97Q-RKD4	001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$95.30
				001-008-521-20-31-01	LE-Fixed Minor Equipment	Janitorial Supplies	\$416.96
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$214.43
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$131.04
				001-013-518-20-31-00	GG-Operating Costs	Janitorial Supplies	\$119.13
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$107.22
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$107.22
			1FQG-WWFK-7TCG	001-008-521-20-31-02	LE-Minor Equipment	Curveillance Earpiece	\$84.94
			1GLK-HNTM-937L	001-008-521-20-31-04	LE - Donation Exp - Other	Toy Car Party Favors Easter Egg Filler	\$48.96
			1H79-VGFR-1T1R	001-008-521-20-31-00	LE-Office Supplies	Kingston Digital HyperX Savage 256GB PD	\$137.16
			1-JKT-XTCF-6FR4	001-008-521-20-31-02	LE-Minor Equipment	Silicone Case Cover/Skins for Arlo Go Mobile	\$37.00
			1JWV-4YJW-7HRQ	001-007-558-50-31-01	PL-Operating Costs	Heavy Duty Hole Punch Never Received	(\$24.46)
			1MTR-RR4X-TCPH	101-016-544-90-31-01	ST-Office Supplies	Post-Its/Markers/Flags Credit	(\$17.35)
				410-016-531-10-31-01	SW-Office Supplies	Post-Its/Markers/Flags Credit	(\$17.35)
			1NFR-DFJW-9PTL	001-008-521-20-31-02	LE-Minor Equipment	Standing Desk Mat/USB Cable	\$81.43
			1NK1-3KH9-QU11	001-008-521-20-31-01	LE-Fixed Minor Equipment	Revgear Kick Shield/Target Training Hand Pads	\$890.13
			1R6L-QGH9-6XWN	001-008-521-20-31-01	LE-Fixed Minor Equipment	Bike Hitch Mount Bicycle Rack Foldable Fit	\$115.38
			1W34-X3PF-LHLP	001-008-521-20-31-02	LE-Minor Equipment	Wire Surveillance Earpiece	\$76.23
			1WFK-3L4R-NCPK	001-008-521-30-31-00	LE-Community Outreach Supplies	Credit Toy Car Party Favors Easter Egg Filler	(\$18.48)
			1X9T-4MR7-PJP9	001-008-521-20-31-01	LE-Fixed Minor Equipment	Tactical Ear Gadgets Cougar 2-Wire Surveillance Earpiece PD	\$84.94
			1Y43-JHG6-7W1H	001-008-521-20-31-02	LE-Minor Equipment	Battery for Galaxy Camera	\$54.44



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Amazon Capital Services	45797	8/13/2018	1Y43-JHG6-99TG	001-008-521-20-31-02	LE-Minor Equipment	Surface Pro Case	\$20.67
	45951						<b>Check Total \$112.67</b>
		8/22/2018	1KJW-TCDH-GRFP	001-008-521-20-31-02	LE-Minor Equipment	Tactical Load-Out Bag with Backpack Straps	\$112.67
Amec Foster Wheeler Environmental Inc	45952						<b>Check Total \$2,864.58</b>
		8/22/2018	S51700747	302-010-594-76-61-01	PM - North Cove Capital	Cultural Resources Review	\$2,864.58
American Forest Management Inc	45953						<b>Check Total \$265.00</b>
		8/22/2018	111239	001-010-576-80-41-01	PK -Professional Tree Srv	Arborist Tree Assessment July 2018	\$265.00
Jennifer Anderson	45787						<b>Check Total \$299.08</b>
		7/31/2018	072318	001-008-521-20-43-01	LE-Business Meetings	Aquafest expenses	\$233.62
			073018	001-008-521-20-43-01	LE-Business Meetings	Aquafest expenses	\$65.46
	45798						<b>Check Total \$181.00</b>
		8/13/2018	082018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-PDA Beg/Adv Anderson	\$181.00
Orion Anderson	45686						<b>Check Total \$600.00</b>
		7/19/2018	071018	001-012-573-20-31-00	CS-Arts Commission	Music By the Lake 7/22/18	\$600.00
Aquatechnex	45799						<b>Check Total \$69,913.80</b>
		8/13/2018	9248	410-016-531-10-41-02	SW-Milfoil Treatment	2018 Eurasian Milfoil Control	\$69,913.80
Artcraft and Foremost	45800						<b>Check Total \$322.88</b>
		8/13/2018	439433	001-008-521-30-31-00	LE-Community Outreach Supplies	Black Trooper Hats PD	\$322.88
Assoc of Washington Cities	45801						<b>Check Total \$25.00</b>
		8/13/2018	061318	001-005-518-10-49-01	HR - Staff Development	Practical tips for employers post-Janus v. AFSCME for Julie Good	\$25.00
Assoc of Washington Cities EFT	0						<b>Check Total \$127,678.45</b>
		7/31/2018	080118	001-000-283-00-00-00	Payroll Liability Medical	Medical Insurance Premium	\$125,498.26
				001-013-518-30-20-00	GG-Benefits	Medical Insurance Premium	(\$0.81)
			080118T	001-000-283-00-00-00	Payroll Liability Medical	Teamster Dental Insurance Premiums	\$2,181.08
				001-013-518-30-20-00	GG-Benefits	Teamster Dental Insurance Premiums	(\$0.08)
Wayne Aukerman	45802						<b>Check Total \$95.00</b>
		8/13/2018	082018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Crime Scene Photography Aukerman	\$95.00
Axon Enterprise Inc	45687						<b>Check Total \$446.49</b>
		7/19/2018	SI-1541448	001-008-521-20-41-01	LE-Professional Serv-Fixed	Taser Assurance Plan CEW Annual	\$446.49



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
James Barnes	45803						Check Total	\$19.00
		8/13/2018	080818	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-PSR Training Marysville Barnes	\$19.00	
	45804						Check Total	\$110.00
8/13/2018		090418	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-MLE Conference Chelan Barnes	\$110.00		
Bay Alarm Company	45805						Check Total	\$24.13
		8/13/2018	304360180715M	001-008-521-20-41-01	LE-Professional Serv-Fixed	Burglar & Fire Alarm Monitoring - Late Charge	\$2.35	
			S2859036	001-008-521-50-48-00	LE-Facility Repair & Maint	Upgraded Panal Software/Bid for Lock Down Lobby Door PD	\$21.78	
Jeffrey Beazizo	45806						Check Total	\$110.00
		8/13/2018	090418	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-MLE Conference Chelan Beazizo	\$110.00	
Bickford Motors Inc	45688						Check Total	\$204.17
		7/19/2018	1138303	101-016-544-90-31-02	ST-Operating Cost	Headlamp PW5	\$102.09	
				410-016-531-10-31-02	SW-Operating Costs	Headlamp PW5	\$102.08	
	45807						Check Total	\$835.84
		8/13/2018	1141842	101-015-543-30-31-00	ME - Operating Costs	Instrument Cluster PW23	\$417.92	
				410-015-531-10-31-00	ME - Operating Costs	Instrument Cluster PW23	\$417.92	
Brummett Inc	45808						Check Total	\$149.20
		8/13/2018	14395	001-008-521-20-43-01	LE-Business Meetings	Plaques/Badge/Brass Plate	\$74.60	
			14431	001-008-521-20-43-01	LE-Business Meetings	Blue Marble Brass Plate/Custom Badge	\$74.60	
Business Card	45689						Check Total	\$10,560.07
		7/19/2018	0597 0718	001-008-521-20-43-01	LE-Business Meetings	Case 2018-000-13464 mtg	\$44.40	
			2288 0718	001-008-521-20-41-00	LE-Professional Services	Database searches	\$54.45	
				001-008-521-20-43-01	LE-Business Meetings	Strategic Planning mtg supplies	\$256.94	
					LE-Business Meetings	Strategic Planning mtg	\$165.90	
				001-008-521-40-49-01	LE-Registration Fees	Records mgmt webinars-LeBlanc/Starkenburg	\$76.00	
					LE-Registration Fees	WAPRO training-LeBlanc	\$50.00	
					LE-Registration Fees	Communicate w/Tact & Professionalism-Brooks/Barnes	\$198.00	
					LE-Registration Fees	WAPRO training-Fox/Starkenburg	\$100.00	
					LE-Registration Fees	Car Seat Tech class - Irwin	\$85.00	
					LE-Registration Fees	Firearms class - Hingtgen	\$450.00	
				001-008-521-40-49-04	LE-Finance Charges	Bank Card finance charge-Ubert	\$1.39	
			2956 0718	001-008-521-20-41-00	LE-Professional Services	Good to Go Toll Road set up	\$300.00	





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	45689	7/19/2018	2956 0718	001-008-521-20-43-01	LE-Business Meetings	Strategic Planning with Barnes	\$36.92
					LE-Business Meetings	Wicken retirement	\$70.20
			4517 0718	001-005-518-10-41-00	HR-Professional Services	SighUpGenius	\$9.99
				001-005-518-10-49-00	HR-Miscellaneous	Natl Public Employee Labor Relantions Assoc Membership-Smith	\$200.00
				001-005-518-10-49-01	HR - Staff Development	Janus Case Decision Webinar-J Good	\$149.00
				001-007-558-50-41-00	PL-Professional Servic	Recruiting-Plans Exam/Bldg Inspector	\$21.99
				001-008-521-20-41-00	LE-Professional Services	Recruiting-Records Specialist	\$10.89
				101-016-542-30-41-01	ST-Advertising	Recruiting advertising-PW Ops Manager	\$162.50
				410-016-531-10-41-05	SW-Advertising	Recruiting advertising-PW Ops Manager	\$162.50
			6247 0718	001-008-521-20-31-02	LE-Minor Equipment	SWAT shirt	\$39.65
					LE-Minor Equipment	Black/Yellow/Blue Paint	\$55.38
				001-008-521-20-31-05	LE-Equipment - New Officers	Semiautomatic Tactical Rifle w/M-LOK	\$1,611.70
				001-008-521-20-41-01	LE-Professional Serv-Fixed	Service/monitoring for Game Camera	\$9.99
				001-008-521-20-43-01	LE-Business Meetings	Strategic Planning Meeting supplies	\$14.29
				001-008-521-40-49-04	LE-Finance Charges	Bank Card Finance charge - Beazizo	\$5.22
			6437 0718	001-008-521-20-31-02	LE-Minor Equipment	Cardboard targets	\$128.00
					LE-Minor Equipment	Paint supplies	\$29.38
			7588 0718	001-005-517-90-41-00	HR-Wellness Program	Wellness event supplies	\$121.89
				001-013-594-18-60-02	GG - City Hall Demo	City Hall front door blinds	\$217.22
				101-016-542-30-49-01	ST-Staff Development	Flagger certifications-Seasonal workers	\$119.50
					ST-Staff Development	CSI-MS4 Spokane - P Stevens	\$412.00
				101-016-544-90-31-01	ST-Office Supplies	Rubber stamps	\$34.90
				101-016-544-90-31-02	ST-Operating Cost	Dog Waste Bags	\$59.00
				304-016-595-30-60-04	Frontier Village/4th Project	Temp Construction Fill Station-4th St SE Test Holes	\$900.00
				410-016-531-10-31-01	SW-Office Supplies	Rubber stamps	\$34.90
				410-016-531-10-31-02	SW-Operating Costs	Dog Waste Bags	\$58.99
				410-016-531-10-49-01	SW-Staff Development	Flagger certifications-Seasonal workers	\$119.50
					SW-Staff Development	CSI-MS4 Spokane - P Stevens	\$412.00
				410-016-531-50-31-16	DOE - Capacity Exp 17-19	Trout Stress Balls	\$1,550.20
			7638 0718	001-008-521-20-41-01	LE-Professional Serv-Fixed	Transcription services case 2018-9060	\$302.40
			8232 0718	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC meeting - Welch	\$35.00
					AD-Travel & Meetings	Joint Transportation Committee mtg	\$64.37



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Business Card	45689	7/19/2018	8232 0718	001-002-513-11-49-00	AD-Staff Development	Registration-ICMA Conference-Baltimore-Brazel	\$685.00	
				001-013-518-20-32-00	GG-Fuel	Fuel PW41	\$46.03	
				001-013-518-20-41-00	GG-Professional Service	Background checks-Boards & Commissions	\$24.00	
					GG-Professional Service	Background checks-Peddlers License	\$12.00	
			8484 0718	001-007-558-50-41-03	PL-Advertising	Postcard mailing-LUA2018-0098	\$13.18	
					PL-Advertising	Postcard mailing-LUA2014-0084	\$44.66	
					PL-Advertising	Postcard mailing-LUA2018-0058	\$85.31	
					PL-Advertising	Postcard mailing-Notice of Public Hearing	\$49.82	
					PL-Advertising	Postcard mailing-123rd NOA	\$18.83	
					PL-Advertising	Postcard mailing-LUA2018-0106	\$78.57	
					PL-Advertising	Postcard mailing-LUA2018-0107	\$85.16	
			9438 0718	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Critical Incident Response-Kelso-Barnes	\$237.98	
					LE-Travel & Per Diem	Hotel-Critical Incident Response-Kelso-Thomas	\$237.98	
	45809	Check Total						\$7,391.83
		8/13/2018	0024 0818	001-001-511-60-43-00	Legislative - Travel & Mtgs	Snohomish County Cities Dinner Petershagen	\$35.00	
					Legislative - Travel & Mtgs	Snohomish County Cities Dinner Daughtry	\$35.00	
				001-001-513-10-43-00	Executive - Travel & Mtgs	Snohomish County Cities Dinner Spencer	\$35.00	
				001-002-513-11-43-00	AD-Travel & Meetings	Snohomish County MAG Meeting Lunch	\$11.64	
				001-003-514-20-31-00	CC-Office Supply	NCH Transcription Software License International Fee	\$1.22	
					CC-Office Supply	NCH Transcription Software License International	\$40.39	
			2520 0818	001-008-521-20-31-02	LE-Minor Equipment	Table Air Circulator Fan	\$14.61	
				001-008-521-40-49-04	LE-Finance Charges	Finance Charge Credit Card - Brooks	\$3.99	
			4407 0818	001-003-514-20-49-02	CC-Staff Development	MRSC Webinar - Pugh/Crim	\$70.00	
			5130 0818	001-008-521-20-31-01	LE-Fixed Minor Equipment	Rattan Staff for Martial Arts or SCA	\$73.74	
					LE-Fixed Minor Equipment	Media WriteBlocker	\$232.06	
				001-008-521-20-31-02	LE-Minor Equipment	Cantilever Tool Box Mobile Work Center	\$84.29	
			5294 0818	001-007-558-50-41-03	PL-Advertising	LUA2018-0015 & LUA2018-0120 Postcard Mailers	\$64.62	
					PL-Advertising	Gaines Final Short Plat Postcard Mailers	\$32.20	
					PL-Advertising	LUA2018-0139 Postcard Mailers	\$19.55	
					PL-Advertising	LUA2018-0119 Postcard Mailers	\$57.62	
					PL-Advertising	LUA2018-0141 Postcard Mailers	\$40.80	
					PL-Advertising	NOA/Hewitt P Plat Postcard Mailers	\$40.64	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	45809	8/13/2018	5294 0818	001-007-558-50-49-01	PL-Staff Development	WA City & County Plan Directors Conference 2018 Wright	\$350.00
				001-007-559-30-31-01	PB-Operating Cost	Study Companion ICC	\$106.18
				001-012-573-20-31-00	CS-Arts Commission	Stage Arts Commission	\$620.06
				001-012-573-90-31-00	CS-Community Activity-Aquafest	Aquafest City Booth Supplies	\$25.77
			6323 0818	001-008-521-20-31-00	LE-Office Supplies	Clear Sheets for Scrapbook	\$4.77
				001-008-521-20-31-02	LE-Minor Equipment	Hawk Lapel Mic	\$90.63
				001-008-521-20-41-00	LE-Professional Services	Activation & Implementation eFileCabinet	\$250.00
				001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - 2019 Laserfiche Conf Los Angeles J Anderson	\$236.39
				001-008-521-20-43-01	LE-Business Meetings	Aquafest Food	\$130.66
				001-008-521-30-31-00	LE-Community Outreach Supplies	Aquafest Booth Items Community Outreach	\$13.07
			6634 0818	001-001-513-10-43-00	Executive - Travel & Mtgs	Toll Fee PW41	\$14.75
				001-004-514-23-49-01	FI-Staff Development	2018 WFOA Annual Conference Roundy	\$575.00
				001-013-518-20-31-00	GG-Operating Costs	GoodToGo Passes	\$90.00
			7815 0818	001-005-518-10-31-01	HR-Operating Cost	Linen Tablecloths Royal Blue	\$39.39
				001-005-518-10-41-00	HR-Professional Services	SignUpGenius Pro Silver	\$9.99
				001-007-558-50-41-00	PL-Professional Servic	Help Wanted - Plans Examiner/Building Inspector	\$44.32
				001-007-558-50-41-03	PL-Advertising	Help Wanted - Planning Manager x 2 Weeks	\$195.00
				001-008-521-20-41-00	LE-Professional Services	Records Specialist Skills Test	\$185.13
			8627 0818	001-008-521-20-31-00	LE-Office Supplies	Brochure/Newsletter Print Template	\$22.25
				001-008-521-20-43-00	LE-Travel & Per Diem	Credit-Hotel Crimes Against Child - Dallas Tx Parnell	(\$818.35)
				001-008-521-20-43-01	LE-Business Meetings	Lunch for Records Oral Board	\$78.77
					LE-Business Meetings	Aquafest - Food for PD	\$278.81
					LE-Business Meetings	Interview Panel Snacks	\$19.82
					LE-Business Meetings	Water for Records Oral Board	\$6.48
				001-008-521-20-49-00	LE-Dues & Memberships	LexisNexis July 2018 Commitment Balance	\$54.45
					LE-Dues & Memberships	International Professional Membership	\$175.00
				001-008-521-30-31-00	LE-Community Outreach Supplies	Community Outreach Supplies	\$11.98
				001-008-521-40-49-01	LE-Registration Fees	2019 Laserfiche Annual Conference Registration	\$895.00
					LE-Registration Fees	Professional Leadership Certificate	\$295.00
			9090 0818	001-008-521-20-31-01	LE-Fixed Minor Equipment	Bike Trunk Rack	\$65.24
					LE-Fixed Minor Equipment	Polo Shirts	\$149.98
					LE-Fixed Minor Equipment	Bicycle Rack	\$48.99



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Business Card	45809	8/13/2018	9788 0818	001-008-521-20-31-01	LE-Fixed Minor Equipment	Scrubs	\$216.82
					LE-Fixed Minor Equipment	Hyfin Chest Seal/Combat Application Tourniquet	\$327.42
					LE-Fixed Minor Equipment	Shake & Cast Kit/Photo Reference Scale/Tape Dispenser	\$132.54
			001-008-521-20-31-02	LE-Minor Equipment	Storage Cabinet 12 Gallon Capacity	\$480.80	
				LE-Minor Equipment	Monkey Bars Bike Storage Rack	\$359.96	
			001-008-521-20-41-01	LE-Professional Serv-Fixed	Camera Aid Thumbnails	\$9.99	
				LE-Professional Serv-Fixed	Transcribed File #2018-14708	\$498.40	
			001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Adv Motorcycle-Shelton WA Aukerman	\$209.00	
Canon Financial Services Inc	45690	Check Total					\$34.13
		7/19/2018	18866003	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance - City Shop	\$17.06
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance - City Shop	\$17.07
Rick Carlson	45691	Check Total					\$7,273.00
		7/19/2018	070918	001-010-576-80-41-01	PK -Professional Tree Srv	Tree Removal Eagle Ridge Park	\$7,623.00
				621-000-389-20-00-02	Retainage - Other PW Project	Tree Removal Eagle Ridge Park	(\$350.00)
	45692	Check Total					\$5,257.47
		7/19/2018	071718	621-000-589-20-00-01	Retainage Release - Other PW	Retainage refund-AllPhase	\$5,257.47
	45810	Check Total					\$7,840.80
David Carter	45811	8/13/2018	080118	001-010-576-80-41-01	PK -Professional Tree Srv	Tree Removal/Stump Grind	\$7,840.80
	45812	8/13/2018	081318	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Single Officer Response Carter	\$57.00
CDW Government Inc	45693	7/19/2018	NDQ8724	001-006-518-80-31-00	IT-Office Supplies	Surface Pro Docks	\$352.81
	45813	Check Total					\$385.92
		8/13/2018	NGF7669	001-008-521-20-31-02	LE-Minor Equipment	Indesign License for the Chief	\$266.13
			NNN4572	001-006-518-80-49-00	IT-Miscellaneous	APC Replacement Battery Cartridge	\$119.79
Central Welding Supply	45694	Check Total					\$17.55
		7/19/2018	RN06181012	101-016-544-90-31-02	ST-Operating Cost	Argon/oxygen gases	\$8.78
				410-016-531-10-31-02	SW-Operating Costs	Argon/oxygen gases	\$8.77



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Central Welding Supply	45814						<b>\$17.55</b>
		8/13/2018	RN07181008	101-016-544-90-31-02	ST-Operating Cost	Argon Gas	\$8.77
				410-016-531-10-31-02	SW-Operating Costs	Argon Gas	\$8.78
Child Safe Solutions Inc	45815						<b>\$722.00</b>
		8/13/2018	INV-00426	001-008-521-30-31-00	LE-Community Outreach Supplies	Community Outreach Erasers/Cell Phone Card Holders	\$722.00
CHS Engineers LLC	45695						<b>\$4,621.92</b>
		7/19/2018	371713-1804	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2018-0079 Gaines SP	\$773.97
			371727-1806	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2017-0118 Westlake Crossing FP	\$275.70
			371804-1804	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2018-0070 The Refuge	\$991.04
			371805-1805	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2018-0071 A&J	\$493.66
			371806-1805	001-007-558-50-41-01	PL-CA-Developer Reimb	LUA2018-0095 Mountain View SP	\$627.58
			371807-1806	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2018-0096 Touchette BLA	\$539.61
			371808-1806	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2018-0000 Kane BLA	\$359.74
			371809-1806	101-016-544-20-41-00	ST-Prof Srv - Engineering	LUA2018-0123 Scafe BLA	\$560.62
City of Everett	45696						<b>\$1,295.00</b>
		7/19/2018	I18002139	001-008-554-30-51-00	LE-Animal Control	Animal Control services May 2018	\$1,295.00
	45816						<b>\$720.00</b>
		8/13/2018	I18002364	001-008-554-30-51-00	LE-Animal Control	Animal Control Services June 2018	\$720.00
	45817						<b>\$27.03</b>
		8/13/2018	010340 0718	101-016-543-50-47-00	ST-Utilities	Water Services 9306 20th St SE	\$27.03
	45954						<b>\$1,850.00</b>
		8/22/2018	I18002527	001-008-554-30-51-00	LE-Animal Control	Animal Control Services June 2018	\$1,850.00
City of Marysville	45818						<b>\$33,363.97</b>
		8/13/2018	18-011	001-013-512-50-41-00	GG-Municipal Court Fees	Court Citations June 2018	\$13,657.24
			18-013	001-008-523-60-51-00	LE-Jail	Court Citations July 2018	\$20,650.65
			POLIN 18-0058	001-008-523-60-51-00	LE-Jail	Prisoner Housing Credit-Double Billed	(\$1,405.00)
			POLIN 18-0068	001-008-523-60-51-00	LE-Jail	Prisoner Housing May 2018	\$461.08
	45956						<b>\$565.59</b>
		8/22/2018	POLIN 18-0076	001-008-523-60-51-00	LE-Jail	Prisoner Medical July 2018	\$100.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
City of Marysville	45956	8/22/2018	POLIN 18-0077	001-008-523-60-51-00	LE-Jail	Corrected Prisoner Housing Jan 2018	\$465.59
Co Op Supply	45697						<b>Check Total \$105.79</b>
		7/19/2018	227410-1	001-005-517-90-41-00	HR-Wellness Program	Vegatable starts for Garden Wellness event	\$105.79
	45819						<b>Check Total \$11.72</b>
		8/13/2018	617335/4	101-016-544-90-31-02	ST-Operating Cost	Propane	\$11.72
Coast Gateway Hotel	45675						<b>Check Total \$612.24</b>
		7/12/2018	430773	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Training-SeaTac WA-Warbis	\$306.12
			490774	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-Training-SeaTac WA-Parnell	\$306.12
	45698						<b>Check Total \$306.12</b>
		7/19/2018	492709	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel-CIT Justice Training-Burien-C Wells	\$306.12
	45957						<b>Check Total \$816.32</b>
		8/22/2018	500796	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel - Advanced SRO - Tukwila - Irwin	\$306.12
			501888	001-008-521-20-43-00	LE-Travel & Per Diem	Hotel - 1st Level Supervision - Burien - Fiske	\$510.20
Code Publishing Co Inc	45820						<b>Check Total \$2,654.93</b>
		8/13/2018	60666	001-003-514-20-41-00	CC-Professional Services	Muni Code Update Ordinances 1030	\$764.15
			60817	001-003-514-20-41-00	CC-Professional Services	Muni Code Update Ordinances 1025,1031	\$1,890.78
Comcast	45699						<b>Check Total \$96.18</b>
		7/19/2018	0808840 0618	001-010-576-80-42-00	PK-Communication	Internet services - City Shop	\$32.06
				101-016-543-30-42-00	ST-Communications	Internet services - City Shop	\$32.06
				410-016-531-10-42-00	SW-Communications	Internet services - City Shop	\$32.06
	45700						<b>Check Total \$146.18</b>
		7/19/2018	0991976 0618	001-010-576-80-42-00	PK-Communication	Internet services - Parks & Rec office	\$146.18
	45701						<b>Check Total \$151.18</b>
		7/19/2018	1012996 0618	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$151.18
	45702						<b>Check Total \$106.18</b>
		7/19/2018	0692756 0618	001-008-521-20-42-00	LE-Communication	Internet services - Market Place	\$106.18
	45821						<b>Check Total \$96.18</b>
		8/13/2018	0808840 0718	101-016-542-64-47-00	ST-Traffic Control -Utility	Internet Service - City Shop	\$32.06
				101-016-543-30-42-00	ST-Communications	Internet Service - City Shop	\$32.06
				410-016-531-10-42-00	SW-Communications	Internet Service - City Shop	\$32.06





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Comcast	45822						<b>\$116.18</b>
		8/13/2018	0692756 0718	001-008-521-20-42-00	LE-Communication	Internet Services - Market Place	\$116.18
	45823						<b>\$86.18</b>
		8/13/2018	0810218 0718	001-008-521-20-42-00	LE-Communication	Internet Services - N Lakeshore Dr	\$86.18
	45824						<b>\$146.18</b>
		8/13/2018	0991976 0718	001-010-576-80-42-00	PK-Communication	Internet Services - Parks & Rec Office	\$146.18
	45825						<b>\$146.18</b>
		8/13/2018	1009612 0718	001-013-518-90-49-03	GG-Visitor Center -SnoCo Contr	Internet Services - VIC	\$146.18
	45826						<b>\$161.18</b>
		8/13/2018	1012996 0718	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Signal Control	\$161.18
Accounts Payable Department Compulink Management Center Inc	45958						<b>\$17,002.56</b>
		8/22/2018	144424	510-006-518-80-49-06	LR - Laserfiche	Annual Support & Updates 10/18 - 10/19 (Includes ST)	\$17,002.56
Correctional Industries	45703						<b>\$396.66</b>
		7/19/2018	45-122798	001-008-521-20-31-00	LE-Office Supplies	Parking Infraction Books	\$396.66
Cory De Jong and Sons Inc	45704						<b>\$758.20</b>
		7/19/2018	H267327	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Soil for sidewalk repair	\$24.77
			H267329	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Soil for sidewalk repair	\$24.77
			H267365	410-016-531-10-31-02	SW-Operating Costs	Soil for Lake Drive Stormwater job	\$134.76
			H267366	410-016-531-10-31-02	SW-Operating Costs	Soil for Lake Drive Stormwater job	\$99.10
			H267387	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Soil for sidewalk repair	\$24.77
			H277312	302-010-594-76-61-03	PM - Soccer Field 20th Street	Soil for 20th St Soccer Field	\$148.65
			H277324	001-010-576-80-31-03	PK-Lundeen-Op Costs	Mulch for Lundeen flower beds	\$301.38
	45827						<b>\$2,612.77</b>
		8/13/2018	I277338	001-010-576-80-31-03	PK-Lundeen-Op Costs	Topsoil - Lundeen	\$371.62
			I277342	001-010-576-80-31-03	PK-Lundeen-Op Costs	Topsoil - Lundeen	\$173.42
			I277345	001-010-576-80-31-03	PK-Lundeen-Op Costs	Hog Fuel - Lundeen	\$112.98
			I277347	001-010-576-80-31-03	PK-Lundeen-Op Costs	Hog Fuel - Lundeen	\$112.98
			I277711	302-010-594-76-61-04	PM - Eagle Ridge	Mulch - Eagle Ridge	\$1,841.77
Crandall Arambula PC	45828						<b>\$1,975.00</b>
		8/13/2018	26	001-007-558-70-41-00	PL-Economic Devel	LS Downtown Subarea Plan	\$1,975.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Cross Match Technologies Inc	45829						<b>\$1,406.12</b>
		8/13/2018	11867	001-008-521-20-41-01	LE-Professional Serv-Fixed	CMT Advantage Maint/Support Annual	\$1,406.12
Crossons Auto Repair Inc	45830						<b>\$1,217.83</b>
		8/13/2018	53990	001-015-576-80-31-00	ME - Operating Costs	Repairs/Parts PW 71	\$1,217.83
Crystal Springs	45705						<b>\$432.99</b>
		7/19/2018	5249844070118	001-007-558-50-31-01	PL-Operating Costs	Bottled Water	\$73.24
				001-007-559-30-31-01	PB-Operating Cost	Bottled Water	\$46.67
				001-013-518-20-31-00	GG-Operating Costs	Bottled Water	\$46.67
				101-016-544-90-31-02	ST-Operating Cost	Bottled Water	\$133.21
				410-016-531-10-31-02	SW-Operating Costs	Bottled Water	\$133.20
	45706						<b>\$165.82</b>
		7/19/2018	16015194062318	001-008-521-50-30-00	LE-Facilities Supplies	Bottled Water	\$165.82
	45831						<b>\$146.87</b>
		8/13/2018	16015194072118	001-008-521-50-30-00	LE-Facilities Supplies	Bottled Water	\$146.87
	45959						<b>\$351.41</b>
		8/22/2018	5249844 080118	001-007-558-50-31-01	PL-Operating Costs	Bottled Water	\$60.75
				001-007-559-30-31-01	PB-Operating Cost	Bottled Water	\$37.63
				001-013-518-20-31-00	GG-Operating Costs	Bottled Water	\$37.63
				101-016-544-90-31-02	ST-Operating Cost	Bottled Water	\$107.70
				410-016-531-10-31-02	SW-Operating Costs	Bottled Water	\$107.70
D&E Heavy Equipment Parts	45707						<b>\$76.71</b>
		7/19/2018	7717	101-015-543-30-31-00	ME - Operating Costs	Hydraulic cylinder PW70	\$38.36
				410-015-531-10-31-00	ME - Operating Costs	Hydraulic cylinder PW70	\$38.35
Daily Journal of Commerce Inc	45832						<b>\$41.40</b>
		8/13/2018	3338898	001-007-558-50-41-03	PL-Advertising	20th Street SE Corridor Comm Real Estate Advertisment	\$41.40
	45960						<b>\$48.30</b>
		8/22/2018	3339492	101-016-542-30-41-01	ST-Advertising	Ad Pavement Overlay	\$48.30
Dataquest LLC	45833						<b>\$140.00</b>
		8/13/2018	6198	001-003-514-20-41-00	CC-Professional Services	Background Checks - New Employee	\$84.00
				001-004-514-23-41-00	FI-Professional Service	Background Checks - New Employee	\$56.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Day Wireless Systems	45834						<b>\$97.36</b>
		8/13/2018	462893	001-008-521-20-31-01	LE-Fixed Minor Equipment	Earpiece Adaptor	\$97.36
Dept Graphics	45708						<b>\$279.74</b>
		7/19/2018	9334	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Door logos 64 Ford	\$279.74
Dept of Emergency Management	45835						<b>\$9,683.08</b>
		8/13/2018	I000477660	001-013-525-10-51-00	GG-Emergency	Q3 2018 Emergency Services	\$9,683.08
Dept of Labor and Industries	0						<b>\$33,777.60</b>
		7/19/2018	Q22018	001-000-281-00-00-00	Payroll Liability Taxes	Q2 2018 Workers Comp Insurance	\$33,386.19
				001-008-521-20-24-00	LE-Workmans Compensation	Q2 2018 Workers Comp Insurance Volunteers	\$10.12
				001-010-576-80-24-00	PK-Workmans Compensation	Q2 2018 Workers Comp Insurance Volunteers	\$160.32
				001-013-518-30-24-00	GG-Workers Compensation	Q2 2018 Workers Comp Insurance Volunteers	\$0.45
				101-016-542-30-24-00	ST-Workmans Compensation	Q2 2018 Workers Comp Insurance Volunteers	\$110.26
				410-016-531-10-24-00	SW-Workmans Compensation	Q2 2018 Workers Comp Insurance Volunteers	\$110.26
Dept of Retirement (Deferred Comp)	0						<b>\$7,035.00</b>
		7/12/2018	071318	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,345.00
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,345.00
		8/14/2018	081518	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,345.00
Dept of Retirement PERS LEOFF	0						<b>\$97,870.81</b>
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Contributions	\$97,870.81
Dept of Revenue	0						<b>\$332.66</b>
		7/19/2018	JUN2018	001-013-518-90-49-06	GG-Excise Tax	June 2018 Excise Taxes	\$332.66
	45709						<b>\$1,513.23</b>
		7/19/2018	Q22018	633-000-589-30-00-01	Leasehold Excise Tax Remit	Q2 2018 Leasehold Excise Tax	\$1,513.23
Dicks Towing Inc	45710						<b>\$250.94</b>
		7/19/2018	177246	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-13464	\$125.47
			34514	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-12160	\$125.47
	45836						<b>\$491.60</b>
		8/13/2018	168537	001-008-521-20-41-00	LE-Professional Services	Evidence Towing	\$115.19
			169097	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-13919	\$125.47
			178174	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-14252	\$125.47
			64181	001-008-521-20-41-00	LE-Professional Services	Evidence Towing	\$125.47



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Dicks Towing Inc	45961						Check Total	\$688.39
		8/22/2018	169852	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-15576	\$126.16	
			170765	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-16191	\$126.16	
			67559	001-008-521-20-41-00	LE-Professional Services	Evidence Towing	\$126.16	
			68927	001-008-521-20-41-00	LE-Professional Services	Evidence Towing Case 2018-16305	\$126.16	
			68968	001-008-521-20-41-00	LE-Professional Services	Towing Services Police 2014 Dodge Charger	\$183.75	
Domain Listings	45711						Check Total	\$228.00
		7/19/2018	282-1848	510-006-518-80-49-17	LR - .GOV Domain	Domain - lakestevenswa.gov 2018-2019	\$228.00	
DTSGIS Data Transfer Solutions LLC	45837						Check Total	\$6,400.00
		8/13/2018	1450336	101-016-543-30-41-02	ST-Software Maint & Support	VUEWorks Annual Maintenance & Hosting	\$3,200.00	
				410-016-531-10-41-04	SW-Software Maint & Support	VUEWorks Annual Maintenance & Hosting	\$3,200.00	
Dunlap Industrial Hardware	45712						Check Total	\$1,831.45
		7/19/2018	1410742-01	101-016-544-90-31-02	ST-Operating Cost	Power box w/ roll cage/ 100 ft power cord	\$838.66	
				410-016-531-10-31-02	SW-Operating Costs	Power box w/ roll cage/ 100 ft power cord	\$838.65	
			1410998-01	101-016-544-90-31-02	ST-Operating Cost	Street brooms/wood handles	\$154.14	
	45838						Check Total	\$585.34
		8/13/2018	1412628-01	101-016-544-90-31-02	ST-Operating Cost	Amerizorb Throw & Go	\$292.67	
				410-016-531-10-31-02	SW-Operating Costs	Amerizorb Throw & Go	\$292.67	
	45962						Check Total	\$168.74
		8/22/2018	1412797-01	101-016-544-90-31-02	ST-Operating Cost	T-Bolt Clamp	\$84.37	
				410-016-531-10-31-02	SW-Operating Costs	T-Bolt Clamp	\$84.37	
DuPont City Hall	45713						Check Total	\$340.00
		7/19/2018	071818	001-005-517-90-41-00	HR-Wellness Program	Washington State Mayor's Cup-Spencer	\$340.00	
Electronic Federal Tax Pmt System EFTPS	0						Check Total	\$234,772.72
		7/12/2018	071318	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$78,391.35	
		7/31/2018	080118	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$70,463.91	
		8/14/2018	081518	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Taxes	\$85,917.46	
Electronic Business Machines	45839						Check Total	\$1,777.44
		8/13/2018	AR105351	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier Repair & Maint	\$243.77	
			AR106556	101-016-542-30-48-00	ST-Repair & Maintenance	Copier Repair & Maint	\$14.35	
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Repair & Maint	\$14.35	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Electronic Business Machines	45839	8/13/2018	AR106557	001-013-518-20-48-00	GG-Repair & Maintenance	Copier Repair & Maint	\$858.51
			AR107321	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Repair & Maint	\$117.79
				001-007-559-30-48-00	PB-Repair & Maintenance	Copier Repair & Maint	\$117.79
				101-016-542-30-48-00	ST-Repair & Maintenance	Copier Repair & Maint	\$117.79
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Repair & Maint	\$117.80
			AR107761	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Copier Repair & Maintenance	\$160.05
			AR108637	101-016-542-30-48-00	ST-Repair & Maintenance	Copier Repair & Maintenance	\$7.62
				410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Repair & Maintenance	\$7.62
Employment Security Department	45840						<b>Check Total</b>
							<b>\$12,777.85</b>
		8/13/2018	18-031589-RDUG5	001-008-521-20-41-00	LE-Professional Services	Work History Research	\$9.50
			Q2 2018	501-000-517-60-49-00	Payment to Claimants	Q2 2018 Payments to Claimants	\$12,768.35
Equipment Northwest LLC	45963						<b>Check Total</b>
							<b>\$1,257.28</b>
		8/22/2018	2	101-016-542-30-48-00	ST-Repair & Maintenance	Work Order for Komatsu D37-21 Lundeen Park Machine	\$1,257.28
Everett Stamp Works	45714						<b>Check Total</b>
							<b>\$36.86</b>
		7/19/2018	24792	001-007-558-50-31-01	PL-Operating Costs	Nameplate - Heydon/planning commission	\$21.18
	45964			001-012-565-20-40-00	CS-Veteran Services	Nameplate - Ewing/Veterans commission	\$15.68
							<b>Check Total</b>
							<b>\$18.46</b>
Everett Steel	45715	8/22/2018	24977	001-003-514-20-31-00	CC-Office Supply	Name Plate Crim	\$11.08
				001-004-514-23-31-00	FI-Office Supplies	Name Plate Crim	\$7.38
							<b>Check Total</b>
							<b>\$1,566.16</b>
		7/19/2018	223657	001-010-576-80-31-00	PK-Operating Costs	Steel poles for Plaza Sun Shades	\$1,566.16
	45841						<b>Check Total</b>
							<b>\$79.33</b>
		8/13/2018	225172	001-010-576-80-31-04	PK-North Cove Park Ops	Base Plate/Tubing/Flat Bar	\$79.33
Feldman and Lee	45842						<b>Check Total</b>
							<b>\$10,000.00</b>
		8/13/2018	JULY2018	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services July 2018	\$10,000.00
Financial Consulting Solutions Group	45843						<b>Check Total</b>
							<b>\$18,099.18</b>
		8/13/2018	2563-21807001	001-004-514-23-41-00	FI-Professional Service	Annexation Study	\$830.00
			2767-21805009	001-004-514-23-41-00	FI-Professional Service	LS Stormwater Rate Study	\$8,362.93
			2767-21807072	001-004-514-23-41-00	FI-Professional Service	LS Stormwater Rate Study	\$8,906.25
Flower World Inc	45844						<b>Check Total</b>
							<b>\$448.50</b>
		8/13/2018	82683	001-013-594-18-60-02	GG - City Hall Demo	Plants for City Hall	\$448.50



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Flower World Inc	45965						<b>\$168.18</b>	
		8/22/2018	83049	001-013-594-18-60-02	GG - City Hall Demo	Plants for City Hall		\$168.18
Donna Foster	45716						<b>\$121.65</b>	
		7/19/2018	39872	001-007-558-60-41-00	PL-UGA-RUTA	Welcome to Lake Stevens Brochures		\$121.65
	45845						<b>\$393.00</b>	
		8/13/2018	40009	001-010-576-80-31-10	PK - Boat Launch Expenses	Boat Launch Parking Envelopes		\$393.00
Ariane Fox	45717						<b>\$15.00</b>	
		7/19/2018	012418	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Access NICS Training-Mt Vernon-Fox		\$15.00
Frontier	45718						<b>\$68.79</b>	
		7/19/2018	4253979674 0718	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic Control Modem		\$68.79
	45719						<b>\$92.86</b>	
		7/19/2018	4252123320 0718	001-012-575-30-42-00	CS-Historical-Communications	Telephone - Museum		\$92.86
	45846						<b>\$80.39</b>	
		8/13/2018	4253340835	001-013-518-20-42-00	GG-Communication	City Hall Fax Line		\$26.79
				101-016-543-30-42-00	ST-Communications	City Hall Fax Line		\$26.80
				410-016-531-10-42-00	SW-Communications	City Hall Fax Line		\$26.80
	45966						<b>\$83.29</b>	
		8/22/2018	4252123320 0818	001-012-575-30-42-00	CS-Historical-Communications	Telephone Services - Museum		\$83.29
Glen Gardner	45847						<b>\$3,141.08</b>	
		8/13/2018	658	520-008-594-21-63-00	Capital Equipment	Installation of Police Equipment in PT-18-78		\$2,056.08
			659	001-008-521-21-48-00	LE-Boating Repair & Maint	Install Laptop Mount and Printer in M-16-66		\$162.75
			660	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Remove Lightbar/Install Dash Bar/Seal Roof Holes M-15-59		\$162.75
			665	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Remove PD Equip in Prep for Auction S-09-41		\$325.50
			668	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Install Setina Prisoner Seat - PT60 & PT73		\$434.00
	45848						<b>\$690.77</b>	
Glens Welding and Machine Inc		8/13/2018	S11388	101-016-544-90-31-02	ST-Operating Cost	Weed Eaters and Chain Saw		\$236.51





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc			
Glens Welding and Machine Inc	45848	8/13/2018	S11388	410-016-531-10-31-02	SW-Operating Costs	Weed Eaters and Chain Saw	\$236.51		
			S11392	001-010-576-80-31-00	PK-Operating Costs	Pole Saw Attachment	\$217.75		
Grainger	45849	Check Total					\$804.63		
		8/13/2018	9844536632	001-010-576-80-31-00	PK-Operating Costs	All Purpose Cleaner for Parks	\$49.86		
			9844605445	101-016-544-90-31-02	ST-Operating Cost	Synthetic Engine Oil	\$122.35		
				410-016-531-10-31-02	SW-Operating Costs	Synthetic Engine Oil	\$122.35		
			9858614218	001-012-575-50-31-00	CS-Community Center-Ops	Door Closer Comm Center	\$75.62		
			9858652572	101-016-544-90-31-02	ST-Operating Cost	Pails/Car Wash Detergent	\$77.49		
				410-016-531-10-31-02	SW-Operating Costs	Pails/Car Wash Detergent	\$77.50		
			9865594668	101-016-544-90-31-02	ST-Operating Cost	Sponges Shop Supplies	\$13.56		
				410-016-531-10-31-02	SW-Operating Costs	Sponges Shop Supplies	\$13.56		
			9868515660	101-016-544-90-31-02	ST-Operating Cost	Steel Trash Grabbers	\$117.80		
				410-016-531-10-31-02	SW-Operating Costs	Steel Trash Grabbers	\$117.81		
			9868621468	101-016-544-90-31-02	ST-Operating Cost	First Aid Supplies	\$16.73		
			45968	Check Total					\$73.44
	8/22/2018	9877014416		001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$5.87		
				001-008-521-20-31-01	LE-Fixed Minor Equipment	Janitorial Supplies	\$25.70		
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$13.22		
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$8.08		
				001-013-518-20-31-00	GG-Operating Costs	Janitorial Supplies	\$7.35		
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$6.61		
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$6.61		
	Granite Construction Supply	45850		Check Total					\$2,645.47
				8/13/2018	262_00072782	001-010-576-80-31-01	PK-Ops-Clothing	Tee Shirts/Hoodies	\$84.81
101-016-542-90-31-01			ST-Clothing			Tee Shirts/Hoodies	\$84.80		
410-016-531-10-31-00			SW-Clothing			Tee Shirts/Hoodies	\$84.81		
262_00072880			101-016-542-64-31-00	ST-Traffic Control - Supply	No Parking East Side of Street Sign	\$144.80			
262_00072890			101-016-542-64-31-00	ST-Traffic Control - Supply	B/W Hip Future Road Conection	\$685.63			
262_00072891			101-016-542-64-31-00	ST-Traffic Control - Supply	Stencil No Parking in Walkway	\$109.70			
262_00072914			001-010-576-80-31-01	PK-Ops-Clothing	Long and Short Sleeved Safety Shirts	\$75.05			
			101-016-542-90-31-01	ST-Clothing	Long and Short Sleeved Safety Shirts	\$75.05			
			410-016-531-10-31-00	SW-Clothing	Long and Short Sleeved Safety Shirts	\$75.05			



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Granite Construction Supply	45850	8/13/2018	262_00072924	001-010-576-80-31-01	PK-Ops-Clothing	Tee Shirts	\$16.13
				101-016-542-90-31-01	ST-Clothing	Tee Shirts	\$16.12
				410-016-531-10-31-00	SW-Clothing	Tee Shirts	\$16.13
			262_00072950	101-016-542-64-31-00	ST-Traffic Control - Supply	Signs	\$931.51
			262_00072969	001-010-576-80-31-01	PK-Ops-Clothing	Tee Shirts/Rainwear/Hoodie	\$81.96
				101-016-542-90-31-01	ST-Clothing	Tee Shirts/Rainwear/Hoodie	\$81.96
				410-016-531-10-31-00	SW-Clothing	Tee Shirts/Rainwear/Hoodie	\$81.96
	45969	Check Total					\$414.01
		8/22/2018	262_00073288	410-016-531-10-31-02	SW-Operating Costs	No Trespassing Sign/Gloves	\$414.01
	Green Dot Concrete LLC	45720	Check Total				
7/19/2018			2051	001-010-576-80-31-03	PK-Lundeen-Op Costs	Concrete for shower at Lundeen Park	\$294.57
			2053	001-010-576-80-31-03	PK-Lundeen-Op Costs	Concrete for shower at Lundeen Park	\$294.57
Chris L Griffen	45851	Check Total					\$562.50
		8/13/2018	5Z0279453	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services	\$300.00
			8Z0430952	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender Services	\$262.50
HB Jaeger Co LLC	45852	Check Total					\$5,800.51
		8/13/2018	202682/1	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Lanscape Supplies	\$199.50
			202683/1	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Landscape Supplies	\$231.56
			202684/1	101-016-544-90-31-02	ST-Operating Cost	Glue/PVC Parts	\$57.19
				410-016-531-10-31-02	SW-Operating Costs	Glue/PVC Parts	\$57.19
			202685/1	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	10 inch Round Plastic Box	\$15.34
			202686/1	410-016-531-10-31-02	SW-Operating Costs	Type I Sediment Bag	\$2,166.73
			202687/1	001-010-576-80-31-03	PK-Lundeen-Op Costs	Zoeller Filter/Plastic Grate	\$103.82
			202688/1	410-016-531-10-31-02	SW-Operating Costs	6 inch PVC Pipe	\$1,019.30
			202772/1	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Lanscape Supplies Eagle Ridge	\$137.10
			202883/1	410-016-531-10-31-02	SW-Operating Costs	6" San Tee Sch	\$163.89
			203139/1	001-010-576-80-31-03	PK-Lundeen-Op Costs	PVC Water Boxes & Lids - Lundeen	\$826.39
			203140/1	302-010-594-76-61-04	PM - Eagle Ridge	Water Pipe Parts - Eagle Ridge	\$822.50
Henley Leadership Group Inc	45853	Check Total					\$5,527.00
		8/13/2018	1245100	001-001-513-10-49-00	Executive - Miscellaneous	Leadership Training - Spencer	\$279.00
				001-002-513-11-49-00	AD-Staff Development	Leadership Training - Brazel	\$279.00
					AD-Staff Development	Leadership Training - Good	\$139.50



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Henley Leadership Group Inc	45853	8/13/2018	1245100	001-003-514-20-49-02	CC-Staff Development	Leadership Training - Pugh	\$279.00
				001-004-514-23-49-01	FI-Staff Development	Leadership Training - Stevens B	\$279.00
				001-005-518-10-49-01	HR - Staff Development	Leadership Training - Good	\$139.50
					HR - Staff Development	Leadership Training - Smith	\$279.00
				001-006-518-80-49-01	IT-Staff Development	Leadership Training - Stevens T	\$279.00
				001-007-558-50-49-01	PL-Staff Development	Leadership Training - Wright	\$279.00
				001-008-521-40-49-01	LE-Registration Fees	Leadership Training - Brooks	\$279.00
					LE-Registration Fees	Leadership Training - Ubert	\$279.00
					LE-Registration Fees	Leadership Training - Dyer	\$279.00
					LE-Registration Fees	Leadership Training - Beazizo	\$279.00
				101-016-542-30-49-01	ST-Staff Development	Leadership Training - Durpos	\$139.50
				410-016-531-10-49-01	SW-Staff Development	Leadership Training - Durpos	\$139.50
		1245122	001-010-576-80-41-00	PK-Professional Services	Leadership Training	\$633.34	
			101-016-542-30-41-02	ST-Professional Service	Leadership Training	\$633.33	
410-016-531-10-41-01	SW-Professional Services		Leadership Training	\$633.33			
HERC Rentals Inc	45854	Check Total					\$1,568.16
		8/13/2018	30145102-001	302-010-594-76-61-04	PM - Eagle Ridge	Roller Ride-On Smooth 3 Ton Rental	\$1,568.16
Home Depot	45721	Check Total					\$1,483.19
		7/19/2018	11380	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Steel stakes for sidewalk repair	\$221.44
			141542	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Lumber & Concrete Community Garden	\$1,104.52
			7091549	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint supplies for Senior Center	(\$106.92)
			83699	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint supplies for Senior Center	\$100.57
			8562608	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint supplies for Senior Center	\$163.58
	45855	Check Total					\$50.94
		8/13/2018	4010585	001-008-521-50-48-00	LE-Facility Repair & Maint	Heavy Duty Straps/Studs for PD Motorcycle Ramp	\$50.94
	45970	Check Total					\$22.81
		8/22/2018	4012253	101-016-544-90-31-02	ST-Operating Cost	Cut off Blades	\$11.40
				410-016-531-10-31-02	SW-Operating Costs	Cut off Blades	\$11.41
Honey Bucket	45856	Check Total					\$369.28
		8/13/2018	0550713507	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket Rental - Boat Launch	\$218.00
			0550713508	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket Rental - Eagle Ridge	\$117.50
			0550720303	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket Rental - Event Swim Beach	\$146.45



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Honey Bucket	45856	8/13/2018	0550732576	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket Rental - Event Swim Beach Credit	(\$112.67)
	45971						<b>Check Total \$546.45</b>
		8/22/2018	0550749583	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket Rental - Boat Launch	\$218.00
			0550749584	001-012-571-20-45-00	CS-Special Event-Equip Rent	Honey Bucket Rental - Event	\$210.95
			0550749585	001-010-576-80-45-00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	\$117.50
Horizon Distributors Inc	45722						<b>Check Total \$1,518.36</b>
		7/19/2018	2M072363	302-010-594-76-61-03	PM - Soccer Field 20th Street	Lawn seed/Peat moss 20th Street Soccer Field	\$205.25
			2M087502	302-010-594-76-61-03	PM - Soccer Field 20th Street	Lawn seed/Peat moss 20th Street Soccer Field	\$1,832.10
			2M087503	302-010-594-76-61-03	PM - Soccer Field 20th Street	Peat Moss returned	(\$518.99)
	45972						<b>Check Total \$749.87</b>
		8/22/2018	2M074942	101-016-544-90-31-02	ST-Operating Cost	Weeds/Brush Spray Supplies	\$374.93
HRA VEBA Trust YA20192				410-016-531-10-31-02	SW-Operating Costs	Weeds/Brush Spray Supplies	\$374.94
	45778						<b>Check Total \$719.48</b>
		7/31/2018	080118	001-000-283-00-00-00	Payroll Liability Medical	Employee VEBA Contributions	\$719.48
HSA Bank	45676						<b>Check Total \$199.00</b>
		7/12/2018	071318	001-000-284-00-00-00	Payroll Liability Other	Health Savings Account Employee Contributions	\$199.00
	45779						<b>Check Total \$199.00</b>
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Health Savings Account Employee Contributions	\$199.00
	45944						<b>Check Total \$199.00</b>
		8/14/2018	081518	001-000-284-00-00-00	Payroll Liability Other	Health Savings Account Employee Contributions	\$199.00
Theodore Hunter	45723						<b>Check Total \$2,000.00</b>
		7/19/2018	2120	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing examiner services LUA2014-0084	\$2,000.00
	45857						<b>Check Total \$2,000.00</b>
		8/13/2018	2134	001-007-558-60-41-02	PL-Prof Serv-Hearing E	Hearing Examiner Activities LUA2018-0058	\$2,000.00
HW Lochner Inc	45724						<b>Check Total \$14,922.65</b>
		7/19/2018	13	301-016-544-40-41-02	T11 - 24th & 91st Ext Design	24th Street SE Extension Design work	\$14,922.65
	45973						<b>Check Total \$5,795.70</b>
		8/22/2018	14	301-016-544-40-41-02	T11 - 24th & 91st Ext Design	24th Street SE Extension Design	\$5,795.70
International Institute of Municipal Clerks	45788						<b>Check Total \$75.00</b>
		8/2/2018	073018	001-003-514-20-49-02	CC-Staff Development	CMC Certification Fee - Pugh	\$75.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Iron Mountain Quarry LLC	45725						<b>\$72.49</b>
		7/19/2018	0277944	101-016-544-90-31-02	ST-Operating Cost	Gravel for driveways on Callow Road	\$72.49
	45858						<b>\$6,494.54</b>
		8/13/2018	0278510	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$4,889.20
			0278552	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$519.28
			0278613	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$595.57
			0278661	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$269.10
			0278910	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$177.03
			0278951	302-010-594-76-61-04	PM - Eagle Ridge	Rock/Dirt Eagle Ridge	\$44.36
Dennis Irwin	45726						<b>\$22.00</b>
		7/19/2018	123017	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-CIT Youth Training-Burien-Irwin	\$22.00
	45859						<b>\$57.00</b>
		8/13/2018	0813	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Single Officer Response Training Irwin	\$57.00
	45860						<b>\$110.00</b>
		8/13/2018	090418	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-MLE Conference Chelan Irwin	\$110.00
J Gardner and Associates	45861						<b>\$305.00</b>
		8/13/2018	9725	001-008-521-30-31-00	LE-Community Outreach Supplies	Jr Police Stick on Badges Comm Outreach	\$305.00
J Thayer Company Inc	45862						<b>\$2,991.54</b>
		8/13/2018	1263439-0	001-007-558-50-31-01	PL-Operating Costs	Janitorial Supplies	\$28.67
				001-008-521-20-31-01	LE-Fixed Minor Equipment	Janitorial Supplies	\$125.41
				001-010-576-80-31-00	PK-Operating Costs	Janitorial Supplies	\$64.49
				001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Supplies	\$39.41
				001-013-518-20-31-00	GG-Operating Costs	Janitorial Supplies	\$35.83
				101-016-544-90-31-02	ST-Operating Cost	Janitorial Supplies	\$32.25
				410-016-531-10-31-02	SW-Operating Costs	Janitorial Supplies	\$32.25
			1263592-0	001-002-513-11-31-00	AD-Office Supply	Tape Dispenser	\$4.33
				001-007-559-30-31-00	PB-Office Supplies	Lam Pouches	\$39.19
				001-013-518-20-31-00	GG-Operating Costs	Calculator Tape/Towels/Binder Clips/Batteries/Pens	\$57.22
			1264799-0	001-004-514-23-31-00	FI-Office Supplies	Binder Clips	\$1.14
				001-007-559-30-31-00	PB-Office Supplies	Packing Tape	\$16.33
					PB-Office Supplies	Batteries	\$6.80



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
J Thayer Company Inc	45862	8/13/2018	1264799-0	001-010-576-80-31-00	PK-Operating Costs	Packing Tape	\$16.33	
				001-013-518-20-31-00	GG-Operating Costs	Folders/Staples/2-Hole Punch/Pkt Files/Stapler/Batteries	\$233.58	
			1265895-0	001-008-521-20-31-00	LE-Office Supplies	Drink Mix/Utensils/Plates	\$142.82	
			1266853-0	001-007-558-50-31-00	PL-Office Supplies	Fastener Folders	\$48.44	
				001-013-518-20-31-00	GG-Operating Costs	Paper/Tabs	\$243.22	
			1267041-0	001-001-511-60-31-00	Legislative - Operating Costs	Colored Paper	\$17.46	
				001-003-514-20-31-00	CC-Office Supply	Folders	\$156.84	
				001-010-576-80-31-00	PK-Operating Costs	Appt Book	\$13.30	
				001-013-518-20-31-00	GG-Operating Costs	Envelopes	\$21.67	
			1267955-0	001-008-521-20-31-00	LE-Office Supplies	Card Reader	\$130.63	
			1268775-0	001-002-513-11-31-00	AD-Office Supply	Post-Its	\$63.11	
				001-003-514-20-31-00	CC-Office Supply	USB Drives	\$121.53	
				001-004-514-23-31-00	FI-Office Supplies	XL Binder Clip	\$13.50	
			1269872-0	001-008-521-20-31-00	LE-Office Supplies	Ringbook/Dividers	\$24.58	
			1269989-0	001-008-521-20-31-00	LE-Office Supplies	Surg Protector/Toner	\$125.95	
			1270666-0	001-008-521-20-31-00	LE-Office Supplies	Toner	\$577.77	
			1271857-0	001-008-521-20-31-00	LE-Office Supplies	Toner	\$206.89	
			1272250-0	001-003-514-20-31-00	CC-Office Supply	Clips/Pencil Holder/Calculator/Wall Calendar	\$101.42	
				001-004-514-23-31-00	FI-Office Supplies	Note Paper Post-It	\$43.45	
				001-005-518-10-31-00	HR-Office Supplies	Folio Pockets/Calculator/Letter Jacket	\$113.51	
				001-007-558-50-31-00	PL-Office Supplies	Fastener Folders	\$57.32	
				001-013-518-20-31-00	GG-Operating Costs	Tape	\$34.90	
Doug Jewell	45974	Check Total					\$57.00	
		8/22/2018	080918	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Police Skills Refresher Everett Jewell	\$19.00	
			091218	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-ARIDE Training Mukilteo Jewell	\$38.00	
Kidder Mathews	45863	Check Total					\$2,250.00	
		8/13/2018	18662	001-007-558-50-41-00	PL-Professional Servic	Appraisal 8906 20th Street SE	\$2,250.00	
Ronald J King	45864	Check Total					\$220.00	
		8/13/2018	22696	001-013-518-20-41-00	GG-Professional Service	4 Annual Backflow Assemphy Certs	\$220.00	
KPG Inc PS	45865	Check Total					\$23,896.55	
		8/13/2018	6-3018	301-016-595-30-60-02	Main Street Project 1	Main Street Improvements	\$23,896.55	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
KPG Inc PS	45975						<b>\$25,356.44</b>
		8/22/2018	7-2718	301-016-595-30-60-02	Main Street Project 1	Main Street Improvements	\$25,356.44
Lake Industries LLC	45727						<b>\$1,783.45</b>
		7/19/2018	276561	001-010-576-80-31-03	PK-Lundeen-Op Costs	Gravel for Lundeen Park	\$59.98
			276585	001-010-576-80-31-03	PK-Lundeen-Op Costs	Topsoil for Lundeen Park	\$278.78
			276605	001-010-576-80-31-03	PK-Lundeen-Op Costs	Topsoil and Cobbles for Lundeen Park	\$462.28
			276617	101-016-542-66-31-00	ST-Snow & Ice - Sply	Sand for icy roads	\$132.41
			35661	101-016-542-67-41-00	ST-Street Cleaning	Street Sweepings disposal	\$75.00
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweepings disposal	\$75.00
			35664	101-016-542-67-41-00	ST-Street Cleaning	Street Sweepings disposal	\$87.50
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweepings disposal	\$87.50
			35676	101-016-542-67-41-00	ST-Street Cleaning	Street Sweepings disposal	\$137.50
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweepings disposal	\$137.50
			35685	101-016-542-67-41-00	ST-Street Cleaning	Street Sweepings disposal	\$125.00
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweepings disposal	\$125.00
	45866						<b>\$1,521.45</b>
		8/13/2018	276842	101-016-542-66-31-00	ST-Snow & Ice - Sply	Washed Screened Sand	\$187.07
			276950	101-016-542-66-31-00	ST-Snow & Ice - Sply	Washed Screened Sand	\$300.04
			276969	101-016-542-66-31-00	ST-Snow & Ice - Sply	Washed Screened Sand	\$189.13
			276995	101-016-542-66-31-00	ST-Snow & Ice - Sply	Washed Screened Sand	\$95.21
			35695	101-016-542-67-41-00	ST-Street Cleaning	Street Sweeping Disposal	\$75.00
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweeping Disposal	\$75.00
			35699	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$50.00
			35829	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$100.00
			35844	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$150.00
			35850	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$100.00
			35953	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$100.00
			35959	302-010-594-76-61-04	PM - Eagle Ridge	Dirt Fill - Eagle Ridge	\$100.00
	45976						<b>\$150.00</b>
		8/22/2018	35962	101-016-542-67-41-00	ST-Street Cleaning	Street Sweeping Disposal	\$75.00
				410-016-531-10-41-03	SW-Street Cleaning	Street Sweeping Disposal	\$75.00





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Lake Stevens Chamber of Commerce	45867						<b>\$1,500.00</b>
		8/13/2018	AUG2018	001-013-518-90-49-01	GG-Chamber of Commerce	Aug 2018 Contributions for VIC	\$1,500.00
Lake Stevens Explorers	45728						<b>\$120.00</b>
		7/19/2018	2018	001-008-521-20-31-04	LE - Donation Exp - Other	Advisors 2018 Summer Academy-Adams	\$120.00
Lake Stevens Fire	45868						<b>\$105.00</b>
		8/13/2018	10821	001-012-575-50-31-00	CS-Community Center-Ops	2018 Annual Fire Inspection - Comm Center	\$105.00
Lake Stevens Mini Mart	45729						<b>\$349.17</b>
		7/19/2018	1014958	001-008-521-21-32-00	LE-Boating-Fuel	Fuel for PT67	\$124.90
			1015739	001-008-521-21-32-00	LE-Boating-Fuel	Fuel for PT45	\$107.90
			1018503	001-008-521-21-32-00	LE-Boating-Fuel	Fuel for PT45	\$116.37
	45869						<b>\$764.43</b>
		8/13/2018	1010157	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for PT45	\$128.17
			1011503	001-010-576-80-32-00	PK-Fuel Costs	Boating Fuel PT45	\$118.25
			1011764	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for 72	\$118.80
			1012539	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for 72	\$75.00
			1013698	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for PT45	\$120.18
			1015849	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for PT45 and DC121	\$93.11
			1016958	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel for PT45 and DC121	\$110.92
Lake Stevens Police Guild	45677						<b>\$1,202.00</b>
		7/12/2018	071318	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,202.00
	45780						<b>\$1,208.00</b>
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,208.00
	45945						<b>\$1,146.00</b>
		8/14/2018	081518	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,146.00
Lake Stevens School District	45730						<b>\$13,957.54</b>
		7/19/2018	0017180201	001-007-559-30-32-00	PB-Fuel	Fuel	\$138.48
				001-008-521-20-32-00	LE-Fuel	Fuel	\$7,898.90
				001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$178.07
				101-016-542-30-32-00	ST-Fuel	Fuel	\$2,474.82
				410-016-531-10-32-00	SW-Fuel	Fuel	\$3,267.27





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Lake Stevens School District	45870	8/13/2018	0017180241	001-007-558-50-32-00	PL-Fuel	Fuel	Check Total \$10,356.14
				001-007-559-30-32-00	PB-Fuel	Fuel	\$18.60
				001-008-521-20-32-00	LE-Fuel	Fuel	\$250.18
				001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$5,907.87
				001-013-518-20-32-00	GG-Fuel	Fuel	\$96.92
				101-016-542-30-32-00	ST-Fuel	Fuel	\$18.60
				410-016-531-10-32-00	SW-Fuel	Fuel	\$1,923.22
		45871	Check Total \$298.00				
	8/13/2018		3201617169	001-001-511-60-45-01	Legislative - Rentals	Council Chamber Rental May/June 2018	\$2,140.75
	Lake Stevens Sewer District	45731	Check Total \$946.00				
7/19/2018			JULY2018	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 - Permit Center	\$86.00
					GG-Utilities	Sewer - Family Center	\$86.00
					GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
					GG-Utilities	Sewer - City Hall	\$172.00
				101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
45872		Check Total \$946.00					
		8/13/2018	AUG2018	001-008-521-50-47-00	LE-Facility Utilities	Sewer - Police Station	\$86.00
					LE-Facility Utilities	Sewer - N Lakeshore Dr	\$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 - Vacant Houses 20th St SE	\$86.00
					GG-Utilities	Sewer - Permit Center	\$86.00
					GG-Utilities	Sewer - City Hall	\$172.00
					GG-Utilities	Sewer - Family Center	\$86.00
				101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
Last Leaf Productions	45873	Check Total \$1,000.00					
		8/13/2018	071218	001-012-573-20-31-00	CS-Arts Commission	Shakespeare in the Park Aug 12 and 26	\$1,000.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Lasting Impressions Inc	45874	8/13/2018	35811	001-012-565-20-40-00	CS-Veteran Services	Veterans Commission Supplies	\$413.49
							\$413.49
Megan LeBlanc	45732	7/19/2018	012418	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-ACCESS-NICS-Mt Vernon-LeBlanc	\$15.00
							\$15.00
Lemay Mobile Shredding	45733	7/19/2018	4572408	001-008-521-20-41-01	LE-Professional Serv-Fixed	Shredding services	\$28.98
			4572409	001-013-518-20-41-00	GG-Professional Service	Shredding services	\$4.83
	45875	8/13/2018	4576261	001-008-521-20-41-01	LE-Professional Serv-Fixed	Shredding Services	\$4.83
							\$4.83
	45977	8/22/2018	4576262	001-013-518-20-41-00	GG-Professional Service	Shredding Services City Hall July 2018	\$4.83
Lennar Northwest Inc	45734	7/19/2018	BLD2018-0306	001-000-322-10-00-00	Building Permits	Refund overpayment BLD2018-0306	\$92.70
							\$92.70
Lenz Enterprises	45735	7/19/2018	06036939	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Compost for Community Gardens	\$217.80
							\$217.80
Les Schwab Tire Center	45876	8/13/2018	40200361729	001-010-576-80-48-00	PK-Repair & Maintenance	Credit - Dismount Service	(\$10.89)
				101-016-542-30-48-00	ST-Repair & Maintenance	Credit - Dismount Service	(\$10.89)
				410-016-531-10-48-00	SW-Repairs & Maintenance	Credit - Dismount Service	(\$10.89)
			40200361793	101-015-543-30-31-00	ME - Operating Costs	Credit - Wheel Spin Balance	(\$34.85)
				410-015-531-10-31-00	ME - Operating Costs	Credit - Wheel Spin Balance	(\$34.85)
			40200403598	001-010-576-80-31-00	PK-Operating Costs	Tire for PW59	\$76.48
				101-016-542-30-48-00	ST-Repair & Maintenance	Tire for PW59	\$76.47
				410-016-531-10-48-00	SW-Repairs & Maintenance	Tire for PW59	\$76.48
LN Curtis & Sons	45736	7/19/2018	INV192181	001-008-521-20-31-02	LE-Minor Equipment	SWAT Gear	\$168.87
			INV192541	001-008-521-20-31-02	LE-Minor Equipment	Shirts - Carter/Beazizo	\$158.89
			INV196831	001-008-521-20-31-01	LE-Fixed Minor Equipment	Armored vests-Heinemann/Adams	\$1,863.99
			INV197005	001-008-521-20-31-02	LE-Minor Equipment	Munition carry sleeve-Beazizo	\$87.12
			INV197317	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform items-A Anderson	\$1,258.24
							\$1,258.24



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
LN Curtis & Sons	45877						Check Total	\$2,609.98
		8/13/2018	INV197968	001-008-521-20-31-05	LE-Equipment - New Officers	Name Pin Marshall	\$23.85	
			INV198314	001-008-521-20-31-05	LE-Equipment - New Officers	Handcuff Pouch - Marshall	\$36.61	
			INV198912	001-008-521-20-31-05	LE-Equipment - New Officers	New Gear - Holland	\$1,252.91	
			INV200516	001-008-521-20-31-04	LE - Donation Exp - Other	Explorer Uniform - Thomas	\$682.88	
			INV201745	001-008-521-20-31-02	LE-Minor Equipment	Double Pistol Taco W/Rifle U-Mount	\$68.14	
			INV201966	001-008-521-20-31-01	LE-Fixed Minor Equipment	Updated Bothell Carrier Black	\$201.47	
			INV201996	001-008-521-20-31-02	LE-Minor Equipment	Tie Bars	\$103.26	
			INV202772	001-008-521-20-31-01	LE-Fixed Minor Equipment	Concealable Carrier/Heinemann/Adams/Soft Trama Pack	\$225.67	
	INV204227	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform Gear Order - Holland	\$15.19			
45978						Check Total	\$910.82	
	8/22/2018	INV203428	001-008-521-20-31-05	LE-Equipment - New Officers	Uniform Gear - Marshall	\$174.66		
INV207233		001-008-521-20-31-02	LE-Minor Equipment	Uniform Gear - Miner EOTECH	\$736.16			
Lowes Companies	45878						Check Total	\$49.89
		8/13/2018	911719	001-007-558-50-31-01	PL-Operating Costs	Wooden Stakes	\$24.94	
				001-007-559-30-31-01	PB-Operating Cost	Wooden Stakes	\$24.95	
Mackenzie Engineering Inc	45979						Check Total	\$16,881.67
		8/22/2018	1055554	001-013-594-18-60-03	GG - Chapel Hill	Chapel Hill Civic Center Design July 2018	\$16,279.50	
			1055556	001-013-594-18-60-03	GG - Chapel Hill	Chapel Hill Civic Center Design July 2018	\$602.17	
Management and Personnel Systems Inc	45879						Check Total	\$250.00
		8/13/2018	071918	001-013-518-30-41-01	GG-Advertising	Public Works Manager Pre-Hire Test	\$250.00	
	45980						Check Total	\$500.00
		8/22/2018	081718	001-005-518-10-41-00	HR-Professional Services	Public Works Operations Manager Exam	\$500.00	
Helen Meis	45737						Check Total	\$32.21
		7/19/2018	071818	001-005-517-90-41-00	HR-Wellness Program	Reimb Plants for Wellness Garden Challenge	\$32.21	
Alexander Michael	45981						Check Total	\$320.00
		8/22/2018	090918	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Auto Theft Investigation Dupont WA - Michael, A	\$320.00	
Miles Sand & Gravel	45738						Check Total	\$1,056.62
		7/19/2018	1641485	101-016-542-61-31-00	ST-Sidewalk Repair Supply	Supplies for Sidewalk-Grade and Meadow Rd	\$1,056.62	
Modern Marketing	45880						Check Total	\$589.28
		8/13/2018	MMI128755	001-008-521-30-31-00	LE-Community Outreach Supplies	Coloring Books for Outreach	\$589.28	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Monroe Correctional Complex	45881	8/13/2018	MCC1806.853	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew - June 2018	\$214.34
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew - June 2018	\$214.34
				410-016-531-10-48-00	SW-Repairs & Maintenance	DOC Work Crew - June 2018	\$214.35
	45982	8/22/2018	MCC1807.869	001-010-576-80-48-00	PK-Repair & Maintenance	DOC Work Crew - August 2018	\$247.39
				101-016-542-30-48-00	ST-Repair & Maintenance	DOC Work Crew - August 2018	\$502.20
Nationwide Retirement Solution	0						<b>Check Total \$11,254.52</b>
		7/12/2018	071318	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,684.84
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,784.84
		8/14/2018	081518	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,784.84
Neak Media LLC	45946						<b>Check Total \$980.00</b>
		8/14/2018	MLE1802	001-008-521-41-49-01	LE-Boating- Registration Fees	Marine Law Enforcement Conf- Irwin/Carter/Barnes/Beazizo	\$980.00
Neofunds by Neopost	45882						<b>Check Total \$127.41</b>
		8/13/2018	80346335 0718	001-008-521-20-42-00	LE-Communication	Postage	\$127.41
New York Life	45781						<b>Check Total \$496.00</b>
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Insurance Premiums	\$496.00
New York Life EFT	0						<b>Check Total \$3,318.75</b>
		7/31/2018	080118	001-002-513-11-20-00	AD-Benefits	Life/Disability Ins Premiums	\$64.85
				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	\$84.35
				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	\$274.40
				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	\$1,508.23
				001-010-576-80-20-00	PK-Benefits	Life/Disability Ins Premiums	\$116.70
				001-013-518-30-20-00	GG-Benefits	Life/Disability Ins Premiums	\$38.68
				101-016-542-30-20-00	ST-Benefits	Life/Disability Ins Premiums	\$423.96
				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	\$398.31



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
North Sound Hose Fittings Inc	45883						<b>\$496.93</b>
		8/13/2018	N005115	001-010-576-80-31-00	PK-Operating Costs	Fire Hose and Adaptor 20th Street Soccer	\$496.93
Northend Truck Equipment Inc	45983						<b>\$567.32</b>
		8/22/2018	1036059	101-016-542-30-48-00	ST-Repair & Maintenance	Repair Damage Control Station on Palfinger Crane	\$283.66
				410-016-531-10-48-00	SW-Repairs & Maintenance	Repair Damage Control Station on Palfinger Crane	\$283.66
NorthWest Logo Products	45984						<b>\$737.79</b>
		8/22/2018	18313	101-016-544-90-31-02	ST-Operating Cost	Sure-Float Key Chain	\$223.14
				410-016-531-10-31-02	SW-Operating Costs	Sure-Float Key Chain	\$223.15
				410-016-531-50-31-16	DOE - Capacity Exp 17-19	Dog Bone Baggie Dispenser	\$291.50
O Reilly Auto Parts	45739						<b>\$15.75</b>
		7/19/2018	2960-435867	001-008-521-20-31-02	LE-Minor Equipment	Jcase Fuse for police car radio	\$9.23
			2960-437193	101-016-544-90-31-02	ST-Operating Cost	Scraper Blades	\$3.26
				410-016-531-10-31-02	SW-Operating Costs	Scraper Blades	\$3.26
	45884						<b>\$224.68</b>
		8/13/2018	2960-441051	001-008-521-20-31-02	LE-Minor Equipment	Oil Aukerman PT72 and Traffic PT74	\$12.73
			2960-444117	101-015-543-30-31-00	ME - Operating Costs	Backup Alarm PW34	\$10.05
			2960-444179	101-015-543-30-31-00	ME - Operating Costs	Car Wash Supplies	\$13.04
			2960-444351	101-015-543-30-31-00	ME - Operating Costs	Battery Replacement PW23	\$182.88
			2960-447150	001-008-521-20-31-02	LE-Minor Equipment	Shop Towels	\$5.98
	45985						<b>\$296.58</b>
		8/22/2018	2960-444375	101-015-543-30-31-00	ME - Operating Costs	Credit Battery Replacement PW23	(\$19.60)
			2960-447166	101-015-543-30-31-00	ME - Operating Costs	Motor Oil PW21/PW58/Stock	\$89.22
				410-015-531-10-31-00	ME - Operating Costs	Motor Oil PW21/PW58/Stock	\$89.22
			2960-447372	101-015-543-30-31-00	ME - Operating Costs	Motor Oil PW57/Stock	\$32.60
				410-015-531-10-31-00	ME - Operating Costs	Motor Oil PW57/Stock	\$32.61
			2960-447404	101-015-543-30-31-00	ME - Operating Costs	Wiper Blades PW57	\$9.05
				410-015-531-10-31-00	ME - Operating Costs	Wiper Blades PW57	\$9.05
			2960-447650	101-015-543-30-31-00	ME - Operating Costs	Air/Oil Filters PW21/PW47/Stock	\$27.21
				410-015-531-10-31-00	ME - Operating Costs	Air/Oil Filters PW21/PW47/Stock	\$27.22
Office of The State Treasurer	45885						<b>\$18,764.58</b>
		8/13/2018	063018	633-000-589-30-00-03	State Building Permit Remit	June 2018 State Court Fees	\$382.50



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Office of The State Treasurer	45885	8/13/2018	063018	633-000-589-30-00-04	Vehicle License Fraud Account	June 2018 State Court Fees	\$63.68	
				633-000-589-30-00-07	Public Safety And Ed. 1986	June 2018 State Court Fees	\$7,729.11	
				633-000-589-30-00-08	Public Safety And Education	June 2018 State Court Fees	\$4,626.93	
				633-000-589-30-00-09	Judicial Information System-Ci	June 2018 State Court Fees	\$3,046.63	
				633-000-589-30-00-12	Trauma Care	June 2018 State Court Fees	\$931.67	
				633-000-589-30-00-13	School Zone Safety	June 2018 State Court Fees	\$107.57	
				633-000-589-30-00-14	Public Safety Ed #3	June 2018 State Court Fees	\$114.59	
				633-000-589-30-00-15	Auto Theft Prevention	June 2018 State Court Fees	\$1,339.87	
				633-000-589-30-00-16	HWY Safety Act	June 2018 State Court Fees	\$172.86	
				633-000-589-30-00-17	Death Inv Acct	June 2018 State Court Fees	\$37.36	
				633-000-589-30-00-18	WSP Highway Acct	June 2018 State Court Fees	\$211.81	
	45886	Check Total						\$21,068.89
		8/13/2018	073118	633-000-589-30-00-03	State Building Permit Remit	July 2018 State Court Fees	\$646.00	
				633-000-589-30-00-04	Vehicle License Fraud Account	July 2018 State Court Fees	\$1.70	
				633-000-589-30-00-07	Public Safety And Ed. 1986	July 2018 State Court Fees	\$8,847.02	
				633-000-589-30-00-08	Public Safety And Education	July 2018 State Court Fees	\$5,412.15	
				633-000-589-30-00-09	Judicial Information System-Ci	July 2018 State Court Fees	\$3,269.78	
				633-000-589-30-00-12	Trauma Care	July 2018 State Court Fees	\$937.64	
				633-000-589-30-00-13	School Zone Safety	July 2018 State Court Fees	\$170.05	
				633-000-589-30-00-14	Public Safety Ed #3	July 2018 State Court Fees	\$110.83	
				633-000-589-30-00-15	Auto Theft Prevention	July 2018 State Court Fees	\$1,359.17	
				633-000-589-30-00-16	HWY Safety Act	July 2018 State Court Fees	\$128.89	
				633-000-589-30-00-17	Death Inv Acct	July 2018 State Court Fees	\$27.82	
				633-000-589-30-00-18	WSP Highway Acct	July 2018 State Court Fees	\$157.84	
				Outcomes by Levy LLC	45887	Check Total		
8/13/2018	2018-07-LS	001-013-511-70-40-00	Lobbying Services			Legislative/Regulatory Consulting for July 2018	\$4,618.71	
Pacific Logging LLC	45740	Check Total						\$300.00
		7/19/2018	23303	101-016-544-90-31-02	ST-Operating Cost	Hauling Excavator for Lake Drive & 28th	\$150.00	
				410-016-531-10-31-02	SW-Operating Costs	Hauling Excavator for Lake Drive & 28th	\$150.00	
	45888	Check Total						\$260.00
		8/13/2018	23388	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Hauling Shop to Sopper Hill	\$260.00	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc			
Pacific Rim Environmental Inc	45741						Check Total	\$9,178.00	
		7/19/2018	44257	001-013-518-20-48-00	GG-Repair & Maintenance	Sampling & Testing-9208 21st St NE/1925 99th Ave SE	\$5,512.00		
			44258	001-013-518-20-48-00	GG-Repair & Maintenance	Sampling & Testing-9407 4th St NE	\$3,666.00		
Pacific Topsoils Inc	45986						Check Total	\$762.30	
		8/22/2018	2-01035959	001-010-576-80-31-00	PK-Operating Costs	Wood Chips for Inner Trails in Catherine Creek Park	\$762.30		
Perteet Inc	45742						Check Total	\$428.27	
		7/19/2018	20120176.001-37	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street SE Phase II-Segment 1 Design	\$428.27		
	45889						Check Total	\$1,661.00	
		8/13/2018	20110012.025-1	001-007-558-50-41-01	PL-CA-Developer Reimb	8th Street SE Wetland Delineation Review	\$1,661.00		
	45987						Check Total	\$38.93	
		8/22/2018	20120176.001-38	301-016-544-40-41-00	Street Op - P&D - 20th St SE	20th Street SE Phase II-Segment 1 Design	\$38.93		
Philip Ranheim MD	45743						Check Total	\$1,400.00	
		7/19/2018	Refund	001-000-589-10-00-00	Refund of Deposits	Deposit Refund for 9407 4th Street	\$1,400.00		
Pilchuck Rentals	45744						Check Total	\$511.90	
		7/19/2018	68506	001-010-576-80-45-00	PK-Equipment Rental	Pressure Washer rental for Lundeen	\$91.00		
			68618	001-010-576-80-45-00	PK-Equipment Rental	Pressure Washer rental for Lundeen	\$115.86		
			68638	001-010-576-80-45-00	PK-Equipment Rental	Stump Grinder rental for Lundeen	\$305.04		
	45890						Check Total	\$6,438.72	
		8/13/2018	68251	001-010-576-80-31-03	PK-Lundeen-Op Costs	Dozer Rental - Lundeen Park	\$2,947.50		
				302-010-594-76-61-04	PM - Eagle Ridge	Dozer Rental - Eagle Ridge	\$1,962.00		
			68461	001-010-576-80-45-00	PK-Equipment Rental	Lawn Aerator Rental	\$58.91		
			69358	302-010-594-76-61-04	PM - Eagle Ridge	Tractor and Rake Rental - Eagle Ridge	\$1,385.57		
			69999	410-016-531-10-32-00	SW-Fuel	Tank/Cap Fuel	\$83.78		
			F183	001-010-576-80-49-00	PK-Miscellaneous	Finance Charge	\$0.96		
		45988						Check Total	\$83.78
			8/22/2018	69999	001-010-576-80-31-00	PK-Operating Costs	Fuel Tank/Fuel Cap Sprayer/De-Icers Unit	\$27.92	
	101-016-544-90-31-02				ST-Operating Cost	Fuel Tank/Fuel Cap Sprayer/De-Icers Unit	\$27.93		
	410-016-531-10-31-02				SW-Operating Costs	Fuel Tank/Fuel Cap Sprayer/De-Icers Unit	\$27.93		
Platt Electric Supply	45989						Check Total	\$403.20	
		8/22/2018	T074957	001-008-521-21-31-00	LE-Boating Minor Equipment	GFI Breaker Supplies for PD Dock	\$276.16		
			T082102	001-008-521-21-31-00	LE-Boating Minor Equipment	Supplies for Fixing GFI Plugs on PD Dock	\$94.85		





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Platt Electric Supply	45989	8/22/2018	T100868	101-016-544-90-31-02	ST-Operating Cost	6in1 Tapper	\$16.09
				410-016-531-10-31-02	SW-Operating Costs	6in1 Tapper	\$16.10
PowerDMS Inc	45745	Check Total					\$1,252.35
		7/19/2018	21089	001-008-521-20-41-01	LE-Professional Serv-Fixed	WASPC LE Training services	\$1,252.35
Powerplan	45746	Check Total					\$320.27
		7/19/2018	11039344	001-015-576-80-31-00	ME - Operating Costs	Therostat/radiator hose for PW31	\$106.75
				101-015-543-30-31-00	ME - Operating Costs	Therostat/radiator hose for PW31	\$106.76
				410-015-531-10-31-00	ME - Operating Costs	Therostat/radiator hose for PW31	\$106.76
Proforce Marketing Inc	45891	Check Total					\$864.61
		8/13/2018	351458	001-008-521-20-31-01	LE-Fixed Minor Equipment	Sig Mcx Mmr Blank Kit	\$864.61
Public Safety Testing Inc	45892	Check Total					\$437.00
		8/13/2018	2018-8422	001-008-521-20-41-00	LE-Professional Services	Q2 2018 Recruiting Assistance	\$437.00
Puget Sound Energy	45893	Check Total					\$33.93
		8/13/2018	24316495 0718	001-010-576-80-47-00	PK-Utilities	Natural Gas - City Shop	\$11.31
				101-016-543-50-47-00	ST-Utilities	Natural Gas - City Shop	\$11.31
				410-016-531-10-47-00	SW-Utilities	Natural Gas - City Shop	\$11.31
	45894	Check Total					\$71.19
		8/13/2018	3723810 0718	001-008-521-50-47-00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$71.19
Puget Sound Regional Council	45990	Check Total					\$9,961.00
		8/22/2018	2019042	001-013-518-90-49-00	GG-PSRC	2019 Membership Dues PSRC	\$9,961.00
Kathleen Pugh	45991	Check Total					\$43.60
		8/22/2018	081618	001-003-514-20-43-00	CC-Travel & Meetings	PerDiem Mileage - WCIA Training - Burlington WA Pugh	\$43.60
Purchase Power	45992	Check Total					\$300.00
		8/22/2018	072418	001-007-558-50-42-00	PL-Communication	Postage	\$123.91
				001-013-518-20-42-00	GG-Communication	Postage	\$175.71
				101-016-543-30-42-00	ST-Communications	Postage	\$0.19
				410-016-531-10-42-00	SW-Communications	Postage	\$0.19
Rainbow Metals Inc	45895	Check Total					\$421.48
		8/13/2018	12411	001-010-576-80-31-03	PK-Lundeen-Op Costs	Bronze Plaque/Mounting Studs - Lundeen	\$421.48
Republic Services 197	45747	Check Total					\$2,603.14
		7/19/2018	0197-002285114	001-010-576-80-45-00	PK-Equipment Rental	Dumpster Rental - City Shop	\$867.63





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Republic Services 197	45747	7/19/2018	0197-002285114	101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop	\$867.88
				410-016-531-10-45-00	SW-Dumpster Service	Dumpster Rental - City Shop	\$867.63
	45748	Check Total					\$464.80
		7/19/2018	0197-002284944	001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park	\$464.80
	45749	Check Total					\$136.59
		7/19/2018	0197-002285735	001-013-518-20-45-00	GG- Rental & Services	Dumpster rental - City Hall	\$136.59
	45993	Check Total					\$1,004.67
		8/22/2018	0197-002316005	001-010-576-80-45-01	PK- Dumpster Service	Dumpster Services - City Shop	\$334.89
				101-016-542-30-45-01	ST-Dumpster Service	Dumpster Services - City Shop	\$334.89
				410-016-531-10-45-00	SW-Dumpster Service	Dumpster Services - City Shop	\$334.89
	45994	Check Total					\$469.45
		8/22/2018	0197-002315835	001-010-576-80-45-01	PK- Dumpster Service	Dumpster Services - Lundeeek Park	\$469.45
	45995	Check Total					\$137.96
		8/22/2018	0197-002316615	001-013-518-20-45-01	GG-Dumpster Service	Dumpster Services - City Hall	\$137.96
Robert Half International Inc	45750	Check Total					\$4,400.00
		7/19/2018	51260227	001-006-518-80-41-00	IT-Professional Services	IT Temp Services	\$4,400.00
	45896	Check Total					\$3,520.00
		8/13/2018	51286222	001-006-518-80-41-00	IT-Professional Services	IT Temp Services	\$3,520.00
Rolyan Buoys	45897	Check Total					\$3,012.00
		8/13/2018	3666049	001-010-576-80-31-06	PK - Lake Safety	No Wake Buoys w/Circle Symbols	\$3,012.00
SCCFOA	45751	Check Total					\$20.00
		7/19/2018	072618	001-003-514-20-43-00	CC-Travel & Meetings	7/26/18 SCCFOA meeting	\$20.00
Seattle Pump and Equipment	45752	Check Total					\$136.80
		7/19/2018	18-3610	410-015-531-10-31-00	ME - Operating Costs	Vactor hose end PW26	\$136.80
Setina Mfg Co Inc	45898	Check Total					\$1,304.41
		8/13/2018	165057	001-008-594-21-63-00	LE-Capital Outlays Equipment	Cargo Box PT78	\$101.54
				520-008-594-21-63-00	Capital Equipment	Cargo Box PT78	\$203.08
			166091	001-008-594-21-63-00	LE-Capital Outlays Equipment	SSCA Screen Insert	\$325.36
			166292	001-008-594-21-63-00	LE-Capital Outlays Equipment	Top Mount Whiteboard for Lift Top Drawer	\$674.43
Sherwin-Williams Co	45753	Check Total					\$184.15
		7/19/2018	1026-5	001-012-569-00-31-00	CS-Aging Services-Supplies	Paint for Senior Center	\$184.15



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Sherwin-Williams Co	45899						<b>\$269.98</b>
		8/13/2018	5956-3	001-010-576-80-31-03	PK-Lundeen-Op Costs	Primer for Painting Bathroom Door at Lundeen Park	\$54.78
			6409-2	001-013-518-20-31-00	GG-Operating Costs	Paint for City Hall Wall	\$184.15
			6829-1	101-016-544-90-31-02	ST-Operating Cost	Paint/Trays	\$15.52
				410-016-531-10-31-02	SW-Operating Costs	Paint/Trays	\$15.53
SirennnetCom	45754						<b>\$41.54</b>
		7/19/2018	0229716-IN	001-008-521-20-31-02	LE-Minor Equipment	ION T-Series SOLO Linear LED Surface Mount Lighthead	\$41.54
	45900						<b>\$73.40</b>
		8/13/2018	0230031-IN	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Reversed Universal MT/Blange for Vertex	\$73.40
Smarsh Inc	45755						<b>\$654.00</b>
		7/19/2018	INV00383769	510-006-518-80-49-05	LR - Smarsh	Archiving Platform Content Usage-NetGuard Cloud	\$654.00
	45901						<b>\$654.00</b>
		8/13/2018	INV00387969	510-006-518-80-49-05	LR - Smarsh	Archiving Platform Content Usage-NewGuard Cloud	\$654.00
Smernis Enterprises	45902						<b>\$685.51</b>
		8/13/2018	397662	001-008-521-20-48-00	LE-Repair & Maintenance Equip	5k Service/Clean Rear Brake Pads	\$685.51
Deborah Smith	45903						<b>\$95.00</b>
		8/13/2018	082018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Crime Scene Photography Smith	\$95.00
Snohomish County 911	45904						<b>\$61,874.12</b>
		8/13/2018	560	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$29,799.49
			606	001-008-528-00-51-00	LE-Snopac Dispatch	Quarterly Access Assessment	\$2,275.14
			648	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch Services	\$29,799.49
Snohomish County Conservation Dist	45996						<b>\$1,094.36</b>
		8/22/2018	3401	410-016-531-50-31-16	DOE - Capacity Exp 17-19	Q2 Grant Reimbursement	\$987.56
			3402	410-016-531-50-31-16	DOE - Capacity Exp 17-19	Q2 Grant Reimbursement	\$106.80
Snohomish County Dept of Info Services	45756						<b>\$5,400.00</b>
		7/19/2018	I000469619	510-006-518-80-49-12	LR - Datacenter Rack Spc SnoCo	Networking & Hosting Services	\$5,400.00
Snohomish County Parks and Recreation	45997						<b>\$20,000.00</b>
		8/22/2018	I000470147	001-010-576-80-41-00	PK-Professional Services	Wyatt Park Ranger Staff	\$20,000.00
Snohomish County Planning	45905						<b>\$388.00</b>
		8/13/2018	I000470186	001-007-559-30-41-00	PB-Professional Srv	June 2018 ILA Hours	\$388.00



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total	
Snohomish County PUD	45757	7/19/2018					<b>Check Total \$16,132.52</b>	
							200206977 Library	\$282.01
								\$109.36
							200206977 Library water meter	\$109.36
							200245215 Family Center	\$141.51
							200363505 Traffic Signal	\$67.08
							201513934 Parks	\$18.14
							200860922 Community Center	\$158.72
							205338056 SR92 Roundabout at 113th	\$30.45
							201956075 War Memorial	\$27.92
							201595113 Street Lights	\$188.96
							201860178 Traffic Signal	\$153.07
							200748721 Parks	\$50.17
							201973682 Street Lights	\$46.93
							201783685 New City Hall	\$336.91
							203115522 Street Light meter	\$108.78
							221412273 Admin Annex	\$104.41
							202289237 Museum	\$11.86
							202289237 Grimm House	\$11.87
							202766820 Police Dept Electric	\$573.97
							202513354 Park lighting	\$19.92
							202648705 Street Lights	\$46.70
							203531959 Mobile at 2424 Soper Hill Rd	\$48.39
							204719074 Catherine Creek Bridge lights	\$22.68
							203033030 Police Dept Water	\$74.92
							205320781 SR92 Roundabout at 99th	\$43.75
							202624367 Street Lights	\$10,950.47
							202648101 Street Lights - Soper Hill Annexation	\$1,264.08
							202670725 Street Lights	\$1,239.49
	45906	8/13/2018	141238045				<b>Check Total \$17,867.96</b>	
							202340527 Yard	\$7.24
							202340527 Yard	\$7.24
							202340527 Yard	\$7.24



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Snohomish County PUD	45906	8/13/2018	141243949	001-010-576-80-47-00	PK-Utilities	203203245 Lundeen Restrooms	\$2,725.82	
			144569115	101-016-542-63-47-00	ST-Lighting - Utilities	203728159 Traffic Signal	\$48.48	
			144576177	101-016-542-63-47-00	ST-Lighting - Utilities	201973682 Street Lights	\$46.93	
			147864790	101-016-542-64-47-00	ST-Traffic Control -Utility	221128085 Traffic Signal 7441 20th St SE	\$61.95	
			147869104	101-016-542-63-47-00	ST-Lighting - Utilities	202624367 Street Lights	\$11,059.23	
			147869105	101-016-542-63-47-00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,264.08	
			151170779	101-016-542-63-47-00	ST-Lighting - Utilities	202988481 Street Lights	\$164.37	
			151173069	001-010-576-80-47-00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$71.75	
			151174054	001-013-518-20-47-00	GG-Utilities	221412273 Admin Annex	\$121.29	
			154414235	101-016-542-63-47-00	ST-Lighting - Utilities	202013249 Traffic Signal	\$79.05	
			154419662	101-016-542-63-47-00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$22.68	
			157614067	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$147.71	
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$147.71	
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$147.76	
			157619949	101-016-542-63-47-00	ST-Lighting - Utilities	203582010 Street Lights	\$58.00	
			157622738	101-016-542-63-47-00	ST-Lighting - Utilities	202670725 Street Lights	\$1,239.49	
			160803118	101-016-542-63-47-00	ST-Lighting - Utilities	203730189 Traffic Signal	\$60.15	
			160803119	101-016-542-63-47-00	ST-Lighting - Utilities	203731153 Traffic Signal	\$71.83	
			1900045128	101-016-544-90-31-02	ST-Operating Cost	2018 Bulk Water Use Fee Acct 30001369	\$307.96	
		45907	Check Total					\$1,881.07
		8/13/2018	100352682	001-013-518-20-47-00	GG-Utilities	200206019 Old City Hall	\$361.97	
			104939801	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$161.86	
			104951406	001-010-576-80-47-00	PK-Utilities	200748721 Parks	\$53.05	
			111562640	001-012-575-50-47-00	CS-Community Center-Utilities	200860922 Community Center	\$266.83	
			114864325	001-008-521-50-47-00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$123.31	
			118189765	001-013-518-20-47-00	GG-Utilities	201956075 War Memorial	\$38.23	
			118190793	001-013-518-20-47-00	GG-Utilities	200206019 Old City Hall	\$300.41	
			121496018	001-010-576-80-47-00	PK-Utilities	200493443 Cath Creek Park Meter 73867	\$17.58	
			121502411	001-012-557-30-40-01	CS - VIC Utilities	205395999 Visitor Center	\$66.21	
			121505686	001-010-576-80-47-00	PK-Utilities	202513354 Park lighting	\$23.80	
			128104601	101-016-542-63-47-00	ST-Lighting - Utilities	201595113 Street Lights	\$369.90	
			131421382	001-010-576-80-47-00	PK-Utilities	201513934 Parks	\$28.17	



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PUD	45907	8/13/2018	141233848	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$69.75
	45998						<b>Check Total \$2,782.75</b>
		8/22/2018	100355525	001-013-518-20-47-00	GG-Utilities	200245215 Family Center	\$177.38
			104950355	001-012-572-20-47-00	CS-Library-Utilities	200206977 Library	\$247.05
				001-013-518-20-47-00	GG-Utilities	200206977 Library water meter	\$118.25
			108271013	101-016-542-63-47-00	ST-Lighting - Utilities	200178218 Traffic Signal	\$130.47
			111565232	101-016-542-63-47-00	ST-Lighting - Utilities	200363505 Traffic Signal	\$64.22
			111565714	101-016-542-63-47-00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	\$33.63
			114868567	001-013-518-20-47-00	GG-Utilities	201783685 New City Hall	\$319.16
			114868568	101-016-542-63-47-00	ST-Lighting - Utilities	201860178 Traffic Signal	\$169.62
			124825036	001-010-576-80-47-00	PK-Utilities	221860174 Frontier Circle Park	\$47.33
			131427949	101-016-542-63-47-00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$49.94
			137936999	101-016-542-63-47-00	ST-Lighting - Utilities	202648705 Street Lights	\$41.93
			141245858	001-012-575-30-47-00	CS-Historical-Utilities	202289237 Museum	\$8.50
				001-012-575-51-47-00	CS-Grimm House Utilities	202289237 Grimm House	\$8.51
			141249616	101-016-542-63-47-00	ST-Lighting - Utilities	202342622 Street Lights	\$64.89
			144583265	001-008-521-50-47-00	LE-Facility Utilities	202766820 Police Dept Electric	\$665.48
			157631392	001-008-521-50-47-00	LE-Facility Utilities	203033030 Police Dept Water	\$76.61
			160806549	101-016-542-63-47-00	ST-Lighting - Utilities	203115522 Street Light meter	\$96.80
			167278269	001-010-576-80-47-00	PK-Utilities	203599006 City Shop	\$154.31
				101-016-543-50-47-00	ST-Utilities	203599006 City Shop	\$154.31
				410-016-531-10-47-00	SW-Utilities	203599006 City Shop	\$154.36
Snohomish County PW S	45758						<b>Check Total \$1,224.14</b>
		7/19/2018	I000469455	101-016-542-64-48-00	ST-Traffic Control - R&M	Sign & Signal repair	\$1,224.14
	45908						<b>Check Total \$49,959.19</b>
		8/13/2018	I000469612	410-016-531-10-51-00	SW-Billing Fees	ILA Billing - Surf Water Mgmt	\$45,251.37
			I000470208	101-016-542-30-48-00	ST-Repair & Maintenance	Signal and Sign Repair	\$2,401.65
Snohomish County PW V			I0004707334	410-016-531-20-41-00	SW-SnoCo Lake Monitoring	Q2 2018 Lake Monitoring & Gaging	\$2,306.17
	45909						<b>Check Total \$708.50</b>
		8/13/2018	I000469974	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle Repair PT58	\$115.75
				101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle Repair PW16	\$296.37



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Snohomish County PW V	45909	8/13/2018	I000469974	410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle Repair PW16	\$296.38
Snohomish County Sherrifs Office	45759	Check Total					\$18,728.23
		7/19/2018	2018-4532	001-008-523-60-51-00	LE-Jail	Prisoner Housing May 2018	\$18,728.23
	45910	Check Total					\$14,451.17
		8/13/2018	2018-4555	001-008-523-60-51-00	LE-Jail	Prisoner Housing June 2018	\$14,451.17
Snohomish County Treasurer	45911	Check Total					\$259.63
		8/13/2018	072018	633-000-589-30-00-06	Crime Victims Compensation	June 2018 Crime Victims Compensation	\$259.63
	45912	Check Total					\$297.53
		8/13/2018	080318	633-000-589-30-00-06	Crime Victims Compensation	July 2018 Crime Victims Compensation	\$297.53
Sonsray Machinery LLC	45760	Check Total					\$278.94
		7/19/2018	P09107-09	101-015-543-30-31-00	ME - Operating Costs	Parts for PW50	\$139.47
				410-015-531-10-31-00	ME - Operating Costs	Parts for PW50	\$139.47
	45999	Check Total					\$1,488.87
		8/22/2018	P09377-09	101-015-543-30-31-00	ME - Operating Costs	Parts/Manuel for PW34	\$744.44
				410-015-531-10-31-00	ME - Operating Costs	Parts/Manuel for PW34	\$744.43
Sound Publishing Inc	45761	Check Total					\$411.80
		7/19/2018	EDH814008	001-007-558-50-41-03	PL-Advertising	LUA2018-0102 Pellerin Ridge I & II	\$89.56
			EDH814317	001-007-558-50-41-03	PL-Advertising	LUA2018-0098 Smith Short Plat	\$77.52
			EDH814513	001-007-558-50-41-03	PL-Advertising	LUA2018-0058 Kane Prelim	\$79.24
			EDH814633	001-007-558-50-41-03	PL-Advertising	LUA2018-0107 Northlake MS Track Resurfacing	\$68.92
			EDH814639	001-007-558-50-41-03	PL-Advertising	LUA2018-0106 LS MS Track Resurfacing	\$70.64
			EDH814643	001-013-518-30-41-01	GG-Advertising	Workshop cancellation	\$25.92
	45913	Check Total					\$2,567.29
		8/13/2018	7848598	001-002-513-11-49-01	AD-Miscellaneous	Help Wanted - Deputy City Clerk/AP Specialist	\$186.80
				001-003-514-20-49-00	CC-Miscellaneous	Help Wanted - Deputy City Clerk/AP Specialist	\$280.20
				001-008-521-20-41-03	LE-Advertising	Help Wanted - Police Records Specialist	\$391.00
				001-010-576-80-31-00	PK-Operating Costs	Help Wanted - Senior Engineer II	\$107.75
					PK-Operating Costs	Help Wanted - Crew Worker I	\$29.63
				001-013-518-30-41-01	GG-Advertising	Help Wanted - Senior Engineer II	\$107.75
GG-Advertising	Help Wanted - Crew Worker I				\$14.82		



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Sound Publishing Inc	45913	8/13/2018	7848598	101-016-542-30-41-01	ST-Advertising	Help Wanted - Crew Worker I	\$133.35	
					ST-Advertising	Help Wanted - Senior Engineer II	\$107.75	
				410-016-531-10-41-05	SW-Advertising	Help Wanted - Crew Worker I	\$118.53	
					SW-Advertising	Help Wanted - Senior Engineer II	\$107.75	
			EDH805342	001-007-558-50-41-03	PL-Advertising	LUA2018-0055 McCourt	\$67.20	
			EDH815922	001-013-518-30-41-01	GG-Advertising	Ordinance 1030	\$37.96	
			EDH816126	001-007-558-50-41-03	PL-Advertising	LUA2018-0119 Cavalero Park Development	\$98.16	
			EDH816516	001-013-518-30-41-01	GG-Advertising	Library Board July 19 2018 Meeting Cancellation	\$22.48	
			EDH816517	001-007-558-50-41-03	PL-Advertising	Aquafest 2018 Road and Boat Closures	\$37.84	
			EDH816749	001-007-558-50-41-03	PL-Advertising	LUA2018-0124 Gaines Final Short Plan	\$70.64	
			EDH817337	001-007-558-50-41-03	PL-Advertising	LUA2018-0131 Devos Tourist Home	\$63.76	
			EDH817566	001-007-558-50-41-03	PL-Advertising	LUA2018-0015,0016 Hewitt Preliminary Plat	\$74.08	
			EDH817743	001-007-558-50-41-03	PL-Advertising	20th Street SE Corridor Commercial Re Svcs	\$20.76	
			EDH818164	001-007-558-50-41-03	PL-Advertising	LUA2018-0120,0121 Evergreen Apartments	\$79.24	
			EDH818480	001-007-558-50-41-03	PL-Advertising	LUA2017-0069 Soper Hill Rd Roundabout	\$189.32	
			EDH818665	001-007-558-50-41-03	PL-Advertising	LUA2018-0015,0016	\$74.08	
			EDH819490	001-007-558-50-41-03	PL-Advertising	LUA2018-0139 Countain View Prop Final Short Plat	\$70.64	
			EDH819725	001-007-558-50-41-03	PL-Advertising	LUA2018-0141 Refuge Final Plat	\$75.80	
	46000	Check Total						\$2,153.22
		8/22/2018	7855288	001-007-558-50-41-03	PL-Advertising	Help Wanted - Planning Manager	\$357.50	
				001-008-521-20-41-03	LE-Advertising	Help Wanted - Lateral Police Officer	\$396.00	
				001-010-576-80-31-00	PK-Operating Costs	Help Wanted - PW Ops Mgr/PW Inspector/Senior Engineer	\$380.34	
				101-016-542-30-41-01	ST-Advertising	Help Wanted - PW Ops Mgr/PW Inspector/Senior Engineer	\$380.33	
				410-016-531-10-41-05	SW-Advertising	Help Wanted - PW Ops Mgr/PW Inspector/Senior Engineer	\$380.33	
			EDH819150	001-013-518-30-41-01	GG-Advertising	Arts Commission Special Meeting	\$24.20	
			EDH819237	001-013-518-30-41-01	GG-Advertising	Council Meeting 08/15/18 Cancellation	\$29.36	
			EDH820272	001-013-518-30-41-01	GG-Advertising	Civil Service Commission Special Meeting	\$29.36	
			EDH820511	001-007-558-50-41-03	PL-Advertising	LUA2018-0132 Bacari Homes Preliminary Short Plat	\$74.08	
			EDH820772	101-016-542-30-41-01	ST-Advertising	2018 Overlay Project Request for Bids	\$22.48	
			EDH821168	001-007-558-50-41-03	PL-Advertising	LUA2016-0134 Vine Maple Preliminary Short Subdivision	\$79.24	





## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Sound Security Inc	45762	7/19/2018	895113	001-013-518-20-41-00	GG-Professional Service	Fire & Security monitoring July 2018	\$570.87
			896865	001-013-518-20-31-00	GG-Operating Costs	Plain Stickeys for Badges	\$10.89
	45914						<b>Check Total</b>
		8/13/2018	898450	001-013-518-20-41-00	GG-Professional Service	Fire & Security Monitoring Aug 2018	\$570.87
John Spencer	45763						<b>Check Total</b>
		7/19/2018	012218	001-001-511-60-43-00	Legislative - Travel & Mtgs	PerDiem-AWC City Action Days-Olympia WA-Spencer	\$31.00
Springbrook Nursery	46001						<b>Check Total</b>
		8/22/2018	18-073108	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Hauling Brush from Soper Hill	\$7,600.00
SRV Construction Escrow Acct 101135376	46002						<b>Check Total</b>
		8/22/2018	1219-03	301-016-595-30-64-01	SEPA Capital Expenditures	Retainage - SRV Construction	\$2,957.17
SRV Construction Inc	46003						<b>Check Total</b>
		8/22/2018	1219-03	301-016-595-30-64-01	SEPA Capital Expenditures	Callow Road Frontage Improvments	\$7,236.62
Stellar Event Rentals	45764						<b>Check Total</b>
		7/19/2018	4164-10	001-012-573-20-31-00	CS-Arts Commission	Tent rental for Music by the Lake	\$2,094.58
	45915						<b>Check Total</b>
		8/13/2018	072218	001-012-573-20-31-00	CS-Arts Commission	Music by the Lake Tent Rental	\$1,301.79
Stericycle Inc	45765						<b>Check Total</b>
		7/19/2018	3004320505	001-008-521-20-41-01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
	45916						<b>Check Total</b>
		8/13/2018	3004355702	001-008-521-20-41-01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
Stilly Auto Parts Napa LLC	45917						<b>Check Total</b>
		8/13/2018	889745	410-015-531-10-31-00	ME - Operating Costs	Replacement Alternator PW26	\$220.41
			889994	410-015-531-10-31-00	ME - Operating Costs	Credit Replacement Alternator PW26 Inv 889745	(\$23.83)
Strategies 360 Inc	45766						<b>Check Total</b>
		7/19/2018	772-29562	001-013-511-70-40-00	Lobbying Services	Federal Lobbying services July 2018	\$4,000.00
	45918						<b>Check Total</b>
		8/13/2018	772-29918	001-013-511-70-40-00	Lobbying Services	Federal Lobbying Services-August 2018	\$4,000.00
StrategyClicks Inc	45767						<b>Check Total</b>
		7/19/2018	2018-LSPD-0629	001-008-521-20-41-00	LE-Professional Services	Record Team Development & Consulting Services	\$7,250.00





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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
StrategyClicks Inc	45767	7/19/2018	2018-LSPD-0629b	001-008-521-20-41-00	LE-Professional Services	Strategic Planning - Design & Facilitation	\$4,750.00
Robert Summers	46004	Check Total					\$38.00
		8/22/2018	080818	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem-Police Skills Refresher Everett Summers	\$38.00
Superior Concrete Inc	45919	Check Total					\$4,904.70
		8/13/2018	75427	101-016-542-61-48-00	ST - Sidewalk R&M	Sidewalk Repair	\$4,904.70
Superior Powder Coating Inc	45920	Check Total					\$800.00
		8/13/2018	28231	001-010-576-80-31-04	PK-North Cove Park Ops	Flag Poles for Plaza	\$800.00
Tacoma Screw Products Inc	45768	Check Total					\$205.07
		7/19/2018	18205602	101-016-544-90-31-02	ST-Operating Cost	Fiskars Powergear Ratchet	\$102.53
				410-016-531-10-31-02	SW-Operating Costs	Fiskars Powergear Ratchet	\$102.54
	45921	Check Total					\$4,148.87
		8/13/2018	18206695	101-016-544-90-31-02	ST-Operating Cost	Caution Tape/Gloves/Bits/Screws	\$55.95
				410-016-531-10-31-02	SW-Operating Costs	Caution Tape/Gloves/Bits/Screws	\$55.96
		18208392	101-016-544-90-31-02	ST-Operating Cost	All Purpose Cleaner/Bits/Screws/Oil	\$201.04	
			410-016-531-10-31-02	SW-Operating Costs	All Purpose Cleaner/Bits/Screws/Oil	\$201.05	
		18208393	101-016-544-90-31-02	ST-Operating Cost	55 Gal Can Liners Shop	\$856.58	
			410-016-531-10-31-02	SW-Operating Costs	55 Gal Can Liners Shop	\$856.58	
		18208394	101-016-544-90-31-02	ST-Operating Cost	Paper Towels Shop	\$261.68	
			410-016-531-10-31-02	SW-Operating Costs	Paper Towels Shop	\$261.69	
		18208395	001-010-576-80-31-00	PK-Operating Costs	Engine Oil Parks	\$117.99	
		18209222	001-010-576-80-31-00	PK-Operating Costs	Paper Towels Shop	\$87.23	
			101-016-544-90-31-02	ST-Operating Cost	Paper Towels Shop	\$87.23	
			410-016-531-10-31-02	SW-Operating Costs	Paper Towels Shop	\$87.23	
		18209223	001-010-576-80-31-00	PK-Operating Costs	Sawzall Blades/Nuts/Screws/Bolts	\$186.97	
			101-016-544-90-31-02	ST-Operating Cost	Sawzall Blades/Nuts/Screws/Bolts	\$186.96	
			410-016-531-10-31-02	SW-Operating Costs	Sawzall Blades/Nuts/Screws/Bolts	\$186.97	
			18210058	101-016-544-90-31-02	ST-Operating Cost	Loopers - Shop Supplies	\$457.76
Teamsters Local No 763	45782	Check Total					\$1,256.00
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$1,256.00



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Technological Services Inc	45922	8/13/2018	08859	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Front/Rear Brake Inspection/Secure Weapons Lock PT-14-59	\$725.96
			09133	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Elec Sys Inspec/Radio, Emergency Lights/Siren PT-17-75	\$221.90
			09196	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Fluid Insp/Oil/Filter Svc/Tire Rotation/Brake Insp PT-14-56	\$2,418.63
			09198	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Lube/Oil/Filter Svc/Fluid Check/Tire Rotation PT-14-57	\$79.48
			09446	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle Repair PT-15-62	\$709.76
			09470	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle Repair PT-16-65	\$708.97
			09488	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle Repair PT-15-63	\$490.70
	46005	8/22/2018					<b>Check Total</b>
							<b>\$2,128.52</b>
			09404	001-008-521-20-48-00	LE-Repair & Maintenance Equip	Vehicle Repair PT-14-57	\$684.97
The Sharp Shop	45769	7/19/2018	406535	101-016-544-90-31-02	ST-Operating Cost	Chipper knives	\$21.72
				410-016-531-10-31-02	SW-Operating Costs	Chipper knives	\$21.72
Ticor Title Company	46006	8/22/2018					<b>Check Total</b>
							<b>\$3,192.90</b>
			70096320	301-016-595-30-60-02	Main Street Project 1	Title Search	\$1,266.15
			70096327	301-016-595-30-60-02	Main Street Project 1	Title Search 1910 Main Street	\$385.35
			70096345	301-016-595-30-60-02	Main Street Project 1	Title Search 1702 Main Street	\$385.35
			70096346	301-016-595-30-60-02	Main Street Project 1	Title Search	\$385.35
			70096347	301-016-595-30-60-02	Main Street Project 1	Title Search Lake Stevens Road	\$385.35
Tri Tech Forensics Inc	45923	8/13/2018					<b>Check Total</b>
							<b>\$59.50</b>
Tribune	45924	8/13/2018	160999	001-008-521-20-31-02	LE-Minor Equipment	WA State Patrol DWI Specimen Kit	\$59.50
			807201.03	001-010-576-80-31-00	PK-Operating Costs	Help Wanted - PW Inspector	\$4.78
				001-013-518-30-41-01	GG-Advertising	Help Wanted - PW Inspector	\$2.39
				101-016-542-30-41-01	ST-Advertising	Help Wanted - PW Inspector	\$21.50
				410-016-531-10-41-05	SW-Advertising	Help Wanted - PW Inspector	\$19.11
			807203.03	001-007-558-50-41-03	PL-Advertising	Help Wanted - Planning Manager	\$47.78



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Tribune	45924	8/13/2018	807469.03	001-010-576-80-31-00	PK-Operating Costs	Help Wanted - PW Engineer II	\$22.00
				001-013-518-30-41-01	GG-Advertising	Help Wanted - PW Engineer II	\$22.00
				101-016-542-30-41-01	ST-Advertising	Help Wanted - PW Engineer II	\$22.00
				410-016-531-10-41-05	SW-Advertising	Help Wanted - PW Engineer II	\$22.00
			807471.03	001-008-521-20-41-03	LE-Advertising	Help Wanted - Lateral Police Officer	\$69.33
ULINE	45925	Check Total					\$700.30
		8/13/2018	99623157	101-016-542-64-31-00	ST-Traffic Control - Supply	Traffic Cones	\$700.30
UPS	45770	Check Total					\$85.46
		7/19/2018	74Y42268	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$39.74
			74Y42278	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$45.72
	45926	Check Total					\$73.64
		8/13/2018	0000074Y42288	001-008-521-20-42-00	LE-Communication	Evidence Shipping	\$27.52
			74Y42308	001-008-521-20-42-00	LE-Communication	Evidence Shipping	\$29.03
			74Y42318	001-008-521-20-42-00	LE-Communication	Evidence Shipping	\$17.09
Urban Pantry Catering	45927	Check Total					\$43.56
		8/13/2018	611	001-001-511-60-43-00	Legislative - Travel & Mtgs	Catering Lake Stevens Legislators' Reception	\$43.56
Michelle Vanderwalker	45786	Check Total					\$1,497.58
		7/31/2018	COBRA	001-008-521-20-20-00	LE-Benefits	Med Reimbursement-Vanderwalker	\$1,497.58
Vantagepoint Transfer Agents - 108991	45678	Check Total					\$352.81
		7/12/2018	071318	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
	45783	Check Total					\$352.81
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
	45947	Check Total					\$352.81
		8/14/2018	081518	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
Vantagepoint Transfer Agents - 307428	45679	Check Total					\$988.35
		7/12/2018	071318	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$988.35
	45784	Check Total					\$988.35
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$988.35
	45948	Check Total					\$988.35
		8/14/2018	081518	001-000-282-00-00-00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$988.35



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Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	Check Total
Varidesk LLC	45928						<b>\$1,935.77</b>
		8/13/2018	IVC-2-648655	001-008-521-50-30-01	LE-Facilities Minor Equipment	Sit/Stand Desk	\$890.00
			IVC-2-827206	001-008-521-50-30-01	LE-Facilities Minor Equipment	Sit/Stand Desks	\$1,045.77
Verizon Northwest	45929						<b>\$4,989.61</b>
		8/13/2018	9811509671	001-001-511-60-42-00	Legislative - Communication	Wireless Phone Services	\$389.13
				001-001-513-10-42-00	Executive - Communication	Wireless Phone Services	\$52.61
				001-002-513-11-42-00	AD-Communications	Wireless Phone Services	\$52.61
				001-004-514-23-42-00	FI-Communications	Wireless Phone Services	\$55.59
				001-005-518-10-42-00	HR-Communications	Wireless Phone Services	\$52.61
				001-006-518-80-42-00	IT-Communications	Wireless Phone Services	\$105.22
				001-007-558-50-42-00	PL-Communication	Wireless Phone Services	\$145.23
				001-007-559-30-42-00	PB-Communication	Wireless Phone Services	\$132.68
				001-008-521-20-42-00	LE-Communication	Wireless Phone Services	\$3,179.21
				001-010-576-80-42-00	PK-Communication	Wireless Phone Services	\$274.90
				101-016-543-30-42-00	ST-Communications	Wireless Phone Services	\$274.91
				410-016-531-10-42-00	SW-Communications	Wireless Phone Services	\$274.91
WABO	45930						<b>\$50.00</b>
		8/13/2018	35899	001-007-559-30-41-01	PB-Advertising	Help Wanted - Plans Examiner/Building Inspector Position	\$50.00
WAPRO	45772						<b>\$25.00</b>
		7/19/2018	3841	001-003-514-20-49-00	CC-Miscellaneous	WAPRO membership - Pugh	\$25.00
	45931						<b>\$50.00</b>
		8/13/2018	3831	001-008-521-40-49-01	LE-Registration Fees	July 2018 WAPRO Law Enforcement Redaction Workshop	\$50.00
	46007						<b>\$25.00</b>
		8/22/2018	380	001-003-514-20-49-00	CC-Miscellaneous	WAPRO Membership - Crim	\$25.00
Steve Warbis	45932						<b>\$95.00</b>
		8/13/2018	082018	001-008-521-20-43-00	LE-Travel & Per Diem	PerDiem - Crime Scene Photography Training Warbis	\$95.00
Washington State Criminal Justice	45933						<b>\$50.00</b>
		8/13/2018	201130634	001-008-521-40-49-01	LE-Registration Fees	Child Intervieing Refresher - Carter	\$50.00
Washington State Dept of Enterprise Svcs	45934						<b>\$40.84</b>
		8/13/2018	73177003	001-008-521-20-31-00	LE-Office Supplies	Business Cards - Irwin	\$40.84



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Washington State Patrol	45935						Check Total	\$1,103.85
		8/13/2018	I18008980	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons Permit Background Checks	\$464.00	
			I19000684	633-000-589-30-00-10	Gun Permit - FBI Remittance	Weapons Permit Background Checks July 2018	\$288.00	
			T1800144	001-008-521-40-49-01	LE-Registration Fees	Lodging/Meals/Student Surcharge	\$351.85	
Washington State Support Registry	0						Check Total	\$490.50
		7/12/2018	071318	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50	
		7/31/2018	080118	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50	
		8/14/2018	081518	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support	\$163.50	
Wave Broadband	45773						Check Total	\$1,396.84
		7/19/2018	05752868	001-002-513-11-42-00	AD-Communications	Telephone Service	\$20.53	
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$41.07	
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$41.07	
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$20.53	
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$61.60	
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$133.54	
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$20.53	
				001-008-521-20-42-00	LE-Communication	Telephone Service	\$698.42	
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$20.53	
				001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$20.54	
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$82.13	
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$118.18	
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$118.17	
	45774						Check Total	\$3,465.47
		7/19/2018	05757588	510-006-518-80-49-00	License Renewal - Annual Maint	3 Fiber leases	\$3,465.47	
	45936						Check Total	\$1,372.30
		8/13/2018	06027643	001-002-513-11-42-00	AD-Communications	Telephone Service	\$20.17	
				001-003-514-20-42-00	CC-Communications	Telephone Service	\$40.35	
				001-004-514-23-42-00	FI-Communications	Telephone Service	\$40.35	
				001-005-518-10-42-00	HR-Communications	Telephone Service	\$20.17	
				001-006-518-80-42-00	IT-Communications	Telephone Service	\$60.51	
				001-007-558-50-42-00	PL-Communication	Telephone Service	\$131.19	
				001-007-559-30-42-00	PB-Communication	Telephone Service	\$20.17	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc		
Wave Broadband	45936	8/13/2018	06027643	001-008-521-20-42-00	LE-Communication	Telephone Service	\$686.15	
				001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$20.18	
				001-012-575-50-42-00	CS-Commnity Center - Comm	Telephone Service Senior Ctr	\$20.17	
				001-013-518-20-42-00	GG-Communication	Telephone Service	\$80.69	
				101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$116.10	
				410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$116.10	
	45937	Check Total						\$1,975.62
	8/13/2018	06032425	510-006-518-80-49-00	License Renewal - Annual Maint	3 Fiber Leases	\$1,975.62		
Weed Graafstra & Associates Inc	45775	Check Total						\$25,329.50
		7/19/2018	177	001-011-515-41-41-00	Ext Consultation - City Atty	Legal Services - General Matters	\$19,687.50	
				001-011-515-41-41-01	Ext Consult - PRA	Legal Services - General Matters	\$743.50	
				001-011-515-45-41-00	Ext Litigation - City Atty	Legal Services - General Matters	\$437.50	
				301-016-544-40-41-00	Street Op - P&D - 20th St SE	Legal Services - General Matters	\$4,461.00	
	45938	Check Total						\$14,529.75
		8/13/2018	178	001-011-515-41-41-00	Ext Consultation - City Atty	Legal Services - General Matters	\$7,389.75	
				001-011-515-41-41-01	Ext Consult - PRA	Legal Services - General Matters	\$735.00	
				001-011-515-45-41-00	Ext Litigation - City Atty	Legal Services - General Matters	\$4,371.75	
				301-016-544-40-41-00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$2,033.25	
Welch Comer & Associates Inc	45776	Check Total						\$15,300.00
		7/19/2018	55000000-003	304-016-595-30-60-04	Frontier Village/4th Project	Frontier Village Southern Access Road	\$15,300.00	
West Marine Pro	45939	Check Total						\$198.42
		8/13/2018	000427	001-008-521-21-32-00	LE-Boating-Fuel	Boating Fuel/Rearm Kit DC121	\$49.30	
			009020	001-008-521-21-31-00	LE-Boating Minor Equipment	Inflator-Foot TurboSpkr 2 Way/Gas	\$128.85	
			009613	001-008-521-21-31-00	LE-Boating Minor Equipment	Inflator-Foot Turbo	\$20.27	
Western Conference of Teamsters Pension Trust	45785	Check Total						\$2,872.30
		7/31/2018	080118	001-000-282-00-00-00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,872.30	
Wide Format Co	45940	Check Total						\$202.39
		8/13/2018	109711	001-007-558-50-31-00	PL-Office Supplies	Polyproline Matte for Plotter	\$202.39	
Willards Pest Control Co	45941	Check Total						\$203.27
		8/13/2018	217859	001-013-518-20-41-00	GG-Professional Service	Pest Control - Main Street	\$105.25	
			217860	001-008-521-50-48-00	LE-Facility Repair & Maint	Pest Control - N Lake Shore Dr	\$49.01	



## Checks to be Approved for 7/6/2018 to 8/22/2018

Name	Ck #	Date	Invoice #	Account #	Account Desc	Item Desc	
Willards Pest Control Co	45941	8/13/2018	217861	001-008-521-50-48-00	LE-Facility Repair & Maint	Pest Control - Grade Rd	\$49.01
Kevin Womack	45942						<b>Check Total \$95.00</b>
		8/13/2018	071118	101-016-542-30-41-02	ST-Professional Service	DOT Physical Reimbursement	\$95.00
Zachor and Thomas Inc PS	45943						<b>Check Total \$11,431.82</b>
		8/13/2018	806	001-011-515-41-41-02	Ext Consult - Prosecutor Fees	Prosecutor Retainer - July 2018	\$11,431.82
<b>Total</b>							<b>\$1,923,498.35</b>



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

Tuesday, June 26, 2018  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, Associate Planner Jill Meis, City Clerk Kathy Pugh, City Attorney Grant Weed, Senior Planner Josh Machen, Associate Planner Dillon Roth, Police Officers Jason Holland and Alan Anderson, Senior Engineer Cory Nau

OTHERS: Fire Chief Kevin O'Brien, Deputy Chief/Fire Marshall Mike Messer

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**Pledge of Allegiance:** Mayor Spencer led the Pledge of Allegiance.

**Roll Call:** All present.

**Approval of Agenda:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to approve the agenda. On vote the motion carried (7-0-0-0).

**New Employee Introductions/Oath of Office:** Police Chief John Dyer introduced Officers Jason Holland and Alan Anderson, who in turn introduced their guests. Chief Dyer then administered the oath of office to Officers Holland and Anderson.

**Citizen Comments:**

Jannine Westvang, 2024 Vernon Road, Lake Stevens, is concerned about speeding on southbound Vernon Road between Lundeen Parkway and Davies Road, and parking along Vernon Road, which allows no room for pedestrians to safely walk. She is also concerned about a vacant lot at the intersection of Vernon Road and Lundeen Parkway that she believes is owned by the City and used for overflow parking, creating a nuisance for residents.

**Council Business:**

- Councilmember Daughtry: American Legion and Evergreen Boys State.
- Councilmember Petershagen: Police Strategic Planning community meeting.

- Councilmember Hilt: Police Strategic Planning community meeting.
- Councilmember McDaniel: Police Strategic Planning community meeting, Historical Society.

**Mayor's Business:** Complimented Police Department on strategic planning work. Met with Kevin Kosche at Lake Stevens Sewer District regarding unification. Travelled to Yakima with City Administrator Brazel to meet with the Joint Transportation Commission, and met with Senators King and Hobbs, and Representative Harmsworth regarding funding for Trestle improvements at the east end of the Trestle; also discussed the City's capital requests to the Legislature within grant programs.

Mayor Spencer asked if there was any interest in attending the Water Environment Federation Conference in New Orleans in October. This conference addresses waste water treatment and utility management. There was a recommendation that only Mayor Spencer and City Administrator Brazel attend the conference.

**City Department Report.**

- Community Development Director Russ Wright: Lundeen Park improvements, Historical Society.
- Public Works Director Eric Durpos: Milfoil survey update.
- Human Resources Director Teri Smith: Police Strategic Planning.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to approve (A) 2018 Vouchers [Payroll Direct Deposits of \$218,708.13, Payroll Checks 45484-45486 totaling \$4,734.77, Tax Deposits of \$83,289.38, Electronic Funds Transfers (ACH) of \$13,745.47, Claims Check Nos. 45482-45483, 45487-45568 totaling \$290,872.70, Void Check Nos. 45412, 45368, 45286 totaling \$1,502.65, Total Vouchers Approved: \$609,847.80], (B) Separation Agreement, (C) Concession Agreement with Hydrology Stand Up Paddle for Recreation at Lundeen Park, (D) Memorandum of Understanding with Snohomish County re Public Safety at Wyatt Park. On vote the motion carried (7-0-0-0).

**Public Hearing:**

**Lake Stevens Downtown Subarea Plan:** Mayor Spencer opened the public hearing.

Director Wright presented the staff report and reviewed the history of developing the Downtown Subarea Plan. He noted this has been a two-year process including public process consisting of the formation of a Citizens' Advisory Group, community meetings held with the public and consultant, and review by the Planning Commission. Director Wright reviewed that out of the meetings fundamental ideas were conceptualized including rebuilding North Cove Park, enhancing the downtown retail corridor, adding parking and having something that will be a community draw. The proposed plan is built upon these comments. Technical review has been completed including an environmental review. Director Wright reviewed the existing and proposed land use, proposed shoreline changes, transportation and utilities improvements, and a review of natural resources with an eye to mitigation measures.

Turning to the Subarea plan overview, Director Wright shared the public process and outreach that was completed as this plan was reviewed and updates were proposed. Subarea goals and policies were developed and Director Wright shared the goal is to create a dynamic downtown core that supports local retail, parks and tourism. Director Wright said the plan includes an expansion of North Cove Park, retail street improvements including a rebuild of Main Street, creating a retail destination focus, supporting commercial growth with a mix of multi-story buildings that are mixed use and commercial. Director Wright added that there is an idea to have a regional attractor, such as a regional hotel or motel and a downtown civic which would provide additional community meeting area. Also discussed was relocating the Museum and boat areas to ensure they are a continued draw for the downtown. Director Wright added the consultants urged that it is important to ensure there is the right amount of parking to support the goals of the plan.

Director Wright shared that a long-term goal that came out of the plan is to rebrand Grade Road to an extension of Main Street which would become the primary entrance to Lake Stevens from SR 92.

Director Wright next reviewed the proposed zoning regulations necessary to implement the plan. He said the Central Business District designation would be maintained in most of the downtown area, corresponding with the mixed use comprehensive plan designation, mixed use zoning designation and an expansion of the public/semi-public use. Director Wright then reviewed the proposed zoning regulations and design guideline updates.

Director Wright discussed implementation and commented the City is already moving in that direction with the redesign of Main Street, which is underway. Director Wright also shared the idea to develop 18<sup>th</sup> Street as a festival street, and to incorporate historical design, such as a water tower into the redesign of North Cove Park.

Director Wright invited questions of Council and there were none.

Mayor Spencer opened the hearing for Public Comment.

Katherine Runyon, 1321 Vernon, Lake Stevens, felt fortunate to be part of the Citizens Advisory Committee, and believes the process was well done and consistently sought citizen input. She also supports the higher intensity plan that was selected as well as supporting the plan in general.

Tom Thorleifson, 6401 – 147<sup>th</sup> Avenue NE, Lake Stevens, is a member of the American Legion, supports preserving the Veterans Memorial in its current location as the downtown area is improved. He reviewed the history of siting the memorial and said he believes the current location provides the best access, particularly for handicapped persons.

Loren Sperry, 11013 – 115<sup>th</sup> Avenue NE, Lake Stevens, is speaking on behalf of the Lake Stevens American Legion Post Commander. Mr. Sperry referenced a letter delivered earlier for Council, supports leaving the War Memorial in its current location

Don Ren, 2208 – 116<sup>th</sup> Avenue NE, Lake Stevens, does not support moving the War Memorial.

Steve Wicklund, 224 101<sup>st</sup> Avenue NE, Lake Stevens, agrees with not moving the War Memorial. He does not support moving the Museum and would like to see it incorporated into the park in its current location.

Bridget Willem, 804 – 216<sup>th</sup> Place NE, Sammamish, is from Lake Stevens originally, and was the youngest person to help build the War Memorial; she does not support moving the War Memorial.

Mayor Spencer closed the public comment portion of the record.

Director Wright commented for the record that the plan has followed all of the procedural requirements including SEPA, Growth Management Act requirements and Planning Commission process. The Council can discuss the proposals and consider them further at the second reading.

Mayor Spencer commented with respect to the War Memorial that design is under way and no decision has been made as to relocating the War Memorial. Tonight's decision is to have a first reading of ordinances related to the subarea and zoning regulations. He then invited Council questions.

Councilmember Welch noted this is an emotional issue with a lot of change, but with regard to the War Memorial, he is a 20-year veteran of the U.S. Navy, has a son in the Army, and this Council has four veterans. The City has a Veterans Commission. This Council is very supportive of veterans and will not show disrespect to veterans.

Councilmember Gailey agreed with Councilmember Welch's comments, and said the Council will not disrespect the Veterans Memorial.

Councilmember Hilt agreed with Councilmembers Welch and Gailey, and noted that Lake Stevens is the only city in the state to have a municipal level Veterans Commission. This was done out of respect for the community and for its veterans. The intent with the park is to enhance and not disrespect the memorial.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to approve the first reading of Ordinances 1025, 1026 and 1027 adopting the Downtown Lake Stevens Subarea Plan, Development Regulations and Planned Action Ordinance.

For full transparency Councilmember McDaniel disclosed that she is a downtown business owner and property owner and confirmed with the City Attorney that she can vote on this matter.

**VOTE:** On vote the motion carried (7-0-0-0).

**Temporary Encampments and Ordinance No. 1031:** Mayor Spencer opened the public hearing.

Human Resources Director/Risk Manager Teri Smith said this is brought forward based on a Supreme Court decision and resulting change in the RCW's which requires cities to allow temporary homeless encampments on religious organizations' grounds, and provides that

exorbitant permitting fees cannot be charged, nor can cities require any type of extraneous impact or liability insurance. In 2016 the City's insurer established parameters that are in line with state law. What was previously brought forward last week is consistent with this. Her recommendation as a risk manager is to manage risk before it happens. City staff is not aware of any applications for a homeless encampment and therefore this is the perfect opportunity to consider the parameters around homeless encampments. This is an opportunity to put parameters in place, before any application is received.

Responding to Councilmember Petershagen's question, Director Smith said a number of cities have adopted homeless encampment regulations, but she does not know the exact number.

City Attorney Vinson reviewed provisions from approximately twenty cities in drafting the additional provisions that are before Council tonight.

Councilmember Gailey clarified that the reason the ordinance is under consideration is not because the City wants encampments, but because it is a recommendation of the city's insurer.

Planner Machen presented the staff report and reviewed the history of the discussion of Temporary Encampments at Council's recent workshop. Planner Machen said the regulations are necessary so that if an application is received the staff has the tools to regulate the encampment to ensure the health, safety and welfare of the city's citizens is protected. He noted staff has completed significant research and worked closely with the City Attorney to address Council's concerns raised at the last Council meeting. Planner Machen highlighted the changes that were made following Council's input including limiting encampments to property owned by religious organizations, adding a provision that only one temporary encampment will be allowed in any one calendar year, and regulations requiring one toilet per every five potential residents if there are not facilities available on a 24-hour basis in the church or religious organization facility. Other regulations include requiring background checks, and alerting law enforcement to any potential high profile residents.

Planner Machen added that under state law, the city can adopt regulations, but it needs to be careful so as not to be overly onerous. Planner Machen also referenced the legal memo prepared by the City Attorney that was previously provided to Council by email.

City Attorney Vinson said he prepared a memo highlighting the changes between the ordinance provided last week and the ordinance that is provided this evening. Attorney Vinson said a clear definition of "religious organization" has been added and is taken verbatim from RCW 35.21.910 allowing temporary encampments; subsection (3) defines religious organizations. Also addressed is a concern about limiting duration. To address this concern Attorney Vinson added language that provides for a single encampment for a set period of time, and once that encampment has left another encampment will not be allowed for 270 days. Here the constitutional mandate to sponsor temporary encampments was weighed with the city's ability to provide regulations. Provisions were also added providing more detail as to what is required in the application including security, transportation and health and safety plans, so that staff can review these plans. A provision was added to require a neighborhood meeting, with noticing requirements to properties within 300 feet, with the applicant/sponsor responsible for the cost of noticing, for managing the meeting and responding to neighborhood concerns. Background checks are also required in tonight's ordinance. Finally, provisions were added providing for enforcement of the permit requirements. Attorney Vinson believes the ordinance before Council tonight is very comprehensive.

Mayor Spencer then invited Council's questions.

Councilmember Tageant asked if a requirement for bathing facilities is included, and if it is not he would like it included. He would like to see trash picked up and bathrooms serviced more than once a week. Councilmember Tageant also would like sani-can facilities required near to the encampment regardless of whether there are bathrooms located in the religious organization facility.

Councilmember Gailey requested "community-based organizations" be removed from the third recital of the ordinance so that only religious organizations are allowed to sponsor encampments. He also asked how registered sex offenders will be regulated. Councilmember Gailey would like to provide social services and a plan to get residents on a better pathway.

Councilmember McDaniel shared Councilmember Tageant's concerns regarding sanitation. Regarding smoking, she would like some regulations and a set square footage area where smoking is allowed.

Councilmember Tageant does not think 300 feet is enough notification, and said schools and local businesses should also be notified. Responding to Councilmember Tageant's question, Attorney Vinson said that notification of an encampment coming is required.

Director Wright noted the ordinance requires the sponsor to provide a plan for the social management of the camp including provisions for substance addiction, mental health counseling, and low income housing assistance.

Councilmember Daughtry asked if there is a provision to extend the encampment beyond 90 days, and Attorney Vinson responded there is not. Councilmember Daughtry would like it set out explicitly that no extensions will be allowed.

Responding to Councilmember McDaniel's question as to why an additional fire extinguisher would only be required in an approved smoking area and cooking area, Fire Chief Messer responded there are special requirements in the fire code for tent cities.

Councilmember Welch requested the prohibition on alcohol and illegal drugs also identify marijuana specifically.

Mayor Spencer invited public comment.

Nick Polifroni, 11820 – 22<sup>nd</sup> Street NE, Lake Stevens, is concerned that an encampment will be close to where he lives. He is concerned about crime and the impacts of smoking, and requested clarification on the 90 days.

Mayor Spencer responded that at the conclusion of the 90-day period another encampment will not be allowed for one year.

Suzanne Quealey, 21012 – 117<sup>th</sup> Avenue NE, Lake Stevens, opposes temporary encampments in her neighborhood, and believes criminal background checks related to theft should also be included.

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Janice Carpenter, 11710 – 22<sup>nd</sup> Street NE, does not support temporary encampments in her neighborhood.

Mayor Spencer clarified that tonight's action does not approve any encampments anywhere in Lake Stevens. It sets the rules should a religious organization happen to request approval to put an encampment on their property. The City has to put rules into effect so that an application can either be permitted or denied. Mayor Spencer reiterated there is not a pending application and that the City is following a Supreme Court ruling that says cities cannot interfere with a religious organization's ability to practice its religion other than setting forth these general rules as to how a temporary encampment will be regulated. The rules as proposed are very, very restrictive.

Dominic VanDaveer, 2108 – 117<sup>th</sup> Avenue NE, Lake Stevens, asked if entities other than churches can sponsor an encampment and said that encampments should not be located on church properties that have a preschool or offer childcare. He also asked about the maximum number of residents allowed and how the requirements are enforced. He supports helping people who want the help, and but not those who will only use the assistance.

Mary Dickinson, 2514 – 85<sup>th</sup> Drive NE, Lake Stevens, is new to the community and wants this community to be one that cares about the people in the community. She hopes that whatever regulations are enacted will not be so onerous that the city and its residents cannot help people who have a true need and are trying to improve their lives.

Darrell Moss, 2603 – 107<sup>th</sup> Drive NE, Lake Stevens, is concerned that most churches are located adjacent to schools and he urged that the safety of young residents of the community be considered.

Sue Davidson, 2007 – 117<sup>th</sup> Avenue NE, Lake Stevens, wants to know how the 90-day limitation will be enforced and how background checks will be managed for people who come into an encampment later in the 90-day time frame. She is also concerned about the character of people who will be residents of the encampment.

Michele Hampton, Post Office Box 596, Lake Stevens, understands the requirements to have regulations, but believes the city does not have the infrastructure to support a homeless encampment. She commented the City could be liable for encampment residents who might be injured and also for citizens who might be injured as a result of encampments.

Earl Gray, 2505 Meadow Drive, Lake Stevens, believes homeless people are often dehumanized and do not receive support and services; many people are closer to homelessness than they realize. He said it is important to live in a community that cares.

Ray Welk, 2010 – 117<sup>th</sup> Avenue NE, Lake Stevens, does not support homeless encampments in his neighborhood.

Renae Chambers, 11816 – 22<sup>nd</sup> Street NE, Lake Stevens, is concerned about an increase in the rodent population due to excess garbage if an encampment is allowed, and believes there are other churches along SR 9 that are better suited for an encampment.

Dotty Ronnestad, 9630 – 2<sup>nd</sup> Street SE, Lake Stevens, said this ordinance is directed to any religious organization city-wide and is not directed to Ebenezer Lutheran Church.

Robin McGee, 2505 Meadow Drive, said that with only a 90-day encampment allowed, the homeless people will live in the shadows of the city. She commented these people are not temporary people, they live all the time.

Scott Summers, 11910 – 22<sup>nd</sup> Street NE, Lake Stevens, said this community wants to be safe and wants to know if there is a plan to address issues, such as loitering, that will come with a homeless encampment.

Mayor Spencer closed the public comment portion of the hearing. Mayor Spencer clarified currently there are no regulations in place in Lake Stevens to regulate a homeless encampment if an application were received tomorrow. This is an effort to put regulations in place before an application is received. Mayor Spencer then invited comments and questions from Council.

Councilmember Petershagen suggested a moratorium could be used to allow time to sensibly address the questions raised. He is concerned that Lake Stevens does not have infrastructure in place to support this type of activity. He suggested that sponsoring organizations could house residents within the existing facility of the church. Councilmember Petershagen also suggested this be changed to a Type V or VI decisionmaking process so that applications go before Council for a decision.

Councilmember Daughtry agreed with the recommendation to make this a Type V or VI decisionmaking process, and to include an opportunity for public comment.

City Attorney Vinson responded briefly to Councilmember Hilt's question as to whether the ordinance as drafted could be challenged, and said that the prohibition on weapons is very common, and added that because an encampment would be on private property the City has greater latitude to allow or disallow certain types of activities.

MOTION: Moved by Councilmember Gailey, seconded by Councilmember Daughtry, to continue the public hearing to a future date after a workshop is done to refine the current ordinance, so that allows additional comment once the ordinance is refined, and including consideration of a moratorium until the public hearing is closed.

Councilmember Welch reminded there is not another meeting after July 10, 2018 until August 28, 2018.

Director Wright suggested adopting interim regulations that could be refined.

City Attorney Vinson recommended setting the matter over to the July 10 meeting and that he believes his email that he will send tomorrow will address a lot of the questions that have been raised. He agreed with Director Wright that an interim ordinance is an appropriate way forward, and said that in his review of the case law, he does not believe a moratorium can be enacted.

Councilmember Gailey rescinded his motion, with agreement from Councilmember Daughtry.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to continue the public hearing, with additional opportunity for public comment, and consideration of Ordinance No. 1031 to July 10, 2018. On vote the motion carried (7-0-0-0).



**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to continue the meeting past 9:00 p.m. On vote the motion carried (7-0-0-0).

**Six-Year Transportation Improvement Plan and Resolution 2018-18:** Mayor Spencer opened the public hearing.

Senior Engineer Cory Nau presented the staff report and said the city is required by state law to prepare a six-year transportation improvement plan that will provide for project planning, cost sharing and project coordination with other agencies. To receive grant funding projects are required to be on the Six-Year Transportation Improvement Plan. This year's proposed plan has twenty-five projects which are expected to be completed within the six-year period. Engineer Nau noted that the document can be amended to add projects as necessary. He reviewed that the projects are centralized around the three subareas and are intended to enhance the economic and transportation infrastructure. He then invited Councilmembers' questions.

Councilmember Gailey requested that projects in west Lake Stevens be added, specifically 79<sup>th</sup> and 8<sup>th</sup> Streets. Engineer Nau responded there are identified street improvement projects in the Comprehensive Improvement Plan located in this area, and they can be added to the plan.

Mayor Spencer invited public comment and there was none. Mayor Spencer then closed the public comment portion of the hearing, and then closed the public hearing.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Gailey, to approve Resolution 2018-18 adopting the Six-Year Transportation Improvement Plan with the inclusion of 79<sup>th</sup> and 8<sup>th</sup> Streets from the Comprehensive Improvement Plan. On vote the motion carried (7-0-0-0).

**Accessory Dwelling Units and Ordinance No. 1030:** Mayor Spencer opened the public hearing.

Associate Planner Dillon Roth presented the staff report and reviewed the procedural history of the development of Ordinance No. 1030 regarding Accessory Dwelling Units (ADUs). He said ADUs offer homeowners an additional source of income or the ability to support family members who need some level of assisted living. The proposed code amendment provides property owners with flexibility and expanded property rights related to housing. Public comment was generally supportive of the proposed code amendment. Planner Roth invited Councilmembers' questions and there were none.

Mayor Spencer invited public comment.

Greg Ellis, Post Office Box 779, La Conner, built the last 37 homes in The Refuge. He has shifted his focus to making homes more sustainable and homebuying more affordable. He requested two accessory dwelling units per home be allowed. This would make more affordable housing available. He requested mitigation fees be limited on the ADUs and that basement areas and portable tiny homes be allowed.

Jordan Scott, 3333 – 164<sup>th</sup> Street SW, Lynwood, grew up in Lake Stevens and cannot afford housing in this city. She supports the ADUs.

Janette Scott, 10215 Lundeen Parkway, Lake Stevens, supports this ordinance and believes this will provide opportunities for affordable housing.

Michele Hampton, Post Office Box 596, Lake Stevens, recommended that the definition of Accessory Dwelling Unit, in the second sentence be amended to remove the words “or any combination of these” so that ADUs would be required to have heating, cooking and sanitation to be self-sustaining.

Jannine Westvang, 2024 Vernon Road, Lake Stevens, requested that the impact of ADUs will have on the city’s roadways and traffic volumes be considered.

Mayor Spencer closed the public comment portion of the hearing and invited Councilmembers’ questions.

Responding to Councilmember Tageant’s question, Planner Roth said the proposed code permits detached ADUs, which are not currently allowed.

Councilmember McDaniel confirmed her recollection that during the public process before the Planning Commission, the words “any combination of these” were requested to be removed, in relation to the requirement that each ADU have heating, cooking and sanitation.

Responding to Councilmember Gailey’s question, Planner Roth clarified that the ordinance provides for one ADU per lot.

In response to Councilmember Petershagen’s question, Planner Roth said it is very difficult to predict how many ADUs will result per year, and anticipated 4-10 ADU applications per year. ADUs are subject to mitigation fees.

Discussion ensued as to how many requests for ADUs are received annually, and Planner Roth noted this is a staff-initiated recommendation.

Mayor Spencer closed the public hearing.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve Ordinance 1030 with the words “or any combination of these” removed from the definition of Accessory Dwelling Unit. On vote the motion carried (7-0-0-0).

### **Action Items:**

**Public Meeting and Final Plat Approval of Westlake Crossing:** Associate Planner Dillon Roth presented the staff report and provided a brief history of the development of Westlake Crossing. He reviewed this is a 66-lot residential subdivision. There is an unrelated adjacent 5-lot short plat that shares infrastructure, which is a separate decision process and was recently administratively approved. Planner Roth said this is a code-compliant application and has been code-compliant at every stage of the process; staff recommends that the final plat be approved.

Councilmember Petershagen disclosed that he met with the four people who are contesting the final plat approval and believes he can be impartial in his decisionmaking.

Responding to Councilmember Petershagen's question, Planner Roth and Director Wright confirmed that the Army Corps has approved the culvert replacement.

Mayor Spencer invited public comment.

Sally Jo Sebring, 1023 – 99<sup>th</sup> Avenue SE, Lake Stevens, referenced her email sent the day before, and said it does not appear that public comments and documents submitted by various parties including the applicant and opponents, were reviewed by staff. She does not believe her concerns about flooding have been addressed and is concerned regarding the culvert replacement.

Dave Miles, 10230 – 9<sup>th</sup> Street SE, Lake Stevens shares some of Ms. Sebring's concerns and is also concerned regarding stormwater runoff and how it will be mitigated, as his property is downstream of the development. He requested the final plat application be remanded until the City Engineer reviews the downstream drainage system and some of the property owner concerns in the immediate vicinity.

Norm Preslar, 10021 – 10<sup>th</sup> Place SE, Lake Stevens, has lived in his home for 40 years and has never had flooding problems until this plat was developed.

Mark Villwock, LDC representing the applicant, 20210 – 142<sup>nd</sup> Avenue NE, Woodinville, has reviewed some of the letters submitted by neighbors, including the one by Clear Creek Solutions dated April 24, 2018, and has responded to the questions and concerns that have been raised. Mr. Villwock said the stormwater system that was designed and installed on the site does meet all current city and state codes. A detention pond and stormwater vault were built to mitigate the water flow coming off the site. Mr. Villwock commented the property is a small piece of a much larger stormwater basin and there could be other things going on in the basin that contribute to some of the concerns. Mr. Villwock noted the applicant has met all of the conditions of approval and encouraged this plat be approved.

Richard Todd, 825 – 99<sup>th</sup> Avenue SE, Lake Stevens, said he first addressed the concern of water runoff to the City three years ago. He believes his interests have not been protected and that the final plat should not be approved until the City examines where the water is coming from.

Michael Fear, 829 – 99<sup>th</sup> Avenue SE, Lake Stevens, referenced a letter submitted by Dave Miles' attorney to the City, referencing concerns raised regarding water runoff and flooding, and the developer's response letter, which does not address the concerns raised.

Responding to Councilmember Petershagen's question, Director Wright said the 2005 Department of Ecology Stormwater Manual was used for the storm drainage calculations; this had to do with the date of the original preliminary plat application and the fact that this manual was in use at the time of that application. Director Wright also responded in response to Councilmember Petershagen that a downstream analysis is included as part of any drainage report.

City Attorney Vinson said in response to Councilmember Petershagen's question, this plat has met all of the requirements for final plat approval.

Responding to Councilmember Welch's question regarding downstream flooding concerns, Director Wright said the City has coordinated with state agencies to look at the general compliance of the plat site, including stormwater facilities.

Councilmember Tageant confirmed with Director Wright his understanding that during the development of this plat there were complaints, and that several state agencies reviewed the site and concerns, and that the developer made corrections. Director Wright added that in general the developer has maintained the site according to standards or made improvements when required to.

Councilmember Gailey asked if this were remanded to staff, how would that be handled, and commented he understands the concerns if existing neighbors are having an issue with flooding. Mayor Spencer responded that staff would look at the facilities built on site, based on the Stormwater Manual requirements to see if the facilities were designed and built in accordance with the specifications.

Councilmember Welch asked if the 2005 Stormwater Manual standards are different than the 2012 standards, and confirmed that because of the timing of the development the developer was not required to use the 2012 Stormwater Manual. Director Wright explained the methodology is different under the new drainage manual, including an emphasis to look for low impact development techniques such as infiltration and rain gardens. If the new technologies could not be used then the requirement would be to revert back to the more engineered systems in the 2005 Stormwater Manual.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Tageant, to accept the Westlake Crossing final plat and associated right-of-way. On vote the motion carried (4-3-0-0).

**Approve Professional Services Agreements for On-Call Engineering Services:** Public Works Director Durpos presented the staff report and reviewed the request for qualification process to select consultant engineering firms for on-call engineering. These firms are hired to complete miscellaneous work for the City.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to approve the Master Professional Services Agreement for on-call engineering services with qualified firms with a term to end December 31, 2021. On vote the motion carried (7-0-0-0).

### **Discussion Items:**

**Annual Fire Inspections:** Fire Chief Kevin O'Brien commented the goal of the Fire Department is to partner with the City to maintain a safe community and support economic prosperity. He appreciated the City adopting the current State of Washington Fire Code.

Deputy Chief Messer presented a PowerPoint about the Fire Safety Inspection Program. He reviewed the Fire Code adoption in 2015 and particularly the requirement for sprinklers. He next reviewed the reasons for conducting fire inspections and noted these inspections are conducted by the fire code official, who sets the schedule for inspections. Turning to insurance requirements, the Washington Survey & Rating Bureau conducts state-wide audits once every five years. The results of these inspections are used by insurance companies to establish fire insurance premiums. Deputy Chief Messer commented on the fire inspection success with regard to the recent fire at the Boys & Girls Club and that the fire was limited to the exterior of

the building because of the effective sprinkler system. He then reviewed improvements to the inspection program. Deputy Chief Messer closed with recommendations to improve the fire inspection program. Deputy Chief Messer then responded to Councilmembers' questions.

**Traffic and Park Mitigation Fees:** Mayor Spencer said this discussion will be continued to the next Council meeting due to the lateness of the hour.

**Study Session:** None.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by Welch, to adjourn the meeting at 10:29 p.m. On vote the motion carried (7-0-0-0).

\_\_\_\_\_  
John Spencer, Mayor

\_\_\_\_\_  
Kathy Pugh, City Clerk



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

Tuesday, July 10, 2018  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: Councilmembers Brett Gailey and Rauchel McDaniel

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, Senior Planner Josh Machen, City Clerk Kathy Pugh, City Attorney Grant Weed, Assistant City Attorney Brett Vinson, Commander Ron Brooks

OTHERS: Board and Commission Appointees Steve Ewing, Samara Heydon, Michele Hampton and Sam Hassan

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**Pledge of Allegiance:** Mayor Spencer led the Pledge of Allegiance.

**Roll Call:** Moved by Councilmember Daughtry, seconded by Welch, to excuse Councilmembers Gailey and McDaniel from the meeting. On vote the motion carried (5-0-0-2).

**Approval of Agenda:**

Council President Tageant said Staff requested that Amendment No. 1 to the Janitorial Contract be added to the Consent Agenda as Item (E). The amendment was previously circulated to Council. City Clerk Pugh reminded that an executive session is to be added to the end of the agenda to discuss two real property matters. This is in addition to the executive session scheduled prior to Public Hearings on the agenda.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the agenda with the noted changes. On vote the motion carried (5-0-0-2).

**Boards and Commissions Oath of Office:** Mayor Spencer administered the oath of office to newly appointed board and commission members Steve Ewing on the Planning Commission, Samara Heydon on the Veterans Commission, and Michele Hampton and Sam Hassan on the Salary Commission.

**Citizen Comments:**

Ray Mitchell, 2703 – 122<sup>nd</sup> Court NE, Lake Stevens, said it is time to revisit fireworks regulations and requested the Council hold public hearings on banning fireworks in the city.

Robert Kerr, 1705 – 95<sup>th</sup> Avenue NE, said his house was severely fire damaged on the Fourth of July fire from fireworks, and requested Council consider banning fireworks in the city.

**Council Business:**

- Councilmember Daughtry: Veterans Commission, Music By the Lake, Aquafest
- Councilmember Petershagen: Sewer District
- Councilmember Hilt: Snohomish Health District, Parks Board, Metro Tacoma Parks District
- Councilmember Welch: Music By the Park and Lundeen Park
- Councilmember Tageant: Veterans Commission, Music By the Lake, Lundeen Park, Chamber of Commerce.

**Mayor's Business:** Thanked the staff for readying Lundeen Park for Music by the Lake, Seattle Water Treatment Plant tour, Sewer District Unification.

**City Department Report.**

- Community Development Director Russ Wright: Old Red Barn site update.
- Human Resources Director Teri Smith: Recruiting.
- Chief of Police John Dyer: Wyatt Park update, Fourth of July, Aquafest and National Night Out, Staffing update, Strategic Planning process.
- City Clerk Kathy Pugh: Staffing update.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Gailey, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$212,883.55, Payroll Checks 45569-45571 totaling \$39,497.43, Tax Deposits of \$97,672.63, Electronic Funds Transfers (ACH) of \$245,263.59, Claims Check Nos. 45572-45672 totaling \$187,511.02, Void Check Nos. 45404, 45358, and direct deposit 6/29/18 totaling \$4,071.73, Total Vouchers Approved: \$778,756.49], (B) City Council Workshop Meeting Minutes of June 5, 2018, (C) City Council Workshop Meeting Minutes of June 19, 2018, (D) City Council Special Meeting Minutes of June 19, 2018, and (E) First Amendment to Contract for Janitorial Services. On vote the motion carried (5-0-0-2).

**Executive Session:** At 7:26 p.m. Mayor Spencer announced an executive session lasting ten minutes to discuss potential litigation. The regular meeting of the City Council reconvened at 7:36 p.m.

**Public Hearing:**

**Temporary Encampments and Ordinance 1031:** Mayor Spencer opened the public hearing.

Senior Planner Josh Machen presented the staff report and reviewed the history and public process in bringing this city-initiated code amendment forward. Planner Machen reviewed the changes made to the ordinance following Council's input on June 26<sup>th</sup>, and reminded this ordinance is brought forward on the recommendation of the City's insurer, WCIA, and that to date the City has not received any permit applications for temporary encampments. Planner



Machen commented that Council can adopt this ordinance this evening, and then work on fine tuning the requirements at a later date.

Mayor Spencer invited public comment.

Kristin Feters-Walp, 2609 – 121<sup>st</sup> Drive NE, Lake Stevens, asked, if the regulations make it difficult for an organization to host, where would the people who might live at the encampment go. She reminded many are closer to homelessness than they would like to admit.

Michele Hampton, Post Office Box 596, Lake Stevens, distributed a page containing suggestions for amendments to the regulations. She encouraged that the ordinance be enacted this evening and amended at a later date if necessary, and also suggested the regulations contain directions for what happens at the conclusion of the 90-day period for the encampment.

Ray Welk, 2010 – 117<sup>th</sup> Avenue NE, Lake Stevens, asked why the ordinance limits sponsors to religious organizations. He asked if the Community Development Director makes decisions on applications for homeless encampments, will be opportunity for public input regarding each application. Mr. Welk also asked if there is a distance limit to locating encampments near schools and daycares, and how neighbors will be notified if an encampment application is received. He also asked what happens with encampment residents after warrant checks are completed.

Sue Davidson, 2007 – 117<sup>th</sup> Avenue NE, Lake Stevens, is disappointed that Council is entertaining this ordinance to locate encampments at churches only. She also asked about insurance requirements for the sponsors and enforcement.

Sean Hill, 11607 – 20<sup>th</sup> Street NE, Lake Stevens, is concerned that children will be vulnerable if a homeless encampment is located at the church near his home, and asked how their safety will be protected. He also said an exit strategy needs to be included in the regulations.

Jess Jorstad, 12509 – 5<sup>th</sup> Place NE, Lake Stevens, works in the field of homeless housing and shared informational resources. She said that people who need help in encampments are citizens and not guests of the community. Ms. Jorstad said to decrease homelessness, it is necessary to improve housing affordability.

Robin McGee, 2505 Meadow Drive, Lake Stevens, is concerned with the 90-day time limit and suggested the limitation be placed on persons and not the sponsoring organization. She commented that the limitation requiring encampments to be located in parking lots is a burden as parking lots are likely designed based on the number of church members, and said the requirement that no children under 18 be allowed, which seems particularly cruel.

Earl Gray, 2505 Meadow Drive, Lake Stevens, read excerpts from the court ruling involving the cities of Woodinville and Bothell, and commented on how Lake Stevens might or might not be impacted. He asked Council to consider the cost in time and money should the City be sued because of overly burdensome regulations.

Mayor Spencer closed the public comment portion of the hearing, and closed the public hearing.

Responding to Councilmember Hilt's question, Planner Machen said that the ordinance is intended to identify that unaccompanied minors under the age of 18 would be referred to

Children's Protective Services, and that the word "unaccompanied" was inadvertently left out. The intention was not to exclude families. City Attorney Brett Vinson commented he has seen ordinances from other jurisdictions written both ways, allowing and disallowing children under the age of 18. Councilmember Hilt clarified that the sponsoring agency could opt to disallow minors.

Councilmember Welch confirmed his understanding that no applications for homeless encampments have been received to date.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve Ordinance 1031 establishing regulations relating to Temporary Encampments with an amendment to Section 4, paragraph 9 that children under 18 who are not accompanied by parent or legal guardian will be allowed. On vote the motion carried (5-0-0-2).

**Action Items:**

**Lake Stevens Downtown Subarea Plan and Approve Ordinance No. 1025 adopting a Downtown Planned Action, Ordinance No. 1026 amending Downtown Subarea and Comprehensive Plan and Ordinance No. 1027 amending Downtown Development Regulations:** Mayor Spencer said this action item was originally noticed to hold a public hearing on June 26, 2018 and a second public hearing on July 10, 2018. He invited a motion to reopen the public hearing.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to reopen the public hearing. On vote the motion carried (5-0-0-0).

Community Development Director Wright presented the staff report and reviewed the procedural history of bringing these ordinances forward, noting this process began two years ago, and that public comment and input has played a large part in the proposals that are under consideration. The goals of the plan are to revitalize the economic development of the Lake Stevens downtown, and spur the area as a destination for tourism and recreation. Tonight's request is to approve Ordinances 1025, 1026 and 1027.

Mayor Spencer commented these ordinances encompass a conceptual plan and that the historical museum will be located in downtown Lake Stevens; the goal includes having a historical district in the downtown area, adjacent to the park. He added that concerns about the location of the War Memorial are being addressed and one of the criteria is that the War Memorial will be a centerpiece of the park and visible from a distance.

Mayor Spencer invited public comment and there was none. Mayor Spencer then closed the public comment portion of the hearing, and he then closed the public hearing.

Mayor Spencer then invited Council's questions of staff and there were none.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve Ordinance No. 1025 establishing a Planned Action for the Downtown Subarea pursuant to the State Environmental Policy Act, Ordinance No. 1026 amending the 2015-2035 City of Lake Stevens Comprehensive Plan by adopting the Downtown Lake Stevens Subarea Plan, adopting a Subarea Capital Facilities Plan and amending the Official Comprehensive Plan Land Use and Shoreline Maps and Ordinance 1027 amending the Official Zoning Map with an area-wide

rezone, revising chapters 14.15C, 14.38, 14.40, 14.44, 14.110 of the Lake Stevens Municipal Code, and amending the Subarea Design Guidelines to be consistent with the adopted Downtown Lake Stevens Subarea Plan and Planned Action Ordinance. On vote the motion carried (5-0-0-2).

**Professional Services Agreement with Mackenzie for the Design of the Lake Stevens**

**Police Station:** Chief Dyer presented the staff report and reviewed the competitive bidding process. Chief Dyer next reviewed the Mackenzie scope of work and the proposal, including the two options, one of which includes a Green Globe Certification demonstrating the City's commitment to energy conservation. The goal is to begin construction during the summer of 2019 with project completion in August 2020. Chief Dyer then introduced Project Manager Brett Hanson from Mackenzie, who can answer any specific questions.

Discussion ensued regarding the Green Globe Certification and whether the energy savings would make up the nearly \$100,000 in price difference. Director Wright explained the Green Globe Certification program and how it works, including making the building sustainable, and ensuring that it is energy compliant throughout the process. With the Green Globe Certification, a person is hired to calibrate the energy efficiencies built into the building throughout the project.

Brett Hanson, with Mackenzie, further explained that sustainable practices are adopted and integrated throughout the process. The Green Globe certification process is really aimed at commissioning or enhancing what is already being done for the building and maximizing those elements. The Green Globe certification will not significantly add to construction costs, but enhancements will bring value over time to the project.

**MOTION:** Moved by Councilmember Hilt to authorize the Mayor to execute a Professional Services Agreement with Mackenzie, an architecture design consultant, to design the Lake Stevens Police Station at the Chapel Hill site with two Green Globe Certifications in the amount of \$1,212,201 with a 7% management reserve of \$84,854 (Option 2). The motion failed for lack of a second.

Discussion ensued and Mr. Hanson further clarified what the Green Globe certification provides and how it is obtained. He also clarified what benefits the City would receive under Option 1 and Option 2, and what the design team will bring to the project. He then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Petershagen, to authorize the Mayor to execute a Professional Services Agreement with MacKenzie, an architecture design consultant, to design the Lake Stevens Police Station at the Chapel Hill site in the amount of \$1,130,521, with a 7% management reserve of \$79,136 (Option 1). On vote the motion carried (4-1-0-2).

**Mitigation Impact Fees and Approve Resolution 2018-19 Setting Rates and Fees:** Director Wright said the City has not changed its impact fees since 2009 and reviewed the options for Parks Mitigation fees and how the proposed fees were calculated.

Mayor Spencer shared how the fees were arrived at and invited Councilmembers' questions, and there were none.

Staff next reviewed the recommendation to increase the Traffic Impact Fees 20% and recommended reviewing these fees again in five to six years. This increase is still below the state-wide average. Director Wright shared how the proposed fee increase was arrived at and how it compares with surrounding cities.

Finance Director Stevens further clarified how the traffic impact fees are accounted for and utilized with the TIZ 2 and TIZ 3 zones.

Director Wright then responded to Councilmembers' questions as to why staff is not recommending going to the higher state average rate for the traffic impact fees, and said that if the Council wants to move to the higher rates, then staff needs to look at the methodology to be sure the correct discount rate, based on the city's projects, is being used. The park methodology is sound.

Director Wright said that if there is consensus from Council, the proposed changes will be incorporated into Resolution 2018-19 setting rates and fees. He then responded to questions.

Turning to Resolution 2018-19, Director Wright reviewed other proposed changes, including a fee for temporary encampments, waiving of the first \$5 in copying fees for public records requests and an update to facility rental fees to provide rental fees for the use of athletic fields. Director Stevens added there is a small fee increase under the RCW's that calls out state building code fees from \$4.50 to \$6.50 for each residential permit and an additional \$25 fee for each commercial building permit.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve Resolution 2018-19, repealing Resolution 2018-11 and adopting amounts for the Rates, Fees and Deposits for various services performed by the City and fines levied against code violators, to include the Park Mitigation Fees and Traffic Impact Fees as recommended by staff, New Land Use Fees for Services Actions or Permits.

Director Wright clarified the Park Fees would be around \$4100 per single family units and then be graduated for multi-family and accessory dwelling units or apartments with studios or one bedrooms, and the Traffic Fees as proposed by staff would be \$2,771 for Zone 1, combined Zones 2 and 3 would be \$3,500. The Temporary Encampment fee would be \$1,250.

**VOTE:** On vote the motion carried (5-0-0-2).

**MOTION:** At 8:59 Councilmember Tageant moved, seconded by Councilmember Hilt, to extend the meeting, not to exceed 9:30 p.m. On vote the motion carried (5-0-0-2).

**Request for Qualifications re Brokerage Services:** Director Wright presented the staff report and said this request for qualifications for brokerage services relates to the determination of fair market value and sale of surplus properties on 20<sup>th</sup> Street SE, as authorized in Resolution 2018-16. The term of the contract would be 180 days with an option to extend, and the chosen broker will be required to keep Council apprised of its marketing strategy and the status of sales of the property. Director Wright then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve the format of the Request for Proposals for Brokerage Services. On vote the motion carried (5-0-0-2).

**Discussion Items:**

**Volunteer Recognition – Community Service Award and Citizen of the Year:** Mayor Spencer said this was discussed earlier with staff and this discussion will be postponed to a later date.

**Second Quarter Financial Updates:** Finance Director Stevens provided second quarter financial updates and responded to Councilmembers' questions.

**Executive Session:** At 9:05 p.m. Mayor Spencer announced an executive session to last 15 minutes to discuss potential litigation and two real property matters, with no action to follow.

Councilmember Tageant recused himself from discussion of the real property matters, and left the executive session and meeting at 9:10 p.m.

At 9:25 p.m. City Administrator Brazel announced the executive session is being extended 3 minutes.

At 9:28 p.m. the regular meeting of the City Council reconvened.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by Councilmember Petershagen, to adjourn the meeting at 9:29 p.m. On vote the motion carried (5-0-0-2).

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John Spencer, Mayor

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Kathy Pugh, City Clerk



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** Amendments to LSMC Title 2 related to Boards and Commissions

**Contact**

**Person/Department:** Kathy Pugh, City Clerk **Budget Impact:** None

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Approve Ordinance 1029 amending LSMC Title 2, Sections 2.29, 2.51, 2.56, 2.60, 2.64 and 2.68 to provide consistency related to attendance requirements and removal from office for Boards and Commissions.**

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**SUMMARY/BACKGROUND:** The City currently has a number of boards and commissions, including the Planning Commission, Arts Commission, Parks and Recreation Planning Board (Park Board), Salary Commission, Library Board and Police Civil Service Commission, and Veterans Commission. The boards and commissions were created by the Council for the purpose of gathering information and studying topics of interest and/or importance, in order to make informed recommendations to the City Council for various courses of action. Members are appointed to the boards and commissions by the Council and as such serve in a representative capacity to the City.

The City is in the process of making significant capital improvements and investments in the City, and the Council relies upon the consistent and dependable input of its boards and commissions as it moves forward with these improvements and investments. For each board and commission to function fully and effectively, appointed members need to commit to regularly attend meetings. Adoption of Ordinance 1029 provides a consistent process to remove appointed Board and Commission members in the case of having three consecutive unexcused absences, or if a member should become ineligible to serve on a board or commission due to a disqualifying event, such as moving out of the city limits and/or Urban Growth Area.

Ordinance 1029 addresses all Boards and Commissions, except for the Veterans Commission, which already has these requirements codified in LSMC 2.70.040.

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**APPLICABLE CITY POLICIES:** N/A

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**BUDGET IMPACT:** \$0

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**ATTACHMENTS:**

► Exhibit A: Ordinance 1029

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1029

AN ORDINANCE OF THE CITY OF LAKE STEVENS, AMENDING LAKE STEVENS MUNICIPAL CODE CHAPTER 2 ADMINISTRATION AND PERSONNEL, SECTIONS 2.29 ARTS COMMISSION, 2.51 SALARY COMMISSION, 2.56 PARK BOARD, 2.60 LIBRARY BOARD 2.64 PLANNING COMMISSION AND 2.68 POLICE CIVIL SERVICE COMMISSION, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake Stevens was established as a Non-Charter Code City under RCW 35A, Optional Municipal Code; and

WHEREAS, the Lake Stevens City Council adopted Ordinance 14 in 1961 creating a Planning Commission; and

WHEREAS, the Lake Stevens City Council adopted Ordinance 142 in 1976 creating a Civil Service system and establishing a Civil Service Commission in accordance with Chapter 41.12 of the Revised Code of Washington, and

WHEREAS, the Lake Stevens City Council adopted Ordinance 409 in 1992 amending Lake Stevens Municipal Code Title 2, Administration and Personnel repealing Ordinance No. 264, as amended by Ordinance No. 31 and repealing Title 2, Chapter 2.30 Board of Park Commissioners, and adopting a new Title 2, Chapter 2.30 Park and Recreation Planning Board; and

WHEREAS, the Lake Stevens City Council adopted Ordinance 427 in 1993 creating a Library Board; and

WHEREAS, the Lake Stevens City Council adopted Ordinance 478 in 1995 repealing Lake Stevens Municipal Code Title 2, Administration and Personnel and repealing Ordinances 14, 142, 409, 427, and other ordinances, and adopting a new Lake Stevens Municipal Code Title 2, Administration and Personnel to reflect the existence of all City departments, offices, boards and commissions, including the Civil Service Commission, Parks and Recreation Planning Board and the Library Board; and

WHEREAS, the Lake Stevens City Council adopted Ordinance 522 in 1996, amending Ordinance 478 and Lake Stevens Municipal Code Title 2, Administration and Personnel to add Chapter 2.29 creating an Arts Commission, and

WHEREAS, the Lake Stevens City Council adopted Ordinance 914 in 2014 amending Lake Stevens Municipal Code Title 2, Administration and Personnel to add Chapter 2.51 creating a Salary Commission, and

WHEREAS, the City Council has determined to provide consistency relating to attendance requirements and the process for removal from office for all appointed Board and Commission members,

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

Section 1. Lake Stevens Municipal Code, Chapter 2 is hereby amended as follows:



## **TITLE 2 Administration and Personnel**

### **2.29 Arts Commission**

\* \* \*

#### **2.29.040 Removal From Office.**

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

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### **2.51 Salary Commission**

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#### **2.51.040 Removal.**

A member of the Commission may be removed from office by the Mayor, with the approval of the City Council only for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, a crime involving moral turpitude, or for a disqualifying change of eligibility. The unexcused absence of any member of the Commission from two consecutive meetings of the Commission shall constitute relinquishment of that person's membership on the Commission, for a disqualifying change of eligibility, or for other good cause. Notification of such dismissal shall be in writing stating the exact cause for dismissal; however, all dismissals shall be final on approval of the Council.

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### **2.51 Park and Recreation Planning Board**

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#### **2.56.040 Removal From Office.**

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

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### **2.60 Library Board**

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#### **2.60.040 Removal From Office.**

Members may be removed by the Mayor with the approval of the Council for inefficiency, neglect of duty, three consecutive unexcused absences, or malfeasance in office, for a disqualifying change of eligibility, or for other good cause. Notification of such dismissal shall be in writing stating the exact

cause for dismissal; however, all dismissals shall be final on approval of the Council

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## **2.64 Planning Commission**

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### **2.64.040 Removal From Office.**

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

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## **2.68 Police Civil Service Commission**

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### **2.68.020 Appointment - Term of Office - Removal**

- A. The Civil Service Commission shall be comprised of three members who shall be appointed by the Mayor.
- B. The members of the Civil Service Commission shall serve without compensation.
- C. No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the City of Lake Stevens for at least three years immediately proceeding such appointment, and an elector of Snohomish County.
- D. At the time of any appointment not more than two commissioners shall be adherents of the same political party.
- E. The term of office of Civil Service Commissioners shall be for six years. The terms of office shall be staggered. Commissioner's term shall expire on July 1st of successive odd number years. Commissioners may be reappointed.
- F. A member of the Civil Service Commission may be removed from office for incompetency, incompatibility or dereliction of duty, three consecutive unexcused absences, ~~or~~ malfeasance in office, for a disqualifying change of eligibility or other good cause; provided, however, that no member of the commission shall be removed until charges have been preferred, in writing, due notice and a full hearing had.

\* \* \*

Section 2. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force and effect five days after its publication in the City's official newspaper.

PASSED by the City Council of the City of Lake Stevens this 28<sup>th</sup> day of August, 2018.

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John Spencer, Mayor

ATTEST:

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Kathy Pugh, City Clerk

APPROVED AS TO FORM:

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Grant K. Weed, City Attorney

First and Final Reading: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** City Council Meeting Schedule

**Contact**

**Person/Department:** Kathy Pugh, City Clerk **Budget Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve cancellation of the regularly scheduled City Council workshop meeting on September 4, 2018.

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**SUMMARY/BACKGROUND:** Council is holding a Special Meeting half-day retreat on September 5, 2018, and Council President Tageant requested the September 4, 2018 City Council Workshop meeting be cancelled. The Council meeting schedule is set out in LSMC 2.08 and requires cancellation by motion.

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**APPLICABLE CITY POLICIES:** LSMC 2.08.030

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:** None.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** Dick's Towing, Inc. Contract Extension

**Contact** Kathy Pugh, City Clerk,

**Person/Department:** John Dyer, Chief of Police **Budget Impact:** Minimal

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve an extension of the Professional Services Agreement for Towing Services of city-owned vehicles to December 31, 2021

---

**SUMMARY/BACKGROUND:** In 2015 the City went out to bid for towing services of city-owned vehicles and evidence vehicles. The bid award was made to Dick's Towing and the contract was entered into on August 10, 2015. This contract expires on September 25, 2018. The contract provides that it may be automatically renewed in one-year increments, or renewed by mutual written agreement, also in one year increments. The Police Department has been very happy with the professionalism and responsiveness of Dick's Towing and recommends the contract be extended to December 31, 2019. The total cost expended in 2017 for towing under this contract was \$644.51.

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**APPLICABLE CITY POLICIES:** Procurement Policy requires Council approval to renew or extend a contract.

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**BUDGET IMPACT:** Minimal.

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**ATTACHMENTS:** None.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** Planning Commission Appointment

**Contact**

**Person/Department:** John Spencer, Mayor

**Budget Impact:** 0

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Remove Karim Ali from Planning Commission pursuant to LSMC 2.64.040**

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**SUMMARY/BACKGROUND:** The City Council confirmed the appointment of Karim Ali to the Planning Commission at the February 28, 2017 Council meeting. Lake Stevens is experiencing unprecedented growth and development, and it is important that Planning Commissioners fully participate in their appointed roles, including preparation for and attendance at meetings. Since the time of Mr. Ali's appointment, it does not appear that his schedule allows him to participate fully as a Planning Commissioner. A letter dated June 26, 2018 and signed by Mayor Spencer and Council President Tageant was sent to Mr. Ali requesting he resign his appointment, and no response has been received.

Lake Stevens Municipal Code 2.64 creates the Planning Commission, and sets out the roles and responsibilities for Planning Commissioners, the appointment process and a process for removal from office. LSMC 2.64.040 provides the following: "Members may be removed by the Mayor with the approval of the Council for inefficiency, neglect of duty, three consecutive unexcused absences, or malfeasance in office. Notification of such dismissal shall be in writing stating the exact cause for dismissal; however, all dismissals shall be final on approval of the Council."

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**APPLICABLE CITY POLICIES:** LSMC 2.64.040

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:** None



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 28, 2018

**Subject:** School Resource Officer Interlocal Agreement with Lake Stevens School District

**Contact Person/Department:** Barb Stevens/ Finance Director **Budget Impact:** N/A

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

Authorize the Mayor to sign Amendment No. 7 to the SRO ILA updating the fees in Schedule A

---

**SUMMARY/BACKGROUND:**

Amendment No. 7 updates Fee Schedule A to reflect estimated costs for the 2018-2019 school year.

The City of Lake Stevens and the Lake Stevens School District have had an interlocal agreement to provide for a School Resource Officer at each high school in their jurisdiction for several years. The school district reimburses the City 75% of the SRO salary and benefits during the school year (September – June). The ILA for SRO services automatically renews each year, yet the fees in Schedule A must be updated to reflect salary and benefit changes.

The Lake Stevens School District has requested to maintain the two (2) School Resource Officers for the 2018-2019 school year as previously contracted for. An additional officer may be requested in future contract periods.

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**APPLICABLE CITY POLICIES:**

RCW 39.34, Interlocal Cooperation Acts, provides authority to enter into agreements with other jurisdictions

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**BUDGET IMPACT:** N/A

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**ATTACHMENTS:**

- ▶ Exhibit A: Amendment No. 7 – School Resource Officer Interlocal Agreement
- ▶ Exhibit B: Schedule A – Fee Schedule

**AMENDMENT NO. 7**

**SCHOOL RESOURCE OFFICER INTERLOCAL AGREEMENT**

This Amendment No. 7- School Resource Officer Interlocal Agreement is made and entered into this 28th day of August, 2018 by and between the LAKE STEVENS SCHOOL DISTRICT ("School District") and the CITY OF LAKE STEVENS ("City").

WHEREAS School District and City are parties to a School Resource Officer Interlocal Agreement (the "SRO-ILA") dated October 19, 2010;

WHEREAS the SRO-ILA provides for annual renewals and requires the parties from time to time to adopt a Schedule A to set forth the rate and payment of the School Resource Officer;

NOW, THEREFORE, School District and City agree as follows:

1. Schedule A for 2019. School District and City agree to a new Schedule A attached hereto and incorporated herein to set the rate and payment for the School Resource Officer for the School Year 2018-2019.
2. Ratification of Remaining Terms of SRO-ILA. Except as provided herein, all other provisions of the original SRO- ILA shall remain in full force and effect, unchanged, and the School District and City hereby ratify and confirm all of the other terms of the School Resource Officer Interlocal Agreement.
3. This Amendment NO. 7 shall be recorded or posted as required by RCW 39.34.040.

In WITNESS WHEREOF, the parties have caused duplicate originals of this Amendment No. 7 to be signed by their duly authorized officers.

CITY OF LAKE STEVENS

LAKE STEVENS SCHOOL DISTRICT

\_\_\_\_\_  
John Spencer, Mayor

\_\_\_\_\_  
Amy Beth Cook, Superintendent

ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney  
Weed, Graafstra & Associates, Inc., P.S.

## SCHEDULE A FEE SCHEDULE

The School District will pay to the City of Lake Stevens the actual officer costs as set forth in Article III A-D in the ILA Agreement.

The estimated costs are as follows:

**1. The SRO rates for September 1, 2018 – December 31, 2018:**

Officer Irwin \$8,930.28 per month = 75% of \$11,907.05

Estimated extra-duty rate is \$92.52 per hour (billed at time and a half)

Officer Carter \$8,845.01 per month = 75% of 11,793.35

Estimated extra-duty rate is \$95.12 per hour (billed at time and a half)

**2. The SRO estimated rate for January 1, 2019 – August 31, 2019\*:**

Officer Irwin \$9,262.84 per month = 75% of \$12,350.46

Officer Carter \$9,174.66 per month = 75% of 12,232.88

\*Rates will vary for this period depending on medical insurance rates and cost of living adjustments.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 28<sup>th</sup> August 2018

**Subject:** Surface Water Utility Ordinance and Resolution – Rates and Methodology

<b>Contact</b>	Aaron Halverson, Capital Projects	<b>Budget</b>	NA
<b>Person/Department:</b>	<u>Coordinator, Public Works</u>	<b>Impact:</b>	<u></u>

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

- 1. Adopt Ordinance 1032** Amending Lake Stevens Municipal Code Title 11.04 to provide for a utility rate collection methodology from rate categories to Equivalent Service Units, remove references to common billing with the sanitary sewer utility, provide for collection of surface water utility rates with the yearly property tax assessment and replace references to the Finance Director with Public Works Director.
- 2. Approve Resolution 2018-22** updating the City's fees schedule to incorporate the findings of the FCS Group Stormwater Rate Study including the Equivalent Service Unit fee methodology and increasing the surface water rate to provide for Level of Service 3.

---

**SUMMARY/BACKGROUND:** The City's surface water utility rates have not been increased since 2008 when they were increased from \$65/year to \$104/year. In the meantime, National Pollutant Discharge Elimination System (NPDES) permit requirements have become more stringent, operating costs have increased and the City's infrastructure needs have grown. The City contracted with FCS Group to perform a surface water utility rate study to identify and project the desired level of service (LOS), rate structure and revenue requirements of the utility.

**Level of Service**

During its June 19, 2018 workshop, the City Council was briefed on the history and elements of the surface water utility fees, revenue requirements and four levels of service. Several Councilmembers and the Mayor directed FCS Group and the Administration to pursue LOS 3 to fund operations, NPDES permit compliance and high priority capital projects.

- **LOS 1: Existing Operations**
- **LOS 2: Meets National Pollution Pollutant Discharge Elimination System (NPDES) Requirements**
- **LOS 3: High Priority Capital**
- **LOS 4: Medium Priority Capital**

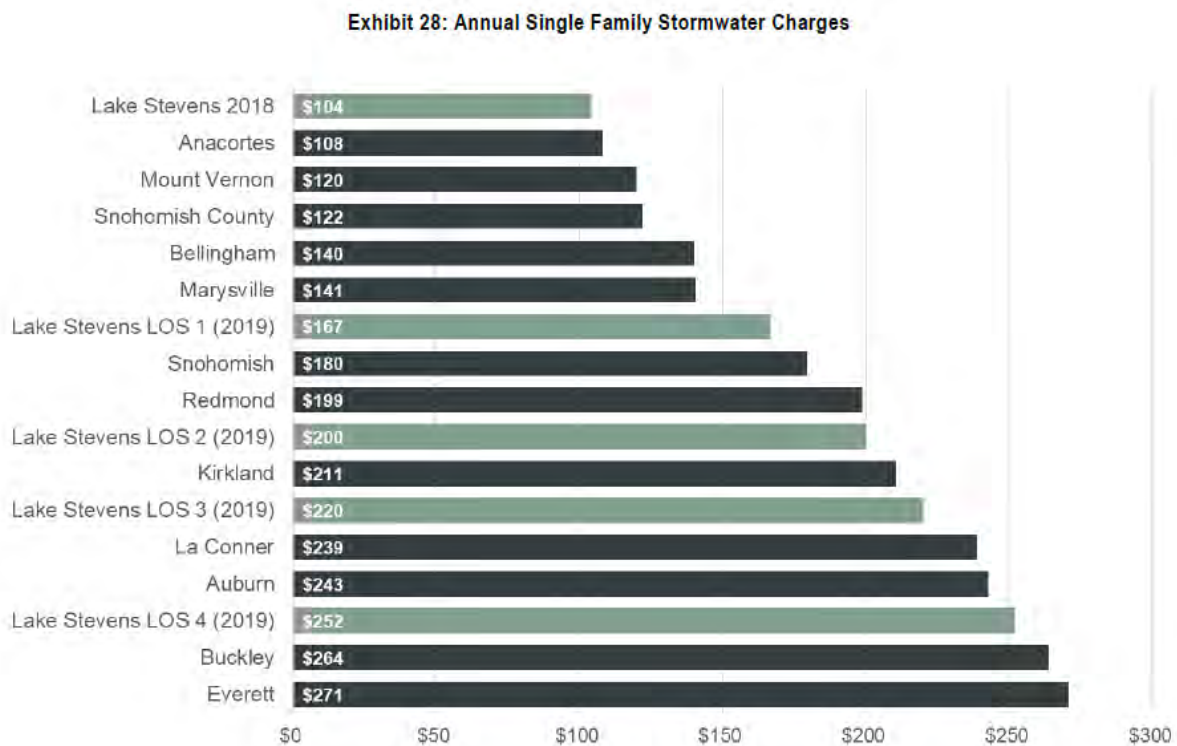
**Rate Structure**

FCS Group recommends the use of an equivalent service unit (ESU) rate structure. An ESU is typically defined as the average impervious surface area of a single family residential property in the service area. Based on industry experience, FCS Group recommended an ESU of 3,000 square feet of impervious area. For the proposed rate structure, each single-family residential property is considered one ESU. Multi-family residential with five or fewer units will be charged the ESU rate multiplied by the number of units. All other customers, including commercial and multi-family residential with six or more units will be

charged per ESU of impervious area. For instance, an eligible property with 12,000 square feet of impervious area would be charged for four ESUs.

### Revenue Requirement

The revenue requirement for LOS 3 has an annual rate of \$220 per ESU in 2019. Rates may be adjusted each year by council resolution to accommodate increased costs associated with inflation and other economic factors. An annual rate of \$220 per ESU is not inconsistent with the rates of our neighboring or comparable jurisdictions, as demonstrated in the table below from the FCS Group report.



**APPLICABLE CITY POLICIES:** n/a

**BUDGET IMPACT:** NA

### ATTACHMENTS:

- ▶ Exhibit A: Ordinance 1032
- ▶ Exhibit B: Resolution 2018-22
- ▶ Exhibit C: FCS Stormwater Rate Study



EXHIBIT A  
CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 1032

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING LAKE STEVENS MUNICIPAL CODE SECTIONS 11.04.040, DEFINITIONS, 11.04.050 RATES FOR SURFACE WATER DRAINAGE SERVICE; 11.04.060, BILLING; AND 11.04.070 CREDITS ALLOWED, BY AMENDING THE UTILITY RATE CALCULATION METHODOLOGY FROM RATE CATEGORIES TO EQUIVALENT SERVICE UNITS TO MORE EQUITABLY COLLECT SURFACE WATER UTILITY FEES, REMOVING REFERENCES TO COMMON BILLING WITH THE SEWER UTILITY BILLS, ADDING THAT THE SURFACE WATER UTILITY RATES WILL BE COLLECTED WITH THE YEARLY PROPERTY TAX ASSESSMENT AND REPLACING REFERENCES TO THE FINANCE DIRECTOR WITH PUBLIC WORKS DIRECTOR, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, collection of surface water fees is necessary for the maintenance of the City's surface water utility; and

WHEREAS, the City's surface water utility rates have not been increased since 2008; and

WHEREAS, in order for the City to maintain compliance with the more stringent National Pollutant Discharge Elimination System (NPDES) permit requirements, the City's operating costs have increased at the same time as the City's infrastructure needs have grown; and

WHEREAS, given the increased costs of NPDES permit compliance and the increased demand on the City's infrastructure, the City executed a professional service agreement with FCS Group to review and update the City's surface water fees; and

WHEREAS, the City completed a stormwater rate study, "City of Lake Stevens Stormwater Rate Study Report" dated August 2018; and

WHEREAS, pursuant to the "City of Lake Stevens Stormwater Rate Study Report" it was determined to change the stormwater utility rate structure to a rate structure based on equivalent service units; and

WHEREAS, the City Council specifically finds that rates and the rate calculation methodology in the "City of Lake Stevens Stormwater Rate Study Report" dated August 2018 are fair, equitable, and necessary; and

WHEREAS, the Public Works Department is responsible for maintenance and administration of the surface water utility; and

WHEREAS, on behalf of the City, Snohomish County collects surface water utility revenue for the City with their yearly property tax assessment; and

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

SECTION 1. LSMC Section 11.04.040 is hereby amended as follows:

11.04.040 Definitions.

A. “Developed parcel” means any parcel altered from the natural state by construction, creation, or addition of impervious surfaces.

B. “Impervious surface” means a hard surface area which either prevents or retards the entry of water into the soil mantle as it entered under natural conditions prior to development, and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roofs, walkways, patios, driveways, parking lots, storage areas, areas which are paved, graveled or made of packed or oiled earthen materials, or other surfaces which similarly impede the natural infiltration of surface and stormwater. Open, uncovered retention/detention facilities shall not be considered as impervious surfaces for the purpose of this chapter.

C. “Maintenance” means the act or process of cleaning, repairing or preserving a system, unit, facility, structure or piece of equipment.

D. “Open space” means any parcel, property, or portion thereof classified for current use taxation under the provisions of Chapter 84.34 RCW, or for which the development rights have been sold to the City of Lake Stevens.

E. “Parcel” means the smallest separately segregated unit or plot of land having an identified owner, boundaries and surface area which is documented for property tax purposes and given a tax number by the Snohomish County assessor.

~~F. “Rate category” means the classification in the chapter given to a parcel in the service area based upon the type of land use on the parcel and the percentage of impervious surface area contained on the parcel.~~

F. “Equivalent Service Unit” means the average impervious surface area of single family residential properties in the City.

G. “Retention/detention facility” means a type of drainage facility designed either to hold water for a considerable length of time and then release it by evaporation, plant transpiration and/or infiltration into the ground or to hold runoff for a short period of time and then release it to the surface and stormwater management system.

H. “Residence” means a building or structure, or portion thereof, designed for and used to provide a place of abode for human beings. The term residence includes the term "residential" or "residential unit" as referring to the type of or intended use of a building or structure.

I. “Residential parcel” means any parcel which contains no more than 2 residences or 2 residential units which are within a single structure and are used primarily for residential purposes or any parcel which does not have impervious surfaces upon it.

J. “Surface and stormwater utility services” means the services provided by the Stormwater Utility, including, but not limited to, stormwater management planning, facilities maintenance, regulation, financial administration, public involvement, drainage investigation and enforcement,

aquatic resource restoration, surface and stormwater quality and environmental monitoring, natural surface water drainage system planning, intergovernmental relations, and facility design and construction.

K. “Undeveloped parcel” means any parcel which has not been altered from its natural state by construction, creation or addition of impervious surfaces. (Ord. 549, 1997)

SECTION 2. LSMC Section 11.04.050 is hereby amended as follows:

11.04.050 Rates For Surface Water Drainage Service.

A. ~~The service charges shall be based on the relative contribution of increased surface and stormwater runoff from a given parcel to the surface and stormwater management system and a lake management benefit assessment for lakefront parcels. The percentage of impervious surfaces on the parcel and the total parcel acreage will be used to indicate the relative contribution of increased surface and stormwater runoff from the parcel to the surface and stormwater management system. The relative contribution of increased surface and stormwater runoff from each parcel will determine that parcel's share of the service charge revenue needs.~~ Pursuant to and consistent with the “City of Lake Stevens Stormwater Rate Study Report” dated August 2018 which is adopted by this reference, the surface water utility rates and lake management benefit assessment for lakefront parcels to be paid to the city by the owners of developed land within the city of Lake Stevens are established as set forth in this chapter. The rate for stormwater services shall be charged whether the premises are occupied or vacant; provided the site contains impervious surface. An undeveloped parcel not containing impervious surface area will not be charged surface water utility rates. The service charge and lake management revenue needs of the program are based upon all or any part, as determined by the Council, of the cost of surface, stormwater, and lake management services or to pay or secure the payment of all or any portion of any issue of general obligation or revenue bonds issued for such purpose.

1. Single-Family Residential Units and Multifamily Residential Units with Five or Fewer units. The average impervious area for a single-family residential unit is three thousand square feet. This value is referred to as an equivalent service unit (ESU). The single-family residential unit charge shall be equivalent to one ESU and applied to each residential unit.

2. All Other Customers, Including Commercial and Multifamily Residential with Six or More Units. The service charge for all classes other than single-family residences will be based on the number of ESUs. The actual measured impervious area of each individual site will be divided by three thousand square feet to determine the number of ESUs of the individual site. The computed rate shall not be less than that for one ESU.

B. ~~The service charge for each parcel within the service area shall be determined by the following methodology: Single family and duplex residential and very lightly developed nonresidential parcels shall receive a flat service charge. Multifamily and non-residential parcels shall be classified into the appropriate rate category by their percentage of impervious surface coverage. Land use codes and data collected from parcel investigations will be used to determine each parcel's percentage of impervious surface coverage. After a parcel has been assigned to the appropriate rate category, the service charge for the parcel will be calculated by multiplying the total acreage of the parcel times the rate for that category.~~

~~C.B.~~ The ~~stormwater~~ surface water utility rates and lake management charges for all parcels in the City shall be as set forth in the fee resolution.

~~D.C.~~ The City Council will review the surface water utility service charges annually to ensure the long-term fiscal viability of the program and to guarantee that debt covenants are met. The program will use equitable and efficient methods to determine service charges.

~~E.D.~~ Because all real property in the City contributes drainage runoff to and/or benefits from the City's surface water drainage system, the owner's thereof shall pay stormwater utility charges as set forth in this chapter. (Ord. 674, 2003; Ord. 617, 1999; Ord. 597; 1999; Ord. 549, 1997)

SECTION 3. LSMC Section 11.04.060 is hereby amended as follows:

11.04.060 Billing.

A. The charges imposed by this chapter shall be as stated in the fees resolution. ~~All charges shall be billed either through the County's current method of billing or in conjunction with the property user's sanitary sewer bill issued by the City.~~

B. ~~In 1999 and thereafter, t~~The City will collect the stormwater utility fees through Snohomish County, or contract with another agency, or may elect to establish a monthly schedule.

1. All parcels subject to charges of the utility shall be billed on the property characteristics existing on November 1st of the year prior to the billing year and at a rate set forth in this chapter. "Billing year" is the year that the bills are sent through the yearly property tax assessment with Snohomish County.

~~2. If the City establishes a monthly billing plan, then the charges imposed by this chapter would be billed in conjunction with the property or user's customary sanitary sewer bill issued by the City. Such charges shall be due and payable as provided herein. In the event a property does not have sanitary sewer service but is subject to the charges imposed herein, a new account shall be established and that property shall be billed separately for the surface water drainage service charges.~~

C. Senior Citizen or Disabled Person Exemption. The following types of real property shall be presently exempt from the City's stormwater rates and charges:

Real property that is owned by, and is the personal residence of, a person or persons approved by the County Assessor for a senior citizen or disabled persons property tax exemption under RCW 84.36.381. (Ord. 971, Sec. 1, 2016; Ord. 674, 2003; Ord. 617, 1999; Ord. 597; 1999; Ord. 549, 1997)

SECTION 4. LSMC Section 11.04.070 is hereby amended as follows:

11.04.070 Credits Allowed.

A. Any person billed for service charges may file a "Request for Rate Adjustment" with the ~~Finance~~ Public Works Director ("Director") or designee within two years of the date from which the bill was sent. However, filing of such a request does not extend the period for payment of the charge.

B. Requests for rate adjustment may be granted or approved by the Director only when one of the following conditions exists:

1. The parcel is owned and is the personal residence of a person or persons qualified as a low-income senior citizen or low-income disabled person under RCW 84.36.381;

2. The ~~acreage~~ actual impervious surface coverage of the parcel charged is in error;

3. The parcel is nonresidential and the actual impervious surface coverage of the parcel charged places it in a different rate category than the rate category assigned by the division;

4. The parcel is nonresidential and the parcel meets the definition of open space as defined in this chapter. Parcels qualifying hereunder will be charged only for the area of impervious surface and at the rate which the parcel is classified under using the total parcel acreage;

~~5. The parcel is served by one or more retention/detention facilities required or can be demonstrated by the property owner to provide retention/detention of surface and stormwater to the standards set forth by the City and maintained at the expense of the parcel owner to the standards required by the Department of Public Works. Nonresidential parcels except in the light rate or very light rate categories qualifying hereunder shall be charged at the rate of one lower rate category than it is classified by its percentage of impervious surface coverage;~~

~~6.5.~~ The parcel is owned or leased by a public school district which provides activities which directly benefit the City's surface water utility. The activities may include: curriculum specific to the issues and problems of surface and stormwater management, and student activities in the community to expose students to the efforts required to restore, monitor or enhance the surface and stormwater management system. Pursuant to RCW 36.89.085, the amount of the rate adjustment shall be determined by the Director based upon the cost of the activities to the school district but not to exceed the value of the activity to the surface water utility. Determination of which activities qualify for the surface water utility service charge reduction will be made by the ~~Finance~~ Director or designee. Reductions in surface water utility charges will only be granted to the school district if they provide programs that have been evaluated by the ~~Finance~~ Director or designee. The rate adjustment for the school district activity may be applied to any parcel in the service area which is owned or operated by the school district; or

~~7.6.~~ The utility charge bill was otherwise not calculated in accordance with the terms of this chapter.

C. The property owner shall have the burden of proving that the rate adjustment sought should be granted.

D. Decisions on requests for rate adjustments shall be made by the Director based on information submitted by the applicant and by the ~~Finance~~ Public Works Department within 30 days of the adjustment request except when additional information is needed. The applicant shall be notified in writing of the Director's decision. If an adjustment is granted which reduces the charge for the current year or two prior years, the applicant shall be refunded the amount overpaid in the current and two prior years.

If the Director finds that a service charge bill has been undercharged, then either an amended bill shall be issued which reflects the increase in the utility charge or the undercharged amount will be added to the next year's bill. This amended bill shall be due and payable as provided in RCW 36.89.090, 36.89.092 and 35.67.200, at the rate of 12 percent per annum, or such rate as may hereafter be authorized by law, computed on a monthly basis from the date of delinquency until paid. The Director may include in the bill the amount undercharged for two previous billing years in addition to the current bill.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 6. Effective Date and Publication. The summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect five (5) days after the date of publication and shall apply to all final plat applications submitted after the effective date. Any final plat application submitted prior to the effective date shall follow the regulations that were in place at the time of submittal.

PASSED by the City Council of the City of Lake Stevens this 28<sup>th</sup> day of August, 2018.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant K. Weed, City Attorney

First and Final Reading: August 28, 2018

Published:\_\_\_\_\_

Effective Date:\_\_\_\_\_

## EXHIBIT B

### CITY OF LAKE STEVENS Lake Stevens, Washington

#### RESOLUTION NO. 2018-022

A RESOLUTION REPEALING RESOLUTION NO. 2018-19 AND ADOPTING AMOUNTS FOR THE RATES, FEES, AND DEPOSITS FOR VARIOUS SERVICES PROVIDED AND ACTIONS PERFORMED BY THE CITY AND FINES LEVIED AGAINST CODE VIOLATORS, TO INCLUDE NEW LAND USE FEES FOR SERVICES ACTIONS OR PERMITS

WHEREAS, the City Council, through ordinance, has adopted regulations requiring certain actions and services; and,

WHEREAS, these various ordinances set forth that fees shall be set by resolution, and;

WHEREAS, the cost of providing these various services consistent with applicable codes, regulations, and policies periodically increase or decrease, or certain services or practices are discontinued and fees are no longer needed; and,

WHEREAS, it is the intent of the City of Lake Stevens to charge appropriate fees and charges that are consistent with the services provided and to cover the public cost of providing these various services so that the public is not subsidizing individual benefits derived therefrom;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS: Resolution No. 2018-19 is hereby repealed and the following rates, fees, and deposits for various services provided and actions performed by the city and fines levied against code violators are hereby adopted:

#### **Section 1. Fees and Deposits-General.**

- A. **Fees.** Fees are intended to cover the normal, recurring administrative costs associated with said action, such as secretarial staff time, advertising, mailings, file distribution, etc. and project review. Certain fees may be refundable based on a case by case analysis from the applicable department director and approval of the Finance Director. The applicant is responsible for costs incurred for any portion of project/permit reviewed by a consultant hired by the City for such review.
- B. **Payment Due.** Fees and deposits are due at the time the action is requested (e.g., at time of application) or occurs (e.g., prior to a specific action). An applicant may pay all fees and deposits of a multi-phased project in advance; however, doing so does not vest applicable fees due. Fees due are those in effect at the time the specific action or phase of an action is requested or occurs.
- C. **Late Payment Penalties.** If payment is not received within 30 days of the due date specified on the invoice, the amount due shall accrue interest at the rate of 1.5 percent per month, with a maximum monthly interest accrual of \$20.00, from the date the fee became due and the date payment is actually made.
- D. **Waivers.** Upon petition by the applicant, the Mayor or designee may waive any of the fees or portions thereof, for any non-profit organization that provide services for the necessary support of the poor or infirm, or upon the submittal of a signed and notarized declaration of financial hardship, in the form attached to this resolution.
- E. **Concurrent Applications.** Concurrent applications requiring land use fees established by this resolution shall be subject to each fee cumulatively as if reviewed separately. There shall be no reduction in fees where more than one type of fee is charged for a project.

CITY OF LAKE STEVENS

RESOLUTION No. 2018-022

**Section 2. Land Use Fees.** Fees for various services, actions, and permits regarding land use, as per LSMC Title 14 and 16, shall be as listed in Table A. Land Use fees are in addition to Building Permit fees. Attorney fees may be recovered for specific projects. (Note: "X.XX" number refers to Use Category from Title 14 Table of Permissible Uses.)

Table A: Schedule of Land Use Fees

Action/Permit/Determination	Fee (\$)
<b>ADMINISTRATIVE APPROVALS/DETERMINATIONS – TYPE I REVIEW</b>	
Adult Family Home	325
Boundary Line Adjustments	1,000
Changes of Use	Included in Business License Fee
Code Interpretations	150
Lot Status Determination	150 for first two hours + 75 per hour for each hour of additional staff time
Floodplain Development Permit when no Shoreline Exemption is required_(may also require SEPA and critical area review fees)	150
Home Occupations	Reviewed as part of business license
Lot Line Consolidation	500
Pasture/Waste Management Plan (LSMC 5.18.040)	
Plan Review Fee	75
Subsequent Plan Modification Review	75/hour
Reasonable Use Exceptions	200+critical areas review
Site Plan Review (for standalone review only)	150 for first two hours + 75 per hour for each hour of additional staff time
Temporary Use	
Temporary Residence (1.700)	125
Temporary Mobile/Modular Public Structures (15.500) in any zone	100
Temporary Structures (23.000)	200
Temporary Encampment (LSMC 14.44.038)	1,250
<b>ADMINISTRATIVE REVIEW</b> (If hearing is requested additional cost for hearing examiner at actual cost)	
Administrative Conditional Use Permit	1,000
Administrative Deviation	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Review of Model Home	150 for first two hours + 75 per hour for each additional hour of staff time
Administrative Modifications	450
Administrative Variance	1,000
<b>ANNEXATIONS</b>	
Submission of 10% Petition	0
Submission of 60% Petition	0
If it goes to BRB hearing	0
<b>ATTORNEY FEES</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>APPEALS PER TITLE 14</b>	



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Action/Permit/Determination	Fee (\$)
To City Council	350
To Hearing Examiner	350+Hearing Examiner cost
To Shoreline Hearings Board	75/hr
<b>BINDING SITE PLANS</b>	<b>6,000</b>
Revision	1,000
<b>CODE ENFORCEMENT – NOTICE OF VIOLATION (Per Ch. 17.20 LSMC)</b>	
Filing Fee to Request Contested Hearing	350
Filing Fee to Request Mitigation Hearing	350
Hearing Examiner Hearing (except for initial open record hearing per LSMC 17.20.080(d))	Hearing Examiner cost
<b>COMPREHENSIVE PLAN AMENDMENTS (including area-wide-rezones)</b>	
Minor Amendment (annual cycle)	2,400
Major Amendment (5-year cycle)	3,500
<b>CONCESSIONS</b>	
Background Check	15
Concession Agreement Review/Administration	150
Damage and Litter Deposit (refundable at end of contract)	100
Lease Rate	5% of revenue
<b>CONDITIONAL USE PERMITS</b>	3,500+ Hearing Examiner cost
<b>CONSTRUCTION PLAN APPROVAL</b>	
Residential developments 1-9 units	1,500 + 100 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Residential developments 10 or more units	1,500 + 150 per lot for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below) As determined by the appropriate Department Director
Commercial and/or non-residential developments	2,000 for first two reviews + each additional review will be charged either: a) 75 per hour staff time; or b) Consultant fees (see below)

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	As determined by the appropriate Department Director
<b>CONSULTANT FEES</b> (when applicable)	Applicant pays actual cost charged City plus 35 Administrative fee
<b>CRITICAL AREA REVIEW</b>	Applicant pays actual cost charged City plus 35 Administrative fee
<b>DESIGN REVIEW</b>	
Design Review – Administrative Decision	450
Design Review –Design Review Board	450
<b>DEVELOPMENT AGREEMENT</b>	1,400
<b>EDDS DEVIATION REQUEST</b>	150 for first two hours + 75 per hour for each additional hour of staff time
<b>ESSENTIAL PUBLIC FACILITIES (in addition to conditional use permit fees)</b>	
Essential Public Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
Secure Community Transition Facility	Public participation costs (e.g., mailings, noticing, room rental) +consultant fees +attorney fees
<b>EVENT PERMITS</b>	
Event Level1	75
Event Level 2	225
Event Level 3	300
Event Level 4	1,050
Event Level 4 Deposit	80% of City estimated cost for City services
Event Expedited Review Fee	100
Boat Launch Closure	100/day
Recycle Containers	10/unit deposit 35/unit replacement fee for unreturned or damaged units
<b>FIREWORKS PERMITS</b>	
Fireworks Display	250
Fire Works Stand	100
<b>IMPACT FEES</b>	
Park Mitigation	
Single-family residences (e.g., single-family residence, duplex and manufactured home)	4,154.92
Multifamily residences with three or more units	3,004.75
Multifamily residences and Accessory Dwelling Units with 0-1 bedrooms	1,912.53
School Mitigation	
Detached Single Family Residence	6,624/dwelling
Duplex/Apartment/Townhouse with 2 or more bedrooms	3,678/dwelling
Duplex/Apartment/Townhouse with 1 or fewer bedrooms	0
Traffic Mitigation	
Traffic Impact Zone 1	2,771

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Action/Permit/Determination	Fee (\$)
Traffic Impact Zones 2 & 3	3,500
Impact Fee Adjustment/Deferral Application	150
<b>LAND DISTURBANCE</b>	
Minor Land Disturbance Permits	375
Major Land Disturbance Permits	1,000
Major Land Disturbance Permit with Class IV Forest Practice	1,250
<b>LAND USE CODE AMENDMENTS</b>	3,000
<b>MISCELLANEOUS ACTIONS/ITEMS</b>	
Manufacturing Tax Exemption Application	500
Permit Extension	150
Public Notice Signs Rental Fee	50
Security Administration Fee, per each security	100
Sign Non-Return Charge – If not returned within 7 days of permit approval	10/sign
Tree Replacement Fee In-Lieu (per LSMC 14.76.120(e))	Equal to cost of purchasing & planting trees as per applicant submitted report prepared by certified arborist or landscape designer/contractor
<b>MISCELLANEOUS TASKS</b>	
Miscellaneous Engineering Review (e.g., storm drainage plans for Single-Family Residential & Duplexes, drainage studies, etc.)	75/hr
Miscellaneous Research or other staff time	75/hr
<b>PARK PERMITS</b>	
Park Permit without Picnic Shelter	35
Park Permit is included if Picnic Shelter is rented	0
<b>PLANNED NEIGHBORHOOD DEVELOPMENTS</b>	3,500+Hearing Examiner cost
<b>PRE-APPLICATION CONFERENCE FEE</b> (\$400 credited toward application fee over \$1,000 upon submittal of said application if received within 12 months from date of pre-application conference.)	
Without Consultant Review	400
With Requested Consultant Review (e.g., critical areas consultant, etc.)	400+Consultant fees
<b>RECONSIDERATION OF DECISION by:</b>	
Planning Director	200
Design Review Board	200
City Council	200
Hearing Examiner	100+Hearing Examiner cost
<b>RECORDING FEES</b>	At cost (paid directly to Snohomish County)
<b>REZONES - ZONING MAP AMENDMENTS</b>	
Rezone Minor	500+Hearing Examiner cost
Rezone Major	1,000+Hearing Examiner cost
Action/Permit/Determination	Fee (\$)
<b>RIGHT-OF-WAY</b>	
Right-of-Way Permit	

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Action/Permit/Determination	Fee (\$)
Individual Residential (outside roadway improvements)	50
All Others	200
Right-of-Way Vacation	1,000
Road Cuts (required only for pavement cuts where roadway overlay is not required by City)	2 per square foot
<b>SEPA REVIEW (does not include critical areas review, which is a separate fee)</b>	
Planned Action Project Certification Review including SEPA Checklist	750
Review of SEPA Checklist	750
Review of requested studies	75/study per hour 2 hour minimum
Review of requested traffic studies	75 per hour 2 hour minimum
Review of requested drainage studies	75 per hour 2 hour minimum
Environmental Impact Statement (EIS)	75 per hour 10 hour minimum
Addendum	300
SEPA Appeals (to Hearing Examiner)	150+Hearing Examiner cost
<b>SHORELINE PERMITS (may also require SEPA and critical area review fees)</b>	
Mooring Buoy Application	150
Shoreline Conditional Use	1,500+Hearing Examiner cost
Shoreline Exemption	200
<u>Shoreline Exemption with Floodplain Development Permit</u>	<u>300</u>
Shoreline Substantial Development	+Hearing Examiner if requested by public
Related to Single Family Residence	500
Related to Multifamily Residence or Commercial Property	1,500
Related to Subdivision	2,000
Other	2,500
Shoreline Variance	1,500+Hearing Examiner
<b>SIGN PERMITS</b>	
Sign Permit	150+50/sign
Sign Insert replacements (fee applies to replacement cabinet signs with no structural or size modifications)	25
Master Sign Program Permit	450
<b>SUBDIVISIONS (1-9 lots – Short Plat; more than 9 lots – Plat)</b>	
Preliminary Short Plat	4,320
Final Short Plat	765
Short Plat Alteration	1,225
Short Plat Vacation	1,225
Preliminary Plat	10,030
Final Plat	1,565 + 100 per lot or unit + Survey Consultant Review cost
Plat Alteration	1,600
Plat Vacation	1,600
Street Signs (per Manual on Uniform Traffic Control Devices)	Purchased & installed by applicant per code & consistent with MUTCD
<b>VARIANCE (Hearing Examiner review)</b>	1,100+Hearing Examiner cost
<b>ZONING CERTIFICATION LETTER</b>	150

**Section 3. Building Permit Fees.** (Land Use fees, if required, are in addition to Building Permit fees.)

- A. Washington State Building Codes Adopted. The City of Lake Stevens does hereby incorporate by this reference as though fully set forth the fees from:
1. 2015 edition of the International Building Code (IBC)
  2. 2015 edition of the International Residential Code (IRC)
  3. 2015 edition of the International Mechanical Code including the 2015 International Fuel Code, 2008 National Fire Protection Association 58 (Liquefied Petroleum Gas Code) and 2015 National Fire Protection Association 54 (National Fuel Gas Code)
  4. 2015 edition of the Uniform Plumbing Code
  5. Washington State Barrier Free Regulations (Title 51 WAC)
  6. Current edition of the Washington State Energy Code
  7. 2015 edition of the International Fire Code
  8. Current edition of the Washington State Ventilation & Indoor Air Quality Code
- B. Valuation for Calculating Building Permit Fees shall be determined according to the International Code Council "Building Valuation Data" which is herein incorporated by reference as though fully set forth. The "Building Valuation Data," including modifiers, is found in Building Safety Journal, and is published quarterly by the International Code Council. Subsequent semi-annual revisions of the "Building Valuation Data" shall be automatically incorporated by this reference to be effective immediately following each new publication. Building permit fees shall be based on the formulas contained in Table 1A.

**Table 1A: Building Permit Fees**

Total Valuation	Fee
\$1.00 to \$499.99	\$23.50
\$500.00 to \$1,999.99	\$23.50 for the first \$499.99 plus \$3.05 for each additional \$100, or fraction thereof, up to and including \$1,999.99.
\$2,000.00 to \$24,999.99	\$69.25 for the first \$1,999.99 plus \$14 for each additional \$1,000, or fraction thereof, up to and including \$24,999.99.
\$25,000.00 to \$49,999.99	\$391.25 for the first \$24,999.99 plus \$10.10 for each additional \$1,000, or fraction thereof, up to and including \$49,999.99.
\$50,000 to \$99,999.99	\$643.75 for the first \$49,999.99 plus \$7.00 for each additional \$1,000, or fraction thereof, up to and including \$99,999.99.
\$100,000 to \$499,999.99	\$993.75 for the first \$99,999.99 plus \$6.50 for each additional \$1,000, or fraction thereof, up to and including \$499,999.99.
\$500,000 to \$999,999.99	\$3,233.75 for the first \$499,999.99 plus \$4.75 for each additional \$1,000, or fraction thereof, up to and including \$999,999.99.
\$1,000,000 and up	\$5,608.75 for the first \$999,999.99 plus \$3.65 for each additional \$1,000, or fraction thereof.

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C. Plan Review Fees:

*Residential:*

- New construction & additions: 65% of permit fee using Table 1A
- Repairs & Alterations: \$75.00 per hour (min. 1 hour)
- Basic House Plan Review – see Table B2

*Commercial:*

- New construction & additions: 85% of permit fee using Table 1A
- Tenant Improvements (TI) & Alterations: 85% of permit fee using Table 1A **OR** \$75.00 per hour (min. 1 hour) as determined by the building official
- Plumbing & mechanical: 25% of permit fee or City's hourly rate of \$75.00 per hour (min. 1 hour)

D. Fire Department Commercial Plan Review.

New or Tenant Improvement Building Permits – Applies to all Occupancies except Groups R-3 and U

Construction Valuation		Fee
From:	To:	
\$0	\$1,000	\$30
\$1,001	\$5,000	\$115
\$5,001	\$10,000	\$175
\$10,001	\$20,000	\$200
\$20,001	\$45,000	\$260
\$45,001	\$100,000	\$315
\$100,001	\$250,000	\$430
\$250,001	\$500,000	\$545
\$500,001	\$1,000,000	\$690
\$1,000,001	\$1,500,000	\$775
\$1,500,001	\$2,000,000	\$835
>\$2 million		\$865 plus \$55 per \$500,000 (prorated over \$2 million)

E. Other Inspections and Fees:

See Section II Tables D and E for Sprinkler and Alarm fees.

Inspections outside of normal business hours: \$75/ hour, 2 hour minimum.

Reinspection fees assessed at \$75 per hour (1 hour minimum).

Penalty for commencing work prior to permit issuance: Double permit fee.

Inspections for which no fee is specifically indicated: \$75 /hour (1/2 hour minimum).

Additional plan review required by changes, additions or revisions to plans: \$75/hour.

For use of outside consultants for plan checking and inspections, or both: Actual Costs

F. Miscellaneous Building Permit Fees. Tables B2 and B3 specifies those fees charged for permits to be issued pursuant to the Washington State Building Code and which are not included in the provisions of Subsections A and B:

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**Table B2: Schedule of Miscellaneous Building Permit Fees**

Permit	Fee (\$)		
	Permit	Plan Check	Total
Accessory Structures	Valued as Utility (BVD) See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
<b>BASIC HOUSE PLAN REVIEW</b>			
Initial Plan	See table 1A		
Set-up fee			200
Basic Plan		20% of permit fee per Table 1A	Per Table 1A
State Building Code fee (each residential permit)	\$6.50		\$6.50
Each additional residential unit	\$2.00		\$2.00
Each Commercial permit (per RCW 19.27.085)	\$25.00		\$25.00
Deck	Valued at: \$15/sq.ft. – uncovered \$17/sq.ft. – covered See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Demolition	\$75		\$75
Dock	Valued at: \$30/sq.ft. See Table 1A for fees	65% of permit fee	Permit fee + plan check fee
Fence/Retaining Wall	\$75	\$75/hr (1 hr min)	\$75 + plan check fee
Manufactured Home Placement ((& Skirting))	\$225		\$225
Certificate of Occupancy	\$100		\$100
Reroof:			
Residential	\$40.00		\$40.00
Residential with sheathing	\$90.00		\$90.00
Commercial	Refer to Table1A	Same as Commercial TI	Permit fee + plan check fee
Adult Family Home	\$150		\$150
Re-inspection	\$75		\$75

BVD = Building Valuation Data, August 2012, International Code Council

**Table B3: Mechanical and Plumbing Fees**

Mechanical Fees		Plumbing Fees	
<b>Mechanical Permit</b>	<b>35.00</b>	<b>Plumbing Permit</b>	<b>35.00</b>
<b>AC unit &lt; 100,000k</b>	<b>20.00</b>	<b>Back Flow Preventer</b>	<b>10.00</b>
<b>AC unit 100,000k – 499,999 k</b>	<b>30.00</b>	<b>Bathtub</b>	<b>10.00</b>
<b>AC unit 500,000k and up</b>	<b>40.00</b>	<b>Commercial Dishwasher</b>	<b>15.00</b>
<b>Air Handlers &lt;10,000 CFM</b>	<b>13.00</b>	<b>Drinking Fountain</b>	<b>10.00</b>
<b>Air Handlers 10,000 CFM and up</b>	<b>23.00</b>	<b>Floor Sink or Drain</b>	<b>10.00</b>

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Mechanical Fees		Plumbing Fees	
Boilers	15.00	Grease Interceptor	50.00
Commercial Incinerator	30.00	Grease Traps	10.00
Condensers	20.00	Hose Bibs	10.00
Domestic Incinerator	20.00	Ice Makers	10.00
Duct Work	15.00	Kitchen Sink	10.00
Evaporative Cooler	15.00	Laundry Tray	10.00
Forced Air System <100,000 BTU	18.00	Lavatory	10.00
Forced Air System 100,000 or more BTU	24.00	Lawn Sprinkler System	10.00
Gas Clothes Dryer	15.00	Medical Gas 1- 5	50.00
Gas Piping 1 – 4 Outlets	11.00	Medical Gas, for each one over five	10.00
Additional Outlets	1.00	Mop Sink	10.00
Heat Exchanger	15.00	Other	10.00
Heat Pump	15.00	Pedicure Chair	10.00
Manf. Fireplace/ Log Lite	18.00	Reclaimed Water System	40.00
Misc. Appliance	15.00	Residential Dishwasher	10.00
Range Hood – Residential	15.00	Roof Drains	10.00
Range Hood – Commercial	150.00	Shower	10.00
Refrigeration Unit <100K	20.00	Specialty Fixtures	10.00
Refrigeration Unit 100K – 499K	30.00	Supplemental Permit	15.00
Refrigeration Unit 500K and up	40.00	Testing of Reclaimed Water System	30.00
Relocation Repair	15.00	Urinal	10.00
Stove Appliance	15.00	Vacuum Breakers 1- 5	10.00
Supplemental Permit	15.00	Vacuum Breakers, for each one over five	2.00
Vent Systems	15.00	Washing Machine	10.00
Vent w/o Appliance	10.00	Waste Interceptor	10.00
Ventilation Fans	10.00	Water Closet	10.00



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Mechanical Fees		Plumbing Fees	
Wall/Unit Heaters	20.00	Water Heater	15.00
Water Heater	15.00	Water Service	10.00
Wood Stoves	18.00		

**Section 5. Animal Code Fees.** Fees for other various services, actions, and permits related to Animal Control, as per LSMC Title 5, shall be as listed in Table D.

Table D: Animal Code Fees

Permit/Action	Fee (\$)
<b>Dog/Cat License:</b> <ul style="list-style-type: none"> <li>Each dog or cat licensed within 60 days of residency or within 60 days of acquiring pet, lifetime</li> <li>Each dog or cat neutered or non-neutered, lifetime</li> <li>Senior Citizen (defined as being 62 years of age or older) owners, lifetime</li> <li>Service and guide dogs, lifetime</li> <li>Duplicate license for lost or destroyed dog/cat tag</li> <li>Duplicate license - Senior Citizen owners and Service/Guide Dogs</li> <li>Other Code Violations: <ul style="list-style-type: none"> <li>First Offense, For first offense the fee for such violation will be set equivalent to the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> <li>Second Offense, For the second offense, the fee for such violation shall be set equivalent to double the Basic Rule Violation as set forth in the Justice Information System (JIA) Law Table as published by the Administrative Office of the Courts.</li> </ul> </li> </ul>	<p>Free</p> <p>20</p> <p>Free</p> <p>Free</p> <p>4</p> <p>Free</p>
<b>Impound Fees for Cost Recovery:</b> <ul style="list-style-type: none"> <li>Dogs and cats (at police kennel)</li> <li>Animals</li> <li>Dogs, Cats and other animals (at/or transported to animal shelter) As set forth by the Everett Animal Shelter animal impound fee schedule, plus an additional \$5.00 administrative fee for reviewing and processing billing statements.</li> <li>Additionally, any costs incurred which exceed the base fee and which are associated with the collection, impoundment, maintenance, treatment, and destruction of the animal(s), any fees owing, and any costs of damage cause by the animal(s) shall be the liability of the owner. The City is not responsible for such costs incurred.</li> </ul>	<p>25</p> <p>30</p> <p>Varies</p>
<b>Pasture/Waste Management Plan (Sec 5.18.040): See Table A Land Use Fees</b>	

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**Section 6. Miscellaneous Police Fees.** Fees for various Police services, actions, and permits shall be as listed in Table E.



**Table E: Schedule of Miscellaneous Police Fees & Fines**

Permit/Action/Service	Fee (\$)
<b>Fingerprinting:</b>	
1. For Concealed Pistol Licenses	State fee
2. People who work or reside in the City (per 2 cards)	10
3. People who do not work or reside in the City (per 2 cards)	20
<b>Lamination Services – Concealed Pistol Licenses</b>	3.50
<b>Boat Launch Parking Fees and Fine:</b>	
1. Daily	5
2. Annual Permit	75
3. Low-income Seniors (defined as being 62 years of age or older)	40
4. Failure to pay fee (50% reduction if paid within 24 hours)	40
5. Current Washington State Fishing License decal affixed to vehicle	Free
<b>DUI cost recovery:</b>	
1. Administrative fee	200
2. Jail booking fee (or as revised by Snohomish County or City of Marysville)	82
3. Daily lodging fee (or as revised by Snohomish County or City of Marysville)	61
<b>False Alarm Fees:</b>	
1. Second response to premises within six months after the first response	25
2. Third response to premises within six months after a second response	50
3. Fourth response to premises in six months after the third response and for all succeeding responses within six months of last response	100
<b>Impound Fees for Cost Recovery:</b>	
Signs if owner wants returned, per sign	25
Impound fee for wheeled recreational devices	60
Administrative storage fee for impounded vehicles	15
<b>Fine for parking:</b>	
1. Fine for parking as described in Lake Stevens Municipal Code Section 7.12.090, Prohibited Parking	50
2. Fine if paid within 24 hours	25
<b>Off-duty Officer:</b>	<b>Refer to current billable rate schedule</b>
Security for Non-profits	
Security for others (includes a 15% administrative fee)	
<b>Special Event Services Deposit:</b> (For special planned events that require additional police services)	\$100 per hour of event with one hour minimum
<b>Letters for search of local criminal justice data bases</b>	10
<b>Administrative dismissal of infraction for operating motor vehicle without insurance – administrative fee</b>	<b>25</b>

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**Section 7. Miscellaneous Fees.** Fees for various other services, actions, and permits shall be as listed in Table F.

Table F: Schedule of Miscellaneous Fees and Fines

Permit/Action	Fee or Fine (\$)
<b>Public Works :</b>	<b>Refer to current billable rate schedule</b>
Hourly Rate for Service for Non-profits	
Hourly Rate for Service for others (includes a 15% administrative fee)	
<b>Business Licenses:</b>	
- Non-refundable Adult Entertainment (Cabaret) application Fee	100
- Adult Entertainment (Cabaret) Establishment (annual)	500
- Adult Entertainment (Cabaret) Establishment Manager/Entertainer (annual)	50/person
- Business License Registration – Application	40
- Business License Registration – Annual Renewal	25
- Temporary business license	40
- Renewal	5
- Canvassers, Solicitors and Peddlers (includes City application fee, does not include Washington State Patrol application fee. License expires one year from date of application.)	75 for the 1 <sup>st</sup> three employees, and \$10 for each additional employee
- Live music and/or dance entertainment (annual)	50
- Games (annual)	50
- Pawnbroker and Second Dealers (annual)	500
- Washington State Department of Licensing's Master License Service	Currently New Application \$15 Renewal \$9
- Business license handling fee (fees shall be automatically amended by the State)	
<b>Duplication of Public Records: (postage/delivery costs extra)</b>	
- In-house Copying of City documents for the public.	For all records duplication and/or transmission, first \$5 cumulative waived
- In-house Copying of City documents to pdf when original document is not in electronic format.	15¢/page/side
- Electronic files or attachments uploaded to e-mail, cloud-based data storage service or other means of electronic delivery.	10¢/page/side \$1 extra for copy to CD
- Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The City shall take reasonable steps to provide the record in the most efficient manner available to the agency in its normal operations.	5¢ per each four electronic files or attachments
- Digital storage media or device provided by the City, the actual cost of any container or envelope used to mail the copies to the requestor and the actual postage or delivery charge	10¢ per gigabyte
- In-House duplication of City documents to CD, such as	Actual Cost
• Comprehensive Plan, Lake Stevens Municipal Code Title 14,	
• Urban Design Standards, Engineering Design and Development Standards, etc.	

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Permit/Action	Fee or Fine (\$)
<ul style="list-style-type: none"> <li>- Documents or CDs printed by outside vendor</li> <li>- Maps - Duplication of maps less than 11"x17"</li> <li>- Maps - Duplication of maps greater than 11"x17"</li> <li>- Special requests for plotted maps, aerials, plans, etc. (each)</li> <li>- Audio recordings of meetings: <ul style="list-style-type: none"> <li>• Duplicated by Staff</li> <li>• Duplicated by outside vendor</li> </ul> </li> <li>- Color photos (cost to reproduce)</li> <li>- Certified copy of a public record</li> </ul>	<p>Actual cost to reproduce (minimum deposit required); requestor may arrange to pay outside vendor directly)</p> <p>Actual Cost to reproduce; requestor may arrange to pay outside vendor directly</p> <p>\$2</p> <p>\$6</p> <p>\$12</p> <p>\$1/tape/disc Actual cost to reproduce</p> <p>40¢</p> <p>\$5 for 1<sup>st</sup> Page and \$1 each after the 1<sup>st</sup> Page</p>
<b>Dishonored Check Fine (in payment of City services)</b>	\$35
<b>Passports</b> ( fees shall be automatically amended by U.S. Dept. of State )	Consistent with effective federal changes
Age 16 and Over	Passport Fee \$110 Execution Fee \$35
Under Age 16	Passport Fee \$80 Execution Fee \$35
<b>Passport Photos</b>	\$16.00/set including sales tax
<b>Technology Fee</b>	A technology fee of three (3) percent will be assessed on each building and land use permit issued.

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**Section 8. Community Center and Facility Rental Fees.** Fees for renting the City's Community Center and other facilities shall be as listed in Table G.

Table G: Schedule of Rental Fees

Classification	Rental Amount (\$)
<b>Community Center</b>	
*Local users – see definition below	\$10/ hour or \$60/day
Non-local users	\$15/hour or \$90/day
**Non-Profit Community Interest Groups - see definition below	\$5/hour
Public utilities and any instrumentality of the United States, State of Washington, or political subdivision thereof with respect to the exercise of governmental functions	Free
Key Replacement Fee	\$25
<b>Facilities</b>	
Athletic Fields	
Youth Sports	\$20 per every 2hrs
Adult Sports	\$30 per every two hours
Eagle Ridge Community Garden bed rental	\$40 annually

1. If the City requires general liability insurance coverage, the event shall be required to provide proof of insurance in compliance with the Facility Use Permit rules ten days prior to the event. If proof of insurance is not provided, the event will be cancelled.
2. "Local" user is a group whose coordinator or assigned member is a citizen of the City of Lake Stevens.
3. \*\*Non-Profit Community Interest Groups devoted to community interest whose activities generally take place within the geographical confines of the City of Lake Stevens. This classification would include, but not be limited to: Girl Scouts, Lake Stevens Historical Society and Lake Stevens Rowing Club. Non-profit group is defined as being registered with the Secretary of State as a non-profit.
4. A minimum security deposit of \$25 MAY be required of users when, in the judgment of the facilities scheduler, the type of facility use may necessitate such a deposit.
5. In case of a cancellation, a written ten-day advance notice must be received to qualify for a refund.
6. No animals other than service animals will be permitted inside facilities without consent of the City Clerk or designee.
7. Use of public facilities for the purpose of generating personal gain is prohibited without written agreement with the City of Lake Stevens.

CITY OF LAKE STEVENS

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**Section 9. Lundeen Park Shelter Fees.** Fees for the rental of Lundeen Park Shelters shall be as listed in Table H (below).

Table H: Schedule of Lundeen Park Shelter Rental Fees

	Group Size	Number of shelters	Rate
<b>Lundeen Park Shelter Pricing</b>	1-50	1	<div>\$ 60</div> <div><i>Non-refundable reservation fee</i> + \$ 7</div> <div><b><u>\$ 67</u></b></div>
	1-100	2	<div>\$ 120</div> <div><i>Non-refundable reservation fee</i> + \$ 7</div> <div><b><u>\$ 127</u></b></div>

Maximum of 50 people per shelter.  
Reservation Fee is Non-Refundable unless cancelled by the City of Lake Stevens

CITY OF LAKE STEVENS

RESOLUTION No. 2018-022

**Section 10. Stormwater Utility and Lake Management Charges.** Fees for the Stormwater Management Utility, as per LSMC Title 11, shall be as listed in Table IA (below).

**Table I: Stormwater Management Utility**

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67/parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02 per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per 1/4 acre	\$28.61 per 1/4 acre
Light	20% to 39%	\$8.00 per 1/4 acre	\$96.00 per 1/4 acre
Moderate	40% to 59%	\$13.28 per 1/4 acre	\$159.36 per 1/4 acre
Heavy	60% to 79%	\$18.06 per 1/4 acre	\$216.77 per 1/4 acre
Very Heavy	80% to 100%	\$23.90 per 1/4 acre	\$286.85 per 1/4 acre
City Roads	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
State Highways	NA	Set in accordance with RCW 90.03.525	Set in accordance with RCW 90.03.525
Low Income Senior & Disabled Exemption			Set in accordance with Snohomish County guidelines

Mobile Home parks shall be charged under the appropriate rate category by their percentage of impervious surface. Duplex, Triplex, Four plex will be charged the base single family rate multiplied by the number of units. Parcels with multiple single family structures will be charged the base single family rate multiplied by the number of structures. Miscellaneous structures over 120sf, will be charged under the appropriate rate category by their percentage of impervious surface.

**Table IA: Stormwater Management Utility**

Type	Impervious Area per Equivalent Service Unit	Annual Rate per ESU
<b>Residential and Multifamily Residential with Five or Fewer Units<sup>1</sup></b>	NA	\$220
<b>All Other Customers, Including Commercial and Multifamily Residential with Six or More Units</b>	3,000 square feet	\$220
<b>Undeveloped<sup>2</sup></b>	NA	No Charge

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<b>State Highways</b>		<b>Set in accordance with RCW 90.03.525</b>
<b>Low Income Senior or Disabled Exemption</b>		<b>Set in accordance with Snohomish County guidelines</b>

1. Multifamily residential units with five or fewer units will be charged the ESU rate multiplied by the number of units.
2. Undeveloped lots are not altered from the natural state by construction and may include lakefront and split lots.

Fees for the Lake Management, as per Title 11 LSMC, shall be listed in Table IB (below).

**Table IB: Lake Management Benefit Assessment**

Class	Impervious Surface %	Monthly Rate	Annual Rate
Lakefront Lot	NA	\$16.00 per parcel	\$192.00 per parcel
Split Lot	NA	\$11.33 per parcel	\$136.00per parcel

1. The lakefront lot assessment applies to each land parcel within 200-feet of the lake shore. The split lot assessment applies to each land parcel with a portion of the lot abutting the lake shore and an upland portion beyond the limits of the shoreline master program. Each parcel abutting the lake will be charged a lakefront/split lot surcharge in addition to the appropriate Stormwater Management Utility rate.
2. Lakefront lots developed with only a dock or other over the water structure will receive a lakefront assessment.
3. Lakefront /split lot parcels with multiple single family structures will be charged the applicable assessment in addition to the single family Stormwater Management Utility rate multiplied by the number of units.
4. Commercial lakefront/split lot parcels will be charged a lakefront/split lot assessment in addition to the appropriate rate category by their percentage of impervious surface.
5. Parcels with a common interest in a community beach will be charged a proportionate share of the lakefront assessment in addition to their single family (or other) Stormwater Management Utility rate.



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**Section 11. Annual Fire Inspection Fees and Fire Department Related Service fees.** Fees for fire inspection and Fire Department related Services fees shall be as listed in Table J below.

Table J: ANNUAL FIRE INSPECTION

AND FIRE DEPARTMENT RELATED SERVICE FEES

TABLE A -- ANNUAL FIRE INSPECTION FEE			
Building size In square feet	FEE		
	B, M, R	A, E, LC, R	F, H, I, S Occupancies
0-1000	\$45	\$75	\$95
1,001-2,500	\$65	\$105	\$165
2,501-5,000	\$95	\$155	\$245
5,001-7,500	\$115	\$185	\$285
7,501-10,000	\$125	\$195	\$300
10,001-12,500	\$145	\$230	\$315
12,501-15,000	\$165	\$275	\$330
15,001-17,500	\$175	\$295	\$345
17,501-20,000	\$190	\$310	\$365
20,001-30,000	\$215	\$350	\$375
30,001-40,000	\$230	\$375	\$385
40,001-50,000	\$245	\$400	\$400
50,001-60,000	\$260	\$425	\$425
60,001-70,000	\$275	\$450	\$450
70,001-100,000	\$300	\$475	\$475
100,001-150,000	\$350	\$500	\$500
150,001-200,000	\$400	\$525	\$525
OVER 200,000	\$450	\$550	\$550
REINSPECTION FEES			
For uncorrected violations at time of first re-inspection			\$25
For uncorrected violations at time of second re-inspection			\$50
SPECIAL INSPECTION FEES			
Riser system Re testing			\$58 each
Fuel storage tank abandonment			\$58.00 each
Alarm System re-testing			\$58.00 each
SPECIAL EVENT PERMIT FIRE INSPECTIONS			

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During regular business hours	\$115
After regular business hours/weekends	\$69/hour of actual
<b>PYROTECHNIC FIREWORKS</b>	
Retail fireworks	\$115
Wholesale fireworks	\$115

**FIRE DEPARTMENT RELATED SERVICE**

<b>Table B -- SPECIAL ASSEMBLY PERMITS(IFC 105.6.43)</b>	
Temporary Membrane Structures, Tents & Canopies	
(See IFC 105.6.43& IFC 24)	
Duration / Commercial Use	Fee:
< 3 days	No Fee
4 to 180 days	\$58
Temporary Assembly	
For <99 people	\$58
For >100 people	\$115
<b>Table C -- EXPLOSIVES (105.6.15)</b>	
Retail Fireworks Stand	
Retail Sales - Wood Stand	included in Fireworks Permit fee
Retail Sales – Tent	included in Fireworks Permit fee
Must meet requirements of Table B, but no additional fees required.	
Public Display	
Licensed Pyrotechnic Operators Only	\$115
Temporary Storage	\$173

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<b>Table D -- NFPA 72 FIRE ALARM SYSTEMS 105.7.4</b>		
Comprehensive Fees for Permit, Review & Inspection		
Tenant Improvement or System Modification		
Number of Devices* From: To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 431
101	200	\$ 546
>200		\$575 plus \$58 per 100 additional devices (prorated)
New System		
Number of Devices* From: To:		Fee:
1	100	\$403
101	200	\$546
>200		\$575 plus \$58 per 100 additional devices (prorated)
In addition to device* fees shown, the following fees also apply:		
FACP and/or Transmitter		
Replaced		\$144
New		\$230
Note: All Central Station Monitoring must be UL or FM listed.		
*Devices include separate individual portions of a Fire Alarm System such as: Initiation Devices, Notification Appliances, Flow Switches, Supervisory Switches, Magnetic Door Hold-Open devices, Remote Annunciators, Pull Stations, Beam Detectors (each piece is one device), and other such devices.		

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<b>Table E -- FIRE SPRINKLER SYSTEMS (105.7.1, 105.7.11, 105.7.4)</b>		
Tenant Improvement or System Modification (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From:            To:		Fee:
1	2	\$ 86
3	5	\$ 144
6	10	\$ 201
11	20	\$ 259
21	40	\$ 345
41	100	\$ 460
101	200	\$ 546
201	300	\$ 661
>300		\$690 plus \$58 per 100 additional devices (prorated)
New System (NFPA 13 / 13R)		
Number of Sprinklers or Devices** From:            To:		Fee:
1	100	\$431
101	200	\$546
201	300	\$690
>300		\$719 plus \$58 per 100 additional devices (prorated)
NFPA 13-D (RESIDENTIAL)		
Number of Sprinklers:		Fee*:
1 to 10		\$ 201
11 to 25		\$ 259
26+		\$ 316
*Non-required NFPA 13-D Systems Fee 50% of listed fees for voluntary installations		
Hood Suppression Systems		

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Type of System:	Fee:
Pre-Engineered	\$144
Custom Engineered	\$316
Standpipe Systems	
Class I, II or III new or existing	\$173
Fire Pump (each)	
\$345 each, maximum \$575	
**Devices include separate individual portions of a Fire Sprinkler System such as: Sprinklers, Risers, Valves, Pull Stations, Beam Detectors (each piece is one device) and other such devices.	
<b>Table F -- HAZARDOUS MATERIALS FACILITY CONSTRUCTION (105.7.7)</b>	
Hazardous Materials Installation, Repair, Abandonment, Removal, Closure or Substantial Improvement	
Permits in addition to Annual Operational Permit	
Permits required when quantity exceeds permit amounts in Table 105.6.20.	
QUANTITY	FEE
1-2 Materials in Excess of Permit Amount	\$115.00
3-5 Materials in Excess of Permit Amount	\$230.00
>5 Materials in Excess of Permit Amount	\$460.00
<b>Table G -- COMPRESSED GASES (105.7.3) AND FLAMMABLE &amp; COMBUSTIBLE LIQUIDS (105.7.6) AND LP-GAS (105.7.9)</b>	
Compressed Gas Installation, Repair, Abandonment, Closure or Substantial Modification to a Compressed Gas System when the Compressed Gases used or Stored exceed the amounts listed in Table 105.6.8.	
Modification or repair of a flammable or combustible liquids pipeline. Installation or construction or Alteration of those items listed in 105.7.6	
For installation of or modification to an LP-gas system.	
Compressed Gas System	\$201
Flammable & Combustible Liquids	
< 500 Gallons	\$115
>= 500 Gallons	\$230
>= 1000 Gallons	\$575
LP-Gas System	\$86

**Table H -- SPRAY BOOTHS (105.7.11) AND INDUSTRIAL OVENS (105.7.8)**  
**Note: Separate Sprinkler Permit Required under Table E**

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NOT SUBJECT TO TABLE A FEES	
SPRAY BOOTHS Type:	Fee:
Pre-Engineered w/ documents	\$ 173
Site-Built or used w/o documents	\$ 288
INDUSTRIAL OVENS	\$ 288
Table I -- ANNUAL BUSINESS INSPECTION FEES	
1 <sup>st</sup> Inspection	In accordance with LSMC 2.52
Table J -- MISCELLANEOUS FEES	
Work Begun or Completed before Permit Issuance	Permit Fees Triple / No inspections until paid
After Hours Inspection (Regular Inspection Hours: 7:30am to 3:30pm)	\$86 per hour / 1 hour minimum
Firefighter Fire Watch or Standby	\$75 per hour / per firefighter 2-hour minimum per firefighter
Fire Flow Determination	\$115
Re-Inspection Fee for each inspection after the 3rd site visit, or as required by the fire code official.	\$86
<p>Fees may be reduced by the fire code official for small or short duration projects. Note: \$25 of each fire permit issued is retained by the permit department as an administrative fee. The remainder of the fees listed is remitted to the Fire Department. <b>"Additional plan review required by changes, additions or revisions to plans \$58.00 per hour."</b> <b>Outside Consultant Review: Actual Costs plus 10% (Fire Marshal Review Fee)</b></p>	
TABLE K -- OPERATIONAL PERMITS	
An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes which may produce conditions hazardous to life or property.	
An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.	
<p>Unless otherwise indicated, Operational Permit Fees are \$100 each. If more than one permit is required for a single occupancy, all permits shall be issued under a single permit fee in the amount of \$150.</p> <p>Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event or will not be considered.</p>	
Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs

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Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC 105.6.8(compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids	See WAC 51-54-0100, 105.6.16
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.

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Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table 105.6.20.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m <sup>2</sup> )
Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft <sup>3</sup> ) (236 m <sup>3</sup> )
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71 m <sup>3</sup> ) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 425.334.3034
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly



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Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m3) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m3)

PASSED by the City Council of the City of Lake Stevens this 10<sup>th</sup> day of July 2018.

\_\_\_\_\_  
John Spencer, Mayor

ATTEST:

\_\_\_\_\_  
Kathy Pugh, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Grant Weed, City Attorney

# City of Lake Stevens

## Stormwater Rate Study August 2018

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**FCS GROUP**  
Solutions-Oriented Consulting

August 13, 2018

Barbara Stevens, Finance Director  
City of Lake Stevens  
1812 Main St.  
Lake Stevens, WA 98258

Subject: Stormwater Rate Study

Dear Ms. Stevens:

FCS GROUP is pleased to submit this report summarizing the results of the Stormwater Utility Rate Study for the City of Lake Stevens. The proposed summary-level rate needs are shown below for each level of service (LOS) considered. Rates shown are per equivalent service unit (ESU) after 2018. The detailed methodology used to arrive at these results is covered within this report.

Single Family Annual Rate	2018 Rate	2019 Rate	2019 Total	2024 Forecast	2024 Total
LOS 1	\$104	\$167	\$167	\$193	\$193
LOS 2	+\$0	+\$33	\$200	+\$56	\$250
LOS 3	+\$0	+\$20	\$220	+\$15	\$265
LOS 4	+\$0	+\$32	\$252	+\$32	\$296
LOS 1 + 2 + 3 + 4	\$104	\$252		\$296	

These overall increases provide the utility with the revenue necessary to cover anticipated increases in operating costs and generate funding for capital projects. In addition to the overall revenue needs, we recommend the City update the rate structure to an ESU based rate. Our analysis shows this is consistent with industry best practice and the City's policy goals.

The proposed rate structure incorporates these changes beginning in 2019.

It has been a pleasure to work with you and other City of Lake Stevens staff on this effort. Please let me know if you have any questions or need additional information. I can be reached at (425) 867-1802 ext. 225.

Yours very truly,



John Ghilarducci  
Principal



Tage Aaker  
Project Manager



Melanie Hobart  
Project Consultant

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## Section I. INTRODUCTION

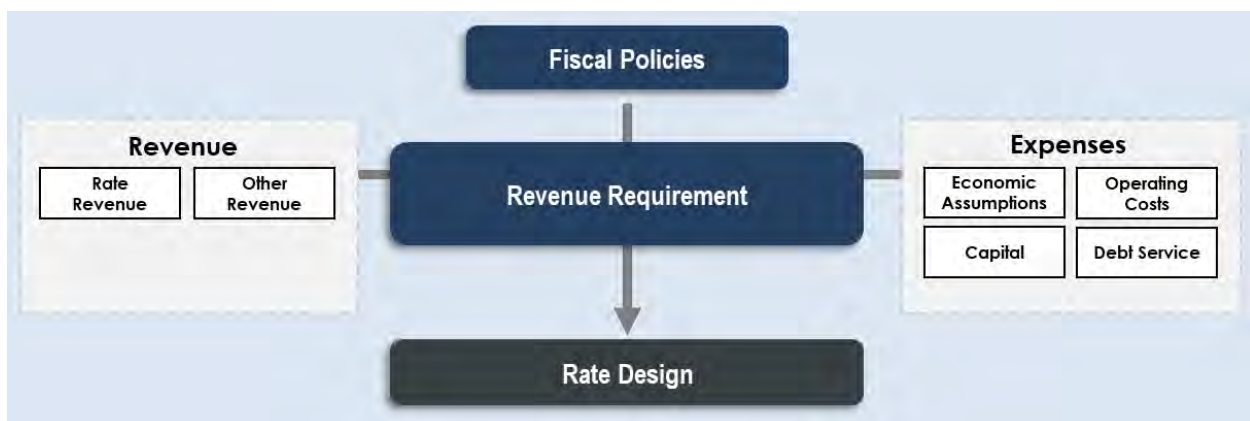
The City of Lake Stevens contracted with FCS GROUP to perform a stormwater utility rate study.

The City's Stormwater Utility manages all stormwater on public lands, streets, and right-of-ways. Storm drains redirect stormwater runoff from streets and parking lots into stormwater facilities and nearby bodies of water. This process is essential to water quality and flood prevention in developed areas because of runoff generating impervious surfaces, like asphalt roads and sidewalks.

The purpose of this analysis is to develop a funding plan ("revenue requirement") for the City's utility—to enable it to achieve the desired level of service. The revenue requirement identifies the total revenue needed to fully fund the utility on a standalone basis, considering operating and maintenance expenditures, capital funding needs identified in the comprehensive plan, any potential debt requirements, and identified fiscal policies.

Exhibit 1 shows the general methodology of the revenue requirement process.

Exhibit 1: Revenue Requirement Process



## Section II. RATE DESIGN

The City of Lake Stevens imposes annual surface water rates on parcels within its City limits, in order to fund the Surface Water Utility's operations, maintenance, and projects identified in the Capital Improvement Plan (CIP). Stormwater charges are billed by Snohomish County on the annual property tax statement.

The City's current rate structure is applied using percent impervious surface area and parcel size for non-residential customers, and parcels/units for residential customers. A more detailed layout of the structure and rates is provided below in Exhibit 2. The City's stormwater rates have not been increased since 2008 when they were increased from \$65 per year to \$104 per year.

Exhibit 2: Existing (2018) Stormwater Rates

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67 per parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02 per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per ¼ acre	\$28.61 per ¼ acre
Light	20% to 39%	\$8.00 per ¼ acre	\$96.00 per ¼ acre
Moderate	40% to 59%	\$13.28 per ¼ acre	\$159.36 per ¼ acre
Heavy	60% to 79%	\$18.06 per ¼ acre	\$216.77 per ¼ acre
Very Heavy	80% to 100%	\$23.90 per ¼ acre	\$286.85 per ¼ acre
City Roads	NA	Set in accordance with RCW 90.03.525	
State Highways	NA		
Low Income Senior & Disabled Exemption		Set in accordance with Snohomish County guidelines	

The City's current rate structure is a defensible rate structure but does have a material drawback. It perpetuates inequities among customers at the extreme ends of each class range. For example, a non-residential property that is 39% impervious would pay significantly less than a similarly sized property that is 41% impervious, even though they have comparable amounts of impervious area. Meanwhile, a non-residential property that is 21% impervious would pay the same as a similarly sized property that is 39% impervious. An example of the inequity concerns for bills in this structure is shown below in Exhibit 3.

Exhibit 3: Example Inequitable Bills

Gross Parcel Size	Impervious %	Impervious Square Feet	2018 Annual Charge	\$ Per Imp. Square Foot
1/4 Acre	39% "Light"	4,247	\$96.00	\$0.023
1/4 Acre	40% "Moderate"	4,356	\$159.36	\$0.037

Recognizing this inequity, it is recommended that the City consider a fee structure that is based on actual, measured impervious surface area for nonresidential customers, using the equivalent service unit (ESU) approach.

## II.A. RATE STRUCTURE

### II.A.1. Rate Structure Options

As part of the rate study, the City asked FCS GROUP to evaluate and compare different stormwater rate structures to determine if the existing structure is most appropriate given the City's policy objectives. A full evaluation of the most prominent and feasible options is included in "Issue Paper #1: Rate Structures." In this evaluation five different rate structures were considered and discussed with the City, summarized below.

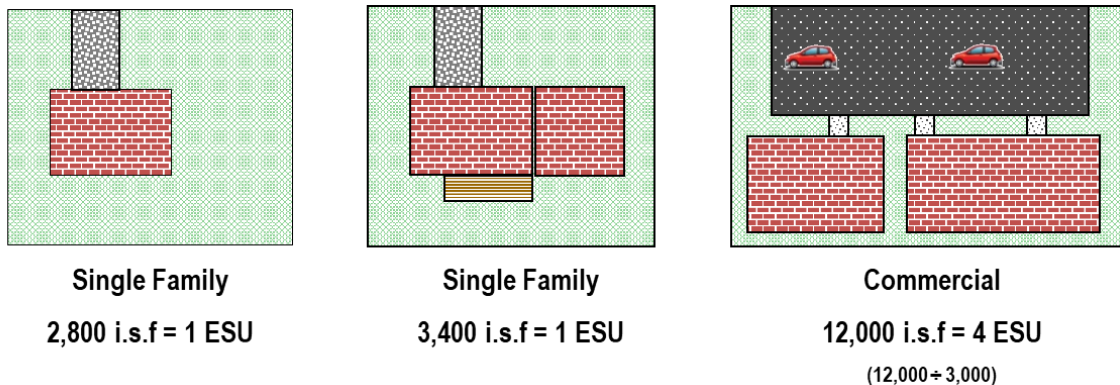
- *Impervious Surface Area:* The most common approach in the industry is to charge customers based on impervious surface area, the hard surface area that prevents or impedes the permeation of water into the ground. Impervious surface area is often expressed in ESUs.
- *Density of Development:* This approach adjusts charges depending on the percentage of the parcel covered by hard surface, which is the City's current rate structure.
- *Runoff Coefficients:* This approach adjusts a parcel's charge based on its runoff characteristics closely associated with a parcel's physical properties.
- *Land Use:* This approach links runoff characteristics to land use.
- *Trip Generation:* This approach attempts to relate automobile traffic to non-point-source pollution contributed by properties.

Based on this evaluation, it was determined that an ESU based rate structure is most aligned with the City's policy goals and industry best practices. The impervious surface area fee basis creates a standard of charging that quantifies how the amount of impervious surface area impacts the environment through flooding, changes in water quality, and habitat degradation. The fee structure basis proportionately charges customers their share of the system's cost burden and provides an equitable and defensible means of cost recovery.

### II.A.2. Recommended Rate Structure

The proposed ESU rate approach and an illustration of how it applies to different properties is shown below in Exhibit 4.

Exhibit 4: Proposed ESU Rate Approach



### Non-Residential

Under this approach, the charge basis for non-residential customer types is actual measured impervious surface area, expressed as a number of ESUs. The county already has records of the impervious area for each non-single family parcel within the City limits — that is how each parcel’s percent impervious amount is calculated. The rate itself is calculated as a dollar amount per ESU. This rate structure would improve rate equity over that of the City’s existing rate structure — and the data is already available to develop this alternative.

### Residential

For residential customers, an approach based purely on measured impervious area that varies by parcel can be administratively burdensome. The implementation of such an approach would require the creation and maintenance of a comprehensive database of impervious surface area for all single family residential properties. Additions and alterations to properties (e.g. patios, decks, drive ways, etc.) would need to be tracked and maintained.

As a simplification, it would be possible to group single family residences into rate tiers. For example, single family parcels could be grouped into “Small”, “Medium”, “Large”, and “Measured” impervious footprints. Parcels with comparatively large impervious footprints, the “Measured” tier, would be charged like other developed property — based on the measured amount of impervious surface area. However, implementation of even such a hybrid approach would require the same initial data collection to determine tier placement for each property, without significantly improving equity among rate payers.

To minimize administrative and data collection costs, it is recommended that the City charge a uniform rate for single family residential customers based on the average amount of impervious surface area per developed residential parcel (based on a relevant sample size within the City). In summary, all single family parcels would have the same, flat charge per ESU.

## II.A.3. Setting an ESU Value

An ESU is typically defined as the average impervious surface area of single family residential properties in the service area. However, no impervious data for single family parcels was available at the time of the analysis. Based on industry experience, FCS GROUP recommended an ESU of 3,000 square feet of impervious area. For the rate structure, as discussed above, each residential property or



account is considered 1 ESU. The summary of system ESUs is shown below in Exhibit 5 (Note: ISF = Impervious Surface Area).

Exhibit 5: ESUs by Customer Type

Customer Grouping	I.S.F.	I.S.F. per ESU	ESUs
Residential Parcels*	NA		10,320
Non-Single Family	10,423,398	3,000	3,474
<b>Total</b>			<b>13,795</b>

\*Duplex = 2 ESUs, Triplex = 3 ESUs, Fourplex = 4 ESUs, Condo Unit = 0.83 ESUs

## II.A.4. Rate Design

Once the total systemwide ESUs are determined, the rate design process simply divides the total revenue requirement by the total ESUs to determine the rate per ESU, as shown below in Exhibit 6.

Exhibit 6: ESU 2019 Rate Design

Rate Design - LOS 1 for 2019	
Revenue Requirement under Level of Service 1 (2019)	\$ 2,298,810
Total Equivalent Service Units (ESU)	13,795
Annual Rate per ESU	\$166.64
Annual Rate per Single Family Parcel (Under existing structure)	\$169.02

Of note, the sample ESU rate calculated above is for Level of Service 1, and not the recommended level of service. A further discussion of LOS and recommended rates follows in Section V.

### II.A.4.a Lake Management Benefit Assessment

In addition to the City-wide stormwater fee, the City charges a Lake Management Benefit Assessment (LMBA) to lakefront properties. FCS GROUP was asked to evaluate the existing LMBA, and propose alternatives (eliminate charge, recalculate charge, maintain existing charge). Following this analysis, City staff decided to maintain the existing LMBA at this time.

### II.A.4.b Rate Credits

In addition to a review of the rate structure, the City requested that FCS GROUP evaluate the existing rate credits or adjustments offered by the utility. A full analysis of the rate credits offered by and recommended to the City can be found in "Issue Paper #2: Rate Credits." Only one existing customer takes advantage of the stormwater credit program.

City staff has determined that at this time they wish to discontinue the available stormwater rate credits, citing administrative burden and lack of participation. We recommend the City revisit this in the future once the new ESU rate structure is firmly in place. However, it is important to note that the City is not required to offer any rate credits at all.

## Section III. FINANCIAL POLICIES

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The basic framework for evaluating utility revenue needs includes sound fiscal policies. There are several policy topics that are important to consider further as part of managing the finances of the Stormwater Utility, including: Cash Reserves, Capital Funding, and System Reinvestment (Preservation) Funding.

When evaluating reserve levels and objectives, it is important to recognize that the value of reserves lies in their potential use. A reserve strategy that deliberately avoids any use of reserves negates their purpose. Fluctuation of reserve levels merely indicates that the system is working, while lack of variation over many years strongly suggests that the reserves are, in fact, unnecessary.

### III.A. OPERATING RESERVES

An operating reserve is designed to provide a liquidity cushion; it protects the utility from the risk of short-term variation in the timing of revenue collection or payment of expenses. Like other types of reserves, operating reserves also serve another purpose: they can help smooth rate increases over time. Target balances for an operating reserve are generally expressed as a certain number of days of operating and maintenance (O&M) expenses, with the minimum requirement varying with the expected revenue volatility. Industry practice for utility operating reserves typically range from 30 days (8%) to 120 days (33%) of O&M expenses, with the lower end more appropriate for utilities with stable revenue streams and the higher end of the range more appropriate for utilities with significant seasonal or consumption-based fluctuations or annual billing.

Stormwater utility customers are charged once per year, on their property tax bill from Snohomish County. This billing method creates a cash flow surplus after the April and October payment deadlines and corresponding cash flow deficits in other months. For this reason, the operating reserve target for the City's stormwater program is set at a high level relative to other public utilities.

In a typical financial forecast, the operating reserve target is based on December 31 of each calendar year, with the balance expected to vary during the course of the year. In any year where operating reserves exceed the maximum days (i.e. 60 days) of O&M expenses at year-end, it is assumed that the excess cash is "swept" into the capital reserve to help pay for capital projects.

This can be accomplished by calculating the target balance at year end and comparing it against the actual ending cash balance. If the actual balance is greater than the target, the difference can be designated as a capital resource.

**Recommended Policy:** Achieve a year-end minimum balance target of 120 days (33%) of total annual operating expenditures. This equates to \$700,000 based on the 2017 operating budget of nearly \$1.5 million. This target is most appropriate given the City's annual billing schedule.

### III.B. CAPITAL RESERVES

The capital reserve consists of cash that has been set aside for capital purposes. Resources include connection charges (if applicable), grants, and debt proceeds among others. This fund provides a source of emergency funding for unexpected asset failures or other unanticipated capital needs. It can also help the utility address cash flow issues related to capital projects – for example, grants that the utility relies on to meet its capital needs may have a local cash matching requirement.

Given these different purposes, there are a variety of potential benchmarks for setting a minimum balance for this fund—options include a percentage (commonly 1 – 2%) of the original cost of fixed assets, a rolling multi-year average of capital improvement program (CIP) costs, or an amount determined sufficient to fund an equipment failure. However, this capital reserve policy is not intended to guard against catastrophic system failure or extreme acts of nature. Where the original cost of the system is unavailable or unknown, a utility can base their capital fund target balance on the cost of a piece of equipment most likely to fail, or a fixed dollar amount, based on what the utility staff judgement.

**Recommended Policy:** As the complete original cost of the system is not available, achieve a year-end target of \$200,000.

### III.C. DEBT RESERVE

The debt reserve is most often required as a condition of bond issuance, though some loan programs also require a reserve. The intent of the reserve is to protect bondholders (or the agency issuing loans) from the risk of the borrower defaulting on their payments. Typically specified in the related bond or loan agreement, the minimum balance for this reserve is often linked to either average annual debt service or the maximum annual debt service.

**Recommended Policy:** Should be dictated by terms outlined in contracts for debt obligations.

The City's stormwater utility has one existing debt obligation of \$10,700 annually for the Parkway Crossing project. There is also a projected need for debt in the study period, in select levels of service.

### III.D. SYSTEM REINVESTMENT FUNDING

The concept of system reinvestment funding entails funding long-term infrastructure replacement needs through a regular and predictable rate provision. A system reinvestment funding program can be structured to take into account the defined funding source (rates), accumulation of funds when funding exceeds near-term needs, and augmentation of funds (e.g. through debt) when replacement needs exceed available cash resources. Many municipal utilities incorporate a system reinvestment funding provision based on depreciation expense.

Most commonly, utilities that have addressed replacement funding needs have used historical (original cost) depreciation expense as the basis for a reasonable level of reinvestment in the system. This strategy and level of funding satisfies several standards for reasonable rates:

- It avoids decline in system asset value (financial integrity);
- It charges customers commensurate with their consumption of facility useful lives and avoids the possibility of charging customers more than the current cost to provide service (rate equity); and
- It provides a substantial source of funding for replacement (capital funding adequacy).

However, it is important to recognize that funding system reinvestment based on original cost depreciation will generally not fully meet future replacement needs (especially for mature systems that are just beginning to address or fund those needs). In such cases, debt or use of other City cash resources would be required to cover the resulting funding gap.

**Recommended Policy:** Given other system needs and additional upcoming costs, no explicit system reinvestment funding is recommended at this time. We recommend the City reevaluate this policy in the future. However, depending on the LOS, a reasonable level of cash-funding capital is assumed. In these cases, the resource is referred to as “savings for capital.”

### III.E. SUMMARY OF FISCAL POLICIES

The following outlines the recommended reserve policies for the City’s stormwater utility:

- **Operating reserve:** 120 days (33%) of total annual operating expenditures.
  - The resulting dollar target should increase as operating expenditures increase.
- **Capital reserve:** Achieve a year-end minimum balance target of \$200,000.
- **System reinvestment policy:** The level of cash funded capital is unique to each level of service, and the corresponding amount of capital spending planned within each LOS.

## Section IV. REVENUE REQUIREMENT

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The stormwater utility is its own unique enterprise fund meaning it is a self-sufficient entity fully supported by the rates and fees collected. The City controls the rates and has the legal authority to adjust them as necessary to meet the financial obligations of the utility. The City has set up and maintains fund structures and implements financial policies that target management of a financially viable and fiscally responsible stormwater utility.

### IV.A. ECONOMIC AND INFLATION FACTORS

The operating and maintenance expenditure forecast relies on the City's 2018 adopted budget for the Stormwater Fund (Fund 410). The line items in the budget are inflated each year by utilizing one of the following applicable factors:

- General Cost Inflation – assumed to be 2.50% per year based on historical data from the Consumer Price Index Urban Consumers - Seattle / Tacoma / Bremerton (CPI - U).
- Construction Cost Inflation – assumed to be 3.00% per year based on historical data from the ENR Construction Cost Index (CCI) - 20 City Average index.
- Taxes: State B&O Tax: 1.50% of revenues.
- Wage and Benefits Cost Inflation – assumed to be 6.00% per year based on input from City staff.
- Fund Earnings – 1.0% based on Local Government Investment Pool rate at the time of analysis.
- Customer Account Growth – assumed to be 1.00% per year based on the Snohomish County target population for the City of 39,340 in 2035. This would be a 1.2% annual growth rate. Based on discussions with City staff, it was agreed that 1.0% was an appropriately conservative annual growth rate.
- Revenue Bonds: 20 year maturity, 4.00% interest, 1% issuance cost, 1.25 legal minimum for debt service coverage. The interest rate assumption is based upon relevant Bond Buyer Indices.
- Annexation. The City is planning to annex roughly 1,200 residential properties by 2020. At the current rate, this will generate approximately \$127,000 per year, assumed to be first collected the year after annexation in 2021.

### IV.B. FUND BALANCES

The annual revenue requirement takes into account cash reserves in order to ensure the forecast achieves the recommended financial policies. For this study, the starting balance for the Stormwater Utility Fund (410) is the ending 2017 actual working capital balance, approximately \$1.3 million. After \$1.0 million is set aside to cover the existing deficit and 2018 operating needs, approximately \$340,000 remains for capital.

## IV.C. EXISTING DEBT OBLIGATIONS

The City has only one existing debt obligations related to the stormwater utility. The Parkway Crossing debt is a principal only payment of \$10,700 annually, ending in 2021.

## IV.D. REVENUE REQUIREMENT METHODOLOGY

The revenue requirement analysis evaluates the sufficiency of the utility's revenues against its financial obligations, in the context of two sufficiency tests, detailed below. In determining the annual revenue requirement, the test with the greatest deficiency generally drives the rate increase in any given year. It is worth noting that the City can temporarily waive the requirements of the cash flow test as part of a conscious decision to phase in rate increases, as long as its operating reserve balance is sufficient to absorb the resulting cash flow deficit. If the City has revenue bonds outstanding, the coverage test must always be met, as failure to do so may result in a downgrading of the City's credit rating.

- **Cash Flow Sufficiency Test.** The cash flow test determines whether or not the utility's annual revenues are sufficient to cover the known cash requirements for each year of the planning period. These cash requirements typically include O&M expenses, debt service payments, rate-funded capital outlays, and any additions to reserve balances.
- **Coverage Test.** The coverage test evaluates the utility's ability to meet applicable bond coverage requirements, as specified by typical bond covenants. For any debt issues assumed in the forecast, this analysis assumes a bond coverage requirement of 1.25 times annual debt service. In other words, the City must have enough revenue to cover all expenses plus 1.25 times debt service as a minimum legal level. As this test focuses on annual financial performance, it precludes the use of reserves to cover shortfalls.

The coverage test is not applicable for the City's stormwater utility at this time. However, debt is forecasted to fund a portion of the capital plan in the forecast. To be financially conservative, revenue bonds are assumed. The forecast ensures that the utility would be able to make the payments as well as meet the coverage requirements.

## Section V. LEVELS OF SERVICE

The City asked FCS GROUP to perform a level of service (LOS) analysis to assist in developing an appropriate rate strategy. FCS GROUP prepared a level of service (LOS) matrix summarizing the rate impacts of four LOS options, each with unique operating and capital requirements. The four options considered were:

- LOS 1: Existing Operations;
- LOS 2: Meets National Pollutant Discharge Elimination System (NPDES) Requirements;
- LOS 3: High Priority Capital; and
- LOS 4: Medium Priority Capital.

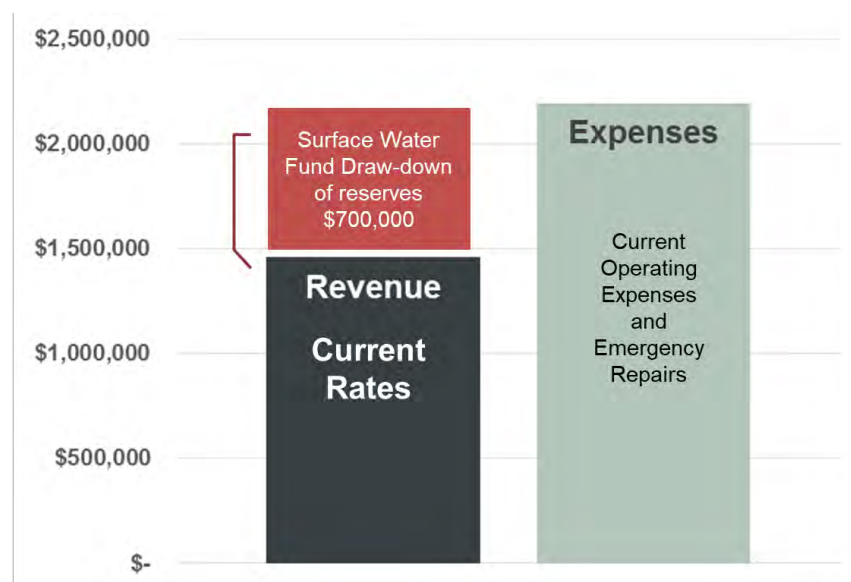
Each level is cumulative, adding to the operating and capital included in the preceding level. For example, LOS 3 funds existing operations, NPDES requirements, and high priority capital. The full LOS matrix, detailing the components of each level is included in Appendix A.

### V.A. BACKGROUND

The City's stormwater utility is facing changes and cash flow pressures from several areas:

- **Operating Deficit.** The City's stormwater utility is currently operating at a deficit – with current revenues the utility is unable to cover current budgeted expenses. Existing fund balances allow for the utility to cover its existing needs this year, but this is not a sustainable approach. In addition, the utility is unable to fund capital projects without outside funding or drawing down reserves. This is shown below in Exhibit 7.

Exhibit 7: 2018 Expenditures vs Revenues



- **Regulatory Requirements.** Additional staff and equipment are needed to comply with NPDES regulatory requirements. These expenses create ongoing, additional costs above the current 2018 budget.
- **Necessary Capital Investments.** There are a number of high and medium priority capital projects that need to be constructed to continue to provide services. These projects must be funded either through cash and/or debt, resulting in annual debt service payments.

The LOS analysis incorporates these priorities and the ongoing utility needs, producing distinct rate impacts associated with different levels of service.

A revenue requirement and rate impact for each LOS is included in the discussion below.

## V.B. LOS 1: EXISTING OPERATIONS

LOS 1 covers the most necessary and basic costs of operating the stormwater utility, with minimal capital investment. While this level can maintain existing operations, it is not recommended as it does not meet many of the additional upcoming needs discussed above.

### V.B.1. Operating Costs

LOS 1 will allow the utility to:

- Correct the existing operating deficit of \$700,000 in 2019;
- Provide an additional \$12,000 for street cleaning costs;
- Fund an increase to \$250,000 per year for lake treatment costs;
- Cover the stormwater utility's share of a new senior engineer and a public works operating manager (totaling an additional \$116,000 in 2019); and
- Pay for the stormwater utility's contribution to the diking district (\$25,000 per year).

Each of these expenses is increased annually with inflation throughout the forecast period.

### V.B.2. Capital Investments

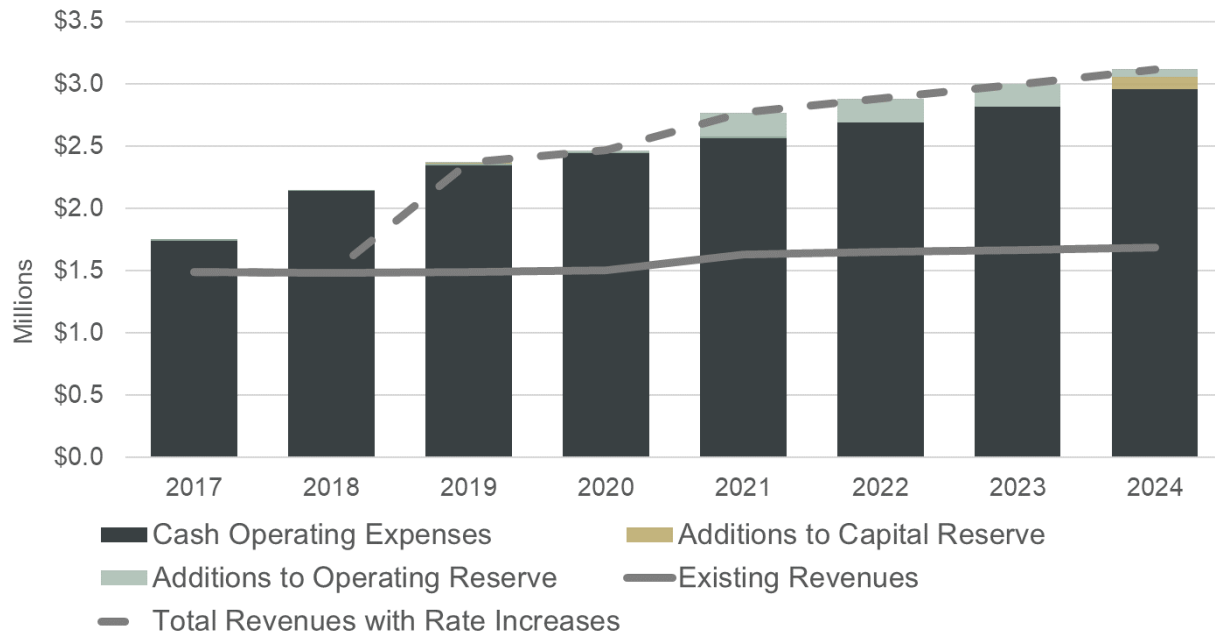
LOS 1 includes no planned or budgeted capital expenses beyond 2018. Any unexpected or necessary capital investments would be funded through outside sources or have to draw down the existing capital reserve.



### V.B.3. Revenue Requirement

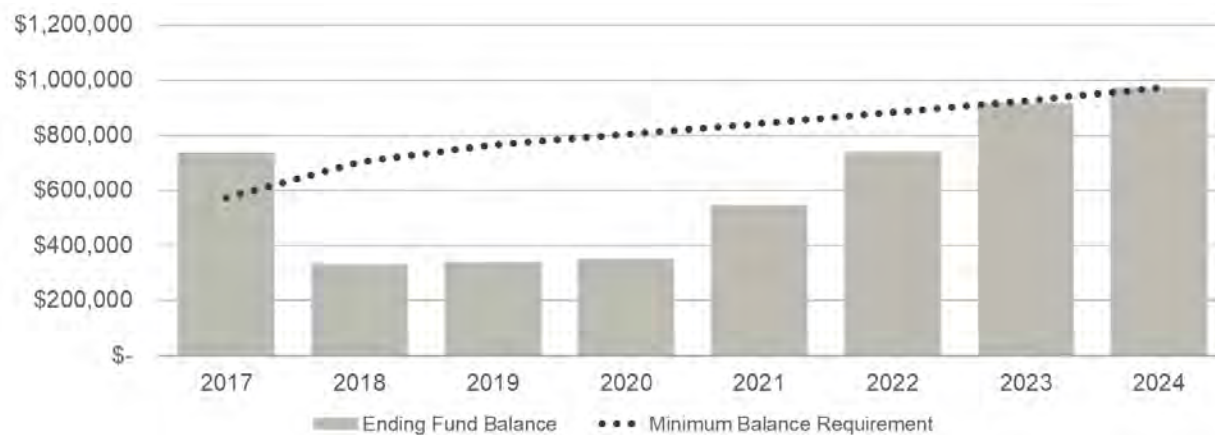
The revenue requirement for LOS 1 is shown below in Exhibit 8. The navy bar shows the increasing operating expenses the utility is facing over time, with significant increases in 2018 and 2019, as discussed above.

Exhibit 8: LOS 1 Revenue Requirement



This forecast includes one 62.5% rate increase in 2019, with 3.0% inflationary increases in following years. The projected rate revenue is enough to cover the base operating needs of the stormwater utility. Operating fund balance targets are not met by these rate increases until 2024, as shown in Exhibit 9 below.

Exhibit 9: LOS 1 Operating Fund Balance



## V.B.4. Rate Impact

Exhibit 10 shows the rate impact on the new ESU rate structure of providing LOS 1.

Exhibit 10: LOS 1 Rate Impact

Single Family Annual Rate	2018 Rate	2019 Rate	2024 Forecast
LOS 1	\$104	\$167	\$193

**Due to the low operating fund balance and the lack of capital funding, we do not recommend LOS 1. It is included primarily as a baseline for the following levels.**

## V.C. LOS 2: MEETS NPDES REQUIREMENTS

Level of Service 2 adds operating and capital costs sufficient to cover NPDES requirements.

### V.C.1. Operating Costs

The NPDES permit requires additional facility maintenance above existing levels. City staff noted that to meet these requirements, the utility must hire five additional staff members, including vactor truck operators (3), an inspector (1), and a GIS technician (1), totaling roughly \$450,000 per year for salaries and benefits.

### V.C.2. Capital Investments

LOS 2 includes a total of \$1.68 million in capital costs in today's dollars (\$1.83 million inflated). As shown below in Exhibit 11, the capital costs are primarily for vehicles and equipment to support the additional staffing requirements mentioned above.

Exhibit 11: LOS 2 Capital Schedule

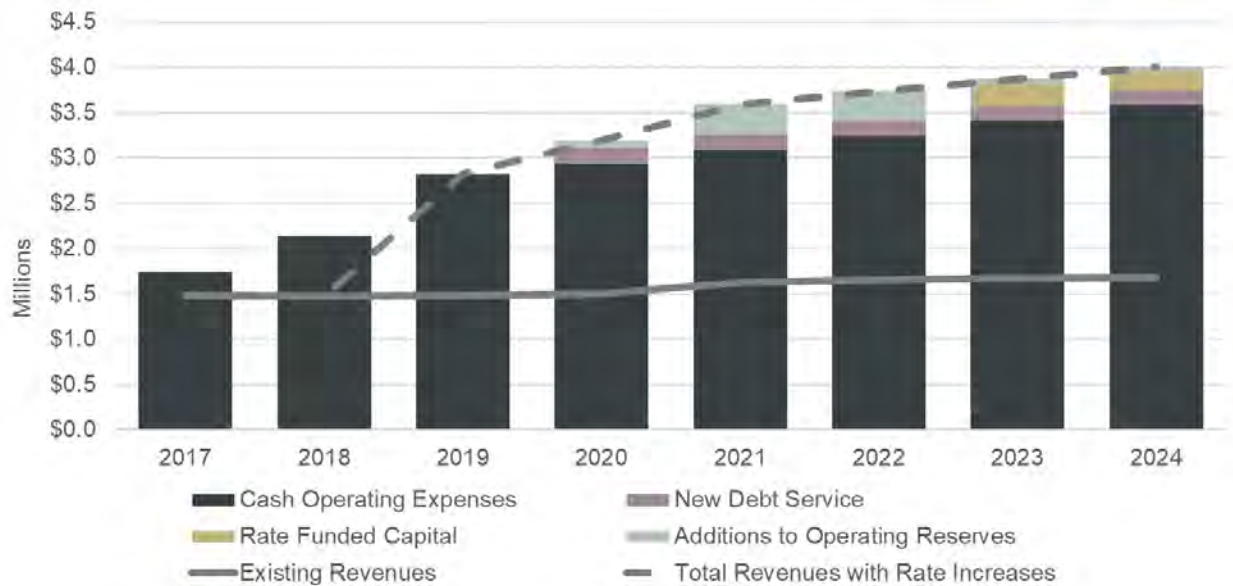
Stormwater Maintenance Equipment Acquisition Schedule - 2018 Dollars								
Equipment	2018	2019	2020	2021	2022	2023	2024	Total
Vactor Truck	\$ -	\$ -	\$650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
PW Truck	-	50,000	-	-	-	-	-	\$ 50,000
Sweeper	-	-	-	-	-	-	350,000	\$ 350,000
Hand Tools	-	50,000	-	-	-	-	-	\$ 50,000
Three Axle Trailer with Tilt	-	30,000	-	-	-	-	-	\$ 30,000
10 YD Dump Truck with Pup Trailer	-	-	-	350,000	-	-	-	\$ 350,000
Trommel/Screen for Sweeping Spoils	-	50,000	-	-	-	-	-	\$ 50,000
Eco-Blocks and Tent Domes for Sifted Spoils	-	50,000	-	-	-	-	-	\$ 50,000
Storage/Equipment Shed	-	100,000	-	-	-	-	-	\$ 100,000
<b>Total</b>	<b>\$ -</b>	<b>\$330,000</b>	<b>\$650,000</b>	<b>\$350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$350,000</b>	<b>\$ 1,680,000</b>

To meet these capital needs, LOS 2 assumes a combination of cash funding and a \$1.20 million equipment loan in 2020. The terms are assumed to be a 10-year loan with 6.0% issuance cost. Revenue bonds were not assumed for these assets, which have relatively short useful lives.

### V.C.3. Revenue Requirement

The revenue requirement for LOS 2 is shown below in Exhibit 12.

Exhibit 12: LOS 2 Revenue Requirement

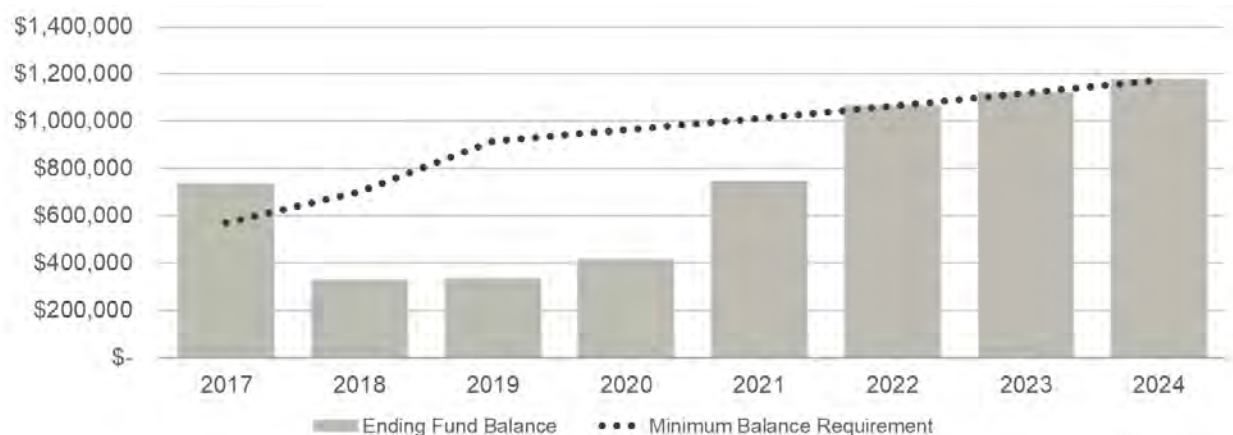


The primary impacts of the NPDES permitting requirements on the forecast are:

- the new debt service payments to cover capital costs, beginning in 2020 of \$163,000 per year;
- operating minimum balance target achievement in 2023 due to higher initial increases, as shown below in Exhibit 13; and
- rate funded capital available beginning in 2023.

These operating and capital additions result in a 95.0% rate increase in 2019, 12.0% increase in 2020, and inflationary increases in the remaining forecast.

Exhibit 13: LOS 2 Operating Fund Balance



## V.C.4. Rate Impact

The following table shows the additional rate impact of LOS 2, and the cumulative rates after LOS 1 and 2.

Exhibit 14: LOS 2 Rate Impact

Single Family Annual Rate	2018 Rate	2019 Rate	2019 Total	2024 Forecast	2024 Total
LOS 1	\$104	\$167	\$167	\$193	\$193
LOS 2	+\$0	+\$33	\$200	+\$56	\$250
LOS 1 + 2	\$104	\$200		\$250	

## V.D. LOS 3: HIGH PRIORITY CAPITAL

Level of Service 3 adds high priority capital projects included in the utility's capital plan.

### V.D.1. Operating Costs

LOS 3 has no additional operating costs, including only those costs discussed above in LOS 1 and 2.

### V.D.2. Capital Investments

The capital costs in LOS 3 represent the "critical" or high priority capital projects shown below in Exhibit 15.

Exhibit 15: LOS 3 Capital Schedule

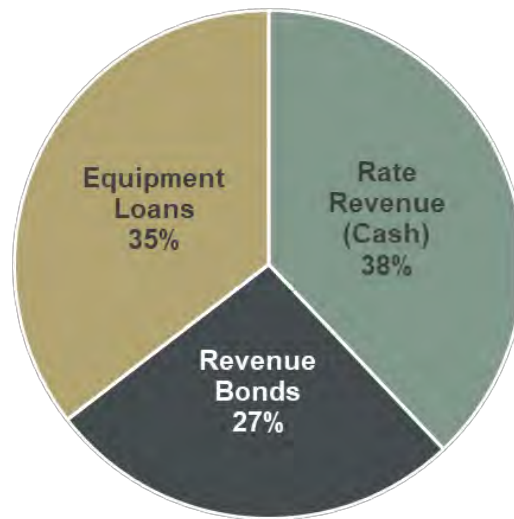
High Priority Capital Project Schedule - 2018 Dollars										
Project Description	2018	2019	2020	2021	2022	2023	2024	Total SWM	Other Funding Sources	Total Project Cost
Catherine Creek 36th Street Bridge Repair	\$ -	\$ -	\$ 45,000	\$105,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Replace/install Pipe: Southwest corner of 8th St., 83rd to 79th St.	-	-	-	-	-	-	100,000	\$ 100,000	\$ -	\$ 100,000
Replace/install pipe: 10th St from 79th St. to 74th St.	-	-	-	54,000	126,000	-	-	\$ 180,000	\$ -	\$ 180,000
New Drainage Pipe on Callow Road	30,000	-	-	-	-	-	-	\$ 30,000	\$ -	\$ 30,000
8th Street CMP – Install 60' from intersection on 91st heading west	-	-	-	30,000	-	-	-	\$ 30,000	\$ -	\$ 30,000
Hydraulic study on Lake Stevens Outfall – funding via grant, approximately \$300k	-	-	75,000	-	-	-	-	\$ 75,000	\$ 225,000	\$ 300,000
Main Street box culvert for outfall project, stream channel restoration. Outfall restoration project. Grant funded at 95%.	-	-	-	-	112,500	112,500	-	\$ 225,000	\$ 4,275,000	\$ 4,500,000
Stormwater System in cul-de-sac: 17th Place/114th	-	32,000	48,000	-	-	-	-	\$ 80,000	\$ -	\$ 80,000
Culvert under 20th St., east of 79th	-	-	-	40,000	-	-	-	\$ 40,000	\$ -	\$ 40,000
Public Works Shop Remodel	-	150,000	150,000	-	-	-	-	\$ 300,000	\$ 300,000	\$ 600,000
Decant Facility Plans and Construction	-	38,448	98,865	-	-	-	-	\$ 137,313	\$ 411,938	\$ 549,250
Fuel station at Public Works Shop	-	50,000	-	-	-	-	-	\$ 50,000	\$ 50,000	\$ 100,000
Bridge on West End of Vernon Road	-	-	-	50,000	-	-	-	\$ 50,000	\$ -	\$ 50,000
<b>Total</b>	<b>\$ 30,000</b>	<b>\$270,448</b>	<b>\$416,865</b>	<b>\$279,000</b>	<b>\$238,500</b>	<b>\$112,500</b>	<b>\$100,000</b>	<b>\$ 1,447,313</b>	<b>\$ 5,261,938</b>	<b>\$ 6,709,250</b>

The total cost to the stormwater utility of the high priority projects is \$1.45 million in today's dollars, or \$1.81 million with inflation. An additional \$5.26 million is projected to be funded through grants

and other sources, primarily from other City funds' share of these capital projects. If these other sources do not materialize, projects may need to be delayed until there are available cash resources.

To cover the additional 2019 costs, \$900,000 in revenue bond proceeds are projected in 2019. A summary of the capital funding sources during the forecast period is shown below in Exhibit 16.

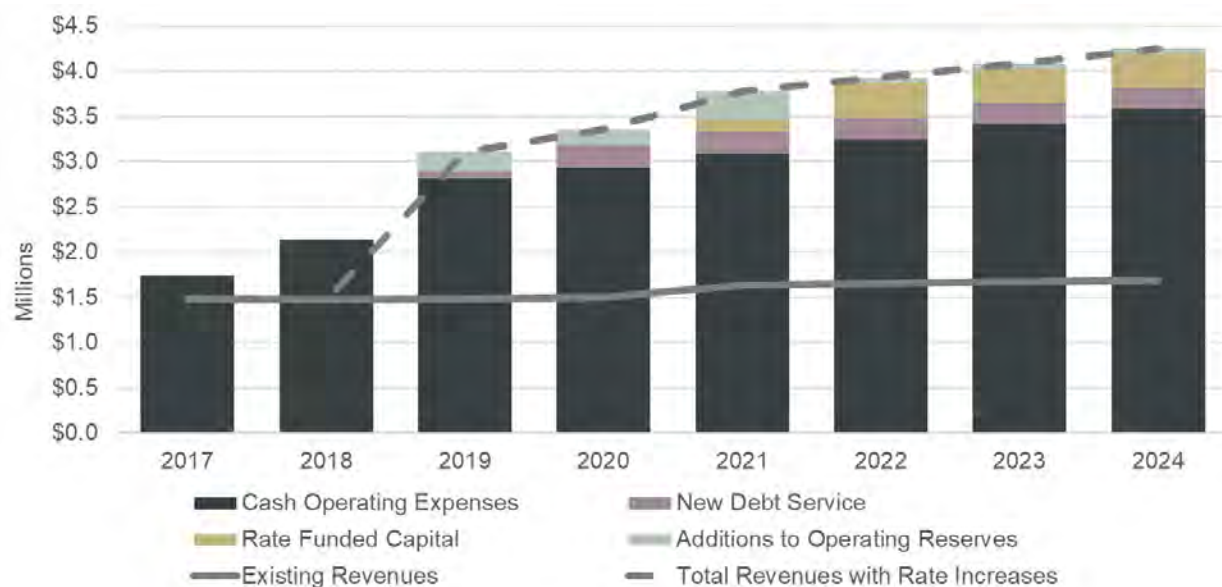
Exhibit 16: LOS 3 Capital Funding Strategy



### V.D.3. Revenue Requirement

The resulting revenue requirement for LOS 3 is shown below in Exhibit 17.

Exhibit 17: LOS 3 Revenue Requirement

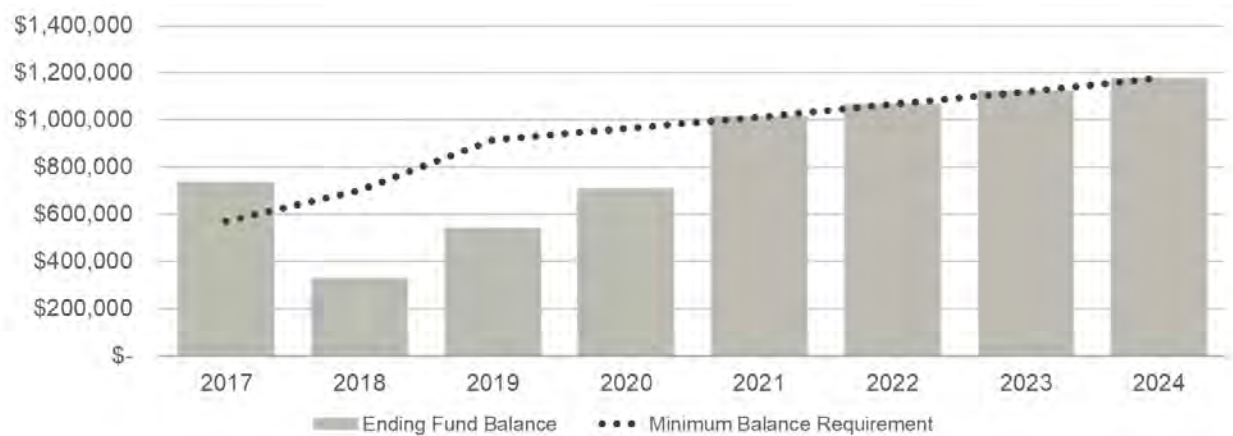


The addition of the critical capital projects impacts the revenue requirement in a few key areas:

- the new debt service payments for the \$900,000 of revenue bonds, beginning in 2019 of \$72,000 per year;
- operating minimum balance target achievement in 2021 due to higher initial increases, as shown below in Exhibit 18; and
- rate funded capital available beginning in 2021.

To cover these changes, there is a necessary 114.6% rate increase in 2019, 7.0% increase in 2020, and inflationary increases in the remaining forecast.

Exhibit 18: LOS 3 Operating Fund Balance



#### V.D.4. Rate Impact

The following table shows the rate impact of LOS 3, and the cumulative rates after LOS 1, 2, and 3.

Exhibit 19: LOS 3 Rate Impact

Single Family Annual Rate	2018 Rate	2019 Rate	2019 Total	2024 Forecast	2024 Total
LOS 1	\$104	\$167	\$167	\$193	\$193
LOS 2	+\$0	+\$33	\$200	+\$56	\$250
LOS 3	+\$0	+\$20	\$220	+\$15	\$265
LOS 1 + 2 + 3	\$104	\$220		\$265	

## V.E. LOS 4: MEDIUM PRIORITY CAPITAL

LOS 4 covers all operating and capital through LOS 3, as well as additional medium priority capital needs.

### V.E.1. Operating Costs

There are no additional operating costs above those included in LOS 1 and 2.

### V.E.2. Capital Investments

The capital costs in LOS 4 represent the medium priority capital projects shown below in Exhibit 20.

Exhibit 20: LOS 4 Capital Schedule

Medium Priority Capital Project Schedule - 2018 Dollars										
Project Description	2018	2019	2020	2021	2022	2023	2024	Total SWM	Other Funding Sources	Total Project Cost
36th Street Box Culvert Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 1,275,000	\$ 1,500,000	\$ -	\$ 1,500,000
20th Street NE Regional Pond – Nursery Property	-	150,000		850,000	-	-	-	\$ 1,000,000	\$ -	\$ 1,000,000
Catherine Creek Bridge Construction – in conjunction with Sound Salmon	-	100,000	-	-	-	-	-	\$ 100,000	\$ -	\$ 100,000
91st and 24th Storm improvements for street projects	-	-	-	-	-	-	-	\$ -	\$ 1,000,000	\$ 1,000,000
Additional Decant Facility	-	141,553	411,135		-	-	-	\$ 552,688	98,063	\$ 650,750
20th Street SE Phase II Stormwater Improvements	-	-	-	-	-	-	-	\$ -	\$ 1,500,000	\$ 1,500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 391,553</b>	<b>\$ 411,135</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 1,275,000</b>	<b>\$ 3,152,688</b>	<b>\$ 2,598,063</b>	<b>\$ 5,750,750</b>
Plus High Priority Capital Projects	\$ 30,000	\$ 270,448	\$ 416,865	\$ 279,000	\$ 238,500	\$ 112,500	\$ 100,000	\$ 1,447,313	\$ 5,261,938	\$ 6,709,250
<b>Grand Total</b>	<b>\$ 30,000</b>	<b>\$ 662,000</b>	<b>\$ 828,000</b>	<b>\$ 1,129,000</b>	<b>\$ 238,500</b>	<b>\$ 337,500</b>	<b>\$ 1,375,000</b>	<b>\$ 4,600,000</b>	<b>\$ 7,860,000</b>	<b>\$12,460,000</b>

The total cost to the stormwater utility of the medium priority projects is \$3.15 million in today's dollars, \$3.55 million with inflation. An additional \$2.70 million is projected to be funded through grants and other sources. If these other sources do not materialize, the "91<sup>st</sup> and 24<sup>th</sup> Storm Improvements for street project" and the "20<sup>th</sup> Street SE Phase II Stormwater Improvements" would not be executed. The decant facility will be constructed without outside funding, but a larger capacity facility would be constructed if outside funds become available.

To cover the additional capital costs, two revenue bond issues are assumed:

- \$1.1 million in 2019
- \$1.2 million in 2021

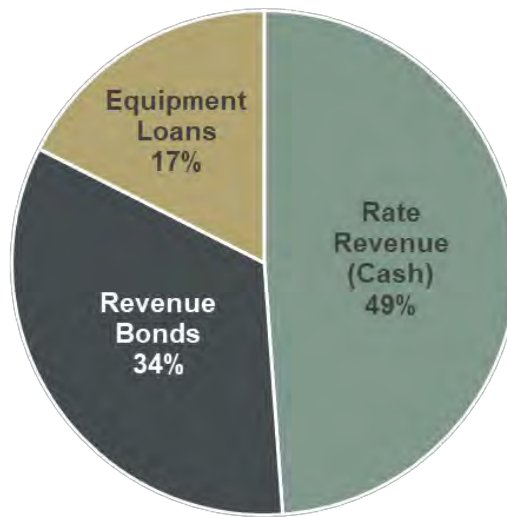
The total debt service obligations assumed through LOS 4 would be:

- \$163,000 per year for the equipment loan in 2019;
- \$88,000 per year for the revenue bond in 2019; and
- \$96,000 per year for the revenue bond in 2021.

A summary of the projected combined capital funding strategy is shown below in Exhibit 21.

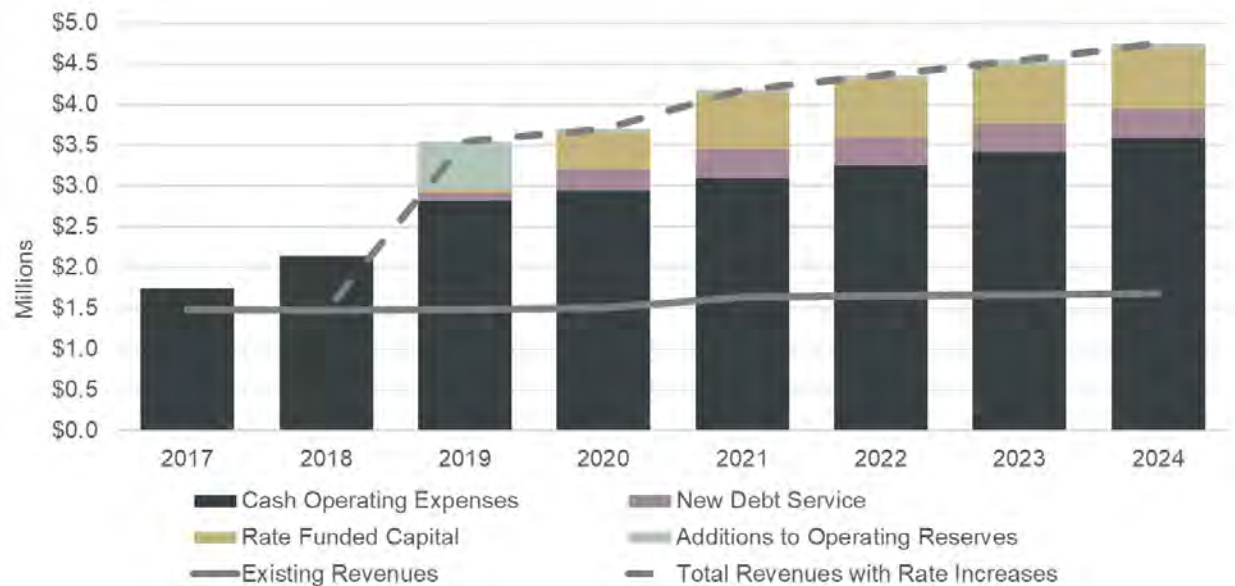


Exhibit 21: LOS 4 Capital Funding Strategy



### V.E.3. Revenue Requirement

Exhibit 22: LOS 4 Revenue Requirement



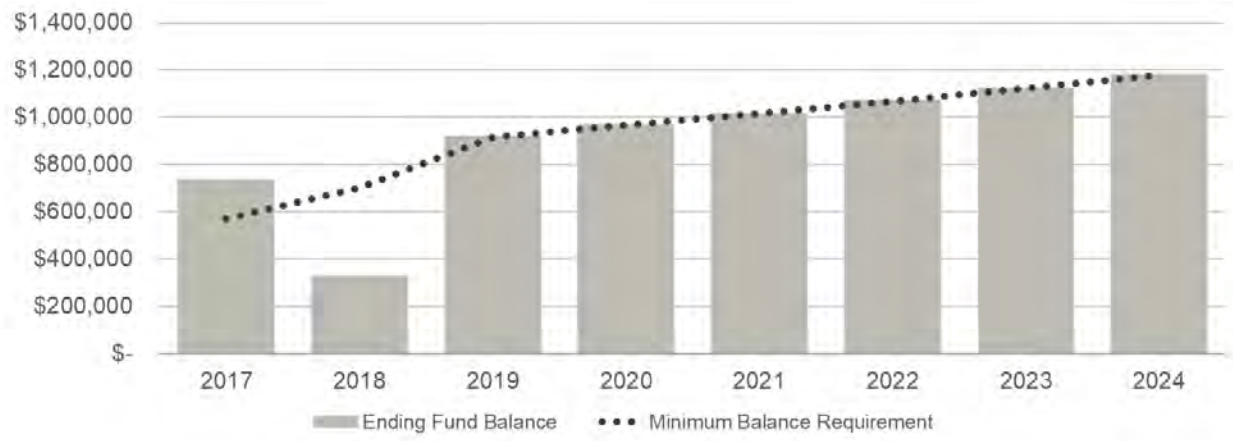
The additional of the medium priority projects impacts the revenue requirement in a few key areas:

- the new debt service payments for the \$2.3 million of revenue bonds, beginning in 2019;
- operating minimum balance target achievement in 2021 due to higher initial increases, as shown below in Exhibit 23; and
- rate funded capital available beginning in 2019.

To cover these capital needs and associated funding sources, there is a 145.8% rate increase in 2019, and inflationary increases in the remaining forecast.



Exhibit 23: LOS 4 Operating Fund Balance



#### V.E.4. Rate Impact

Exhibit 24: LOS 4 Rate Impact

Single Family Annual Rate	2018 Rate	2019 Rate	2019 Total	2024 Forecast	2024 Total
LOS 1	\$104	\$167	\$167	\$193	\$193
LOS 2	+\$0	+\$33	\$200	+\$56	\$250
LOS 3	+\$0	+\$20	\$220	+\$15	\$265
LOS 4	+\$0	+\$32	\$252	+\$32	\$296
LOS 1 + 2 + 3 + 4	\$104	\$252		\$296	

#### V.F. LOS COMPARISON

In conclusion, the revenue requirement for each level of service increases to cover the cumulative operating and capital expenses. At existing rates, the utility is collecting \$1.40 million in rate revenue. Exhibit 25 below shows how this revenue would need to increase in each level of service to cover the forecasted needs.

Exhibit 25: LOS Revenue Requirement Comparison

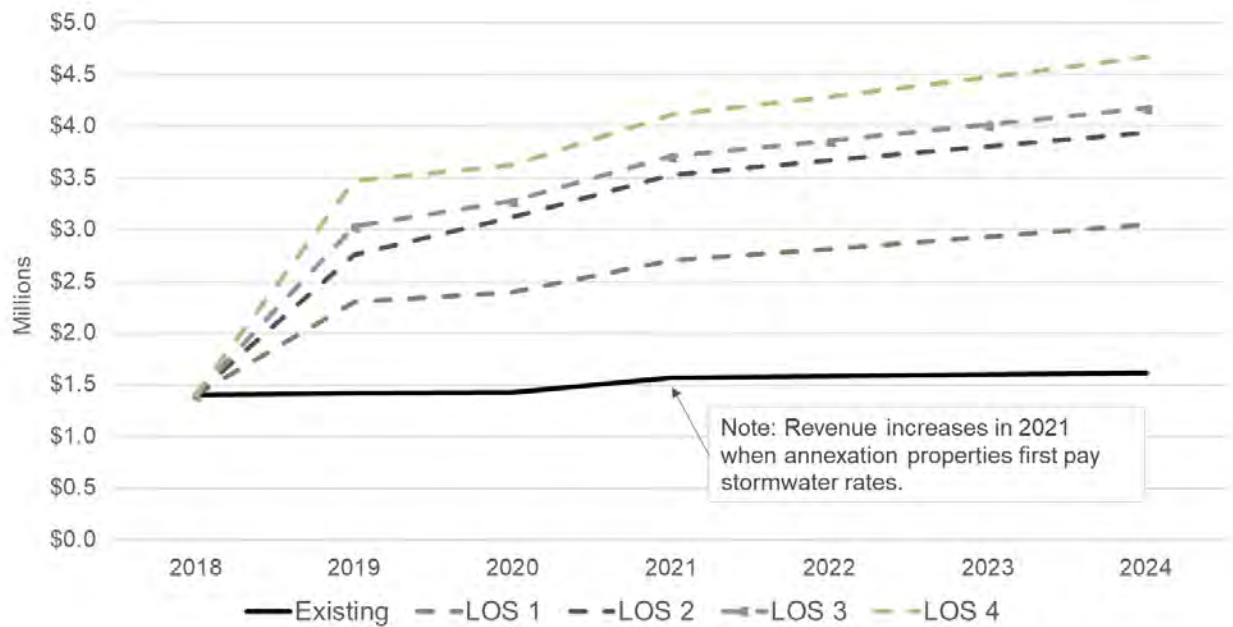


Exhibit 25 shows how rate revenue is the same in all levels in 2018, but with each level of service the annual need increases. All levels of service have one large initial increase in 2019, with lower, often inflationary, increases beginning in 2020. The initial rate increases, to cover the needs discussed for each level of service above, range from 63% to 146%.

A summary of the ESU rate by LOS throughout the forecast period can be seen below in Exhibit 26. Full detailed rate schedules for each LOS are included in the Appendix.

Exhibit 26: ESU Rate Forecast by LOS

Annual ESU Rate	2018	2019	2020	2021	2022	2023	2024
LOS 1	\$104	\$167	\$172	\$177	\$182	\$188	\$193
LOS 2	\$104	\$200	\$224	\$231	\$238	\$244	\$250
LOS 3	\$104	\$220	\$235	\$242	\$250	\$257	\$265
LOS 4	\$104	\$252	\$260	\$269	\$277	\$286	\$296

## V.G. SAMPLE BILL IMPACT

The impact of the different levels of service on different types of customers can be seen below in Exhibit 27.

Exhibit 27: Sample Bill Impacts for ESU Structure

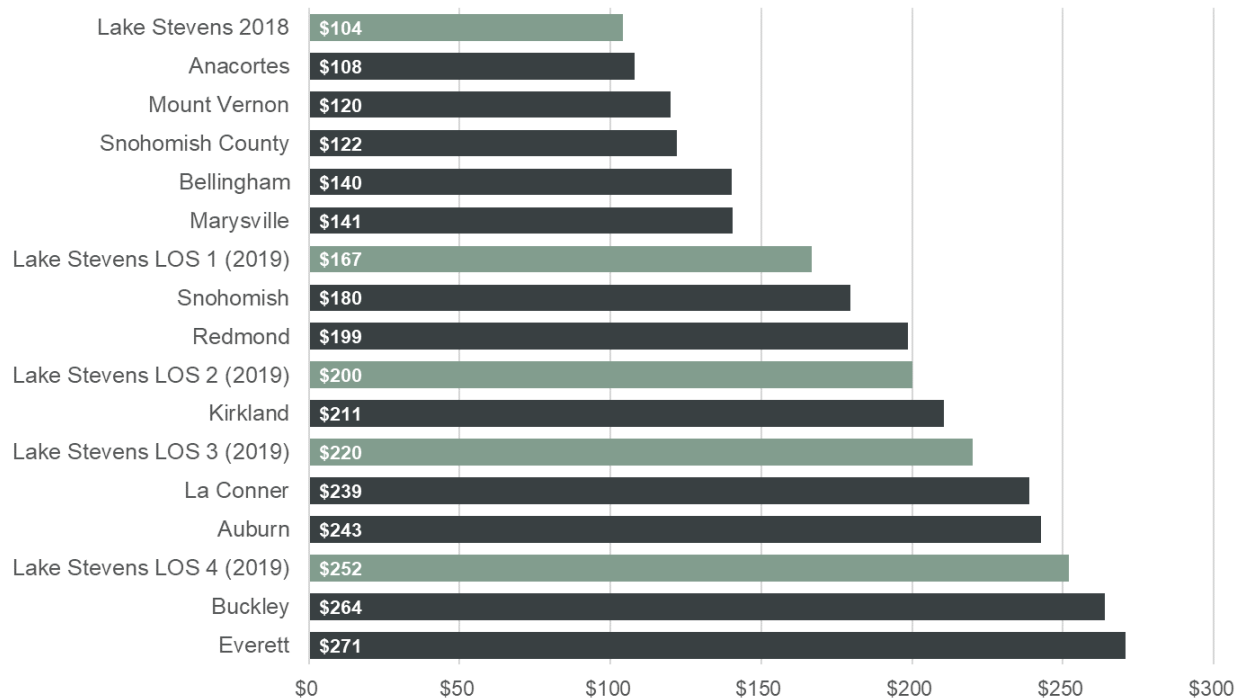
2018 Current Structure			2019 Proposed ESU Structure					
Lot Size		% Impervious	Existing Bill	ESUs	LOS 1	LOS 2	LOS 3	LOS 4
Non-Residential	½ Acre	25%	\$192	1.8	\$300	\$360	\$396	\$454
		100%	\$574	7.3	\$1,216	\$1,460	\$1,606	\$1,840
	2 Acres	50%	\$1,275	14.5	\$2,416	\$2,899	\$3,190	\$3,655
	4 Acres	10%	\$458	5.8	\$967	\$1,160	\$1,276	\$1,462
		75%	\$3,468	43.6	\$7,266	\$8,718	\$9,593	\$10,990
Single Family Residential			\$104	1	\$167	\$200	\$220	\$252

Under the proposed ESU structure, a small largely undeveloped commercial property (1/4 acre with 25% impervious) would see an increase of \$108 or 156%. In comparison, a different but similarly sized property that is 100% developed, such as a parking lot, would see an increase of 212%. Also of note, a much larger property that is sparsely developed (4 acres with 10% impervious surface area), will pay a lower bill than the smaller but fully impervious lot. This increases equity as lots that are more impervious have an increased impact on the environment through flooding, changes in water quality, and habitat degradation.

## V.H. SINGLE FAMILY RESIDENTIAL RATE COMPARISON

As a resource to the City and its customers, a rate survey of other similar utilities was performed. The results of the survey can be used as a comparison and benchmark for reasonableness of rates. Exhibit 28 shows the 2018 annual single family residential stormwater bills of twelve jurisdictions, as well as Lake Stevens' 2018 existing and 2019 proposed LOS rates per ESU.

Exhibit 28: Annual Single Family Stormwater Charges



## Section VI. SUMMARY

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The analysis herein concludes the stormwater rate study. Within this analysis four different levels of service were developed and evaluated. There are several drivers for this rate increase including operational deficit, additional NPDES compliance costs, and critical capital improvements.

In addition to the rate increase, there are two proposed changes to the rate structure:

- Convert to an ESU based rate structure, beginning in 2019. The analysis of rate structure alternatives concluded that it is more in line with industry standards and the City's policy goals than the current rate structure.
- Eliminate the existing rate credits offered by the City. Consider replacing it with an analytically based calculation in future years, once the ESU rate structure has been implemented.

These two adjustments are proposed to increase the equity and reduce the administrative burden of the stormwater rate structure.

## APPENDIX A – ISSUE PAPER #1: RATE STRUCTURES

City of Lake Stevens  
August 2018

Stormwater Rate Study

## ISSUE PAPER #1

# STORMWATER RATE STRUCTURE ALTERNATIVES

### Issue

The City of Lake Stevens imposes annual surface water charges on parcels within its City limits, in order to fund the Surface Water Utility's operations, maintenance, and projects identified in the Capital Improvement Plan (CIP). Stormwater charges are billed by Snohomish County on the annual property tax statements.

### City's Existing Rate Structure

The City's current rate structure is calculated using percent impervious surface area and parcel size for non-residential customers, and parcels/units for residential customers. A more detailed layout of the structure and rates is provided below:

Class	Impervious Surface %	Monthly Rate	Annual Rate
Single Family	NA	\$8.67 per parcel	\$104.00 per parcel
Condominium	NA	\$7.17 per unit	\$86.02 per unit
Undeveloped Lot	NA	Exempt	Exempt
Exempt	Less than 1%	No Charge	No Charge
Very Light	1% to 19%	\$2.38 per ¼ acre	\$28.61 per ¼ acre
Light	20% to 39%	\$8.00 per ¼ acre	\$96.00 per ¼ acre
Moderate	40% to 59%	\$13.28 per ¼ acre	\$159.36 per ¼ acre
Heavy	60% to 79%	\$18.06 per ¼ acre	\$216.77 per ¼ acre
Very Heavy	80% to 100%	\$23.90 per ¼ acre	\$286.85 per ¼ acre
City Roads	NA	Set in accordance with RCW 90.03.525	
State Highways	NA	Set in accordance with RCW 90.03.525	
Low Income Senior & Disabled Exemption		Set in accordance with Snohomish County guidelines	

In addition to the general stormwater rate, the City also charges a Lakefront Management Benefit Assessment for properties abutting the lake.

Lakefront Management Benefit Assessment	Monthly Rate	Annual Rate
Lakefront Lot	\$16.00 per parcel	\$192.00 per parcel
Split Lot	\$11.33 per parcel	\$136.00 per parcel

The City has requested an evaluation to determine whether or not the current rate structure is optimal, given the City's policy objectives.

### Alternatives

There are number of rate structure options that are often considered as potential bases for recovering the costs of surface water management:

- ◆ **Impervious Surface Area:** The most common approach is to charge customers based on impervious surface area, the hard surface area that prevents or impedes the permeation of water into the ground. Impervious surface area is widely accepted as an appropriate measure of a property's contribution of runoff, providing a rational nexus to service received from a stormwater program. Given the diversity that exists among non-single-family residential properties, it is common to charge these customers based on actual measured impervious surface area.

Utilities often follow a different procedure for single-family residences, as tracking parcel-specific measurements of impervious area for these customers would add considerable administrative effort and complexity to the rate structure. The more



common practice is to impose a uniform rate on single-family residences based on an estimated average amount of impervious surface area. Though this approach may overcharge smaller residences and undercharge larger residences, it is widely considered to be an acceptable compromise between equity and practicality.

- ◆ **Density of Development:** An alternative measurement of runoff contribution involves applying “density factors” to adjust charges depending on the percentage of the parcel covered by hard surface. This approach can acknowledge that, for example, 3,000 square feet of impervious area on a 5,000 square-foot lot more directly impacts the public system than an equivalent impervious area on a one-acre lot. As with the approach based on impervious surface area, this approach is an appropriate charge basis because it adequately quantifies the relationship between the rate paid and the level of service received.
- ◆ **Runoff Coefficients:** This approach is similar to the “density of development” approach in that it can be used to adjust a parcel’s charge based on its runoff characteristics – however, it is more closely associated with a parcel’s physical properties. When applied to lot size, runoff coefficients are generally accepted as a measure of runoff contribution (and service received). Implementing this approach requires information relating to the basic characteristics of land (e.g. slope and soil type), land use, and lot size. Depending on slope variables and soil characteristics, undeveloped parcels may also be subject to charges under this approach.
- ◆ **Land Use:** Alternatively, runoff characteristics can be linked to types of land use. For example, empirical analysis may find that an industrial land use has a more significant contribution to water quality problems from stormwater runoff than undeveloped land (justifying a proportionately higher industrial stormwater rate to equitably recover program costs).
- ◆ **Trip Generation:** While most rate structure options focus on runoff contribution, a structure based on trip generation would attempt to relate automobile traffic to non-point-source pollution contributed by properties. The Institute of Transportation Engineers’ Trip Generation Manual assigns a number of daily trips to specific categories of land use – this information could be used to recover the costs of water quality activities within the stormwater program. Customer land uses and lot sizes would also be required in order to calculate equitable rates. ***Note: We are aware of only one utility that has implemented stormwater rates based on trip generation.***

## Analysis

### General Stormwater Rate Structure Background

A rate may be found legally valid if the services that it funds generally benefit those who pay it – a property-specific link between fees paid and level of service received is generally not required. In fact, case law in Washington, notably *Teter v. Clark County*, has supported the stance that an indirect linkage is adequate justification for a rate.

Throughout the United States, impervious surface area is a widely accepted measure of runoff contribution, providing the basis for rates in most stormwater utilities. In addition, the functional nexus among impervious surface area, runoff contribution, and increased flooding / water quality degradation / damage to habitat is “scientifically” strong and supportable.

The following selection from *Stormwater Strategies: Community Responses to Runoff Pollution* describes this nexus clearly:

“The problem of polluted stormwater runoff has two main components: the increased volume and rate of runoff from impervious surfaces and the concentration of pollutants in the runoff. Both components are highly related to development in urban and urbanizing areas. When impervious cover (roads, highways, parking lots, and rooftops) reaches 10 and 20 percent of the area of a watershed, ecological stress becomes clearly apparent. Everyday activities, including driving and maintaining vehicles, maintaining lawns and parks, disposing of waste, and even walking pets, often cover these impervious surfaces with a coating of various harmful materials. Construction sites, power plants, failed septic systems, illegal discharges, and improper sewer connections also contribute substantial amounts of pollutants to runoff. Sediments, toxic metal particles, pesticides and fertilizers, oil and grease, pathogens, excess nutrients, and trash are common stormwater pollutants. Many of these constituents end up on roads and parking lots during dry weather only to be washed into waterbodies when it rains or when snow melts.

Together, these pollutants and the increased velocity and volume of runoff cause dramatic changes in hydrology and water quality that result in a variety of problems. These include increased flooding, stream channel degradation, habitat loss, changes in water temperature, contamination of water resources, and increased erosion and sedimentation. These changes affect ecosystem functions, biological diversity, public health, recreation, economic activity, and general community well-being. Urban stormwater is not alone in causing these impacts. Industrial and agricultural runoff are equal or greater contributors. But the environmental, aesthetic, and public health impacts of diffuse pollution will not be eliminated until urban stormwater pollution is controlled.”<sup>1</sup>

Supporting scientific research shows that in addition to increasing the deposition of pollutants, impervious surfaces greatly increase peak flows to streams while decreasing base flows. Higher peak flows cause flooding and erosion, increasing sediment deposition and damage to aquatic habitats; lower base flows can also impact habitats.

#### **Analysis of Rate Structure Alternatives**

- ◆ ***Impervious Surface Area:*** The City could consider a fee structure that administers charges based on actual, measured impervious surface area rather than using tiers of percent impervious surface area.
- ◆ ***Density of Development:*** While the density of development rate basis (currently utilized by the City) is widely used, it is still worthwhile to examine how it has been applied and what other options may be available to the City.
- ◆ ***Runoff Coefficients:*** This approach would be more difficult to administer than the existing structure based on the percent impervious surface area, as it would require a relatively extensive data collection effort on the part of the City. It is also less defensible as a fee basis because it incorporates physical land characteristics over which the customer has minimal control.
- ◆ ***Land Use:*** While administratively simple compared to an impervious-area approach, an approach based on land use is typically used only when property-specific impervious area measurements are unavailable.
- ◆ ***Trip Generation:*** While a supportable means of recovering costs related to water quality, provides little if any advantage over impervious surface area at greater administrative effort and associated cost.

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<sup>1</sup> Peter H. Lehner, George P. Aponte Clarke, Diane M. Cameron, and Andrew G. Frank, Stormwater Strategies Community Responses to Runoff Pollution (*Natural Resources Defense Council, May 1999*), xi.

### **Lake Management Benefit Assessment**

The lake management assessment poses a different set of challenges. What differentiates a tax from a fee is that there must be a rational nexus between a fee and the services provided. Therefore, the utility must show that lakefront properties put an additional burden on the system compared to non-lakefront properties. This can be difficult to determine. For example, while there may be runoff from the lakefront properties into the lake, it is challenging, if not impossible, to prove that the exact source of the runoff is the lakefront properties and not uphill properties. On the other hand, the closer the origin of runoff to the lake, the less natural features there are to filter the stormwater before it enters the lake. By this logic, any stormwater runoff from a lakefront property may have a larger impact on the resulting lake water quality than a property further from the lake.

### **Single Family Residential Tiers**

For residential customers, the approach based purely on measured impervious area that varies by parcel can be administratively burdensome. The implementation of this approach requires the creation and maintenance of a comprehensive database of impervious surface area for all residential properties. Additions and alterations to properties (e.g. patios, decks, driveways, etc.) would need to be tracked and maintained.

As a simplification, it would be possible to group single family residences into rate tiers. For example, single family parcels could be grouped into “Small”, “Medium”, “Large”, and “Measured” impervious footprints. Parcels with comparatively large impervious footprints, the “Measured” tier, would be charged like other developed property – based on the measured amount of impervious surface area. However, implementation of even this hybrid approach would require the same initial data collection to determine tier placement for each property, without significantly improving equity among rate payers.

Additionally, by creating tiers, an inequity would be developed for those parcels that are on the low or high-end of each tier, just as exists in the current structure. For example, consider a hypothetical “Medium” tier that contained residential parcels from 1,500 to 2,500 impervious square feet. There could be a “Small” parcel that has 1,490 impervious square feet and a “Medium” parcel that has 1,510 impervious square feet. Even though these parcels have very similar impervious areas, the “Medium” parcel would have a much larger charge, simply because of the tier cutoff parameters.

Recommendation It is recommended the City consider the following rate structure changes:

- Implement a rate structure based on impervious square feet.
- Discontinue the Lake Management Benefit Assessment. Incorporate the recovery of those costs into the general rate base.

**Non-Residential impacts.** The City’s current rate structure is based on the density of development (the percent impervious surface area). While it is a defensible rate structure, it does have a material drawback. It perpetuates inequities among customers at the extreme ends of each class range. For example, a non-residential property that is 39% impervious would pay significantly less than a similarly sized property that is 40% impervious, even though they have comparable amounts of impervious area. Meanwhile, a non-residential property that is 20% impervious would pay the same as a similarly sized property that is 39% impervious, even though they have about half the impervious surface area.

Recognizing this inequity, it is recommended that the City consider a fee structure that is based on actual, measured impervious surface area. The charge basis for all non-residential customer types is generally actual measured impervious surface area. The county already has records of the impervious area for each non-single family parcel within the City's limits—that is how each parcel's percent impervious amount is calculated. The rate itself is most commonly calculated as a dollar amount per impervious square foot. This rate structure would improve the equity over that of the City's existing rate structure and the data is already available to develop this alternative.

**Residential impacts.** To minimize administrative and data collection costs, it is recommended that the City continue charging a *uniform* rate for single family residential customers using an average amount of assumed impervious surface area per developed residential parcel (based on a relevant sample size within the City). All single family parcels would have the same, flat charge.

**Lake Management Benefit Assessment.** Given the challenges of calculating an analytically-based assessment or fee, we recommend that the City discontinue the additional lakefront property charge. Based on the 2017 customer billing data, only 336 out of 11,763 parcels, or 2.9% of customers, are assessed a lake management fee. The majority of these customers are residential. The impact of the fee on these individual customers is large, but the revenue collected is less than 4% of the utility's annual rate revenue. If the City were to no longer charge the lake management assessment, the regular rates would need to increase to cover the difference.

City of Lake Stevens  
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## APPENDIX B – ISSUE PAPER #2: RATE CREDITS

City of Lake Stevens  
August 2018

Stormwater Rate Study

## ISSUE PAPER #2

# STORMWATER RATE CREDITS & ADJUSTMENTS

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### Issue

This paper discusses when is it reasonable (or required) to provide rate credits or adjustments for surface water utility customers who mitigate their stormwater impacts and the rational basis for such credits. The City of Lake Stevens currently grants the following credits and exemptions, according to the City's municipal code, 11.04.070 Credits Allowed:

- ◆ **Open Space.** Any non-residential parcel that classifies as an open space, according to the definition in RCW 84.34, shall be charged for only the area of impervious surface and at the rate which the parcel is classified under using the total parcel acreage.
- ◆ **On-Site Retention/Detention Facility Discount.** Any non-residential parcel in the moderate, heavy or very heavy rate category that has onsite retention/detention facilities qualifies to be charged one rate category lower than classified by percent impervious area. To qualify, the property must prove that the facilities meet or surpass City standards, and they must be maintained at the owner's expense.
- ◆ **Public School District.** Parcels owned by public school districts that provide activities which directly benefit the City's stormwater management utility shall be eligible for a discount up to the cost of providing the programs.
- ◆ **Senior Citizen and Low Income Discount.** The parcel is owned and is the residence of a low-income senior or low-income disabled person as defined under RCW 84.36.381.

The analysis in this issue paper will primarily focus on those credits and adjustments related to water quantity and water quality features or facilities.

### Alternatives

A review of potential credit bases / approaches reveals a number of alternatives.

- ◆ **On-site retention / detention.** Many residential subdivisions and commercial developments provide on-site retention / detention facilities as a condition of development, often maintaining such facilities as well. There are several ways to structure a potential rate credit for on-site retention / detention, the following among them:
    - ◆ **Performance against current standards.** Rate credits may be structured to reward customers who provide mitigation that exceeds current development standards, while offering lesser or no credits for mitigation that does not exceed current development standards.
    - ◆ **Low-impact development, green building, and rainwater harvesting.** Low-impact development (LID) techniques, such as rainwater harvesting, permeable pavement, open space retention, bio-retention swales and rain gardens could also be worthy of credits. Other aspects of LID, such as green (vegetated) roofs, may change the effective impervious area of a development or home if properly maintained because they reduce and filter runoff.
- Green building techniques include site planning to take greater advantage of natural site features, achieving LEED or Built Green certification, planting drought-resistant native landscaping, amending soils with compost, reducing impervious surface area, minimizing site disturbance during development, and previously noted low-impact development features. Implementing these techniques will result in increased natural resource conservation, lower home operating costs, and better stewardship of the City's natural environment. Other than its LID aspects, green building techniques are not strongly linked to a reduction in surface water utility costs. Aspects that could be directly related to smaller service requirements are the minimization of impervious surface area and improved water quality.



A credit for low-impact development would recognize the fact that effective impervious area can be much smaller than the impervious surface area that is measured from aerial photographs (due to roof rainwater collection systems, permeable paving, vegetated roofs, etc.). An LID credit may be further supported by the fact that even when the effective impervious area of such a development is the same as other, conventional residential developments, other LID practices such as vegetation replacement typically result in reduced runoff from the property.

- ◆ **Dedicated open space.** Developments may incorporate design techniques that concentrate residences or other buildings in a compact area of the development site (lot clustering) and provide open space and natural areas elsewhere, protected by an easement. Such techniques can reduce runoff and mitigate stormwater quality issues.

Open space developments have many benefits in comparison to the conventional subdivisions that they replace: they can reduce impervious surface area (ISA), stormwater pollutants, construction costs, grading, and the loss of natural areas. In addition to the minimization of ISA, the preserved natural areas and tree canopy can significantly mitigate the stormwater runoff created by the buildings onsite. Therefore, although affected by the slope characteristics of the property, the preserved portion of the site acts to reduce the effective impervious area of the development and provides a meaningful benefit to the public system when runoff is adequately dispersed.

## Credit Analysis

When considering how to charge or credit different types of customers, it is important to remember that a surface water rate is a fee for service, not a tax. As such, the level of a customer's charge must somewhat relate to that customer's proportionate share of the utility's costs. Credit policies have the potential to move a utility away from the rational linkage between service delivered and the fee amount, so the utility should bear in mind the equity and legal defensibility of any existing or proposed credits.

A surface water utility's service to its customers and the community it serves can be analyzed in two functional categories: controlling and reducing stormwater runoff (i.e. water quantity), and controlling and managing pollutants (i.e. water quality). The broader questions to address in establishing credits are (1) whether a rate payer helps the utility reduce its costs, or to avoid additional costs, by providing certain mitigation measures in these two functional areas, and (2) if yes, how much of a cost savings is provided.

Comparatively, properties with onsite mitigation have a reduced effect on the public system than similar property lacking this mitigation. Therefore, it might be argued that to the extent that such facilities reduce costs to the City utility, they may warrant a rate credit.

However, simply meeting the City's development standards may not reduce costs for the utility, but only keep the utility whole. As a result, granting a rate credit for such activities could actually reduce the amount of resources available for basic services to the remainder of the customer base. In fact, it could be argued that the cost of meeting City standards and constructing on-site mitigation should be considered a "cost of doing business," since on-site mitigation only partially neutralizes the impact of developing the property in the first place.

On the other hand, exceeding standards – that is, providing capacity in addition to that needed by developing (or developed) property – in theory does reduce cost to the utility by, in effect, reducing the net utility service area. How much of a credit to grant can then be sized according to the extent to which on-site controls exceed the standards.

Therefore, the two criteria to check for could be (1) effectiveness in reducing stormwater runoff and (2) whether these on-site systems are designed to handle greater amount of stormwater than would be required as a condition of development approval. The additional capacity provided by the new development then may become the basis for the service charge credit amount.

**Recommendation** Many of the surface water management program’s costs are essentially “fixed” and do not decrease no matter what services customers provide on-site. As a first step, we recommend that the City work in coordination with FCS GROUP to determine the portion of program costs which can be reduced by the on-site activities of the customer base. We further recommend that the City classify the portion of those variable or use related costs as either attributable to managing water quantity or to managing water quality.

Once an allocation of program revenue requirements between fixed, or “base,” program costs, and variable, or “use,” program costs has been made, these component shares of the surface water utility charge can be determined. We recommend that the City consider a single analytically based credit, representing the “use” portion of program costs, and that the credit be granted for meeting or exceeding the requirements of the most recent City-adopted edition of the Department of Ecology’s Storm Water Management Manual for the Puget Sound Basin.

The above recommendations ensure that properties subject to surface water rate credits would be reducing the average cost of utility operations, as well as possibly allowing the City to delay capital projects. As a result, the utility would be able to reduce its costs by implementing the recommended credit policies.

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## APPENDIX C – LEVEL OF SERVICE MATRIX

City of Lake Stevens  
August 2018

Stormwater Rate Study

City of Lake Stevens: Surface Water Utility Level of Service Matrix	Single Family Annual Rate			Operations & Staffing	Capital
	2018 (existing)	2019	2024		
<b>LOS 1: Fix Operating Deficit</b>	\$104	\$167	\$193	<ul style="list-style-type: none"> <li>• Fund Existing Operating &amp; Staffing               <ul style="list-style-type: none"> <li>◦ Current operating deficit (\$600k).</li> </ul> </li> <li>• Additional Street Cleaning (add'l \$12k/yr.)               <ul style="list-style-type: none"> <li>◦ Total of \$24k/yr.</li> </ul> </li> <li>• Additional Lake Treatment (add'l \$50k/yr.)               <ul style="list-style-type: none"> <li>◦ Total of \$250k/yr.</li> </ul> </li> <li>• Senior Engineer (\$56k/yr for Storm).</li> <li>• PW OPs Manager (\$60k/yr for Storm).</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal; outside funding dependent.</li> </ul>
<b>LOS 2: Additional Stormwater Facility Maintenance to Meet NPDES Requirements</b>	\$0	\$33	\$56	Required as Part of NPDES Permit <ul style="list-style-type: none"> <li>• Vactor crew (3)</li> <li>• Inspector (1)</li> <li>• GIS tech (1)</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.6 million equipment (vactor truck, street sweeper, dump truck, truck, tool shed, misc. tools &amp; equipment)               <ul style="list-style-type: none"> <li>◦ \$1.2 million in loans.</li> </ul> </li> </ul>
<b>Subtotal (LOS 1 + 2)</b>	<b>\$104</b>	<b>\$200</b>	<b>\$250</b>		
<b>LOS 3: High Priority Capital</b>	\$0	\$20	\$15	<ul style="list-style-type: none"> <li>• No additional.</li> </ul>	<ul style="list-style-type: none"> <li>• \$1.4 million in capital               <ul style="list-style-type: none"> <li>◦ \$900,000 in loans/financing.</li> </ul> </li> </ul>
<b>Subtotal (LOS 1 + 2 +3)</b>	<b>\$104</b>	<b>\$220</b>	<b>\$265</b>		
<b>LOS 4: Medium Priority Capital</b>	\$0	\$32	\$32	<ul style="list-style-type: none"> <li>• No additional.</li> </ul>	<ul style="list-style-type: none"> <li>• \$3.2 million in capital               <ul style="list-style-type: none"> <li>◦ \$2.3 million in revenue bonds.</li> </ul> </li> </ul>
<b>Grand Total</b>	<b>\$104</b>	<b>\$252</b>	<b>\$296</b>		

City of Lake Stevens  
August 2018

Stormwater Rate Study

## APPENDIX D –PROJECTED RATE SCHEDULES BY LOS



City of Lake Stevens  
August 2018

Stormwater Rate Study

## LOS 1: ESU Rate Structure

[illegible]

## LOS 2: ESU Rate Structure

[illegible]

## LOS 3: ESU Rate Structure

ESU Rate Structure without Lake Management Fee		ATB 2018	ATB 2019	ATB 2020	ATB 2021	ATB 2022	ATB 2023	ATB 2024
<b>Annual System-Wide Rate Increase</b>			<b>114.6%</b>	<b>7.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>
<b><u>Stormwater Management Utility</u></b>								
Single Family	Per Parcel	<b>\$104.00</b>	\$220.03	\$235.43	\$242.49	\$249.77	\$257.26	\$264.98
Single Family - Duplex	Per Parcel	<b>\$208.00</b>	\$440.05	\$470.86	\$484.98	\$499.53	\$514.52	\$529.95
Single Family - Triplex	Per Parcel	<b>\$312.00</b>	\$660.08	\$706.29	\$727.47	\$749.30	\$771.78	\$794.93
Single Family - Fourplex	Per Parcel	<b>\$416.00</b>	\$880.11	\$941.71	\$969.97	\$999.06	\$1,029.04	\$1,059.91
Condominium	Per Unit	<b>\$86.02</b>	\$181.99	\$194.73	\$200.57	\$206.59	\$212.78	\$219.17
Non-Residential - No Credit	Per ESU	<b>Varies</b>	\$220.03	\$235.43	\$242.49	\$249.77	\$257.26	\$264.98
Non-Residential - With Credit	Per ESU	<b>Varies</b>	\$220.03	\$235.43	\$242.49	\$249.77	\$257.26	\$264.98
Exempt								
<b><u>Lake Management Benefit Assessment</u></b>								
Lakefront Lot	NA	<b>\$192.00</b>	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00
Split Lot	NA	<b>\$136.00</b>	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00

## LOS 4: ESU Rate Structure

ESU Rate Structure without Lake Management Fee		ATB 2018	ATB 2019	ATB 2020	ATB 2021	ATB 2022	ATB 2023	ATB 2024
<b>Annual System-Wide Rate Increase</b>			<b>145.8%</b>	<b>3.3%</b>	<b>3.3%</b>	<b>3.3%</b>	<b>3.3%</b>	<b>3.5%</b>
<b><u>Stormwater Management Utility</u></b>								
Single Family	Per Parcel	<b>\$104.00</b>	\$252.06	\$260.25	\$268.71	\$277.44	\$286.46	\$296.48
Single Family - Duplex	Per Parcel	<b>\$208.00</b>	\$504.11	\$520.50	\$537.41	\$554.88	\$572.91	\$592.97
Single Family - Triplex	Per Parcel	<b>\$312.00</b>	\$756.17	\$780.75	\$806.12	\$832.32	\$859.37	\$889.45
Single Family - Fourplex	Per Parcel	<b>\$416.00</b>	\$1,008.23	\$1,041.00	\$1,074.83	\$1,109.76	\$1,145.83	\$1,185.93
Condominium	Per Unit	<b>\$86.02</b>	\$208.48	\$215.26	\$222.25	\$229.48	\$236.93	\$245.23
Non-Residential - No Credit	Per ESU	<b>Varies</b>	\$252.06	\$260.25	\$268.71	\$277.44	\$286.46	\$296.48
Non-Residential - With Credit	Per ESU	<b>Varies</b>	\$252.06	\$260.25	\$268.71	\$277.44	\$286.46	\$296.48
Exempt								
<b><u>Lake Management Benefit Assessment</u></b>								
Lakefront Lot	NA	<b>\$192.00</b>	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00	\$192.00
Split Lot	NA	<b>\$136.00</b>	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00

## APPENDIX E – RATE MODEL

City of Lake Stevens  
August 2018

Stormwater Rate Study

**Lake Stevens**  
**Utility Rate Study: Stormwater Utility**  
**Summary**

Revenue Requirement	2017	2018	2019	2020	2021	2022	2023	2024
<b>Revenues</b>								
Rate Revenues Under Existing Rates	\$ 1,443,850	\$ 1,400,505	\$ 1,414,510	\$ 1,428,655	\$ 1,569,613	\$ 1,585,309	\$ 1,601,162	\$ 1,617,174
Non-Rate Revenues	41,154	77,784	71,076	77,836	68,340	69,796	70,320	70,863
Existing Revenues	<b>\$ 1,485,004</b>	<b>\$ 1,478,289</b>	<b>\$ 1,485,585</b>	<b>\$ 1,506,490</b>	<b>\$ 1,637,953</b>	<b>\$ 1,655,106</b>	<b>\$ 1,671,483</b>	<b>\$ 1,688,037</b>
<b>Expenses</b>								
Cash Operating Expenses	1,739,903	2,138,417	2,788,750	2,911,222	3,059,104	3,213,277	3,375,931	3,547,555
Existing Debt Service	10,763	10,700	10,700	10,700	10,700	-	-	-
New Debt Service	-	-	88,322	251,364	347,715	347,715	347,715	347,715
Additions Required to Meet Reserves	-	-	-	-	-	-	-	-
Total Expenses	<b>\$ 1,750,666</b>	<b>\$ 2,149,117</b>	<b>\$ 2,887,772</b>	<b>\$ 3,173,285</b>	<b>\$ 3,417,519</b>	<b>\$ 3,560,992</b>	<b>\$ 3,723,646</b>	<b>\$ 3,895,269</b>
<b>Net Surplus (Deficiency)</b>	<b>\$ (265,662)</b>	<b>\$ (670,828)</b>	<b>\$ (1,402,186)</b>	<b>\$ (1,666,795)</b>	<b>\$ (1,779,566)</b>	<b>\$ (1,905,886)</b>	<b>\$ (2,052,163)</b>	<b>\$ (2,207,232)</b>
Additions to Meet Coverage	-	-	(8,368)	-	-	-	-	-
Total Surplus (Deficiency)	<b>\$ (265,662)</b>	<b>\$ (670,828)</b>	<b>\$ (1,410,555)</b>	<b>\$ (1,666,795)</b>	<b>\$ (1,779,566)</b>	<b>\$ (1,905,886)</b>	<b>\$ (2,052,163)</b>	<b>\$ (2,207,232)</b>
<b>Annual Rate Increase</b>		<b>0.00%</b>	<b>145.82%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.50%</b>
<b>Cumulative Rate Increase</b>		<b>0.00%</b>	<b>145.82%</b>	<b>153.81%</b>	<b>162.05%</b>	<b>170.57%</b>	<b>179.37%</b>	<b>189.14%</b>
Revenues After Rate Increases	\$ 1,443,850	\$ 1,400,505	\$ 3,477,107	\$ 3,626,014	\$ 4,113,249	\$ 4,289,399	\$ 4,473,092	\$ 4,675,947
Additional Taxes from Rate Increase	-	-	30,939	32,960	38,155	40,561	43,079	45,882
Net Cash Flow After Rate Increase	<b>\$ (265,662)</b>	<b>\$ (670,828)</b>	<b>\$ 629,472</b>	<b>\$ 497,605</b>	<b>\$ 725,915</b>	<b>\$ 757,642</b>	<b>\$ 776,687</b>	<b>\$ 805,659</b>
Coverage After Rate Increase: Bonded Debt	n/a	n/a	8.28	8.65	5.90	6.03	6.15	6.33
Coverage After Rate Increase: Total Debt	(22.99)	(61.37)	7.39	2.92	3.04	3.20	3.27	3.36
Annual Single Family Charge	<b>\$ 104.00</b>	\$104.00	\$255.65	\$263.96	\$272.54	\$281.39	\$290.54	\$300.71
Annual Increase (\$)		\$0.00	\$151.65	\$8.31	\$8.58	\$8.86	\$9.15	\$10.17

Checks - - - - -

Fund Balance	2017	2018	2019	2020	2021	2022	2023	2024
<b>Operating Reserve</b>								
Beginning Balance	\$ 1,000,000	\$ 1,000,000	\$ 329,172	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230
plus: Net Cash Flow after Rate Increase	(265,662)	(670,828)	629,472	497,605	725,915	757,642	776,687	805,659
less: Transfer of Surplus to Capital Fund	-	-	(41,795)	(447,168)	(676,632)	(705,248)	(722,421)	(748,407)
Ending Balance	<b>\$ 734,338</b>	<b>\$ 329,172</b>	<b>\$ 916,849</b>	<b>\$ 967,286</b>	<b>\$ 1,016,569</b>	<b>\$ 1,068,964</b>	<b>\$ 1,123,230</b>	<b>\$ 1,180,482</b>
Actual Days of O&M	154 days	56 days	120 days	120 days	120 days	120 days	120 days	120 days
Minimum Balance Requirement	\$ 572,023	\$ 703,041	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230	\$ 1,180,482
Maximum Balance Requirement	\$ 572,023	\$ 703,041	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230	\$ 1,180,482
<b>Capital Reserve</b>								
Beginning Balance	\$ 746,837	\$ 343,804	\$ 301,242	\$ 424,289	\$ 493,987	\$ 759,416	\$ 1,203,823	\$ 1,547,027
plus: Transfers from Operating Fund	-	-	41,795	447,168	676,632	705,248	722,421	748,407
plus: Revenue Bond Proceeds	-	-	1,100,000	-	1,200,000	-	-	-
plus: Interest Earnings	7,468	3,438	3,012	4,243	4,940	7,594	12,038	15,470
Total Funding Sources	<b>\$ 754,305</b>	<b>\$ 347,242</b>	<b>\$ 1,446,049</b>	<b>\$ 2,300,700</b>	<b>\$ 2,375,559</b>	<b>\$ 3,160,520</b>	<b>\$ 1,938,282</b>	<b>\$ 2,310,905</b>
less: Capital Expenditures	(127,668)	(46,000)	(1,021,761)	(1,806,713)	(1,616,143)	(1,956,697)	(391,255)	(2,059,740)
Ending Capital Fund Balance	<b>\$ 626,637</b>	<b>\$ 301,242</b>	<b>\$ 424,289</b>	<b>\$ 493,987</b>	<b>\$ 759,416</b>	<b>\$ 1,203,823</b>	<b>\$ 1,547,027</b>	<b>\$ 251,164</b>
Minimum Target Balance	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>Combined Beginning Balance</b>	<b>\$ 1,746,837</b>	<b>\$ 1,343,804</b>	<b>\$ 630,414</b>	<b>\$ 1,341,138</b>	<b>\$ 1,461,273</b>	<b>\$ 1,775,985</b>	<b>\$ 2,272,787</b>	<b>\$ 2,670,258</b>
<b>Combined Ending Balance</b>	<b>\$ 1,360,975</b>	<b>\$ 630,414</b>	<b>\$ 1,341,138</b>	<b>\$ 1,461,273</b>	<b>\$ 1,775,985</b>	<b>\$ 2,272,787</b>	<b>\$ 2,670,258</b>	<b>\$ 1,431,647</b>
Ending Total Days of Operating Expenditures	286 days	108 days	174 days	181 days	209 days	255 days	285 days	145 days
Combined Minimum Target Balance	772,023	903,041	1,116,849	1,167,286	1,216,569	1,268,964	1,323,230	1,380,482



Economic & Financial Factors	Historical	2017	2018	2019	2020	2021	2022	2023	2024
<b>Escalation Rates</b>									
General Cost Inflation		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Construction Cost Inflation		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Customer Growth		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Wage & Benefits Inflation		6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Capital Contributions		5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
[Extra]		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
[Extra]		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
No Escalation		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Investment Interest		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Tax Rates</b>									
State B&O		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%

Accounting & Financial Policy Assumptions		2017	2018	2019	2020	2021	2022	2023	2024
Beginning Fund Balances: Fund 410		\$ 1,746,837	\$ 1,343,804	Source: "12.2017 Year End December Financial Report.pdf"					
Operating Reserve		\$ 1,000,000	\$ 1,000,000						
Capital Reserve		\$ 746,837	\$ 343,804						
Debt Reserve		\$ -	\$ -						
		\$ 1,746,837	\$ 1,343,804						
Operating Balance: Minimum & Maximum Target									
Min. Fund Balance Target (days of O&M expense)		120 days	120 days	120 days	120 days	120 days	120 days	120 days	120 days
Max. Fund Balance (days of O&M expense)		120 days	120 days	120 days	120 days	120 days	120 days	120 days	120 days
Capital Balance: Minimum Target									
3	User Input	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000

Capital Financing Assumptions		2017	2018	2019	2020	2021	2022	2023	2024
<b>Other Funding Sources (Uses)</b>		<b>Capital Grants / Contributions / Other Resources</b>							
Hydraulic study on Lake Stevens Outfall – funding via grant		\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -
20th Street SE Phase II Stormwater Improvements		-	-	-	-	-	1,688,263	-	-
[Extra]		-	-	-	-	-	-	-	-
[Extra]		-	-	-	-	-	-	-	-
[Extra]		-	-	-	-	-	-	-	-
<b>Total</b>		\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 1,688,263	\$ -	\$ -
<b>Revenue Bonds</b>									
Term (years)		20 years	20 years	20 years	20 years	20 years	20 years	20 years	20 years
Interest Only Payments (years)		0 years	0 years	0 years	0 years	0 years	0 years	0 years	0 years
Interest Cost		4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Legal Minimum or Policy Coverage		1.25							
Use Reserves to Pay for Last Payment?		Yes							
Include / Exclude SDCs in Coverage?		Include							
("Yes" is default)									
<b>Funding Debt Reserve</b>									
Minimum Reserve Requirement on Existing Revenue Bonds		\$ -	\$ -	\$ 88,322	\$ 88,322	\$ 184,673	\$ 184,673	\$ 184,673	\$ 184,673
Beginning Debt Reserve + Additions from New Issues		\$ -	\$ -	\$ 88,322	\$ 88,322	\$ 184,673	\$ 184,673	\$ 184,673	\$ 184,673
Surplus / (Deficit)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Manual Additions to Reserves (leave blank to auto calc.)									
Additions to Debt Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment Loan</b>		<b>Level total payments</b>							
Term (years)		10 years	10 years	10 years	10 years	10 years	10 years	10 years	10 years
Interest Only Payments (years)		0 years	0 years	0 years	0 years	0 years	0 years	0 years	0 years
Interest Cost		6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%	6.00%
Issuance Cost		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Other Loans 2</b>		<b>Level principal payments</b>							
Term (years)		20 years	20 years	20 years	20 years	20 years	20 years	20 years	20 years
Interest Only Payments (years)		0 years	0 years	0 years	0 years	0 years	0 years	0 years	0 years
Interest Cost		1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
Issuance Cost		1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Other Loans 3</b>		<b>Level principal payments</b>							
Term (years)		20 years	20 years	20 years	20 years	20 years	20 years	20 years	20 years
Interest Only Payments (years)		0 years	0 years	0 years	0 years	0 years	0 years	0 years	0 years
Interest Cost		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

**Lake Stevens**  
**Utility Rate Study: Stormwater Utility**  
*Operating Revenue and Expenditure Forecast*

Operating Revenues		Escalation	Actuals 2016	Actuals 2017	Budget 2018	2019	2020	2021	2022	2023	2024
<b>Account #</b>	<b>Rate Revenues</b>										
410-000-343-10-00-00	Storm Drainage Charges	Customer Growth	\$ 1,440,307	\$ 1,443,850	\$ 1,400,505	\$ 1,414,510	\$ 1,428,655	\$ 1,442,941	\$ 1,457,371	\$ 1,471,944	\$ 1,486,664
410-000-343-10-00-00	2020 Annexation Revenue	Customer Growth	-	-	-	-	-	126,672	127,939	129,218	130,510
[Extra]	[Extra]	No Escalation	-	-	-	-	-	-	-	-	-
	<b>Total Rate Revenue</b>		<b>\$ 1,440,307</b>	<b>\$ 1,443,850</b>	<b>\$ 1,400,505</b>	<b>\$ 1,414,510</b>	<b>\$ 1,428,655</b>	<b>\$ 1,569,613</b>	<b>\$ 1,585,309</b>	<b>\$ 1,601,162</b>	<b>\$ 1,617,174</b>
				0.25%	-3.00%	1.00%	1.00%	9.87%	1.00%	1.00%	1.00%
<b>Account #</b>	<b>Non-Rate Revenues</b>										
410-000-334-03-10-10	DOE Capacity Grant	No Escalation	\$ 6,005	\$ 18,995	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
410-000-345-16-00-00	SnoCo Weed Abate Contrib.	No Escalation	8,948	-	10,000	10,000	10,000	-	-	-	-
410-000-361-10-00-00	Investment Interest	No Escalation	7,393	-	-	-	-	-	-	-	-
410-000-369-91-00-00	Miscellaneous Revenues	No Escalation	-	12,159	-	-	-	-	-	-	-
[Extra]	Lake Management Benefit Assessment	No Escalation	-	-	57,784	57,784	57,784	57,784	57,784	57,784	57,784
[Extra]	[Extra]	No Escalation	-	-	-	-	-	-	-	-	-
	<b>Total Non-Rate Revenues</b>		<b>\$ 22,346</b>	<b>\$ 31,154</b>	<b>\$ 67,784</b>	<b>\$ 67,784</b>	<b>\$ 67,784</b>	<b>\$ 57,784</b>	<b>\$ 57,784</b>	<b>\$ 57,784</b>	<b>\$ 57,784</b>
						0.00%	0.00%	-14.75%	0.00%	0.00%	0.00%
<b>TOTAL OPERATING REVENUES</b>			<b>\$ 1,462,653</b>	<b>\$ 1,475,004</b>	<b>\$ 1,468,289</b>	<b>\$ 1,482,294</b>	<b>\$ 1,496,439</b>	<b>\$ 1,627,397</b>	<b>\$ 1,643,093</b>	<b>\$ 1,658,946</b>	<b>\$ 1,674,958</b>
						0.95%	0.95%	8.75%	0.96%	0.96%	0.97%

**Lake Stevens**

**Utility Rate Study: Stormwater Utility**

*Operating Revenue and Expenditure Forecast*

			Actuals	Actuals	Budget							
Operating Expenses			Escalation	2016	2017	2018	2019	2020	2021	2022	2023	2024
Account #												
410-016-531-10-44-00	State B&O	[Calculated]	21,605	21,840	22,024	22,234	22,447	24,411	24,646	24,884	25,124	
410-015-531-10-31-00	ME-Operating Costs	General Cost Inflation	\$ -	\$ 60	\$ 15,000	\$ 15,375	\$ 15,759	\$ 16,153	\$ 16,557	\$ 16,971	\$ 17,395	
410-016-517-60-31-00	SW-Safety Program	General Cost Inflation	1,872	1,011	2,150	2,204	2,259	2,315	2,373	2,433	2,493	
410-016-531-10-11-00	SW-Salaries	Wage & Benefits Inflation	584,685	592,828	814,468	863,336	915,136	970,044	1,028,247	1,089,942	1,155,338	
410-016-531-10-12-00	SW-Overtime	Wage & Benefits Inflation	1,304	2,419	4,080	4,325	4,584	4,859	5,151	5,460	5,788	
410-016-531-10-20-00	SW-Benefits	Wage & Benefits Inflation	133,093	133,957	200,731	212,775	225,541	239,074	253,418	268,623	284,741	
410-016-531-10-21-00	SW-Social Security	Wage & Benefits Inflation	35,578	34,355	64,587	68,462	72,570	76,924	81,540	86,432	91,618	
410-016-531-10-22-00	SW-Retirement	Wage & Benefits Inflation	50,177	51,077	95,883	101,636	107,734	114,198	121,050	128,313	136,012	
410-016-531-10-24-00	SW-Workmans Compensation	Wage & Benefits Inflation	10,326	9,886	19,327	20,487	21,716	23,019	24,400	25,864	27,416	
410-016-531-10-26-00	SW Clothing-Boot Allowance	Wage & Benefits Inflation	5,220	5,590	4,500	4,770	5,056	5,360	5,681	6,022	6,383	
410-016-531-10-31-00	SW-Clothing	General Cost Inflation	2,522	3,181	3,000	3,075	3,152	3,231	3,311	3,394	3,479	
410-016-531-10-31-01	SW-Office Supplies	General Cost Inflation	557	577	2,000	2,050	2,101	2,154	2,208	2,263	2,319	
410-016-531-10-31-02	SW-Operating Costs	General Cost Inflation	57,754	167,452	171,638	175,929	180,328	184,836	189,457	194,193	199,048	
410-016-531-10-32-00	SW-Fuel	General Cost Inflation	10,834	14,327	10,410	10,670	10,937	11,210	11,491	11,778	12,072	
410-016-531-10-35-00	SW-Small Tools	General Cost Inflation	-	7,403	7,700	7,893	8,090	8,292	8,499	8,712	8,930	
410-016-531-10-41-01	SW-Professional Services	General Cost Inflation	41,085	3,033	26,500	27,163	27,842	28,538	29,251	29,982	30,732	
410-016-531-10-41-03	SW-Street Cleaning	General Cost Inflation	11,224	14,123	24,000	24,600	25,215	25,845	26,492	27,154	27,833	
410-016-531-10-41-04	SW-Software Maint & Support	General Cost Inflation	3,098	4,209	5,000	5,125	5,253	5,384	5,519	5,657	5,798	
410-016-531-10-41-05	SW-Advertising	General Cost Inflation	971	1,396	1,000	1,025	1,051	1,077	1,104	1,131	1,160	
410-016-531-10-42-00	SW-Communications	General Cost Inflation	3,585	4,756	4,516	4,629	4,744	4,863	4,984	5,109	5,237	
410-016-531-10-43-00	SW-Travel & Meetings	General Cost Inflation	496	-	300	308	315	323	331	339	348	
410-016-531-10-45-00	SW-Equipment Rental	General Cost Inflation	1,307	10,880	2,500	2,563	2,627	2,692	2,760	2,829	2,899	
410-016-531-10-45-01	SW-Rentals-Leases	General Cost Inflation	68	9,474	2,000	2,050	2,101	2,154	2,208	2,263	2,319	
410-016-531-10-46-00	SW-Insurance	General Cost Inflation	8,009	6,177	39,002	23,233	23,814	24,410	25,020	25,645	26,286	
410-016-531-10-47-00	SW-Utilities	General Cost Inflation	2,469	2,627	2,960	3,034	3,110	3,188	3,267	3,349	3,433	
410-016-531-10-47-01	SW-Drainage	General Cost Inflation	2,507	2,518	2,518	2,581	2,646	2,712	2,780	2,849	2,921	
410-016-531-10-48-00	SW-Repairs & Maintenance	General Cost Inflation	29,596	20,983	15,000	15,375	15,759	16,153	16,557	16,971	17,395	
410-016-531-10-49-00	SW-Miscellaneous	General Cost Inflation	105	-	300	308	315	323	331	339	348	
410-016-531-10-49-01	SW-Staff Development	General Cost Inflation	414	383	1,800	1,845	1,891	1,938	1,987	2,037	2,087	
410-016-531-10-51-00	SW-Billing Fees	General Cost Inflation	30,028	40,570	45,500	46,638	47,803	48,999	50,223	51,479	52,766	
410-016-531-10-51-01	SW-DOE Annual Permit	General Cost Inflation	53,076	28,533	37,471	38,407	39,368	40,352	41,361	42,395	43,455	
410-016-531-20-41-00	SW-Aerator Monitoring	General Cost Inflation	15,963	11,125	15,363	15,747	16,141	16,545	16,958	17,382	17,817	
410-016-531-20-48-00	SW-Aerator Repairs	General Cost Inflation	15,667	-	-	-	-	-	-	-	-	
410-016-531-50-31-15	DOE EG160393-4 Capacity	No Escalation	14,196	15,113	-	-	-	-	-	-	-	
410-016-597-00-00-00	SW-Contribution Cap. Equipment Fund	Capital Contributions	143,558	334,800	160,000	168,000	176,400	185,220	194,481	204,205	214,415	
410-016-597-00-00-01	SW-Contribution Computer Equipment	Capital Contributions	15,000	12,000	24,000	25,200	26,460	27,783	29,172	30,631	32,162	
410-016-597-00-00-04	SW-Transfer to Aerator Equipment	General Cost Inflation	8,930	12,502	14,288	16,074	-	-	-	-	-	
410-016-589-10-00-00	SWM - Refunds	General Cost Inflation	-	(63)	-	-	-	-	-	-	-	
410-016-531-10-41-02	SW-Milfoil Treatment	General Cost Inflation	44,739	63,287	88,500	90,713	92,980	95,305	97,687	100,130	102,633	
410-016-531-16-48-00	SW-Alum Treatment	General Cost Inflation	95,514	95,514	105,400	108,035	110,736	113,504	116,342	119,250	122,232	
	Additional Lake Treatment Costs	General Cost Inflation	-	-	-	51,253	52,534	53,847	55,193	56,573	57,987	
New Position	PW Operating Manager	Wage & Benefits Inflation	-	-	30,000	60,000	63,600	67,416	71,461	75,749	80,294	
Council Approved PW	Senior Engineer	Wage & Benefits Inflation	-	-	28,000	56,000	59,360	62,922	66,697	70,699	74,941	
Per ILA	Diking District Contribution	General Cost Inflation	-	-	25,000	25,625	26,266	26,922	27,595	28,285	28,992	
Stormwater Facility M	Three FTE Crew	Wage & Benefits Inflation	-	-	-	268,000	284,080	301,125	319,192	338,344	358,644	
Stormwater Facility M	One FTE Inspector	Wage & Benefits Inflation	-	-	-	100,000	106,000	112,360	119,102	126,248	133,823	
Stormwater Facility M	GIS Technician	Wage & Benefits Inflation	-	-	-	90,000	95,400	101,124	107,191	113,623	120,440	
TOTAL CASH OPERATING EXPENSES			\$ 1,457,133	\$ 1,739,903	\$ 2,138,417	\$ 2,788,750	\$ 2,911,222	\$ 3,059,104	\$ 3,213,277	\$ 3,375,931	\$ 3,547,555	
				19.4%	22.9%	30.4%	4.4%	5.1%	5.0%	5.1%	5.1%	

**Lake Stevens**  
**Utility Rate Study: Stormwater Utility**  
*Existing Debt*

Existing Debt Service - Summary		Total	2017	2018	2019	2020	2021	2022	2023	2024
<b>Annual Debt Payments</b>										
Revenue Bonds	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PWTF Loans		-	-	-	-	-	-	-	-	-
Other Loans		<u>53,563</u>	<u>10,763</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Debt Payments</b>		<b>53,563</b>	<b>10,763</b>	<b>10,700</b>	<b>10,700</b>	<b>10,700</b>	<b>10,700</b>	<b>-</b>	<b>-</b>	<b>-</b>

Existing Debt Service - Revenue Bonds			2017	2018	2019	2020	2021	2022	2023	2024
<b>TOTAL REVENUE BONDS</b>										
Annual Interest Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Principal Payment	\$	-	-	-	-	-	-	-	-	-
Total Annual Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Debt Reserve for Debt Service		-	-	-	-	-	-	-	-	-
Annual Debt Reserve Target on Existing Revenue Bonds		-	-	-	-	-	-	-	-	-

Existing Debt Service - PWTF Loans			2017	2018	2019	2020	2021	2022	2023	2024
<b>TOTAL PWTF LOANS</b>										
Annual Interest Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Principal Payment		-	-	-	-	-	-	-	-	-
Total Annual Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Existing Debt Service - Other Loans			2017	2018	2019	2020	2021	2022	2023	2024
<b>Parkway Crossing</b>										
Annual Interest Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Principal Payment		<u>53,563</u>	<u>10,763</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Annual Payment	\$	<b>53,563</b>	\$ 10,763	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ -	\$ -	\$ -
<b>TOTAL OTHER LOANS</b>										
Annual Interest Payment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Principal Payment		<u>53,563</u>	<u>10,763</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Annual Payment	\$	<b>53,563</b>	\$ 10,763	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ -	\$ -	\$ -

2018 Project Costs in Year

Description	UNESCALATED COSTS									Useful Life (Years)
	Total	2017	2018	2019	2020	2021	2022	2023	2024	
<b>SW-Capital Expenditure: 2018 Budget (Acct 410-016-594-31-60-01): Shop Remodel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50.00
	143,668	127,668	16,000	-	-	-	-	-	-	50.00
<b>High Priority - Critical Capital Projects</b>	-	-	-	-	-	-	-	-	-	50.00
Catherine Creek 36th Street Bridge Repair	150,000	-	-	-	45,000	105,000	-	-	-	50.00
Southwest corner of 8th St., 83rd to 79th St – Replace/install pipe	100,000	-	-	-	-	-	-	-	100,000	50.00
10th St from 79th St. to 74th St. – Replace/install pipe	180,000	-	-	-	-	54,000	126,000	-	-	50.00
New drainage pipe on Callow Road	30,000	-	30,000	-	-	-	-	-	-	50.00
8th Street CMP – install 60' from intersection on 91st heading west	30,000	-	-	-	-	30,000	-	-	-	50.00
Hydraulic study on Lake Stevens Outfall – funding via grant, approximately \$300k	300,000	-	-	-	300,000	-	-	-	-	50.00
Main St box culvert for outfall project, stream channel restoration. Grant funded at 95%.	225,000	-	-	-	-	-	112,500	112,500	-	50.00
17th Place/114th Stormwater System in cul-de-sac	80,000	-	-	32,000	48,000	-	-	-	-	50.00
Culvert under 20th St., east of 79th	40,000	-	-	-	-	40,000	-	-	-	50.00
Public Works Shop Remodel	300,000	-	-	150,000	150,000	-	-	-	-	50.00
Decant Facility Plans and Construction	137,313	-	-	38,448	98,865	-	-	-	-	50.00
Build a fuel station at Public Works Shop	50,000	-	-	50,000	-	-	-	-	-	50.00
Bridge on west end of Vernon Road	50,000	-	-	-	-	50,000	-	-	-	50.00
	-	-	-	-	-	-	-	-	-	50.00
<b>Medium Priority - Nice to Have, But Not Critical Projects</b>	-	-	-	-	-	-	-	-	-	50.00
36th Street Box Culvert Installation	1,500,000	-	-	-	-	-	-	225,000	1,275,000	50.00
20th Street NE Regional Pond – Nursery Property	1,000,000	-	-	150,000	-	850,000	-	-	-	50.00
Catherine Creek Bridge Construction – in conjunction with Sound Salmon Solutions	100,000	-	-	100,000	-	-	-	-	-	50.00
Additional Decant Facility	552,688	-	-	141,553	411,135	-	-	-	-	50.00
20th Street SE Phase II Stormwater Improvements	1,500,000	-	-	-	-	-	1,500,000	-	-	50.00
	-	-	-	-	-	-	-	-	-	50.00
<b>Stormwater Facility Maintenance</b>	-	-	-	-	-	-	-	-	-	50.00
Vactor Truck	650,000	-	-	-	650,000	-	-	-	-	50.00
PW Truck	50,000	-	-	50,000	-	-	-	-	-	50.00
Sweeper	350,000	-	-	-	-	-	-	-	350,000	50.00
Hand Tools	50,000	-	-	50,000	-	-	-	-	-	50.00
Three Axle Trailer with Tilt	30,000	-	-	30,000	-	-	-	-	-	50.00
10 YD Dump Truck with Pump	350,000	-	-	-	-	350,000	-	-	-	50.00
Trommel/Screen for Sweeping Spoils	50,000	-	-	50,000	-	-	-	-	-	50.00
Eco-Blocks and Tent Domes for Sifted Spoils	50,000	-	-	50,000	-	-	-	-	-	50.00
Storage/Equipment Shed	100,000	-	-	100,000	-	-	-	-	-	50.00
	-	-	-	-	-	-	-	-	-	50.00
	-	-	-	-	-	-	-	-	-	50.00
Total Capital Projects Before Completion Factor	8,148,669	127,668	46,000	992,001	1,703,000	1,479,000	1,738,500	337,500	1,725,000	
Completion Factor Impact	-	-	-	-	-	-	-	-	-	
<b>Total Capital Projects</b>	\$ 8,148,669	\$ 127,668	\$ 46,000	\$ 992,001	\$ 1,703,000	\$ 1,479,000	\$ 1,738,500	\$ 337,500	\$ 1,725,000	

	0.00%	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	Annual
	0.00%	0.00%	3.00%	6.09%	9.27%	12.55%	15.93%	19.41%	Cumulative
	<b>ESCALATED COSTS</b>								
Description	2017	2018	2019	2020	2021	2022	2023	2024	ESCALATED TOTAL
<b>SW-Capital Expenditure: 2018 Budget (Acct 410-016-594-31-60-01): Shop Remodel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	127,668	16,000	-	-	-	-	-	-	143,668
<b>High Priority - Critical Capital Projects</b>	-	-	-	-	-	-	-	-	-
Catherine Creek 36th Street Bridge Repair	-	-	-	47,741	114,736	-	-	-	162,477
Southwest corner of 8th St., 83rd to 79th St – Replace/install pipe	-	-	-	-	-	-	-	119,405	119,405
10th St from 79th St. to 74th St. – Replace/install pipe	-	-	-	-	59,007	141,814	-	-	200,821
New drainage pipe on Callow Road	-	30,000	-	-	-	-	-	-	30,000
8th Street CMP – install 60' from intersection on 91st heading west	-	-	-	-	32,782	-	-	-	32,782
Hydraulic study on Lake Stevens Outfall – funding via grant, approximately \$300k	-	-	-	318,270	-	-	-	-	318,270
Main St box culvert for outfall project, stream channel restoration.Grant funded at 95%.	-	-	-	-	-	126,620	130,418	-	257,038
17th Place/114th Stormwater System in cul-de-sac	-	-	32,960	50,923	-	-	-	-	83,883
Culvert under 20th St., east of 79th	-	-	-	-	43,709	-	-	-	43,709
Public Works Shop Remodel	-	-	154,500	159,135	-	-	-	-	313,635
Decant Facility Plans and Construction	-	-	39,601	104,886	-	-	-	-	144,487
Build a fuel station at Public Works Shop	-	-	51,500	-	-	-	-	-	51,500
Bridge on west end of Vernon Road	-	-	-	-	54,636	-	-	-	54,636
<b>Medium Priority - Nice to Have, But Not Critical Projects</b>	-	-	-	-	-	-	-	-	-
36th Street Box Culvert Installation	-	-	-	-	-	-	260,837	1,522,417	1,783,253
20th Street NE Regional Pond – Nursery Property	-	-	154,500	-	928,818	-	-	-	1,083,318
Catherine Creek Bridge Construction – in conjunction with Sound Salmon Solutions	-	-	103,000	-	-	-	-	-	103,000
Additional Decant Facility	-	-	145,800	436,173	-	-	-	-	581,973
20th Street SE Phase II Stormwater Improvements	-	-	-	-	-	1,688,263	-	-	1,688,263
<b>Stormwater Facility Maintenance</b>	-	-	-	-	-	-	-	-	-
Vactor Truck	-	-	-	689,585	-	-	-	-	689,585
PW Truck	-	-	51,500	-	-	-	-	-	51,500
Sweeper	-	-	-	-	-	-	-	417,918	417,918
Hand Tools	-	-	51,500	-	-	-	-	-	51,500
Three Axle Trailer with Tilt	-	-	30,900	-	-	-	-	-	30,900
10 YD Dump Truck with Pump	-	-	-	-	382,454	-	-	-	382,454
Trommel/Screen for Sweeping Spoils	-	-	51,500	-	-	-	-	-	51,500
Eco-Blocks and Tent Domes for Sifted Spoils	-	-	51,500	-	-	-	-	-	51,500
Storage/Equipment Shed	-	-	103,000	-	-	-	-	-	103,000
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
<b>Total Capital Projects Before Completion Factor</b>	\$ 127,668	\$ 46,000	\$ 1,021,761	\$ 1,806,713	\$ 1,616,143	\$ 1,956,697	\$ 391,255	\$ 2,059,740	\$ 9,025,977
Completion Factor Impact	-	-	-	-	-	-	-	-	-
<b>Total Capital Projects</b>	\$ 127,668	\$ 46,000	\$ 1,021,761	\$ 1,806,713	\$ 1,616,143	\$ 1,956,697	\$ 391,255	\$ 2,059,740	\$ 9,025,977

Description	DEPRECIATION IMPACTS									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	
<b>SW-Capital Expenditure: 2018 Budget (Acct 410-016-594-31-60-01): Shop Remodel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		2,553	320	-	-	-	-	-	-	
<b>High Priority - Critical Capital Projects</b>		-	-	-	-	-	-	-	-	
Catherine Creek 36th Street Bridge Repair		-	-	-	955	2,295	-	-	-	
Southwest corner of 8th St., 83rd to 79th St – Replace/install pipe		-	-	-	-	-	-	-	2,388	
10th St from 79th St. to 74th St. – Replace/install pipe		-	-	-	-	1,180	2,836	-	-	
New drainage pipe on Callow Road		-	600	-	-	-	-	-	-	
8th Street CMP – install 60' from intersection on 91st heading west		-	-	-	-	656	-	-	-	
Hydraulic study on Lake Stevens Outfall – funding via grant, approximately \$300k		-	-	-	6,365	-	-	-	-	
Main St box culvert for outfall project, stream channel restoration. Grant funded at 95%.		-	-	-	-	-	2,532	2,608	-	
17th Place/114th Stormwater System in cul-de-sac		-	-	659	1,018	-	-	-	-	
Culvert under 20th St., east of 79th		-	-	-	-	874	-	-	-	
Public Works Shop Remodel		-	-	3,090	3,183	-	-	-	-	
Decant Facility Plans and Construction		-	-	792	2,098	-	-	-	-	
Build a fuel station at Public Works Shop		-	-	1,030	-	-	-	-	-	
Bridge on west end of Vernon Road		-	-	-	-	1,093	-	-	-	
		-	-	-	-	-	-	-	-	
<b>Medium Priority - Nice to Have, But Not Critical Projects</b>		-	-	-	-	-	-	-	-	
36th Street Box Culvert Installation		-	-	-	-	-	-	5,217	30,448	
20th Street NE Regional Pond – Nursery Property		-	-	3,090	-	18,576	-	-	-	
Catherine Creek Bridge Construction – in conjunction with Sound Salmon Solutions		-	-	2,060	-	-	-	-	-	
Additional Decant Facility		-	-	2,916	8,723	-	-	-	-	
20th Street SE Phase II Stormwater Improvements		-	-	-	-	-	33,765	-	-	
		-	-	-	-	-	-	-	-	
<b>Stormwater Facility Maintenance</b>		-	-	-	-	-	-	-	-	
Vactor Truck		-	-	-	13,792	-	-	-	-	
PW Truck		-	-	1,030	-	-	-	-	-	
Sweeper		-	-	-	-	-	-	-	8,358	
Hand Tools		-	-	1,030	-	-	-	-	-	
Three Axle Trailer with Tilt		-	-	618	-	-	-	-	-	
10 YD Dump Truck with Pump		-	-	-	-	7,649	-	-	-	
Trommel/Screen for Sweeping Spoils		-	-	1,030	-	-	-	-	-	
Eco-Blocks and Tent Domes for Sifted Spoils		-	-	1,030	-	-	-	-	-	
Storage/Equipment Shed		-	-	2,060	-	-	-	-	-	
		-	-	-	-	-	-	-	-	
		-	-	-	-	-	-	-	-	
Total Capital Projects Before Completion Factor		\$ 2,553	\$ 920	\$ 20,435	\$ 36,134	\$ 32,323	\$ 39,134	\$ 7,825	\$ 41,195	
Completion Factor Impact		-	-	-	-	-	-	-	-	
Total Capital Projects		\$ 2,553	\$ 920	\$ 20,435	\$ 36,134	\$ 32,323	\$ 39,134	\$ 7,825	\$ 41,195	



Cash Flow Test	2017	2018	2019	2020	2021	2022	2023	2024
<b>REVENUES</b>								
Rate Revenue	\$ 1,443,850	\$ 1,400,505	\$ 1,414,510	\$ 1,428,655	\$ 1,569,613	\$ 1,585,309	\$ 1,601,162	\$ 1,617,174
SDC Revenue Towards Debt Service	-	-	-	-	-	-	-	-
Other Non-Rate Revenue	31,154	67,784	67,784	67,784	57,784	57,784	57,784	57,784
Interest Earnings: Operating & Debt Reserve Funds	10,000	10,000	3,292	10,052	10,556	12,012	12,536	13,079
<i>Total Revenue</i>	<u>\$ 1,485,004</u>	<u>\$ 1,478,289</u>	<u>\$ 1,485,585</u>	<u>\$ 1,506,490</u>	<u>\$ 1,637,953</u>	<u>\$ 1,655,106</u>	<u>\$ 1,671,483</u>	<u>\$ 1,688,037</u>
<b>EXPENSES</b>								
Cash Operating Expenses	\$ 1,739,903	\$ 2,138,417	\$ 2,788,750	\$ 2,911,222	\$ 3,059,104	\$ 3,213,277	\$ 3,375,931	\$ 3,547,555
Existing Debt Service	10,763	10,700	10,700	10,700	10,700	-	-	-
New Debt Service	-	-	88,322	251,364	347,715	347,715	347,715	347,715
System Reinvestment Funding	-	-	-	-	-	-	-	-
Additions Required to Meet Min. Debt Reserve	-	-	-	-	-	-	-	-
Additions Required to Meet Min. Operating Reserve	-	-	-	-	-	-	-	-
<i>Total Expenses</i>	<u>\$ 1,750,666</u>	<u>\$ 2,149,117</u>	<u>\$ 2,887,772</u>	<u>\$ 3,173,285</u>	<u>\$ 3,417,519</u>	<u>\$ 3,560,992</u>	<u>\$ 3,723,646</u>	<u>\$ 3,895,269</u>
<b>NET CASH FLOW (DEFICIENCY)</b>	<b>\$ (265,662)</b>	<b>\$ (670,828)</b>	<b>\$ (1,402,186)</b>	<b>\$ (1,666,795)</b>	<b>\$ (1,779,566)</b>	<b>\$ (1,905,886)</b>	<b>\$ (2,052,163)</b>	<b>\$ (2,207,232)</b>

Coverage Test - with SDCs	2017	2018	2019	2020	2021	2022	2023	2024
<b>ALLOWABLE REVENUES</b>								
Rate Revenue	\$ 1,443,850	\$ 1,400,505	\$ 1,414,510	\$ 1,428,655	\$ 1,569,613	\$ 1,585,309	\$ 1,601,162	\$ 1,617,174
Other Revenue	31,154	67,784	67,784	67,784	57,784	57,784	57,784	57,784
SDC Revenue	-	-	-	-	-	-	-	-
Interest Earnings - All Funds	17,468	13,438	6,304	14,295	15,496	19,607	24,575	28,549
<i>Total Revenue</i>	<u>\$ 1,492,472</u>	<u>\$ 1,481,727</u>	<u>\$ 1,488,598</u>	<u>\$ 1,510,733</u>	<u>\$ 1,642,893</u>	<u>\$ 1,662,700</u>	<u>\$ 1,683,521</u>	<u>\$ 1,703,507</u>
<b>EXPENSES</b>								
Cash Operating Expenses	\$ 1,739,903	\$ 2,138,417	\$ 2,788,750	\$ 2,911,222	\$ 3,059,104	\$ 3,213,277	\$ 3,375,931	\$ 3,547,555
Revenue Bond Debt Service	-	-	88,322	88,322	184,673	184,673	184,673	184,673
Revenue Bond Coverage Requirement at 1.25	-	-	22,081	22,081	46,168	46,168	46,168	46,168
<i>Total Expenses</i>	<u>\$ 1,739,903</u>	<u>\$ 2,138,417</u>	<u>\$ 2,899,152</u>	<u>\$ 3,021,624</u>	<u>\$ 3,289,946</u>	<u>\$ 3,444,118</u>	<u>\$ 3,606,773</u>	<u>\$ 3,778,396</u>
Coverage	n/a	n/a	(14.72)	(15.86)	(7.67)	(8.40)	(9.16)	(9.99)
<b>COVERAGE SURPLUS (DEFICIENCY)</b>	<b>\$ (247,430)</b>	<b>\$ (656,690)</b>	<b>\$ (1,410,555)</b>	<b>\$ (1,510,891)</b>	<b>\$ (1,647,053)</b>	<b>\$ (1,781,419)</b>	<b>\$ (1,923,252)</b>	<b>\$ (2,074,889)</b>

Maximum Revenue Deficiency	2017	2018	2019	2020	2021	2022	2023	2024
Sufficiency Test Driving the Deficiency	Cash	Cash	Coverage	Cash	Cash	Cash	Cash	Cash
Maximum Revenue Deficiency (Surplus)	\$ 265,662	\$ 670,828	\$ 1,410,555	\$ 1,666,795	\$ 1,779,566	\$ 1,905,886	\$ 2,052,163	\$ 2,207,232
plus: Additional Tax Expense	4,046	10,216	21,481	25,383	27,100	29,024	31,251	33,613
less: Incremental Revenue From Prior Rate Increases	-	-	-	(2,083,224)	(2,414,163)	(2,569,072)	(2,731,130)	(2,900,649)
<b>Net Revenue Deficiency (Surplus)</b>	<b>\$ 269,708</b>	<b>\$ 681,044</b>	<b>\$ 1,432,035</b>	<b>\$ (391,046)</b>	<b>\$ (607,497)</b>	<b>\$ (634,162)</b>	<b>\$ (647,716)</b>	<b>\$ (659,804)</b>

Rate Increases	2017	2018	2019	2020	2021	2022	2023	2024
Rate Revenue @ Existing Rates	\$ 1,443,850	\$ 1,400,505	\$ 1,414,510	\$ 1,428,655	\$ 1,569,613	\$ 1,585,309	\$ 1,601,162	\$ 1,617,174
Revenues from Prior Rate Increases	-	-	-	2,083,224	2,414,163	2,569,072	2,731,130	2,900,649
Rate Revenue Before Rate Increase (incl. previous increases)	1,443,850	1,400,505	1,414,510	3,511,878	3,983,776	4,154,381	4,332,293	4,517,823
Required Annual Rate Increase	18.68%	48.63%	101.24%	0.00%	0.00%	0.00%	0.00%	0.00%
Number of Months New Rates Will Be In Effect	12	12	12	12	12	12	12	12
Info: % Increase to Generate Required Revenue	18.68%	48.63%	101.24%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Policy Induced Rate Increases</b>	<b>0.00%</b>	<b>0.00%</b>	<b>145.82%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.50%</b>
<b>ANNUAL RATE INCREASE</b>	<b>0.00%</b>	<b>0.00%</b>	<b>145.82%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.25%</b>	<b>3.50%</b>
<b>CUMULATIVE RATE INCREASE</b>	<b>0.00%</b>	<b>0.00%</b>	<b>145.82%</b>	<b>153.81%</b>	<b>162.05%</b>	<b>170.57%</b>	<b>179.37%</b>	<b>189.14%</b>

Impacts of Rate Increases	2017	2018	2019	2020	2021	2022	2023	2024
Sufficiency Test Driving the Deficiency	Cash	Cash	Coverage	Cash	Cash	Cash	Cash	Cash
Rate Revenues After Rate Increase	\$ 1,443,850	\$ 1,400,505	\$ 3,477,107	\$ 3,626,014	\$ 4,113,249	\$ 4,289,399	\$ 4,473,092	\$ 4,675,947
Full Year Rate Revenues After Rate Increase	1,443,850	1,400,505	3,477,107	3,626,014	4,113,249	4,289,399	4,473,092	4,675,947
Partial Year Adjustment	-	-	-	-	-	-	-	-
Additional Taxes Due to Rate Increases	-	-	30,939	32,960	38,155	40,561	43,079	45,882
<b>Net Cash Flow After Rate Increase</b>	<b>\$ (265,662)</b>	<b>\$ (670,828)</b>	<b>\$ 629,472</b>	<b>\$ 497,605</b>	<b>\$ 725,915</b>	<b>\$ 757,642</b>	<b>\$ 776,687</b>	<b>\$ 805,659</b>
<b>Coverage After Rate Increase: Bonded Debt</b>	<b>n/a</b>	<b>n/a</b>	<b>8.28</b>	<b>8.65</b>	<b>5.90</b>	<b>6.03</b>	<b>6.15</b>	<b>6.33</b>
<b>Coverage After Rate Increase: Total Debt</b>	<b>(22.99)</b>	<b>(61.37)</b>	<b>7.39</b>	<b>2.92</b>	<b>3.04</b>	<b>3.20</b>	<b>3.27</b>	<b>3.36</b>

Debt Financing Assumptions	2017	2018	2019	2020	2021	2022	2023	2024
Net Revenue Bond Proceeds: Automatic Calculation	\$ -	\$ -	\$ 1,100,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -
Net Revenue Bond Proceeds: Override*	\$ -		\$ 1,100,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -
Equipment Loan Proceeds				\$ 1,200,000				
Other Loans 2 Proceeds								
Other Loans 3 Proceeds								

\*Model will automatically calculate revenue bond debt if 'Revenue Bond Proceeds: Override' is blank. A zero does not equal a "blank."

Fund Balance Impacts	2017	2018	2019	2020	2021	2022	2023	2024
<b>Ending Fund Balance: Operating Reserve</b>	<b>\$ 734,338</b>	<b>\$ 329,172</b>	<b>\$ 916,849</b>	<b>\$ 967,286</b>	<b>\$ 1,016,569</b>	<b>\$ 1,068,964</b>	<b>\$ 1,123,230</b>	<b>\$ 1,180,482</b>
Actual Days of Operations & Maintenance	154 days	56 days	120 days	120 days	120 days	120 days	120 days	120 days
Minimum Target: Operating Reserve	572,023	703,041	916,849	967,286	1,016,569	1,068,964	1,123,230	1,180,482
Minimum Target: Operating Reserve (in Days of O&M)	120 days	120 days	120 days	120 days	120 days	120 days	120 days	120 days
<b>Ending Fund Balance: Capital Reserve</b>	<b>\$ 626,637</b>	<b>\$ 301,242</b>	<b>\$ 424,289</b>	<b>\$ 493,987</b>	<b>\$ 759,416</b>	<b>\$ 1,203,823</b>	<b>\$ 1,547,027</b>	<b>\$ 251,164</b>
Minimum Target: Capital Reserve	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Ending Operating and Capital Cash (days)</b>	<b>286 days</b>	<b>108 days</b>	<b>174 days</b>	<b>181 days</b>	<b>209 days</b>	<b>255 days</b>	<b>285 days</b>	<b>145 days</b>
Minimum Target	150 days	150 days	150 days	150 days	150 days	150 days	150 days	150 days

Applicable Tax Rates (Excise) 1.500% 1.500% 1.500% 1.500% 1.500% 1.500% 1.500% 1.500%

Annual Capital Costs \$ 127,668 \$ 46,000 \$ 1,021,761 \$ 1,806,713 \$ 1,616,143 \$ 1,956,697 \$ 391,255 \$ 2,059,740

**Lake Stevens**  
**Utility Rate Study: Stormwater Utility**  
Fund Activity

1,343,804

Funds	2018	2019	2020	2021	2022	2023	2024
<b>OPERATING RESERVE</b>							
Beginning Balance	\$ 1,000,000	\$ 329,172	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230
plus: Net Cash Flow after Rate Increase	(670,828)	629,472	497,605	725,915	757,642	776,687	805,659
less: Transfer of Surplus to Capital Fund	-	(41,795)	(447,168)	(676,632)	(705,248)	(722,421)	(748,407)
<b>Ending Balance</b>	<b>\$ 329,172</b>	<b>\$ 916,849</b>	<b>\$ 967,286</b>	<b>\$ 1,016,569</b>	<b>\$ 1,068,964</b>	<b>\$ 1,123,230</b>	<b>\$ 1,180,482</b>
<i>Minimum Target Balance: 120 days</i>	\$ 703,041	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230	\$ 1,180,482
<i>Maximum Funds to be Kept as Operating Reserves: 120 days</i>	\$ 703,041	\$ 916,849	\$ 967,286	\$ 1,016,569	\$ 1,068,964	\$ 1,123,230	\$ 1,180,482
<i>Actual Days of Cash Operating Expenses Achieved</i>	56 days	120 days	120 days	120 days	120 days	120 days	120 days
<b>CAPITAL RESERVE</b>							
Beginning Balance	\$ 343,804	\$ 301,242	\$ 424,289	\$ 493,987	\$ 759,416	\$ 1,203,823	\$ 1,547,027
plus: System Reinvestment Funding	-	-	-	-	-	-	-
plus: Transfers from Operating Fund	-	41,795	447,168	676,632	705,248	722,421	748,407
plus: Capital Grants / Contributions / Other Resources	-	-	225,000	-	1,688,263	-	-
plus: SDC Revenue Towards Capital	-	-	-	-	-	-	-
plus: Revenue Bond Proceeds	-	1,100,000	-	1,200,000	-	-	-
plus: Equipment Loan Proceeds	-	-	1,200,000	-	-	-	-
plus: Other Loans 2 Proceeds	-	-	-	-	-	-	-
plus: Other Loans 3 Proceeds	-	-	-	-	-	-	-
plus: Interest Earnings	3,438	3,012	4,243	4,940	7,594	12,038	15,470
Total Funding Sources	\$ 347,242	\$ 1,446,049	\$ 2,300,700	\$ 2,375,559	\$ 3,160,520	\$ 1,938,282	\$ 2,310,905
less: Capital Expenditures	(46,000)	(1,021,761)	(1,806,713)	(1,616,143)	(1,956,697)	(391,255)	(2,059,740)
<b>Ending Capital Fund Balance</b>	<b>\$ 301,242</b>	<b>\$ 424,289</b>	<b>\$ 493,987</b>	<b>\$ 759,416</b>	<b>\$ 1,203,823</b>	<b>\$ 1,547,027</b>	<b>\$ 251,164</b>
<i>Minimum Target Balance</i>	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
<b>DEBT RESERVE</b>							
Beginning Balance	\$ -	\$ -	\$ 88,322	\$ 88,322	\$ 184,673	\$ 184,673	\$ 184,673
plus: Reserve Funding from Operations	-	-	-	-	-	-	-
plus: Reserve Funding from New Debt	-	88,322	-	96,351	-	-	-
less: Use of Reserves for Debt Service	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ -</b>	<b>\$ 88,322</b>	<b>\$ 88,322</b>	<b>\$ 184,673</b>	<b>\$ 184,673</b>	<b>\$ 184,673</b>	<b>\$ 184,673</b>
<i>Minimum Target Balance</i>	\$ -	\$ 88,322	\$ 88,322	\$ 184,673	\$ 184,673	\$ 184,673	\$ 184,673
<b>SUMMARY</b>							
Combined Beginning Balance	\$ 1,343,804	\$ 630,414	\$ 1,429,460	\$ 1,549,595	\$ 1,960,658	\$ 2,457,460	\$ 2,854,931
Plus: Inflows	\$ (667,390)	\$ 1,862,602	\$ 2,374,016	\$ 2,703,838	\$ 3,158,747	\$ 1,511,146	\$ 1,569,536
Less: Outflows	\$ (46,000)	\$ (1,063,555)	\$ (2,253,881)	\$ (2,292,775)	\$ (2,661,945)	\$ (1,113,676)	\$ (2,808,147)
<b>Combined Ending Balance</b>	<b>\$ 630,414</b>	<b>\$ 1,429,460</b>	<b>\$ 1,549,595</b>	<b>\$ 1,960,658</b>	<b>\$ 2,457,460</b>	<b>\$ 2,854,931</b>	<b>\$ 1,616,320</b>
<i>Net Change in Reserves</i>	\$ (713,390)	\$ 799,046	\$ 120,135	\$ 411,063	\$ 496,802	\$ 397,471	\$ (1,238,611)
<b>TOTAL AVAILABLE CASH TEST: DAYS OF O&amp;M</b>							
Actual Operating & Capital Ending Balance	\$ 630,414	\$ 1,341,138	\$ 1,461,273	\$ 1,775,985	\$ 2,272,787	\$ 2,670,258	\$ 1,431,647
Actual Ending Total Days of O&M	108 days	174 days	181 days	209 days	255 days	285 days	145 days
<i>Target: 150 Days of O&amp;M</i>	\$ 878,801	\$ 1,158,776	\$ 1,209,938	\$ 1,272,846	\$ 1,337,194	\$ 1,405,073	\$ 1,476,755



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 28, 2018

**Subject:** Lake Stevens Beautification Plan Adoption

**Contact** Jill Meis, Associate Planner  
**Person/Department:** Russ Wright, Community  
Development Director

**Budget** \$0  
**Impact:**

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Adopt the Lake Stevens Beautification Plan**

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**SUMMARY**

At the request of the Mayor the city worked with consultants KPG to develop a comprehensive beautification plan to create a distinctive identity and community aesthetic that identifies and unifies the community of Lake Stevens. The plan capitalizes on the unique characteristics of districts within Lake Stevens while unifying the community with consistent wayfinding signage, landscaping and contemporary northwest designs.

Several open houses were held to collect community input on the plan throughout the development phases. The key elements of the plan were developed through the public process using the character and theme of the “lake lifestyle”. These elements include:

- Streetscapes & roundabouts
- Promenades & festival streets
- Open space, parks & plazas
- Decorative lighting & banners
- Streetscape furnishings
- Landscape and hardscape
- Gateways & wayfinding signage, and
- Public art integration

This plan includes the specifications and standards of the materials and landscape pallets as well as sites for future beautification opportunities.

Staff recommends implementation of wayfinding and select street signage in 2018 and gateway signage and select downtown improvements in 2019-2020.

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**ATTACHMENTS:**

Final Beautification Draft for Adoption

A stylized graphic of a sailboat with a large dark blue sail and a smaller light gray sail, positioned on the left side of the page. The boat is partially obscured by horizontal bars in light blue, teal, and olive green.

# LAKE STEVENS BEAUTIFICATION PLAN

MAY 2018  
**StudioKPG**

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## ACKNOWLEDGMENTS

The following people/groups contributed their time and expertise to make the Beautification Plan possible:

Mayor John Spencer

### Elected Officials

Councilmember Kim Daughtry  
Councilmember Brett Gailey  
Councilmember Kurt Hilt  
Councilmember Rauchel McDaniel  
Councilmember Gary Petershagen  
Councilmember Marcus Tageant  
Councilmember Todd Welch

### Stakeholder Group

Main Street Center Business Owners  
Friends for Lake Stevens Community  
Lake Stevens Historical Society  
Lake Stevens Arts Commission  
Rotary Club of Lake Stevens

### Project Management

City of Lake Stevens  
Jill Meis, Associate Planner  
Russell Wright, Community Development Director

### Technical Advisory

City of Lake Stevens  
Eric Durpos, Public Works Director  
Leah Everett, Stormwater Engineer

### KPG

Elizabeth Gibson, Senior Landscape Architect, PM  
Phuong Nguyen, Landscape Architect  
Holly Williams, Landscape Architect



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## Purpose of this Document

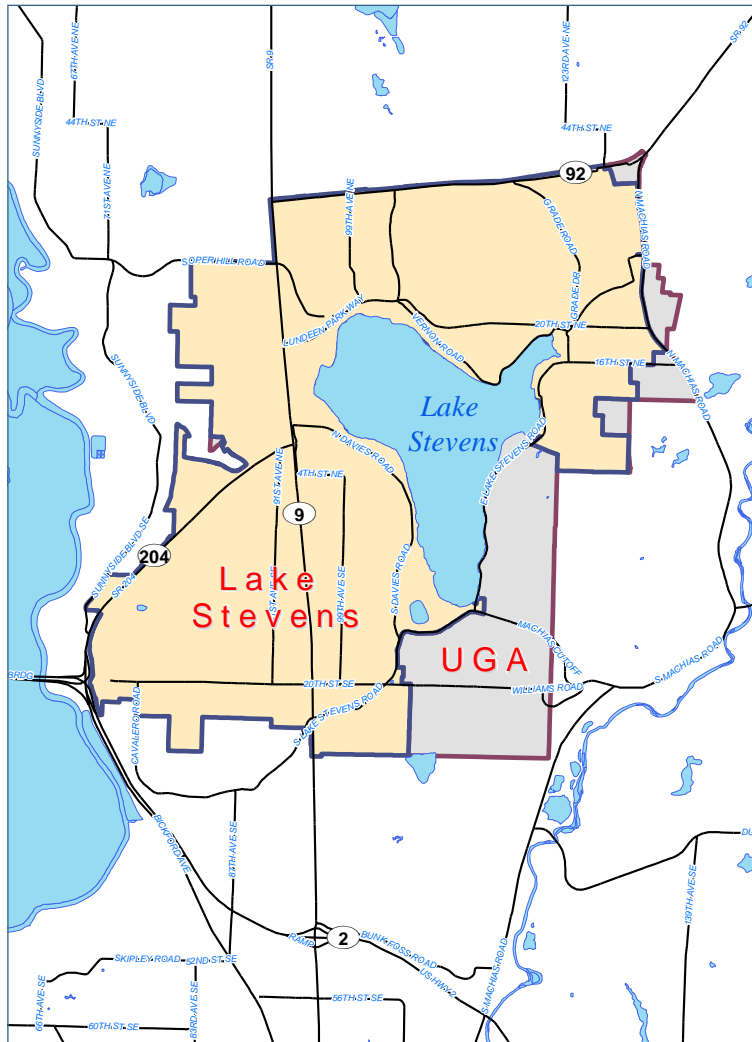
The intent of this document is to provide a comprehensive Beautification Plan to create a distinctive identity and community aesthetic that identifies and unifies established urban/neighborhood centers and public spaces for Lake Stevens.

This document supports the Beautification Plan (Plan) guiding principles, identifies opportunities for design treatments (palette for hardscape, rockscape and landscape), and provides conceptual signage systems that will enhance the character and identity of the City of Lake Stevens (City). The Plan defines each urban center, highlights key destinations, prioritizes routes, proposes sign locations, and concludes with a phasing plan for next steps.

## Background Information

The City of Lake Stevens is located about 2.5 miles east of the city of Everett. The current city boundaries, established in December 2009 following a series of annexations, encompass an area of approximately 9 square miles and surround most of the Lake Stevens' shoreline. The City is one of the fastest growing cities in the region with a population of nearly 31,000. By 2035, the population is expected to approach 50,000. Long-term the City has a vision to annex remaining areas to become one community around the lake. The current city limits and adjacent Urban Growth Area boundaries provide sufficient land to accommodate current growth targets.

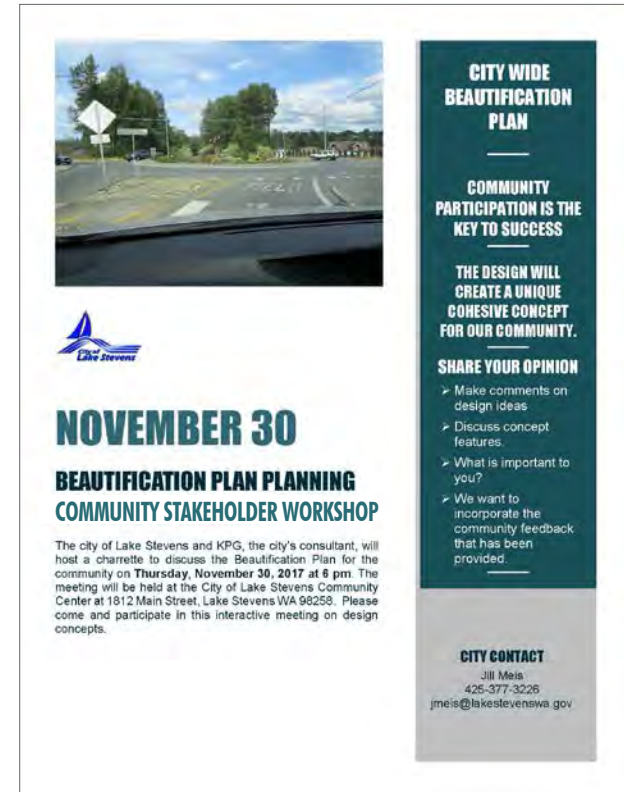
People live in Lake Stevens because of the strong sense of community, excellent schools, proximity to regional employment and relative affordability. Residents and tourists enjoy easy access to many Snohomish County recreational opportunities such as Lake Stevens, the largest recreational lake in the county with public beaches and boat launches, the Centennial Trail, and Cascade Mountains. Athletes love the beautiful and challenging terrain surrounding the City and many athletes travel from all over the world to compete in local athletic competitions. Businesses locate here because of the City's central access to major transportation routes and its growing population.



## Public Involvement

The Beautification Plan for the City of Lake Stevens was developed through a community outreach process that helped identify the concerns, issues and needs for beautification improvements throughout the entire city. The Beautification Plan must balance the priorities of all the stakeholders and community members. Before collaboration with the community commenced, the City of Lake Stevens provided online resources (via the City website and City Facebook page) to provide the community with updates to all the other city projects, information, and dates of upcoming meetings. To date, the City of Lake Stevens has consulted with:

- North Cove Park Expansion Improvement
- Washington State Department of Transportation (WSDOT)
- City of Lake Stevens
  - o Public Works
  - o Planning & Community Development
  - o Economic Development
  - o Arts Commission
  - o Parks & Recreation Planning Board
  - o Police
  - o Fire
  - o Main Street Center Business Owners
  - o Friends for Lake Stevens Community
  - o Lake Stevens Historical Society
  - o Rotary Club of Lake Stevens
- Lake Stevens residents via individual meetings and public meetings



**CITY WIDE BEAUTIFICATION PLAN**

**COMMUNITY PARTICIPATION IS THE KEY TO SUCCESS**

**THE DESIGN WILL CREATE A UNIQUE COHESIVE CONCEPT FOR OUR COMMUNITY.**

**SHARE YOUR OPINION**

- Make comments on design ideas
- Discuss concept features
- What is important to you?
- We want to incorporate the community feedback that has been provided.

**NOVEMBER 30**

**BEAUTIFICATION PLAN PLANNING COMMUNITY STAKEHOLDER WORKSHOP**

The city of Lake Stevens and KPG, the city's consultant, will host a charrette to discuss the Beautification Plan for the community on **Thursday, November 30, 2017 at 6 pm**. The meeting will be held at the City of Lake Stevens Community Center at 1812 Main Street, Lake Stevens WA 98258. Please come and participate in this interactive meeting on design concepts.

**CITY CONTACT**  
Jill Meis  
425-377-3226  
jmeis@lakestevenswa.gov





## Public Involvement

The community outreach process involved a highly attended community stakeholder workshop and a public open house as summarized below:

**Community Stakeholder Workshop (11/30/2017)** included approximately 30 members of the community, as well as several council and city staff members. The workshop was formatted to include a presentation, followed by a large group discussion and later broke down to individual conversations with consultants and City staff about the presentation board content. The goal of this workshop was to receive input from the community and provide key members of the community information to be shared with their neighbors. The resulting main considerations from the community and City staff members were to:

- Provide opportunities for festivals, art integration and improvements to existing/proposed roundabout aesthetics
- Improve public facilities to address pedestrian safety on the roads, sidewalks and walkways around the lake
- Consider light pollution for the sensitive wildlife habitat in the area
- Provide a nice craftsmanship look to all design elements
- Create a comfortable, inviting yet sophisticated and contemporary look and feel to improvements
- Provide raingarden and landscape planting palettes
- Incorporate wildlife and natural representation within the design treatments
- Simplify the wayfinding signage system for a consistent aesthetic throughout the City

For a comprehensive list of recorded comments, see Appendix A.



**Public Open House (4/12/2018)** included more or less the same participants as the Community Stakeholder Workshop and focused on discussing the updated design treatments, gateway concepts and wayfinding system that were further developed based on the comments received in the workshop. The community was generally pleased with the progress of the design which addressed their concerns about safety, beautification aesthetics, and functionality of the public spaces. As a whole, the community supported the Beautification Plan and look forward to seeing how the suggested design treatments and improvements can be implemented in future phased projects. A comprehensive list of the recorded public open house feedback can be found in Appendix B.





## Beautification Guidelines

The following Beautification Guidelines were identified and confirmed by City staff and the stakeholder group to establish an intent and focus for the Lake Stevens Beautification Plan:

- **Incorporate the “Lake Lifestyle” and “Contemporary Northwest” themes as placemaking elements integrated around the City to enhance character, sense of place and community**
- **Establish a cohesive identity for the City and urban/neighborhood center gateways, public spaces, streetscapes, wayfinding and signage**
- **Recommend a unified design palette including colors, repeated forms, shapes, lighting, hardscape and planting material**
- **Provide recommendations for materials of high durability with sustainable options**
- **Integrate and support opportunities for public art sculptures/display**
- **Create an appealing and safe environment for pedestrians utilizing Crime Prevention Through Environmental Design (CPTED)**
- **Identify direction for phasing improvements or “next steps”**



## Character & Theme

The City of Lake Stevens has its own unique identity, one of which character and theme can be built upon through culture, heritage and local icons. Lake Stevens' unique history, quality of life, desirable location, celebratory events, sense of place, community values and culture creates many opportunities for potential improvements throughout the City.

### opportunities & potential

- promenade
- festival street
- roundabouts
- City ROW
- open space
- gateways & wayfinding

### community values & culture

### history

- timber
- mining
- railroad
- Rucker Mill
- resort beaches

### quality of life

### events

- Music in the Park
- Community Garden Work Party
- Shakespeare in the Park
- Movies in the Park
- Lake Stevens Community Clean Up
- Coffee with the Chiefs
- Lake Stevens Halloween Festival

### unique places

- the LAKE!
- town center
- recreation
- Centennial Trail
- natural environment
- scenic views

### desirable location





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## Beautification Elements

In the heart of Lake Stevens is the LAKE. As the community steadily grows in population, and expands outward from the center, it has become evident that not all people and even residents are aware of this important natural resource. The City has therefore expressed the need to put the “LAKE” back into Lake Stevens. The following beautification elements are tools to help translate the “Lake Lifestyle” identity into a contemporary northwest theme to create a distinctive community aesthetic that unifies the various public spaces within Lake Stevens.

streetscapes & roundabouts

promenades & festival streets

open space, parks & plazas

decorative lighting & banners

streetscape furnishings

landscape & hardscape

gateways & wayfinding signage

public art integration



## Recommended Beautification Opportunities

The City has a variety of opportunities within the public realm to help establish a cohesive, city-wide, aesthetic expression of the “Lake Lifestyle” that Lake Stevens so uniquely offers to residents and visitors. This also helps set the stage for design guidelines that can be implemented in new or updated private development.

The City’s streetscapes provides an opportunity to incorporate these beautification elements. Within the City ROW these elements include:

- collector road intersections, arterial road intersections or collector/arterial road intersection
- decorative roundabouts
- decorative / raised intersections
- festival streets
- decorative crosswalks
- scored sidewalks
- decorative seating and view/look-out nodes
- promenades
- multi-use trails
- decorative lighting (roadway & pedestrian)
- specialty lighting (catenary, up-lighting, etc.)
- festive banners & hanging baskets
- furniture: benches, trash receptacles, bike racks
- signage: gateway, wayfinding, interpretive, street name signs
- boulevards (with the incorporation of linear parks, public art and plazas)
- parks, trails, & open space signage
- City event signage
- public art integration in the form of water elements/features (shells, lake, creek, streams) and/or water sports/activities (oars, swimming, boating, fishing, skiing)
- street trees & landscaping

Signage is an effective beautification element that can be implemented throughout the City that is relatively easy, inexpensive, and within available City ROW/property. The figure on the following page identifies potential opportunities to integrate gateway signage, wayfinding signage and roundabout treatments throughout the City. Monument gateways are located at main entrance points entering the City, while Vertical City Gateways signs can be utilized when space is limited. Old Town Gateway signs are located at primary locations directing vehicular and pedestrian traffic into the Old Town area. Wayfinding signs are located at essential decision making locations for both vehicular and pedestrian visitors.

The following pages provides guidance for the look and feel for the signage, roundabout treatment, and illumination.

## Beautification Plan

The Plan identifies the limits for each urban/neighborhood center within the City of Lake Stevens as well as beautification opportunities for potential future development, City ROW, public plazas, parks and open space improvements within those areas.

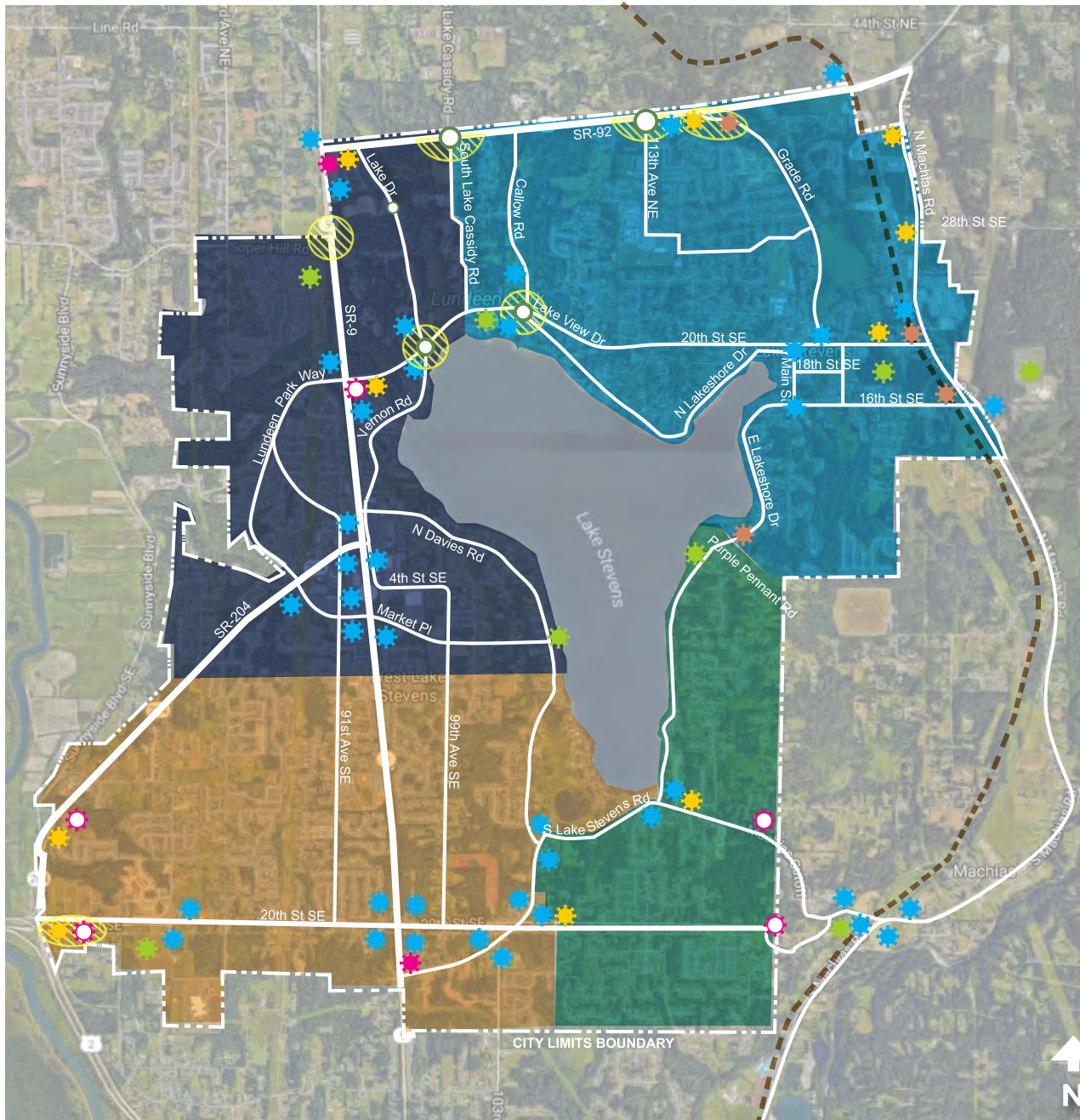
### URBAN/NEIGHBORHOOD CENTERS

- West Lake Stevens (Frontier Village)
- Old Town (Downtown City Center)
- East Lake Stevens
- South Lake Stevens (Cavalero)

### BEAUTIFICATION OPPORTUNITIES

- Future Development
- Streets
- Centennial Trail
- Large Roundabout
- Small Roundabout
- Existing Welcome Sign
- Monument City Gateway Sign
- Vertical City Gateway Sign
- Old Town Gateway Sign
- Wayfinding Sign Type 1
- Wayfinding Sign Type 2
- Wayfinding Signs \*
- Streets \*
- Public Plazas, Parks & Open Space \*

\* not shown on plan





## Old Town Beautification Example







Old Town (also known as Downtown or City Center) is a fine example of an area of opportunity to integrate various beautification elements. Old Town has always had a historical significance in Lake Stevens and still provides great public amenities, civic services, local businesses for shopping and dining as well as public access to the lake.

North Cove Park is a four-acre waterfront park at the northeast end of the lake, next to City Hall. The park has a public boardwalk/pier and is the setting for several annual community events including Aquafest and Music on the Lake. The park expansion project currently underway will improve the park amenities, realize the lake view corridor and attract more users, creating a positive momentum for future improvements in the surrounding areas.

Raising the intersection to be curbless on either end of Main Street would provide traffic calming and sets the stage for a pedestrian-friendly streetscape approach into the historic core.

Other features to enhance the new park experience include a promenade along the west side of Main Street, mid-block crossings and a festival street on the west end of 18th St SE. (See figure on this page)

### LEGEND

-  Raised Curbless Intersection
-  Promenade
-  Mid-Block Crosswalk
-  Festival Curbless Street
-  Roadway
-  North Cove Park Expansion Project



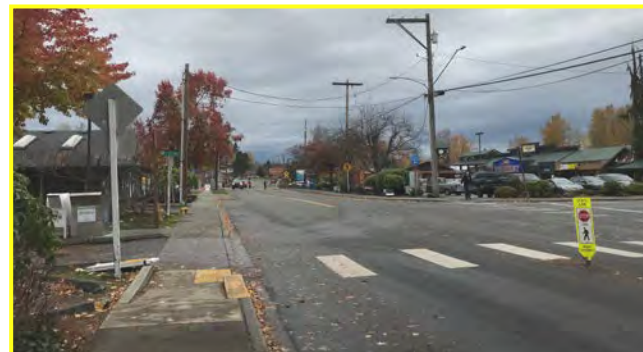


## Main Street Photo Simulation

The photo simulation below shows potential improvement opportunities located along Main Street, between N Lakeshore Dr and 18th St. SE. The view of the photo simulation is taken looking north from the 18th St SE and Main Street intersection.



Photo Simulation



Original Photo

Proposed improvements

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CITY SIGNAGE



BRONZE LETTERINGS ON WALL (G)

LIGHTING



LUMINAIRES W/ BANNERS (S)(R)(O)



LIT BOLLARDS (S)(O)



CANOPY UPLIGHTING (O)(G)



DECORATIVE UTILITY LID EXAMPLE

SITE FURNISHINGS



WOOD AND METAL BENCH (P)(O)(S)



LITTER RECEPTACLE (P)(O)(S)



TREE GRATE (S)

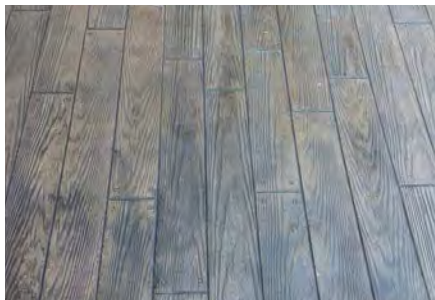


BOLLARDS (C)(P)(O)

HARDSCAPE



\*\*\*SCORED CONCRETE (R)(F)(C)(P)(O)(S)



STAMPED WOOD PLANK CONCRETE (P)(S)

## City Wide Standard Design Treatments

City Wide Standard design treatments have been established to offer a consistent design aesthetic, while allowing for flexibility, to be applied contextually to various unique improved locations throughout the City. The Design Treatments can be incorporated in conjunction with new development, road/sidewalk projects, and other capital improvements.

Letter abbreviation(s) next to each design treatment denotes various locations where these design treatments could be applied.

- (R) ROADWAY
- (F) FESTIVAL STREET
- (C) CROSSWALK
- (P) PROMENADE
- (O) OPEN SPACE & PLAZAS
- (S) SIDEWALK
- (G) GATEWAYS

\*\*\* PREFERRED HARDSCAPE TREATMENT



## Festival Streetscape Design Treatments

Design treatments for curbless festival streets can accommodate both vehicular and pedestrian traffic while allowing for the flexibility for vehicular traffic closures for programmed events and seasonal activities.

### LIGHTING



PAVEMENT ACCENT LIGHTS (S)(N)

Letter abbreviation(s) next to each design treatment denotes various locations where these design treatments could be applied.

- (R) ROADWAY
- (S) SIDEWALK
- (N) PEDESTRIAN NODE

### SITE FURNISHINGS



BICYCLE RACK (S)



MOVABLE/MODULAR METAL PLANTERS (S)

### HARDSCAPE

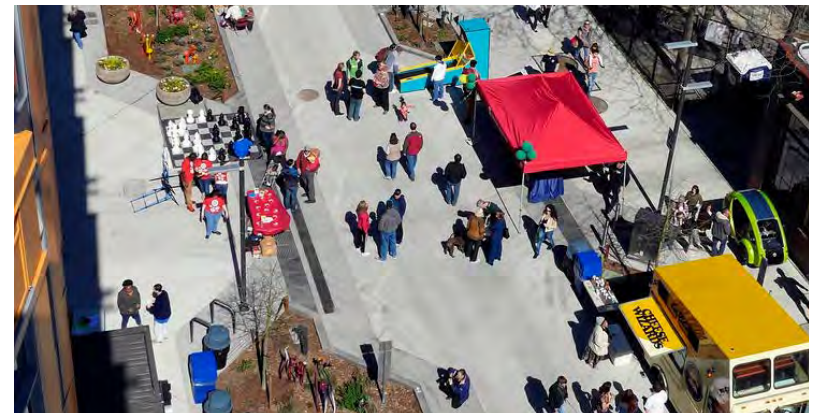


COLORED CONCRETE W/ LETTER INLAYS (N)



DETECTABLE DIRECTIONAL PAVERS (S)

### CURBLESS FESTIVAL STREET EXAMPLE



BELL AVENUE IN SEATTLE, WA



## PROMENADE EXAMPLES



NORTH POINTE GATEWAY POCK PARK IN CAMBRIDGE, MA



GEORGIA STREET IN INDIANAPOLIS, IN

## Promenade Design Treatments

Design treatments for promenades include elements that help delineate this active zone with accent lighting, linear seating and hardscapes, while emphasizing pausing areas where pedestrians may congregate.

LIGHTING



ACCENT LINEAR PAVEMENT LIGHTING (N)

Letter abbreviation(s) next to each design treatment denotes various locations where these design treatments could be applied.

- (P) PROMENADE
- (N) PEDESTRIAN NODE

SITE FURNISHINGS



STONE AND WOOD/METAL BENCHES (P)

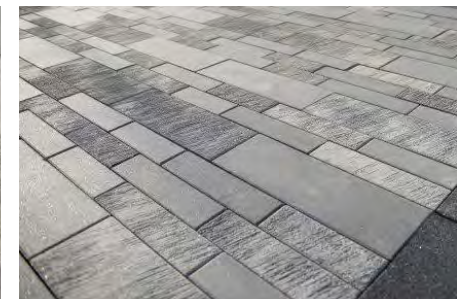


CONCRETE SEAT WALLS W/ WOOD TOP (P)

HARDSCAPE



SANDBLASTED, & ETCHED CONCRETE (N)



CONCRETE PAVERS (N)





## Open Space Design Treatments

Design treatments for open spaces include decorative lighting, a custom combination of landscape planters and seating, as well as natural materials to be used for casual seating, walking surfaces and paved areas.

Letter abbreviation(s) next to each design treatment denotes various locations where these design treatments could be applied.

(N) PEDESTRIAN NODE  
(O) OPEN SPACE & PLAZAS

LIGHTING



PAVEMENT UPLIGHTING (O)



ACCENT LIGHTS (O)

SITE FURNISHINGS



STONE SEATS (N)



PLANTER WALLS AND WOOD SEAT TOP (N)

HARDSCAPE



DECOMPOSED GRANITE (O)



CONCRETE PAVERS (O)

### PARK PLAZA EXAMPLE



LIGHTING WITH BANNERS AND FLOWER BASKETS



QUARRY PARK IN ROCKLIN, CA



## SIGNAGE



FREESTANDING STEEL/ALUMINUM LETTERS

### POTENTIAL EXISTING UPDATED LOCATIONS:

- SR-92 & SOUTH CASSIDY ROAD
- SR-92 & 113TH AVENUE NE
- LUNDEEN PARKWAY & LAKE DRIVE
- LUNDEEN PARKWAY & LAKE VIEW DRIVE

### POTENTIAL NEW IMPROVEMENT LOCATIONS:

- SR-92 & GRADE ROAD - "Welcome to the **LAKE**"
- SR-92 & 127TH DRIVE NE

## Large Roundabout Design Treatments

Design treatments for large roundabouts consists of non-distracting public art/center accent elements that evokes the "Lake Lifestyle" theme, with durable decorative pavement finishes that can withstand heavy turning truckloads, easy to maintain signage material(s) and landscape plantings.

## ACCENT ELEMENT



CORTEN STEEL WALLS AND COLUMNS W/ WAVES

### ROCKSCAPE



GRANITE STONE COLUMNS



STACKED STONE WALL



DECOMPOSED GRANITE



METAL SAILS W/ LIGHTS

### HARDSCAPE



STAMPED MODULAR STONE CONCRETE PATTERN



STAMPED MODULAR STONE CONCRETE IN MEDIAN ISLAND NOSES

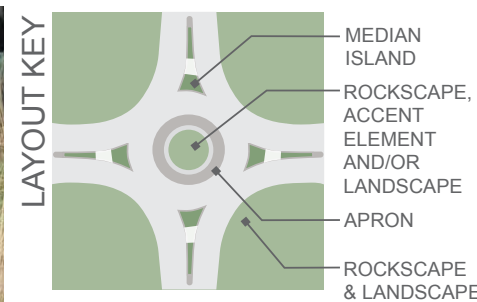


STAMPED MODULAR STONE CONCRETE IN ROUNDABOUT APRON



METAL CUTOUTS AND LETTERS

### LANDSCAPE





## Small Roundabout Design Treatments

Design treatments for small roundabouts consists of rockscapes that evoke the "Pacific Northwest" theme, with durable mountable decorative pavement finishes that can withstand heavy turning truckloads and low maintenance landscape plantings.

ROCKSCAPE



STACKED STONE WALL

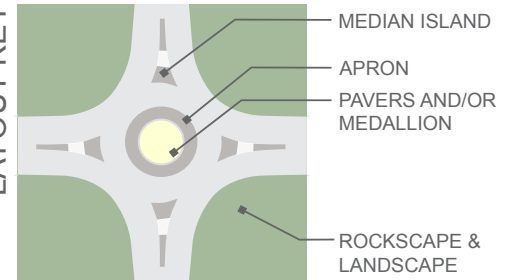


DECOMPOSED GRANITE



GRANITE STONE COLUMNS AT  
BULBOUT APPROACHES

LAYOUT KEY



LANDSCAPE



### POTENTIAL EXISTING UPDATED LOCATIONS:

- Lake Drive & School Road

### POTENTIAL NEW IMPROVEMENT LOCATIONS:

- Soper Hill Road & 83rd Avenue NE
- Soper Hill Road & 87th Avenue NE

HARDSCAPE



STAMPED MODULAR STONE  
CONCRETE PATTERN



STAMPED MODULAR STONE  
CONCRETE IN MEDIAN ISLANDS



STAMPED MODULAR STONE CONCRETE  
IN ROUNDABOUT APRON



MOUNTABLE VEHICLE GRADE PAVERS (APPROX. 6"X6" CREAM/GRAY COLOR  
TONES) SET IN GEOMETRIC PATTERN WITH CENTER ART MEDALLION



ACCENT TREES



BUTTERFLIES MAGNOLIA



STARLIGHT DOGWOOD



WITCH HAZEL



VINE MAPLE



## Conceptual Landscape Palette

The plant palette includes trees, shrubs, grasses, perennials, and groundcovers that evoke the “Lake Lifestyle” theme and are adapted to our Northwest climate. Emphasis is on low-maintenance, multi-seasonal interest, and tolerance of the conditions found along the streetscape and in roadway medians.

STREET TREES



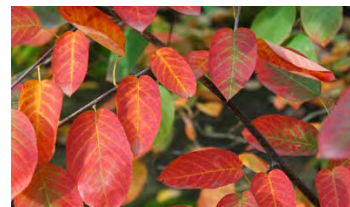
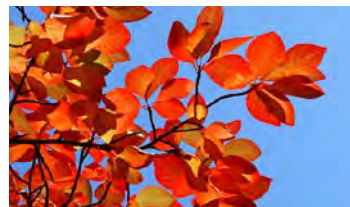
EMERALD SUNSHINE ELM



FORUM TUPELO



SPRING FLURRY SERVICEBERRY



EVERGREEN TREES



SIBERIAN SPRUCE



INCENSE CEDAR





SHRUBS



JAPANESE SPIREA



DWARF FOTHERGILLA



RHODODENDRON



DWARF MOUNTAIN LAUREL



JAPANESE BARBERRY



HEBE



SCOTCH HEATHER



LAVENDER

GRASSES



AUTUMN MOOR GRASS



DWARF FOUNTAIN GRASS



BLUE GRAMMA GRASS

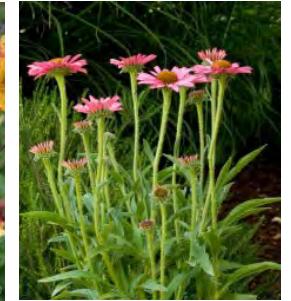


TUFTED HAIR GRASS

PERENNIALS



AVENS



CONEFLOWER

GROUNDCOVERS



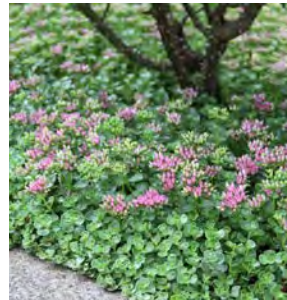
SPEEDWELL



EPIEDIUM



CREeping THYME



SEDUM



COMMON YARROW



DAYLILY



## Conceptual LID (Low Impact Development) Landscape Palette

The LID plant palette includes shrubs, grasses and groundcovers that can thrive in a raingarden environment, including tolerating periodic flooding and pollution from runoff. Typically, water-tolerant grasses are planted in the raingarden ponding area, with shrubs and groundcovers planted on the side slopes.



VINE MAPLE



DWARF RED-TWIG DOGWOOD



DWARF RHODODENDRON



DWARF OAK-LEAF HYDRANGEA



BIRCHLEAF SPIREA



SWORD FERN



LOW OREGON GRAPE



KINNIKINNICK



BOWLES GOLDEN SEDGE



DAGGER-LEAF RUSH



ORANGE SEDGE



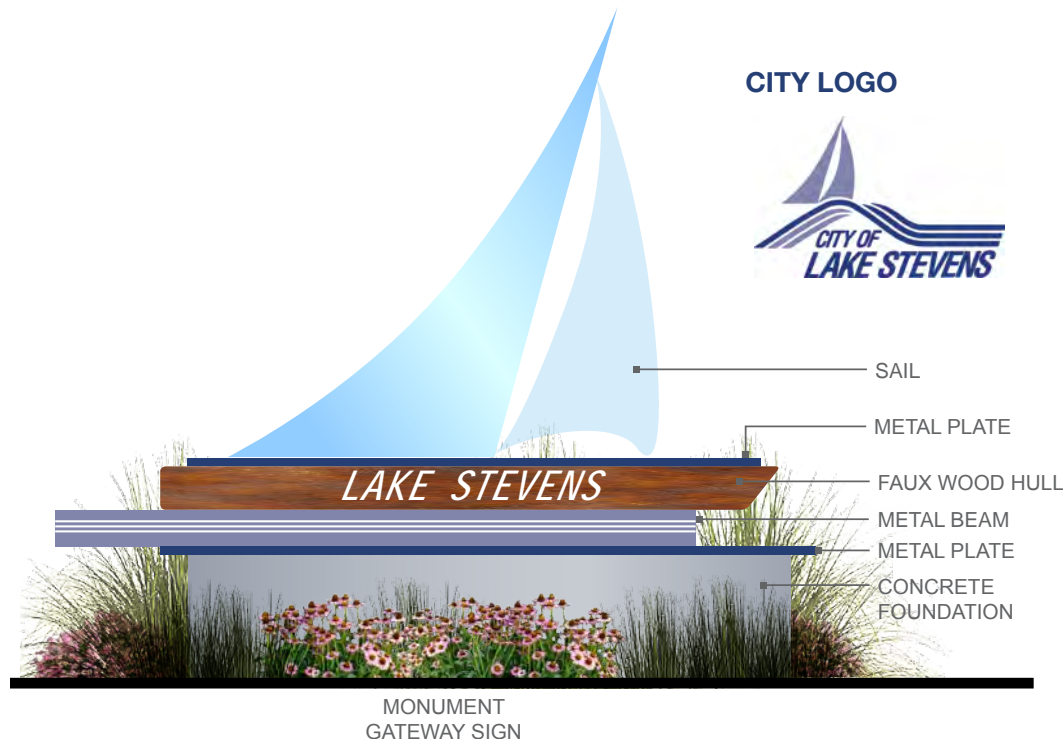
TOUGH-LEAF IRIS



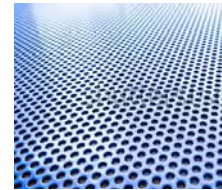
## Monument Gateway

The following signage and illumination reflect colors, materials, and finishes inspired by the lake, lake recreation, mountain views, timber history, and surrounding nature in a way that is sophisticated and unique to Lake Stevens. The colors and materials also complement the City's logo. All the materials proposed are durable, low maintenance, and vandal resistant.

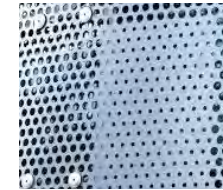
The Gateway Signage (below) can be located at City entrance points in City ROW/ property and/or existing and proposed roundabout locations. The gateway provides a large scale sign allowing for public art to be incorporated on top. The art or motif should complement the "Lake Lifestyle" and contemporary northwest palette.



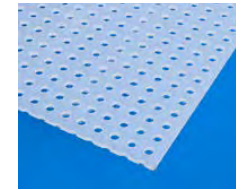
### SAIL MATERIALS



Perforated Metal



Metal Fasteners



Perforated Acrylic

### FONT

Gateway Font Type: *Arial Narrow Italic Bold*

*\*\*All font types and sizes for signage shall maintain legibility and readability for viewers*

### MATERIALS/FINISHES



Lettering: White acrylic, rigid, UV & weather resistant, suitable for outdoor applications, compliance to impact resistance ANSI Z91.7 (10,000 psi tensile strength) \*  
Ghost 30% Chroma XT by 3Form



Concrete Foundation/Base: Class 4000P  
with Class anti-graffiti coating



Metal Plate: Aluminum Type 6061-T6  
\* Night Blue RAL 5022 with anti-graffiti coating  
by Tiger Drylac Powder Coatings Ltd.



Metal Beam/Column: Aluminum Type 6061-T6  
\* Periwinkle Blue Custom RAL with anti-graffiti coating  
by Tiger Drylac Powder Coatings Ltd.



Faux Wood Blade: Aluminum Type 6061-T6  
\* LCF-0203 Dark Fir Premium Wood Grain with  
anti-graffiti coating by Decora Powder Coatings Ltd.

**\* NOTE:** *Approved equal products/manufacturer shall match aesthetic look, feel, quality, materiality, and durability as standards specified herein.*

## Vertical Gateway

The Vertical Gateway Sign is to be utilized where space is limited.

### CITY LOGO



### FONT

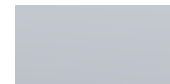
Gateway Font Type: Arial Narrow Italic Bold

*\*\*All font types and sizes for signage shall maintain legibility and readability for viewers*

### MATERIALS/FINISHES



Lettering: White acrylic, rigid, UV & weather resistant, suitable for outdoor applications, compliance to impact resistance ANSI Z91.7 (10,000 psi tensile strength) \*  
Ghost 30% Chroma XT by 3Form



Concrete Foundation/Base: Class 4000P  
with Class anti-graffiti coating



Metal Plate: Aluminum Type 6061-T6  
\* Night Blue RAL 5022 with anti-graffiti coating  
by Tiger Drylac Powder Coatings Ltd.

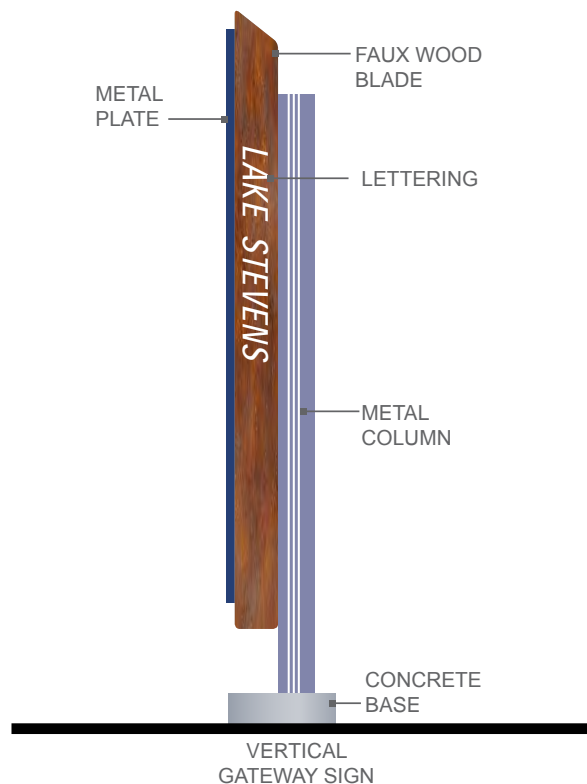


Metal Beam/Column: Aluminum Type 6061-T6  
\* Periwinkle Blue Custom RAL with anti-graffiti coating  
by Tiger Drylac Powder Coatings Ltd.



Faux Wood Blade: Aluminum Type 6061-T6  
\* LCF-0203 Dark Fir Premium Wood Grain with  
anti-graffiti coating by Decora Powder Coatings Ltd.

**\* NOTE:** Approved equal products/manufacturer shall match aesthetic look, feel, quality, materiality, and durability as standards specified herein.

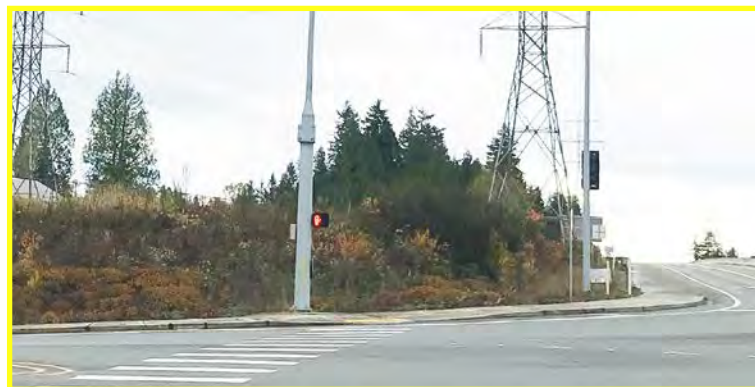


## City Gateway Sign Photo Simulation

The proposed city gateway sign on State Highway 9 NE and State Route 92 at the southeast corner of the intersection captures viewers coming southbound on State Highway 9 NE.



Photo Simulation



Original Photo



Proposed city gateway sign location







## FONT

Wayfinding Font Type: Clearview HWY 2-W (per MUTCD & FHWA standards)


**\*\*All font types and sizes for signage shall maintain legibility and readability for viewers**

## VINYL

2-mil cast vinyl adhesive graphic film with matte finish, clear, removable, pressure-sensitive adhesive (solvent acrylic) sheeting for exterior signage application, life performance of (7) years durability, UV resistant, chemical and moisture resistance.


	Night Blue RAL 5022 Non retro-reflective		Periwinkle Blue Custom RAL Non retro-reflective
	Light Grey RAL 7035 Non retro-reflective		Traffic White RAL 9016 Type II glass bead retro-reflective

## MATERIALS/FINISHES

 White acrylic, rigid, UV & weather resistant, suitable for outdoor applications, compliance to impact resistance ANSI Z91.7 (10,000 psi tensile strength) \* Ghost 30% Chroma XT by 3Form

 Metal Pole: Aluminum Type 6061-T6 Horizontal #4 brush with (2) coats of \* 290 228SP Super Satin Clear Coat by Matthews Paint

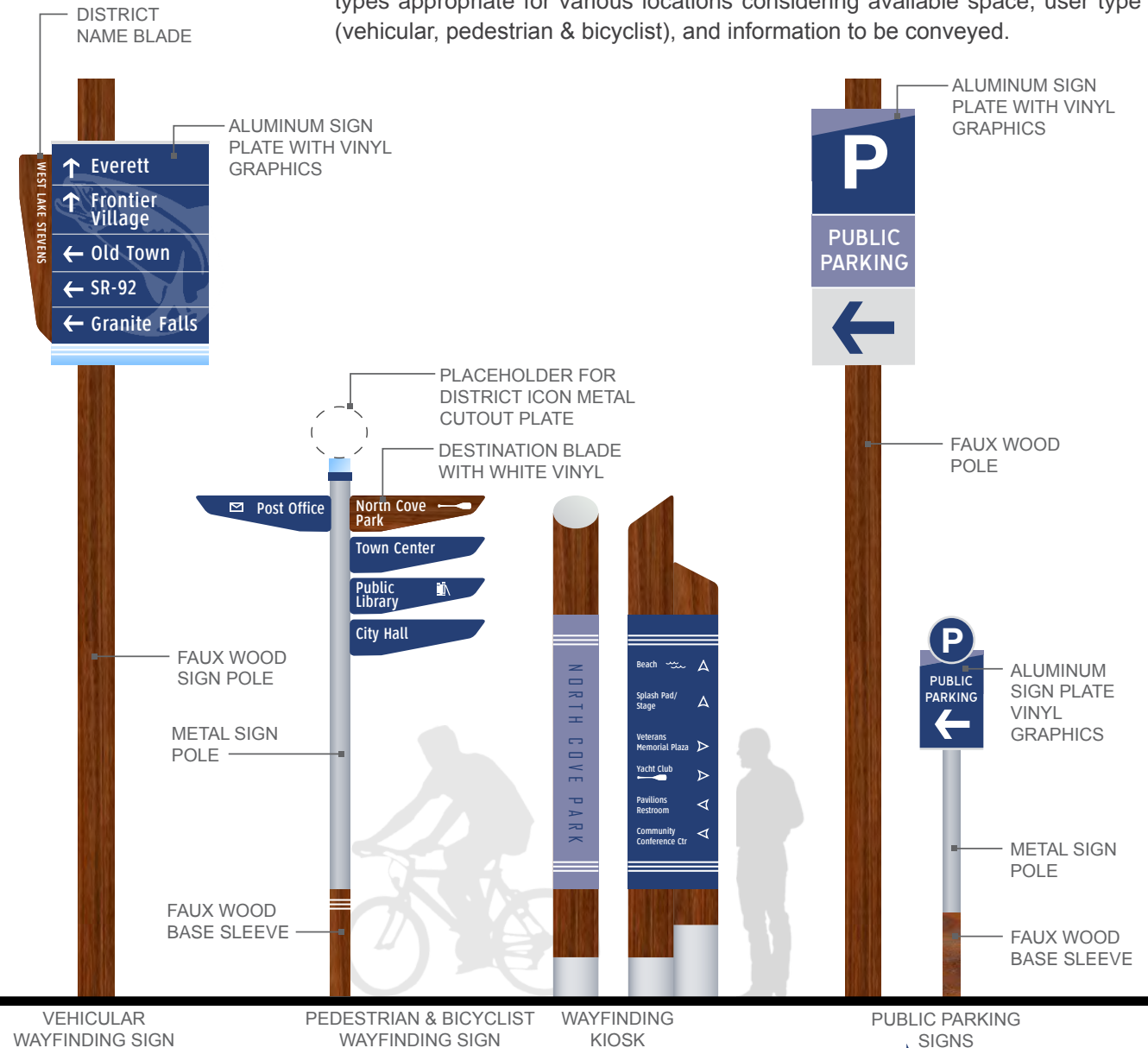
 Faux Wood: Icon Blade/Metal Base Sleeve: Aluminum Type 6061-T6 \* LCF-0203 Dark Fir Premium Wood Grain with anti-graffiti coating by Decora Powder Coatings Ltd.

 Faux Wood Destination Blade: Aluminum Type 6061-T6 \* Custom corten steel powder coating with anti-graffiti coating by New Finishes, Inc.

**\* NOTE:** Approved equal products/manufacturer shall match aesthetic look, feel, quality, materiality, and durability as standards specified herein.

## Conceptual Wayfinding Signage Type 1

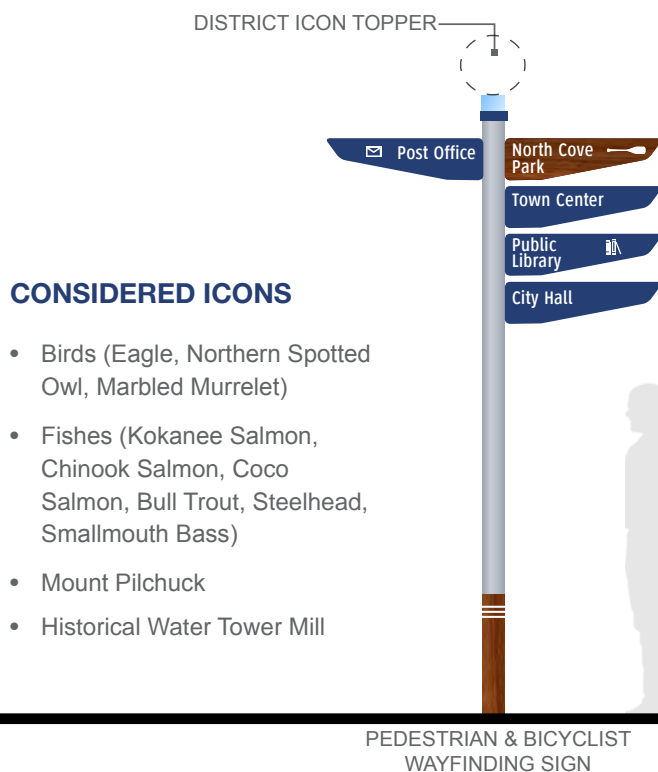
The Wayfinding Signage Type 1 concept provides a hierarchy of wayfinding sign types appropriate for various locations considering available space, user type (vehicular, pedestrian & bicyclist), and information to be conveyed.



## District Icons

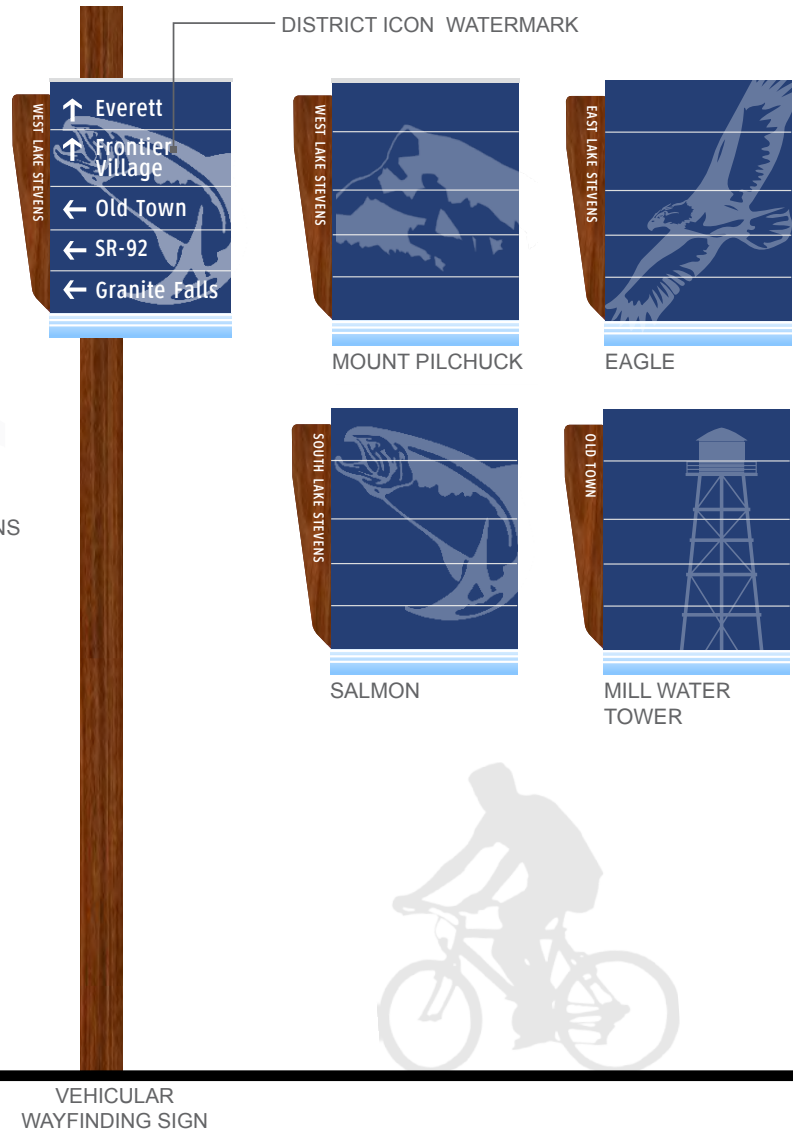
The vehicular wayfinding signs allow for customization including district name blades and district icon watermark graphics on the sign panel. The pedestrian/bicyclist wayfinding signs allow for district icon toppers which can help visually cue users as to what district they are currently in.

The “Considered Icons” on this page lists example icons which represent the City’s local wildlife, history and outdoor recreation activities. These icons could be translated into the metal cutout district icon toppers and district icon watermark graphics.



### CONSIDERED ICONS

- Birds (Eagle, Northern Spotted Owl, Marbled Murrelet)
- Fishes (Kokanee Salmon, Chinook Salmon, Coco Salmon, Bull Trout, Steelhead, Smallmouth Bass)
- Mount Pilchuck
- Historical Water Tower Mill



## Conceptual Wayfinding Signage Type 2

### FONT

Park Name Lettering Font Type: Arial

Trail Mileage Font Type: Clearview HWY 2-W (per MUTCD & FHWA standards)

**\*\*All font types and sizes for signage shall maintain legibility**

### MATERIALS/FINISHES



Metal Column & Sign Panel: Aluminum Type 6061-T6 \* Night Blue RAL 5022 with anti-graffiti coating by Tiger Drylac Powder Coatings Ltd.



Metal Plate: Aluminum Type 6061-T6  
\* Fern Green RAL 6025 with anti-graffiti coating by Tiger Drylac Powder Coatings Ltd.

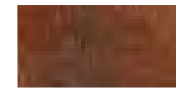


Traffic White RAL 9016 2-mil cast vinyl adhesive graphic film with matte finish, clear, removable, pressure-sensitive Type II glass bead retro-reflective adhesive (solvent acrylic) sheeting for exterior signage application, life performance of (7) years durability, UV resistant, chemical and moisture resistance.

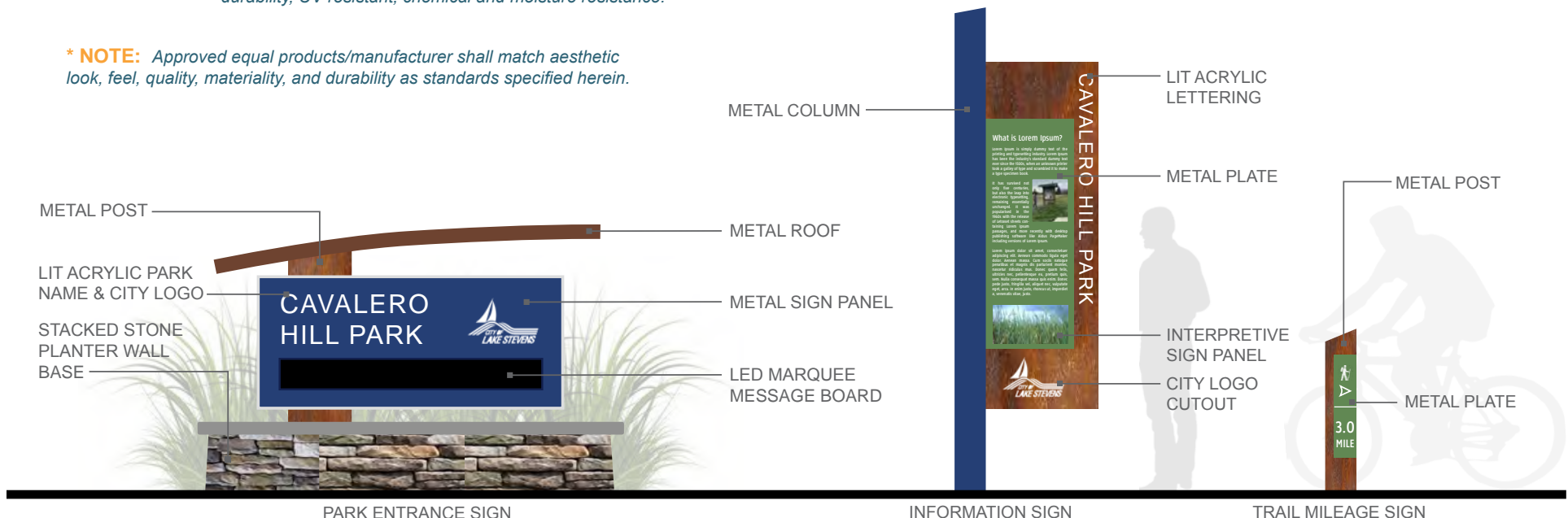
**\* NOTE:** Approved equal products/manufacturer shall match aesthetic look, feel, quality, materiality, and durability as standards specified herein.



Park Name Lettering & City Logo: White acrylic, rigid, UV & weather resistant, suitable for outdoor applications, compliance to impact resistance ANSI Z91.7 (10,000 psi tensile strength) \* Ghost 30% Chroma XT by 3Form

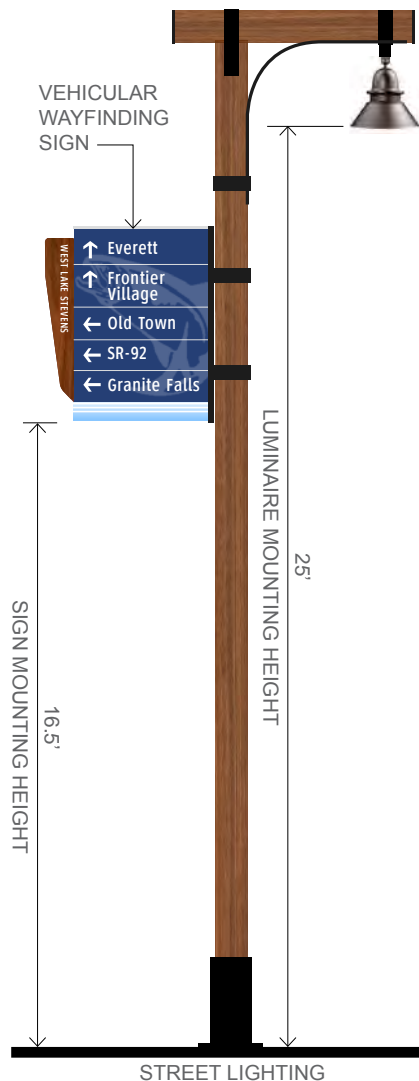


Metal Sign Panel, Post & Roof: Aluminum Type 6061-T6  
\* Faux corten steel powder coating with anti-graffiti coating by New Finishes, Inc.



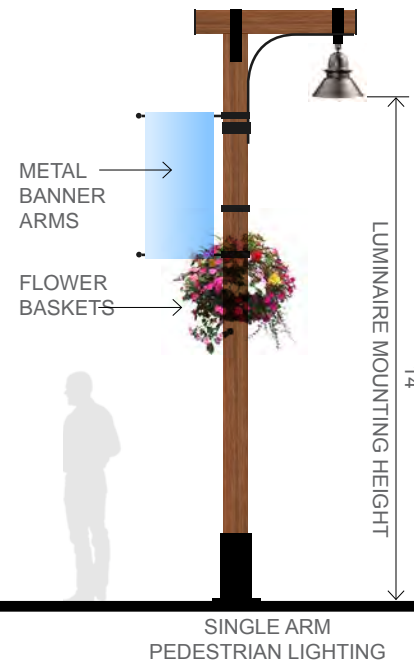
## Lighting: Colors & Materials/Finishes

The Illumination concept provides a cohesive variety of street lighting, pedestrian scaled lighting, and street name signage. The street and pedestrian lighting system can be customized to allow for wayfinding signage, banners and/or flower baskets to be attached.



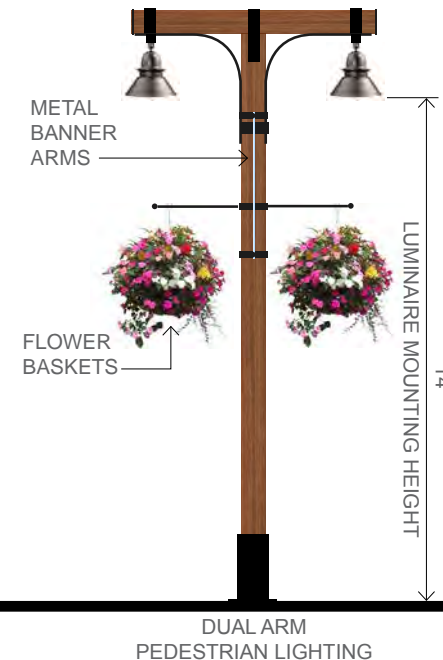
### LUMINAIRE FIXTURES

- Luminaire Manufacturer: Sternberg Lighting
- Series/Model: Gallery 1970LED
- Size: 24" O.D. and 16-3/8" overall height
- Color Temperature: 3500K
- Luminaire finish: Urban bronze matte powder coating
- Features: Flat lens, blank top, zero cut off fixture, 120° house side shield, stem hung
- Life Span: L70 min. 100,000 hrs
- Compliances: IEEE/ANSE C62.41.2, UL Listed, DLC approved
- Warranty: 7 years



### LIGHT POLES ASSEMBLY

- Pole Manufacturer: TimberWood Products
- Single Pedestrian Light Pole Series/Model: 6-34X6 PV Pronghorn Straight Pole w/ 1 Way Cross Arm
- Dual Pedestrian Light Pole Series/Model: 6-34X6 PV Pronghorn Straight Pole w/ 2 Way Cross Arm
- Street Light Pole Series/Model: 8 x 8 PV Pronghorn Straight Pole w/ 1 Way Cross Arm
- Hardware/Fastener Finish: Black powder coating
- Wood Stain: Medium Oak
- Installation Type: Anchor Bolt Mount (PV)



## Street Name Signage: Colors & Materials/Finishes

Custom street name signs provides a unique signage system that can be used throughout the City within residential, local, collector and arterial streets.

### FONT

Font Type: Clearview HWY 2-W (per MUTCD & FHWA standards)

*\*\*All font types and sizes for signage shall maintain legibility*

### VINYL

2-mil cast vinyl adhesive graphic film with matte finish, clear, removable, pressure-sensitive adhesive (solvent acrylic) sheeting for exterior signage application, life performance of (7) years durability, UV resistant, chemical and moisture resistance.

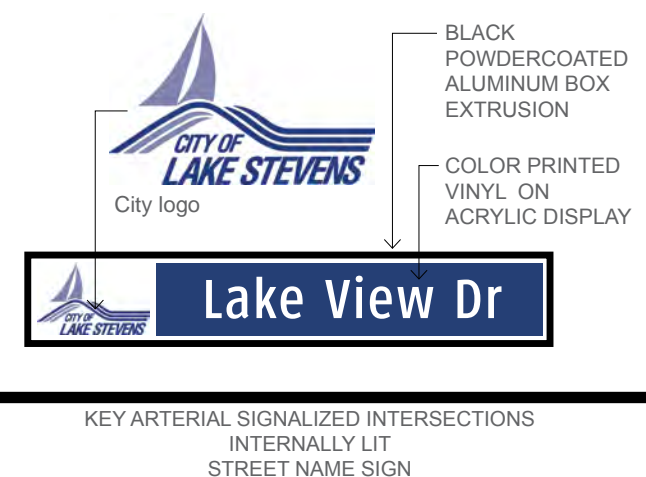
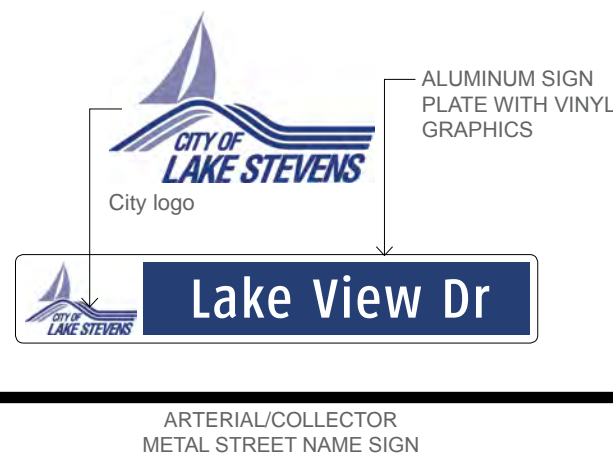
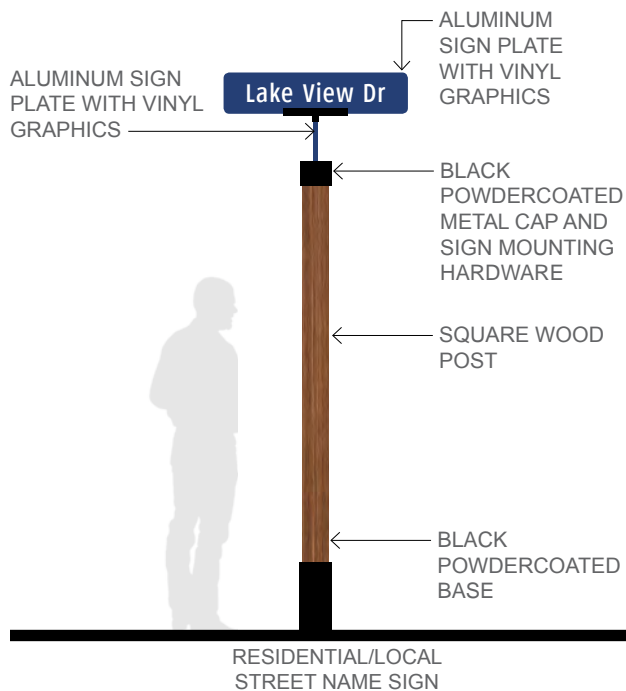


### ILLUMINATED STREET NAME SIGN

- Enclosure: Clean profile, LED illumination, black
- Sign Colors: Blue and white per FHWA color specifications
- Sign Material: Aluminum 6061-T6 in black
- Text Type: Clearview highway type c
- Text Color: White
- Text Height: 12"; meets FHWA standards, complies to MUTCD
- Symbols: Lake Stevens city logo in standard logo colors



INTERNALLY LIT  
STREET NAME SIGN EXAMPLE





## Implementation Recommendations

To kick-start the City Beautification effort, installing the Gateway, Wayfinding, and Street signage would be an effective, relatively easy and inexpensive effort for the City. In addition to a signage plan (item 1), the following is a list of recommendations to consider for implementing the Beautification Plan:

1. Develop City gateway, wayfinding, and street name signage plan for fabrication and installation of the signage. This can be done in phases if needed.
2. Identify upcoming City projects such as road and streetscape improvements, park, and/or trail projects. Identify beautification elements that could be incorporated into these projects.
3. Develop a Lake Stevens Streetscape Design Standard Plan incorporating the Beautification Plan recommendations for new and redeveloped private improvements.
4. Identify priority districts, ie. Old Town, for revitalization and develop a master plan for each district to identify and implement the beautification elements. Priority improvements should be identified in the City's Capital Improvements Plan and budgeted for.
5. Identify additional funding opportunities such as Economic Development grants or TIB funding to assist in the implementation effort of the Beautification Plan.

## Appendix A: Community Stakeholder Workshop Comments

### COMMUNITY STAKEHOLDER WORKSHOP

Thursday, November 30, 2017 | 6:00pm - 7:30pm

BOARD	COMMENTS
2	Plans for a boulevard along Grade Road, could potentially put new city gateway sign in center median
2	New city gateway sign to change to Old Town gateway sign (N Machias Rd & 16th St SE) (N Machias Rd & 20th St SE) (Lundeen Park Way & SR-9)
2	New proposed roundabout at Market Pl & 91st St
5	Need road section for Main St improvements
5	Evaluate potential for mid-block crosswalk on Main St. between 18th St. SE and N. Lakeshore Dr.
5	Evaluate opportunities for curbless festival street on west end of 18th St. SE off of Main St.
7	Change freestanding to moveable/modular planters
9	People like the street light in Park Plaza Example
9	People don't like the rock-filled cage seat example
9	People like Planter Walls and Wood Seat Top
10	Signage needs to move to City Wide Standard
10	Signage not needed at roundabout.
10	Refine unique identity/branding – change to 'accent element'
10	Do not prefer the timber piling example
10	Add landscaping image examples
11	People like 1 type signage for overall wayfinding, Lake Stevens isn't large enough to have two, might be confusing for viewers
12	Something curvy for Monument Gateway Sign.
12	Change "CITY OF LAKE STEVENS" to "LAKE STEVENS" and add "WELCOME TO THE LAKE" on Monument Gateway Sign.
12	Use softer bow shape (inspired by rowing) in wayfinding signs.



## Appendix A: Community Stakeholder Workshop Comments

### COMMUNITY STAKEHOLDER WORKSHOP

Thursday, November 30, 2017 | 6:00pm - 7:30pm

NOTEPAD	COMMENTS
1	Safe walkway around lake (already included in capital facility plan)
2	Warm light (led)
3	Consider light pollution
4	Park – festivals
5	Likes art integration
6	Include icons for mount pilchuck
7	Include inspiration from rowing, shells, oars
8	Wayfinding
9	Water skiing/water sports
10	Don't like sail as much
11	Liked wood with a contemporary feel
12	Smooth polished large streets/rocks seating (i.e. From seattle center)
13	Raingarden (lid)
14	Rocks, wood
15	Signs readability
16	Craftsmanship
17	Banners
18	Sign text on sideways – hard to read
19	Lake stevens – classy sophistication
20	Signage – keep it simple stupid (kiss)
21	Liked curvy motif
22	Modular planters (flexible, benched, multiuse)
23	Trash (big belly, solar, recycle)
24	Utility wraps could also be included
25	Wildlife could also be represented elements
26	One sign (type) more cohesive for entire city
27	Welcome to the lake on signage
28	Keep the sail

## Appendix B: Public Open House

### PUBLIC OPEN HOUSE

Thursday, April 12, 2017 | 6:00pm - 7:00pm

NOTEPAD	COMMENTS
1	Like the refined plan
2	Like the Old Town & East Lake Stevens district name but do not like The South Corridor & Lake Stevens Center names
3	Fish & Mountain district icon not clear
4	Provide durability and protection of signs
5	Recommended plants: -Japanese Maples, Lavendar
6	Prioritize significant intersection nodes for "beautification" improvements
7	South corridor needs a different name - like the names of other 3 districts
8	Gateway Signs can read "thanks" & "please come again" on backside
9	Love the look - feels just right for the community, nice work!
10	Like In pavement LED lights
11	Recommended crosswalks with supergraphics
12	District icon for salmon breed needs to be from fresh water (Kokanee)
13	Can capture a different perspective view of Mt Pilchuck from Davies Road
14	Keep 4 districts centers - we need to break up people's perception about the dividing north & south side







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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** Naming City Parks

<b>Contact</b>	Jim Haugen, Parks & Rec. Coordinator	<b>Budget</b>	None
<b>Person/Department:</b>	<u>Russ Wright, Comm. Dev. Director</u>	<b>Impact:</b>	<u></u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** City Council to select new park names.

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**SUMMARY/BACKGROUND:** The City of Lake Stevens recently acquired a park in the Frontier Heights area as well as developing a park on City property at 8629 20<sup>th</sup> Street SE, commonly known as the 20th Street Ballfields. As these are new parks without any formal names, a public poll was created to gather potential new park names. The poll was launched during Aquafest and ballots were submitted at the City Booth. At the conclusion of Aquafest, an online poll was created on the City website and was advertised on social media and local publications. The online poll ran for another two weeks where a total of 48 qualified names were collected. The naming criteria that was part of the ballot and online poll is listed below. The names were presented to the Parks & Recreation Planning Board at the last Board meeting to review and provide a recommendation to the City Council on new names.

The name suggested most by the poll and also recommended by the Parks Planning Board and Staff for the Frontier Heights area is the current name Frontier Heights Park. The 20<sup>th</sup> Street Ballfields park name vote was not as apparent, other than several responses related to the geographical area and park use. The Parks Planning Board was divided equally on two names for the 20<sup>th</sup> Street ballfields recommending both South Lake Ball Fields and Trestle Ball Fields for Council consideration. Staff is recommending South Lake Fields or Trestle Fields, removing the direct athletic term, as the long-term use may change over time.

**City Policy No: P-3-90**

Item: 4. The City Council will consider the recommendation submitted by the Park Board, together with all recommendations submitted to the Park Board. The final decision on the name for a city facility will be made by a resolution of the Council.

Criteria for name consideration:

- The name should represent the unique historical significance of the site, or
- The name should recognize a distinct city district or neighborhood, or
- The name should represent the unique natural quality or feature of the area, or
- The name may identify a nationally or internationally recognized person who has had a positive influence on the world, or
- The name may honor a group of people or event from our local or national heritage, or
- The name may recognize a local citizen who has contributed to the betterment of the City, or, who has played an important role in the development of the community.

**APPLICABLE CITY POLICIES:** City Policy No: P-3-90

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**BUDGET IMPACT:** None immediately / Future Signage

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**ATTACHMENTS:**

Survey results



# Survey results

## Frontier Heights

### Votes received at Aquafest

1. Patriot Park
2. Wild Wild Fun Park
3. Magdalence Fairy Park
4. Ted Park
5. Pasadera Park
6. Enterprise Park
7. Frontier Heights
8. Thunder Colt Park
9. Frontier Lake Park
10. Veterans Park
11. Frontier Heights Park
12. Lake Stevens Center Park
13. Glacier Heights
14. Rachel Carson Park

Rachel Carson was an American marine biologist and environmentalist as well as a talented writer. After doing significant research regarding the damaging effect of pesticides, she published her book *Silent Spring* in 1962. Carson maintained that these chemicals caused birds to lay eggs with dangerously thin shells that broke prematurely. As a result, birds of prey in particular were driven to the brink of extinction. Although her book received fierce opposition by chemical companies, its publication led to an eventual ban on DDT and other pesticides in the United States in 1972. According to Scientific American online, in the mid-1960's, there were 500 pair of nesting bald eagles in the Continental U.S. Now, thanks in part to the elimination of DDT, we have 10,000 nesting pairs. Every time I see a bald eagle circling Lake Stevens, I whisper a quiet thanks to Rachel Carson. Rachel Carson did much of this compelling and momentous work while she was ill and undergoing treatment for cancer. She died in 1964. In 1980 she was honored posthumously with the Presidential Medal of Freedom, the highest honor given to civilians in the United States.

### Votes received Online

15. Frontier Park  
It is easy to find something named for the street it is on and it seems to be a good target for the most expansive sports fields.
16. Viking Park Play fields  
LSHS mascot
17. Rucker Mill Park  
Rucker brothers who developed a rail line and operated a mill in the northern portion of Lake Stevens at the turn of the 20th Century.
18. Frontier Park  
Near frontier village so it's obvious where it is
19. Parky McParkface
20. Harmony Park  
To express hope that all who live in the area will be welcomed to our community, feel safe and able to live peacefully
21. West Lake Park  
Based on location

- 22. Frontier Park Because of its location
- 23. Power Park It's a nod to the power lines that run through the area, but it is also an inspirational name
- 24. Lake Stevens Viking Park
- 25. Peaceful Valley Park Because it's in a valley-ish area and it's very peaceful.

## 20th Street SE & 88th Drive SE

### Votes received at Aquafest

- 26. Fallen Hero's Park
- 27. Trestle Fields
- 28. Lake Stevens Parks of all Parks
- 29. Ted Park
- 30. Cavelero Park
- 31. Verello Park
- 32. John Elway
- 33. Thunder Colt Park
- 34. Dog Go Place Park
- 35. Dave Turner
- 36. Veterans Memorial
- 37. South Lake Park
- 38. Colt Skate Park
- 39. Park Ted
- 40. John Muir Park

### Votes received Online

- 41. 88th Fields It's easy to find something named for the street it is on and it seems to be a good target for the most expansive sports fields.
- 42. Pinnacle Park Top of 20th in that area. Overlooking everything
- 43. Frances Haskell Park Frances Haskell was the fourth woman to serve in the Washington State Legislature. She introduced the resolution for Washington State to ratify the 19th Amendment and give women the right to vote. It passed unanimously in Washington's legislature.
- 44. Cavelero park It's the general area so obvious where it is
- 45. Southlawn Park It's descriptive of the use and location of the new park.
- 46. Lushootseed Park To honor the original inhabitants of the area
- 47. Lake Stevens City Park Lake Stevens City Park
- 48. Station Landing Because this area is known for the Trestle Station, and there will be a lot of development along this roadway. So a landing is appropriate



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** 28 August 2018

**Subject:** 17041 – Callow Road Improvements Project Acceptance

**Contact / Department:** Cory Nau, Public Works **Budget Impact:** \$609,138.95

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** **Authorize final project acceptance of the work performed by SRV Construction for the Callow Road Improvements.**

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**SUMMARY/BACKGROUND:** On November 14, 2017, Council awarded SRV Construction the contract for the city's Callow Road Improvements project. The authorized construction budget was \$538,195.18 with an administrative contingency of \$107,639.04 for a total project budget of \$645,834.22. The work, which was completed in May 2018, meets the intent of the contract and was performed on schedule. This Council action will final the project and begin the 45 day lien period requirement.

This project was originally advertised as applying sales tax on top of bid item prices. During the course of the project, it was determined that all work within the scope of the project was sales tax exempt, with all use tax be included in the proposed bid item prices. The sales tax mark-up was removed from the cost calculations, however, the contractor was unable to include the use tax in their bid item prices, so the total calculated use tax owed for the project was included as Bid Item 40 and added to the contract.

The final construction cost is \$609,138.95. This is \$36,695.27 below the Council approved project budget which includes the contingency. The project included installation of a 5' ADA sidewalk on the east side of Callow Road from Lundeen Parkway to Oak Road. This project also included installation of a new storm water conveyance system, relocation and new construction of rock retaining walls, realignment of eastside driveways, and widening portions of the current asphalt surface to include 11' lanes in both directions for the entire length of the project.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT: \$609,138.95**

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**ATTACHMENTS:**

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- Exhibit A: Final Quantity & Pay Estimate

## City of Lake Stevens

### Exhibit A

17041 - Callow Road Improvement

Final Contract Amount

Prepared By: Cory Nau, E.I.T.

BI #	Description	SIN	Qty	Unit	Unit Price	Paid to Date	Value To Date
1	Mobilization	0001	1	LS	\$ 44,000.00	1	\$ 44,000.00
2	Traffic Control	6971	1	LS	\$ 20,400.00	1	\$ 20,400.00
3	Inlet Protection	6471	16	EA	\$ 72.00	16	\$ 1,152.00
4	TESC	NA	1	LS	\$ 9,800.00	1	\$ 9,800.00
5	Wall And/Or Roadway Excavation Incl. Haul	0310	160	CY	\$ 152.00	160	\$ 24,320.00
6	Clearing and Grubbing	0025	0.6	AC	\$ 29,755.00	0.6	\$ 17,853.00
7	HMA CL 1/2 PG 64-22	5767	466	TON	\$ 157.00	379.68	\$ 59,609.76
8	Conc Curb & Gutter	6700	2500	LF	\$ 14.50	2505	\$ 36,322.50
9	5' Wide Raised Sidewalk	7056	100	LF	\$ 55.25	110	\$ 6,077.50
10	5' Wide Concrete Sidewalk	7055	2370	LF	\$ 21.00	2331	\$ 48,951.00
11	ADA Sidewalk Ramp	NA	1	EA	\$ 1,725.00	1	\$ 1,725.00
12	Crushed Surfacing Base Course	5100	442	TON	\$ 35.00	1072.15	\$ 37,525.25
13	Saw Cutting Asphalt	NA	2900	LF	\$ 5.70	1845	\$ 10,516.50
14	Precast Curb Inlet	NA	2	EA	\$ 1,540.00	1	\$ 1,540.00
15	CB Type 1	3091	6	EA	\$ 1,520.00	9	\$ 13,680.00
16	12" Storm Drain Incl Bedding and Backfill	3602	345	LF	\$ 31.80	683	\$ 21,719.40
17	8" French Drain Incl Stone Bedding and Backfill	1161	335	LF	\$ 28.00	586	\$ 16,408.00
18	12" French Drain Incl Stone Bedding and Backfill	1163	518	LF	\$ 37.00	273	\$ 10,101.00
19	8" Ductile Iron Incl Bedding and Backfill	3772	26	LF	\$ 71.00	27	\$ 1,917.00
20	12" Ductile Iron Incl Bedding and Backfill	3774	21	LF	\$ 107.00	70	\$ 7,490.00
21	Riprap Pad	1072	5	SY	\$ 185.00	5	\$ 925.00
22	Area Drain	NA	3	EA	\$ 865.00	4	\$ 3,460.00
23	Clean Out	3640	4	EA	\$ 1,220.00	4	\$ 4,880.00
24	Remove Culvert	NA	50	LF	\$ 19.00	97	\$ 1,843.00
25	Adjust Cath Basin Rim	3100	1	EA	\$ 760.00	6	\$ 4,560.00
26	Locking Solid Metal Cover & Frame for CB	3110	1	EA	\$ 950.00	1	\$ 950.00

Rock Retaining Wall, 1'-6.5' Incl Gravel, Backfill and						
27 Drain Pipe	7160	1400	FSF	\$ 27.75	3837	\$ 106,476.75
28 Relocate Sign	NA	6	EA	\$ 275.00	6	\$ 1,650.00
29 Relocate Mailbox	NA	11	EA	\$ 330.00	11	\$ 3,630.00
30 Adjust Fire Hydrant Elevation	3848	1	EA	\$ 1,900.00	0	\$ -
31 Relocation and Adjust Fire Hydrant Incl New Pipe	3850	1	EA	\$ 2,750.00	0	\$ -
32 Relocate Water Meter	NA	4	EA	\$ 1,180.00	0	\$ -
33 Type 1 Guard Rail	6751	80	LF	\$ 97.50	81.25	\$ 7,921.88
34 4' C.L. Fence Type 4	7084	180	LF	\$ 38.50	210	\$ 8,085.00
35 Remove 4' C.L. Fence	0220	80	LF	\$ 11.00	80	\$ 880.00
36 Remove Guard Rail	0170	80	LF	\$ 36.00	80	\$ 2,880.00
37 Topsoil, Seed & Mulch Restoration	NA	0.33	AC	\$ 28,465.00	0.33	\$ 9,393.45
38 Force Account	7715	1	LS	\$ 30,000.00	1.158	\$ 34,751.01
39 Type 2 Catch Basin	3603	1	EA	\$ 12,827.47	1	\$ 12,827.47
40 Use Tax (Replacing Sales Tax)		1	LS	\$ 12,917.49	1	\$ 12,917.49

**Project Grand Total \$ 609,138.95**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 28, 2018

**Subject:** 2018 Pavement Overlay – Award of Contract

<b>Contact / Department:</b>	Cory Nau Department of Public Works	<b>Budget</b>	\$313,532.63
		<b>Impact:</b>	Incl. contingency

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Award the 2018 Pavement Overlay project to Quilceda Paving in an amount of \$261,277.63 with an authorized administrative contingency of \$52,255.00.

**SUMMARY/BACKGROUND:**

The asphalt pavement overlay is a regular part of street surface preservation and an amount of \$400,000.00 was included for this work in the 2018 budget. This year's overlay project includes a grind and overlay of 91<sup>st</sup> Ave SE from Meridian to just south of 8<sup>th</sup> St SE.

The city released the request for bid on August 7<sup>th</sup>, 2018 and opened bids on August 21<sup>st</sup>, 2018. The city received three (3) responsive bids with the lowest bid coming from Quilceda at \$261,277.63 and the highest bid from Fidalgo Paving & Construction at \$305,295.20. The engineer's estimate for this project was \$295,824.21. The administrative contingency of \$52,255.00 comes from within the budget balance not allocated under the recommended bid and would be used to cover any unexpected costs or expansions to the scope of work. The remainder of the unallocated funds in the amount of \$86,467.37 will be rolled over into the 2019 Budget for a slightly larger Pavement Overlay project.

The majority of this project will take place within the vicinity of residential area. The city will be contacting the property owners in the area to inform them of the impending construction and the contractor will be placing variable message boards at each end of the project prior to construction as a reminder to the businesses and general public. To reduce the impacts to local traffic, the contractor will maintain access to driveways throughout construction. Considering the project's close proximity to Lake Stevens Middle School and Skyline Elementary, the city will work with the Contractor for the possibility of weekend work in order to limit impacts to school traffic during construction. Construction will not begin until on or after September 11, 2018 and will be completed by October 31, 2018.

**APPLICABLE CITY POLICIES:** NA

**BUDGET IMPACT:** Funding of \$400,000 was approved in the 2018 budget. Total project bid, with contingency, is \$313,532.63.

**ATTACHMENTS:**

- ▶ Exhibit A: Public Works Contract
- ▶ Exhibit B: Project Vicinity Map
- ▶ Exhibit C: Bid Summary Table

Exhibit A

**SMALL PUBLIC WORKS CONTRACT (Under \$300,000)**

**THIS SMALL PUBLIC WORKS CONTRACT** (“Contract”) is made and entered into this \_\_\_\_\_ day of September, 2018, by and between the City of Lake Stevens, Washington, a Washington State municipal corporation (“City”), and Quilceda Paving & Construction, Inc., a Washington corporation.

**WHEREAS**, the City desires to accomplish certain public works entitled 2018 Pavement Overlay (“the Project”) having an estimated cost of \$300,000 or less; and

**WHEREAS**, the City solicited written Bid Proposals for the Project; and

**WHEREAS**, whereas the City received and reviewed written Bid Proposals for the Project, and has determined that Contractor is the lowest responsible bidder; and

**WHEREAS**, the Contractor and the City desire to enter into this Contract for the Project in accordance with the terms and conditions of this Contract.

**NOW, THEREFORE**, in consideration of the terms, conditions and agreements contained herein, the City and Contractor agree as follows:

**1. Scope of Work—the Project.**

The Contractor shall perform, carry out and complete the 2018 Pavement Overlay (“Project”) in accordance with this Contract and the incorporated Contract Documents specified in Section 2. The Project shall be completed no later than October 31, 2018.

**2. Contract Documents.**

The following documents are incorporated into the Contract by this reference:

- A. ☒ Plans and Contract Drawings.
- B. ☒ Scope of Work.
- C. ☒ Proposal/Bid Submittal (attached).
- D. ☒ 2018 Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT/APWA) (“Standard Specifications”) (referenced but not attached).
- E. ☒ WSDOT Amendments to the Standard Specifications (referenced but not attached)
- F. ☒ 2010 APWA Supplement General Special Provisions (referenced but not attached).
- G. ☒ City of Lake Stevens Engineering Standards (referenced but not attached)
- H. ☐ Addenda (**if any**)



Exhibit A

- I. ☐ Payment and Performance Bond (attached).
- J. ☐ Retainage Bond (attached) (optional-see Section 5).

In the event of any inconsistencies or conflicts between the language of this Contract and these incorporated documents, the language of the Contract shall prevail over the language of the documents.

**3. Commencement of Work.**

Work shall not proceed under this Contract until the Contractor has met following conditions:

- A. Contract has been signed and fully executed by the parties.
- B. The Contractor has provided the City with the certificates of insurance required under Section 22.
- C. The Contractor has obtained a City of Lake Stevens Business License.
- D. The Contractor has provided the City with satisfactory documentation that Contractor is licensed and bonded as a contractor in the Washington State.

These conditions shall be satisfied within ten (10) calendar days of the City's Notice of Award of the Contract to the Contractor. Upon satisfaction of these conditions, the City shall issue a Notice to Proceed and Contractor shall commence work within five (5) calendar days of the date of said Notice.

**4. Time is of the Essence/Liquidated Damages.**

Time is of the essence in the performance of this Contract. The Contractor shall diligently pursue the Project work to physical completion by the date specified in Section 1. If said work is not completed within the time specified, the Contractor agrees to pay the City as liquidated damages the sum set forth in Section 1-08.9 of the Standard Specifications for each and every calendar day said work remains uncompleted after expiration of the specified time.

**5. Payment for Project.**

A. **Total Contract Sum for Project.** Excluding approved change orders, the City shall pay the Contractor for satisfactory completion of the Project under the Contract a total Contract Sum not to exceed \$261,277.63 (two hundred sixty-one thousand, two hundred seventy-seven dollars and sixty-three cents) in accordance with the bid price in the bid Proposal or proposal price in the Proposal and including all applicable Washington State Sales Tax. The total Contract Sum includes all expenses and costs incurred in planning, designing and constructing the Project, including, but not limited to, applicable sales and use taxes, costs and expenses for overhead, profit, labor, materials, supplies, permits, subcontractors, consultants, and professional services necessary to construct and complete the Project.

B. **Payments shall be for Performance of Project Work.** Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the City. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.

Exhibit A

C. **Right to Withhold Payments if Work is Unsatisfactory.** If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract.

D. **Payments.** Subject to F below, progress payments shall be based on the timely submittal by the Contractor of the City's standard payment request form. The form shall be appropriately completed and signed by the Contractor. Applications for payment not signed and/or completed shall be considered incomplete and ineligible for payment consideration. The City shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) calendar days thereafter.

E. **Payments for Alterations and/or Additions.** Requests for change orders and/or payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the change order process set forth in Section 1-04.4 of the Standard Specifications.

F. **Final Payment.** Pursuant to RCW Chapter 60.28, a sum equal to five percent (5%) of the monies earned by the Contractor will be retained from payments made by the City to the Contractor under this Contract. This retainage shall be used as a trust fund for the protection and payment (1) to the State with respect to taxes imposed pursuant to RCW Title 82 and (2) the claims of any person arising under the Contract.

Monies retained under the provisions of RCW Chapter 60.28 shall, at the option of the Contractor, be:

1. Retained in a fund by the City; or
2. Deposited by the City in an escrow (interest-bearing) account in a bank, mutual saving bank, or savings and loan association (interest on monies so retained shall be paid to the Contractor). Deposits are to be in the name of the City and are not to be allowed to be withdrawn without the City's written authorization. The City will issue a check representing the sum of the monies reserved, payable to the bank or trust company. Such check shall be converted into bonds and securities chosen by the Contractor as the interest accrues.

At or before the time the Contract is executed, the Contractor shall designate the option desired. The Contractor in choosing option (2) agrees to assume full responsibility to pay all costs that may accrue from escrow services, brokerage charges or both, and further agrees to assume all risks in connection with the investment of the retained percentages in securities. The City may also, at its option, accept a bond in lieu of retainage.

Release of the retainage will be made sixty (60) calendar days following the Final Acceptance of the Project provided the following conditions are met:

1. A release has been obtained from the Washington State Department of Revenue.
2. Affidavits of Wages Paid for the Contractor and all Subcontractors are on file with the Contracting Agency (RCW 39.12.040).

Exhibit A

3. A certificate of Payment of Contributions Penalties and Interest on Public Works Contract is received from the Washington State Employment Security Department.
4. Washington State Department of Labor and Industries (per Section 1-07.10 of the Standard Specifications) shows the Contractor is current with payments of industrial insurance and medical premiums.
5. All claims, as provided by law, filed against the retainage have been resolved.
6. If requested by the City, the Contractor shall provide the City with proof that insurance required under Section 22 remains in effect.

G. **Final Acceptance.** Final Acceptance of the Project occurs when the Public Works Director has determined that the Project is one hundred percent (100%) complete and has been constructed in accordance with the Plans and Specifications.

H. **Payment in the Event of Termination.** In the event this Contract is terminated by the either party, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of Contractor performing the work, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all reasonable legal expenses and costs incurred by the City to protect the rights and interests of the City under the Contract.

I. **Maintenance and Inspection of Financial Records.** The Contractor and its subcontractors shall maintain reasonable books, accounts, records, documents and other evidence pertaining to the costs and expenses allowable, and the consideration paid under this Contract, in accordance with reasonable and customary accepted accounting practices. All such books of account and records required to be maintained by this Contract shall be subject to inspection and audit by representatives of City and/or of the Washington State Auditor at all reasonable times, and the Contractor shall afford the proper facilities for such inspection and audit to the extent such books and records are under control of the Contractor, and all Project Contracts shall similarly provide for such inspection and audit rights. Such books of account and records may be copied by representatives of City and/or of the Washington State Auditor where necessary to conduct or document an audit. The Contractor shall preserve and make available all such books of account and records in its control for a period of three (3) years after final payment under this Contract, and Bunker Repair Project subcontracts shall impose similar duties on the subcontractors.

6. **Term of Contract.**

The term of this Contract shall commence upon full execution of this Contract by the City and Contractor and shall terminate upon final payment by the City to the Contractor, unless sooner terminated by either party under Section 7 or applicable provision of the Contract.

Exhibit A

**7. Termination of Contract.**

A. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.

B. The City may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

**8. Status of Contractor.**

The Contractor is a licensed, bonded and insured contractor as required and in accordance with the laws of the State of Washington. Contractor is acting as an independent contractor in the performance of each and every part of this Contract. No officer, employee, volunteer, and/or agent of either party shall act on behalf of or represent him or herself as an agent or representative of the City. Contractor and its officers, employees, volunteers, agents, contractors and/or subcontractors shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement benefits. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership or agency between Contractor and the City.

**9. Permits.**

The Contractor will apply for, pay for and obtain any and all City, county, state and federal permits necessary to commence, construct and complete the Project. All required permits and associated costs shall be included in the Total Contract Sum for Project.

**10. Business License Required.**

The Contractor shall obtain a City of Lake Stevens business license prior to commencement of work under this Contract.

**11. Work Ethic.**

The Contractor shall perform all work and services under and pursuant to this Contract in timely, professional and workmanlike manner.

**12. City Ownership of Work Products.**

All work products (reports, maps, designs, specifications, etc.) prepared by or at the request of Contractor regarding the planning, design and construction of the Project shall be the property of the City. Contractor shall provide the City with paper and electronic copies of all work products in possession or control of Contractor at the request of final payment from Contractor or upon written request from the City.

**13. Job Safety.**

A. **General Job Safety.** Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and

Exhibit A

local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

B. **Trench Safety Systems.** The Contractor shall ensure that all trenches are provided with adequate safety systems as required by RCW Chapter 49.17 and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

**14. Prevailing Wages.**

Contractor shall pay its employees, and shall require its subcontractors to pay their employees, prevailing wages as required by and in compliance with applicable state and/or federal law and/or regulations, including but not limited to RCW Chapter 39.12 and RCW Chapter 49.28. Prior to final payment under this Contract, Contractor shall certify in writing that prevailing wages have been paid for all work on the Project as required and in accordance with applicable law and/or regulations.

**15. Taxes and Assessments.**

The Contractor shall be solely responsible for compensating its employees, agents, and/or subcontractors and for paying all related taxes, deductions, and assessments, including, but not limited to, applicable use and sales taxes, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Contract.

**16. Nondiscrimination Provision.**

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

**17. The Americans with Disabilities Act.**

The Contractor shall comply, and shall require its subcontractors to comply, with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA), and its implementing regulations, and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations, with regard to the work and services provided pursuant to this Contract. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, public transportation, state and local government services, and telecommunications.

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**18. Compliance With Law.**

The Contractors shall perform all work and services under and pursuant to this Contract in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

**19. Guarantee of Work.**

A. The Contractor guarantees and warrants all of its work, materials, and equipment provided and utilized for this Project to be free from defects for a period of one (1) year from the date of final acceptance of the Project work. The Contractor shall remedy any defects in its Project work, and the materials, and equipment utilized in the Project and pay for any damages resulting therefrom which shall appear within a period of one (1) year from the date of final acceptance of the Project work unless a longer period is specified. The City will give notice of observed defects with reasonable promptness.

B. The guarantee/warranty period shall be suspended from the time a significant defect is first documented by the City until the work or equipment is repaired or replaced by the Contractor and accepted by the City. In the event that fewer than ninety (90) calendar days remain in the guarantee period after acceptance of such repair or replacement (after deducting the period of suspension above), the guarantee period shall be extended to allow for at least ninety (90) calendar days guarantee of the work from the date of acceptance of such repair or equipment.

C. The Contractor shall also provide the City with manufacturer's warranties for all components, materials and equipment installed as part of the Project.

D. Any repairs or replacement required during the warranty period shall be performed within 30 calendar days following notification by the City.

**20. Contractor's Risk of Loss.**

It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

**21. Indemnification and Hold Harmless.**

A. The Contractor shall indemnify, defend and hold the City, its elected officials, agents, officers and/or employees and volunteers harmless from and against any and all claims, demands, liabilities, losses, costs, damages or expenses of any nature whatsoever (including all costs and attorneys' fees) to or by third parties arising from, resulting from or connected with the work and services performed or to be performed under this Contract by the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors to the fullest extent permitted by law and subject to the limitations provided below.

B. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its elected officials, agents, officers and/or employees.

Exhibit A

C. The Contractor's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors.

D. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.

F. The provisions of this section shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

**22. Insurance.**

**A. Insurance Term.**

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

**B. No Limitation.**

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance.**

Contractors required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations,

Exhibit A

personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured- Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington

4. ☐Required. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.

5. ☐Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the Public Entity under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.



Exhibit A

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

**D. Minimum Amounts of Insurance.**

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$3,000,000 each occurrence, \$3,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
3. ☐Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
4. ☐Required. Contractors Pollution Liability shall be written in the amounts set forth above.

**E. City Full Availability of Contractor Limits.**

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

**F. Other Insurance Provisions.**

The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers.**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**H. Verification of Coverage.**

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

Exhibit A

☐ Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

☐ Required. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

**I. Contractor's Insurance for Other Losses.**

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

**J. Subcontractors.**

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

**K. Waiver of Subrogation.**

The Contractor and the City waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

**L. Notice of Cancellation of Insurance.**

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**M. Failure to Maintain Insurance.**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

Exhibit A

**23. Assignment and Subcontractors.**

A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the City.

B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the City and complying with the provisions of this section.

C. In the event the Contractor does assign this Contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the Contract documents.

D. The Contractor shall, before commencing any work, notify the City in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the City may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the City by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the City shall not constitute a waiver of any right of the City to reject defective work or work not in conformance with the contract documents. If the City, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.

E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organization directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of person directly employed by it.

F. The Contract does not and shall not create or be construed to create any relationship, contractual or otherwise, between the City and any subcontractor or assignee. Nothing in the Contract shall create any obligation on the part of the City to pay or to assure payment of any monies due any subcontractor or assignee.

**24. Severability.**

A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**25. Integration and Supersession.**

This Contract sets forth all of the terms, conditions, and Contracts of the parties relative to the Project, and supersedes any and all such former Contracts which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or Contracts with respect thereto except as provided herein, and no amendment or modification of this

Exhibit A

Contract shall be effective unless reduced to writing and executed by the parties. In the event of any conflicts or inconsistencies between this Contract and the Declaration, the terms of this Contract shall control in all cases.

**26. Non-Waiver.**

A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

**27. Survival.**

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

**28. Contract Representatives and Notices.**

This Contract shall be administered for the City by the Cory Nau (Senior Engineer), and shall be administered for the Contractor by the Contractor's Contract Representative, Richard Norman (President). Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To City:

City of Lake Stevens  
Attn: City Clerk  
1812 Main Street (Physical Address)  
Post Office Box 257 (Mailing Address)  
Lake Stevens, WA 98258  
Telephone: 425.334.1012

To Contractor

Quilceda Paving & Construction  
Attn: Richard Norman, President  
3403 16<sup>th</sup> Street  
Everett, WA 98201  
Telephone: (425) 252-1010

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**29. Third Parties.**

The City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

**30. Governing Law.**

This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

Exhibit A

**31. Venue.**

The venue for any action to enforce or interpret this Contract shall lie in the Superior Court of Washington for Snohomish County, Washington.

**32. Attorney Fees.**

Should either the City or the Contractor commence any legal action relating to the provisions of this Contract or the enforcement thereof, the prevailing party shall be awarded judgment for all costs of litigation including, but not limited to, costs, expert witnesses, and reasonable attorney fees.

**33. Authority.**

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the City represents and warrants that he or she has been fully authorized by the City to execute this Contractor on its behalf and to legally bind the City to all the terms, performances and provisions of this Contractor.

**34. Counterparts and Signatures.**

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract. Digital, electronic, and PDF signatures will constitute an original in lieu of the “wet” signature.

**35. ☐ Debarment and Uniform Guidance.** If this contract involves the use, in whole or in part, of federal award(s), the Contractor must certify that it, and its subcontractors, have not been and are not currently on the Federal or the Washington State Debarment List and if the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City will be notified immediately. Additionally, if this contract involves the use, in whole or in part, of federal award(s), provisions (A)-(K) in Appendix II to Part 200 of the Uniform Guidance (2 CFR Ch. 11 (1-1-14 edition)) are hereby incorporated, as applicable, as if fully set forth herein. See attached **Exhibit**, if applicable.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

CITY OF LAKE STEVENS

QUILCEDA PAVING & CONSTRUCTION,  
INC.

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Richard Norman, President

Attest:

\_\_\_\_\_  
Kathy Pugh, City Clerk

Exhibit A

Approved as to Form:

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Grant K. Weed, City Attorney

Acknowledgement of Waiver of Contractor's Industrial Insurance Immunity:

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City

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Contractor

ATTACHMENTS:

EXHIBIT A: Bid Proposal Documents

## **PART 2 – BID PROPOSAL DOCUMENTS**

The documents contained within this section constitute the formal proposal from the bidder to the City for this project. Failure of the bidder to submit all pages contained in PART 2 with its bid and to accurately complete all applicable forms may be grounds for the Owner to consider the bid non-responsive.

### STATEMENT OF BIDDER'S QUALIFICATIONS

Name of Contractor Quilceda Paving & Construction, Inc.  
Address \_\_\_\_\_  
Street 3403 16th St  
City Everett State WA Zip 98201  
Contact Person Rick Norman Phone 425-252-1010

Contractor has engaged in the construction business under the present firm name indicated for the past 16 years.

Gross dollar amount of work currently under contract .....\$ 1.25 million

Approximate percentage of current contracts outstanding .....% 50%

Type of work generally performed by Contractor Asphalt Paving & related road const.

List five major projects of a similar nature completed within the last ten years and the gross dollar amount of each project.

City of Lake Stevens - 2017 Pavement Overlay \$ 271,605.39  
Mukilteo School Dist. No. 16 - Pavement Rehab. \$ 492,339.01  
Silverlake Water Sewer Dist. - 2015 Valve MH \$ 223,448.03  
Mukilteo SD- Explorer JH \$ 95,678.80  
Port of Everett - Shipyard Site Sediment \$ 95,941.88

List of five major pieces of equipment that are anticipated to be used on the project by the Contractor and ownership of the item.

Owned	Leased	Rented	Description of Equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Carlson Paver CP100</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Blaw Knox Paver PF5510</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Egersol Rand DD90 Roller</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Volvo DD25 Roller</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Egersol Rand DD34HF Roller</u>



**STATEMENT OF BIDDER'S QUALIFICATIONS (continued)**

Bank References Coastal Community Bank  
Isaac Maldonado 360.436.4983

How many general superintendents or other responsible employees in a supervisory position do you have at this time and how long have they been with the Contractor? Rick Norman  
18 years, Shane Steadman 12 years, Mike Nelson 10 years.

Have you changed bonding companies within the last three years? ☐ Yes ☒ No

If so, why? \_\_\_\_\_

Have you ever sued or been sued by any special district, municipality, county, or state government, concerning a public works contract? ☒ Yes ☐ No

If so, explain. \_\_\_\_\_

If so, name the agencies and reasons therefore. \_\_\_\_\_

Disposition of case, if settled \_\_\_\_\_

WA State Department of Labor and Industries Workmen's Compensation Account Number: 043,133-00

Employment Security Department Number: 219560000

Washington State Dept of Licensing Contractor's Registration Number: QVILCPC971B2

IRS Employer Number: 43-1989041

Or, if individual, Social Security Number: /

### LIST OF SUBCONTRACTORS

PURSUANT TO RCW 39.30.060, the bidder shall provide a list of all subcontractors proposed to work under this contract. Only first-tier subcontractors need to be listed (Plumbing, Electrical, HVAC)– the bidder is not required to list second tier or lower subcontractors.

**Subcontractors, whose dollar value of work exceeds either (a) 10% of the total project cost or (b) \$10,000.**

	Subcontractor Name	Type of Work	Approx. Value
(1)	Apply-A-Love	Striping	\$15,000.00
(2)	Reece Construction	Grinding	\$13,000.00
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			

## BID PROPOSAL FORM

TO: CITY OF LAKE STEVENS  
1812 MAIN STREET  
LAKE STEVENS, WA 98258

Pursuant to and in compliance with the Call for Bids, the Information for Bidders, and other documents relating to the Project Number 18026, 2018 Pavement Overlay, the undersigned has carefully examined the drawings and specifications, as well as the premises and conditions affecting the work, and hereby proposes to furnish all labor and materials and to perform all work as required for construction of the improvements in strict accordance with the contract documents, specifications, and drawings for the unit prices shown on the Bid Schedule.

By signing and submitting this Bid Proposal, the bidder swears and affirms that the following items are true.

### Non-Collusion Affidavit

That said person(s), firm, association, or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

Furthermore, that the bid submitted herewith is a genuine bid and not a collusive or sham bid or made in the interest or on behalf of any person herein named and that the person, firm, association, joint venture, co-partnership, or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a bid for consideration in the award of a contract for the improvement described in these documents.

The bidder further acknowledges that by signing this proposal, the bidder has agreed to the provisions of this Non-Collusion Affidavit.

### Non-Segregated Facilities

The bidder certifies that it does not now, nor will it for the duration of this contract, maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform its services at any locations, under its control, where segregated facilities are maintained.

The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause on any contract resulting from acceptance of this bid.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants, or other eating areas, time clocks, locker rooms or other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact because of habit, local custom or otherwise. The bidder agrees that except where it has obtained identical certification from proposed subcontractor prior to the award of subcontracts exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause, that it will retain such certifications in its files.

The penalty for making false statements in offers is prescribed in 18 USC 1001.

### Anti-Discrimination Certification

The bidder hereby covenants, stipulates and agrees that no person shall be discriminated against in the bidding of the service and/or materials hereunder and that the bidder shall not refuse to hire any person therefore because of such person's race, creed, color or national origin, unless based on a bona fide occupational qualification. Also, the bidder will in no matter discriminate against any person because of such person's race, creed, color or national origin. Any such discrimination shall be deemed a violation of this bid and shall render this bid subject to forfeiture.

### **Bidder's Declaration and Understanding**

If the undersigned bidder be notified of the acceptance of this bid within sixty (60) days of the time set for the opening of bids, it agrees to execute a contract for the above work bid in the form of the contract bound in these specifications and to provide a contract performance bond as required by the Contract Documents.

The undersigned bidder further agrees that the bid bond accompanying this bid shall be left in escrow with the Owner, and that the liquidated damages which the Owner will sustain by the failure of the undersigned bidder to execute and deliver the contract and performance bond will be equal to five percent (5%) of the total bid. If the undersigned bidder defaults in executing that contract and in furnishing the contract performance bond within ten (10) days of the date on the Notice of Award, then the bid guaranty shall become the property of the Owner.

If however, the Owner does not accept this bid or any part thereof within sixty (60) days of the time set for the opening of bids, or if the undersigned bidder executes and delivers said contract and surety bond, the bid guaranty shall be returned to the bidder.

### **Prevailing Wages**

The prevailing rate of wages shall be paid to all workers, laborer, or mechanics per Chapter 39.12 RCW. See 2016 WSDOT/APWA Standard Specifications.

### **Washington State Sales Tax.**

The Owner agrees to pay Washington State Retail Sales Tax to the bidder as an additional and separate pay item not included in the above unit-price bid items for all improvements, such as utility improvements, for which the Owner is not exempt from Washington State Retail Tax, as specified in Section 1-07.2 of the *Standard Specifications*.

The bidder agrees to include and pay all other state and local taxes within all appropriate unit bid prices, as specified in Section 1-07.2 of the *Standard Specifications*.

### **Completion Time and Liquidated Damages**

The contract time for this project shall be set at 50 calendar days, as defined in Section 1-08.5 of the Specifications.

### BID SCHEDULE

The following bid prices shall include all material, labor, tools and equipment required for the completion of the described work. Prices for all items, all extensions and the total amount bid must be shown. The project must be bid in its entirety, including all bid items as specifically listed in the proposal, in order to be considered a responsive bid. Where conflict occurs between the unit price and total amount bid for any item, the unit price shall prevail and the totals shall be corrected to conform thereto. All entries must be typed or entered in ink. Entries that are not submitted typed or in ink may be considered a non-responsive bid. The estimated quantities shown are intended to provide a common proposal for all bidders.

#### Base Bid

#	Description	S.I.N.	Estimated Quantity	Unit	Unit Price	Bid Item Total
1	Mobilization	0001	1	LS	24,000.00	24,000.00
2	Temporary Traffic Control	6971	1	LS	45,000.00	45,000.00
3	Variable Message Boards	N/A	4	EA	1,250.00	5,000.00
4	Inlet Protection	6471	19	EA	130.00	2,470.00
5	Planing Bituminous Pavement	5711	9440	SY	3.50	33,040.00
6	Full Depth Patching	N/A	36	SF	50.00	1,800.00
7	HMA CI ½ PG 64-22 (2")	5767	1168	TON	89.25	104,244.00
8	Temp. Pavement Marking	6895	1	LS	1,000.00	1,000.00
9	Paint Line	6806	10219	LF	0.77	7,868.63
10	Plastic Crosswalk	6857	120	SF	30.00	3,600.00
11	Raised Pavement Markers	6884	8	HUND	660.00	5,280.00
12	Adjust Manhole(Sewer)	N/A	3	EA	825.00	2,475.00
13	Adjust Catch Basin	N/A	2	EA	825.00	1,650.00
14	Adjust Valve Box (Water)	N/A	1	EA	770.00	770.00
15	Adjust Valve Box (Gas)	N/A	3	EA	770.00	2,310.00
16	Adjust Monuments	N/A	1	EA	770.00	770.00
17	Force Account	7715	1	LS	\$20,000.00	\$20,000.00

Total \$261,277.63

The bidder, by signing and submitting this bid, does hereby **acknowledge receipt of Addenda** numbered 0 to 0. None

IN WITNESS hereto, the undersigned bidder:

- a) Agrees to the conditions of this bid;
- b) Certifies that this bid has not been restricted, modified or conditioned;
- c) Acknowledges receipt of addenda 0 to 0;
- d) Attests to the absence of collusion in the Non-Collusion Affidavit above and agrees to be bound by its provisions;
- e) Certifies and agrees concerning non-segregated facilities in the Non-Segregated Facilities statement above;
- f) Covenants, stipulates and agrees in accordance with the Anti-Discrimination Certification above;
- g) Declares, accepts and understands in accordance with the Bidder's Declarations and Understanding above;
- h) Agrees as to Washington State Sales Tax as above;
- i) Understands and agrees as to the completion time and liquidated damages as above, and
- j) With the full authority of the firm submitting this bid has signed below this 21st day of August, 2018.

X

Signature of bidder

Richard Norman

Printed Name

President

Title

Quilceda Paving & Const., Inc.

Company Name

Address at which to direct correspondence:

Quilceda Paving & Const., Inc.

3403 16th St

City Everett State WA Zip 98201

Phone: 425-252-1010

Fax: 425-252-1019

Email: RICKN@QPaving.com

License No.: QUILCPC971B2

Sworn before me this 21st day of August, 2018.

Aralynn Salter

Notary Public in and for the State

Of Washington residing at Everett, WA





### PROOF OF AUTHORITY TO SIGN BID

The party by whom this bid is submitted and by whom the contract will be entered into, in case the award is made to said party, is

Firm Name Quikeda Paving & Const., Inc.

- ☒ Corporation  
☐ Partnership  
☐ Individual

Doing business at 3403 16th St Everett, WA  
Address City/State

Which is the address to which all communications concerned with this bid and contract should be sent.

The name of the president, treasurer, and manager of the bidding corporation, or the names of all persons and parties interested in this bid as partners or principals are as follows:

<u>Name/Title</u>	<u>Address</u>
<u>Richard Norman/President</u>	<u>3403 16th St</u>
	<u>Everett, WA 98201</u>

#### If Sole Proprietor or Partnership

IN WITNESS hereto, the undersigned has set his (its) hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of bidder

\_\_\_\_\_  
Title

**If Corporation**

IN WITNESS WHEREOF, the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 21st day of August, 2018.

[Signature]  
Secretary

Quikeda Paving & Const, Inc.  
Name of Corporation

By [Signature]  
Title President

- NOTE:
1. If the bidder is a co-partnership, so state, giving the name under which business is transacted.
  2. If the bidder is a corporation, only a duly authorized official may execute this Bid Proposal. This proof of authority must be notarized.

Sworn before me this 21st day of August, 2018.

[Signature]  
Notary Public in and for the State  
Of Washington residing at

Everett, WA





### BID DEPOSIT

A Bid Deposit shall be made payable to the City of Lake Stevens in the amount of five percent (5%) of the Total Bid Amount(s) for all schedules, based upon the Lump Sum or Bid Schedule quantities at the unit prices, including applicable taxes, and in the form indicated below and on the following page.

- ☐ Cashier's Check  
☐ Certified Check  
☒ Bid Bond

Amount: \$ 5%

### Proposed Contract Performance Bond Surety

If the bidder is awarded a construction contract on this bid, the Surety who will provide the Contract Performance Bond will be Ohio Casualty Insurance company

Whose address is:

1001 4th AVE, SUITE 1300  
Street  
Seattle WA 98154  
City State Zip Code  
Phone: 206-473-3788

## DEPOSIT OR BID BOND FORM

### DEPOSIT STATEMENT

Herewith find deposit in the form of certified check or cashier's check in the amount of \$ \_\_\_\_\_, which amount is not less than five percent of the total bid.

SIGN HERE \_\_\_\_\_

\*\*\*\*\*

### BID BOND

#### KNOW ALL MEN BY THESE PRESENTS:

That we, Quilceda Paving & Construction, Inc., as Principal, and The Ohio Casualty Insurance Company, as Surety, are held firmly bound unto the CITY OF LAKE STEVENS, Washington, as Obligee, in the penal sum of Five Percent (5%) of Bid Amount Dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally by these presents.

The condition of this obligation is such that, if the Obligee shall make any award to the Principal for 2018 Pavement\*, according to the terms of the bid made by the Principal therefore, the Principal shall duly make and enter into a contract with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for the faithful performance thereof, with Surety or Sureties approved by the Obligee, or if the Principal shall, in case of failure to so do, pay and forfeit to the Obligee the penal amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect, and the Surety shall forthwith pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond. \*Overlay, Project No: 18026

SIGNED, SEALED, AND DATED THIS 21st DAY OF August, 20 18  
Quilceda Paving & Construction, Inc.

The Ohio Casualty Insurance Company Principal  
Carley Espiritu, Attorney-in-Fact Surety

\_\_\_\_\_, 20\_\_\_\_

Received return of deposit in the sum of \$ \_\_\_\_\_

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company West American Insurance Company

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Heather L. Allen; James B. Binder; Brandon K. Bush; Peter J. Comfort; Carley Espiritu; Jacob T. Haddock; Diane M. Harding; Brent E. Heilesen; Kyle J. Howat; Cynthia L. Jay; Aliceon A. Keltner; Christopher Kinyon; Jamie L. Marques; Mary S. Norrell; Jon J. Oja; Annelies M. Richie; Karen C. Swanson; Eric A. Zimmerman

all of the city of Tacoma, state of WA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of July, 2018.



STATE OF PENNSYLVANIA ss  
COUNTY OF MONTGOMERY

On this 5th day of July, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

**ARTICLE IV – OFFICERS** – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings.** Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 21st day of August, 2018.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary



Exhibit B

# 18026– 2018 Pavement Overlay Project Vicinity Map



Exhibit C

City of Lake Stevens  
2018 Pavement Overlay  
BID TABULATION  
8/21/2018

Prepared by: Amanda Wells

Base Bid				Engineer's Estimate		Quilceda Paving & Con.		Granite Construction		Fidalgo Paving & Con	
BI #	Item	Unit	Qty.	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
	1 Mobilization	LS	1	\$ 25,029.47	\$ 25,029.47	\$ 24,000.00	\$ 24,000.00	\$ 25,700.00	\$ 25,700.00	\$ 30,000.00	\$ 30,000.00
	2 Project Temporary Traffic Control	LS	1	\$ 45,509.33	\$ 45,509.33	\$ 45,000.00	\$ 45,000.00	\$ 63,100.00	\$ 63,100.00	\$ 35,000.00	\$ 35,000.00
	3 Variable Message Boards	EA	4	\$ 1,351.09	\$ 5,404.37	\$ 1,250.00	\$ 5,000.00	\$ 1,500.00	\$ 6,000.00	\$ 2,200.00	\$ 8,800.00
	4 Inlet Protection	EA	19	\$ 123.20	\$ 2,340.80	\$ 130.00	\$ 2,470.00	\$ 145.00	\$ 2,755.00	\$ 60.00	\$ 1,140.00
	5 Planing Bituminous Pavement	SY	9440	\$ 4.39	\$ 41,445.38	\$ 3.50	\$ 33,040.00	\$ 3.50	\$ 33,040.00	\$ 6.25	\$ 59,000.00
	6 Full Depth Patching	SF	36	\$ 100.00	\$ 3,600.00	\$ 50.00	\$ 1,800.00	\$ 250.00	\$ 9,000.00	\$ 30.00	\$ 1,080.00
	7 HMA CI 1/2 PG 64-22 (2")	TON	1168	\$ 96.51	\$ 112,719.79	\$ 89.25	\$ 104,244.00	\$ 96.00	\$ 112,128.00	\$ 110.00	\$ 128,480.00
	8 Temporary Pavement Marking	LS	1	\$ 768.51	\$ 768.51	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00
	9 Paint Line	LF	10219	\$ 0.55	\$ 5,570.04	\$ 0.77	\$ 7,868.63	\$ 0.75	\$ 7,664.25	\$ 0.80	\$ 8,175.20
	10 Plastic Crosswalk	SF	120	\$ 7.12	\$ 854.34	\$ 30.00	\$ 3,600.00	\$ 28.75	\$ 3,450.00	\$ 13.50	\$ 1,620.00
	11 Raised Pavement Marker Type 2	HUND	8	\$ 608.91	\$ 4,871.25	\$ 660.00	\$ 5,280.00	\$ 632.00	\$ 5,056.00	\$ 600.00	\$ 4,800.00
	12 Adjust Manhole (Sewer)	EA	3	\$ 843.73	\$ 2,531.20	\$ 825.00	\$ 2,475.00	\$ 700.00	\$ 2,100.00	\$ 700.00	\$ 2,100.00
	13 Adjust Catch Basin	EA	2	\$ 713.07	\$ 1,426.13	\$ 825.00	\$ 1,650.00	\$ 700.00	\$ 1,400.00	\$ 500.00	\$ 1,000.00
	14 Adjust Valve Box (Water)	EA	1	\$ 675.73	\$ 675.73	\$ 770.00	\$ 770.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00
	15 Adjust Valve Box (Gas)	EA	3	\$ 675.73	\$ 2,027.20	\$ 770.00	\$ 2,310.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 1,500.00
	16 Adjust Monuments	EA	1	\$ 550.67	\$ 550.67	\$ 770.00	\$ 770.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00
	17 Force Account	FA	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<b>TOTAL BASE BID</b>				\$ 295,824.21		\$ 261,277.63		\$ 297,393.25		\$ 305,295.20	



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 28<sup>th</sup>, 2018

**Subject:** Adoption of Comprehensive Emergency Management Plan

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

---

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

**Approve Resolution 2018-23 adopting a Comprehensive Emergency Management Plan.**

---

The City of Lake Stevens' Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of City of Lake Stevens to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy and the environment, and foster a return to a normal way of life. This CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), County and City of Lake Stevens governmental and public safety agencies, appropriate subject matter experts, and volunteer organizations. This version, dated August 28<sup>th</sup> 2018, supersedes all previous editions.

The City of Lake Stevens CEMP is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document. It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Overall, the accomplishment of the activities outlined in this document is the responsibility of the City of Lake Stevens Mayor. In recognition of the professionalism of the Emergency Management Officials in our jurisdiction, we are requesting to authorize the Emergency Management Coordinator to make changes to the annexes and/or appendices; however, changes to the basic plan require the signature of the mayor to become effective.

---

**APPLICABLE CITY POLICIES:**

---

**BUDGET IMPACT:**

**The budget impact is difficult to estimate:**

- N/A

---

**ATTACHMENTS:**

- Exhibit A: Resolution 2018-23

## Attachment A

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON  
RESOLUTION NO. 2018-23**

**A RESOLUTION OF THE CITY OF LAKE STEVENS,  
WASHINGTON, ADOPTING A COMPREHENSIVE EMERGENCY  
PREPAREDNESS PLAN.**

**WHEREAS**, all citizens and property within the City of Lake Stevens are at risk to a wide range of natural, technological, and man-caused hazards; and

**WHEREAS**, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well-coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

**WHEREAS**, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all City of Lake Stevens agencies in the event of an emergency or disaster and during the aftermath thereof,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The Comprehensive Emergency Management Plan dated August 28, 2018, and attached as Attachment A is hereby adopted.

**Section 2.** This plan can be put into action by the undersigned or designees. Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

**Section 3.** This resolution shall take effect and be in full force upon passage and signature.

PASSED by the City Council of the City of Lake Stevens this 28<sup>th</sup> day of August, 2018.

---

John Spencer, Mayor

ATTEST:

---

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

---

Grant K. Weed, City Attorney



Attachment A



# 2018

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## Comprehensive Emergency Management Plan

## Forward

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

This Plan is organized into four sections:

- **Base Plan** addresses Policies, Situations, Concept of Operations, Responsibilities, and Plan Maintenance.
- **Appendices** include List of Abbreviations, Acronyms, Training & Drills, Definitions, Authorities & References, and Distribution.
- **Emergency Support Functions** outline lead and supporting agencies' responsibilities, capabilities, and resources.
- **Incident Annexes** describe event specific response processes and procedures.

For further information, contact:

Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258  
(425) 622-9401  
(425) 334-9842 (Fax)

## Emergency Contact Numbers

If immediate city emergency or disaster assistance is required, please call 911 or contact the City of Lake Stevens Police Department/Emergency Management Office at: **(425) 622-9401**

City business hours are as follows: 9:00 – 5:00, Monday – Friday.

After hours, weekends, and holidays: Contact SNO911 Communications Center at (425) 407-3930 and request the on-duty supervisor contact you by call back number.

John Spencer – Mayor  
Office: (425) 622-9411

Gene Brazel – City Administrator  
Office: (425) 622-9414

John Dyer – Chief of Police  
Office: (425) 622-9370

Jeff Beazizo – Police Commander/Emergency Management Coordinator  
Office: (425) 622-9373

Craig Valvick – Police Sergeant/Emergency Management Coordinator  
Office: (425) 622-9380

Eric Durpos – Public Works Director  
Office: (425) 622-9441

DEM Monitored Radio Frequencies:

SERS 800 MHz System (call sign DEM)  
DEM OPS  
EOC Hail

VHF System (call sign DEM)  
154.055 PL Tone 127.3

## Approval and Implementation

The City of Lake Stevens' Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of City of Lake Stevens to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life. This CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), County and City of Lake Stevens governmental and public safety agencies, appropriate subject matter experts, and volunteer organizations. This version, dated August 22<sup>nd</sup>, 2018, supersedes all previous editions.

The City of Lake Stevens CEMP is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document. It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Overall, the accomplishment of the activities outlined in this document is the responsibility of the City of Lake Stevens Mayor. In recognition of the professionalism of the Emergency Management Officials in my/our jurisdiction, I/we authorize the Emergency Management Coordinator to make changes to the annexes and/or appendices; however, changes to the basic plan require my/our signature to become effective.

Signed by:

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Mayor, City Of Lake Stevens

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Date

## Record of Distribution

[illegible]

## Record of Revision

[illegible]



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**I. INTRODUCTION**

Emergency management is a vital method of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. It involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

This plan is advisory and does not supersede departmental policies, place mandatory or affirmative obligations upon any party or governmental entity, nor confer rights to any third party. Throughout the document terms such as “shall,” “should,” “will,” “may,” “might,” or “can” are used. Use of these terms is not intended to place affirmative obligations; rather, the intent is that the agency, entity, person, or party, when called upon to act in an emergency situation, will use their best efforts, as personnel and resources allow, to accomplish the identified tasks related to emergency functions.

#### **A. Purpose**

The City of Lake Stevens will mitigate, prepare for, respond to, and recover from disasters (both natural and manmade) to the best of its ability with its available resources for the purpose of protecting lives, property, the environment, and the economy. The purpose of this document is to provide a framework from which to operate in the provision of a coordinated response to emergency situations; specifically, it establishes the responsibilities of participating agencies, commissions, boards, and councils. In addition to response efforts, this plan also outlines mitigation, preparedness, and recovery activities.

The City of Lake Stevens’ CEMP consists of a basic plan, functional annexes, hazard-specific appendices, and implementing instructions. The **Basic Plan** describes the structure and processes comprising a jurisdictional approach to incident management, i.e. it is designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. It includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

The **Emergency Support Functions (ESF)** adds specific information and direction to the CEMP with a focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the Basic Plan provides broad, overarching information relevant to the CEMP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function.

**Hazard-Specific Appendices** identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders. These appendices have tabs that serve as work aids for items including maps, charts, tables, checklists, resource inventories, and summaries of critical information. Finally,

**Implementing Instructions** may be included as attachments or referenced. For example, the Evacuation Annex may be made clearer by attaching maps marked with evacuation routes to it. Because these routes may change depending on the location of the hazard, maps may also be included in the Hazard-Specific Appendices to the Evacuation Annex.

## **B. Scope**

When activated by the City of Lake Stevens Mayor or designee, the City of Lake Stevens' CEMP addresses activities within the City of Lake Stevens and its incorporated areas and is applicable to all City of Lake Stevens departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents.

## **C. Limitations**

The City of Lake Stevens will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities and tenants outline in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this Plan that a perfect response to emergency or disaster incidents will be practical or possible.

# **II. SITUATION**

## **A. Hazard Analysis and Mitigation Overview**

This CEMP considers the man-made and natural disasters and emergencies as described in both the 2014 Snohomish County Comprehensive Management Plan and 2015 Snohomish County Natural Hazards Mitigation Plan (NHMP). Of particular importance to the City of Lake Stevens and its participants are the following:

1. Unique/Catastrophic Hazards. Although unlikely, the threat of *Earthquakes, Volcanic Activity, Hazardous Material Spills, Civil Unrest and Terrorism* exists. In the event one (or more) of these incidents should occur, the City of Lake Stevens will almost certainly be heavily affected, which will in turn require the activation of this CEMP.
2. High Probability Hazards. City of Lake Stevens routinely experiences Severe Storms and Flooding. Although not always damaging, because of their frequent occurrence these hazards must be planned for.
3. Mitigation Overview. The City of Lake Stevens has been participating as a planning partner during the 2010 update to the Snohomish County NHMP.

## **B. Capability Assessment**

The City of Lake Stevens conducts an annual capability assessment in conjunction with the Snohomish County DEM in order to identify capabilities necessary to address the jurisdiction's hazards. This assessment is maintained and updated separately.

## **C. Planning Assumptions**

1. An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Lake Stevens' response capabilities, but the surrounding areas as well.
2. The City of Lake Stevens will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and tenets outlined in this plan are subject to the extent of the situation and availability of resources.
3. The City of Lake Stevens will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
4. A large-scale incident may result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment. It may also attract a large influx of spontaneous volunteers and supplies.
5. Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Lake Stevens' residents, businesses, and industry should plan to be self-sufficient for a minimum of seven days.
6. Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
7. Emergency medical facilities may be overloaded and shortage of medical supplies may exist.
8. The City of Lake Stevens and Snohomish County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or assistance may be delayed dependent upon the magnitude of the disaster.
9. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
10. During an incident, the top priorities for incident management will be:
  - (a) Save lives and protect the health and safety of the public, responders, and recovery workers.
  - (b) Protect property and mitigate damages and impacts to individuals, communities, the environment and economy.
  - (c) Protect and restore critical infrastructure and key resources.
  - (d) Facilitate the recovery of individuals, families, businesses, governments, and the environment.

### **III. CONCEPT OF OPERATIONS**

Emergency management functions are mutually supporting methods of creating resilient communities. The purpose of this paragraph is to describe, in general terms, the overall concept of the response to a disaster and the events associated with the various phases of emergency management during “day-to-day” operations. The City of Lake Stevens organizes and manages its emergency management activities utilizing the concepts and principles described in the October 2017 National Incident Management System (NIMS) document.

#### A. Normal Operations

In accordance with the RCW, overall direction and control of emergency management operations within a political subdivision is the responsibility of the City of Lake Stevens Mayor.

1. Mitigation. The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Lake Stevens include:
  - (a) Participate in Snohomish County’s Natural Hazard Mitigation planning efforts by providing input on the county’s overall mitigation plan and creating a jurisdictional annex to that plan.
  - (b) Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.
2. Preparedness. **Preparedness** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:
  - (a) Conduct continuous planning studies of potential disaster elements in the city and update the current Comprehensive Emergency Management Plan (CEMP) that outlines how the City of Lake Stevens shall respond.
  - (b) Review disaster readiness capabilities and upgrade procedures to keep abreast of changing and evolving emergency management and response technology.
  - (c) Encourage and maintain interagency cooperation and coordination of readiness planning.
  - (d) Maintain vehicles, equipment, and facilities in a ready condition.
  - (e) Conduct public information and educational programs on disaster preparedness, personal safety, and sustainability.
  - (f) Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test “call-down trees” in the event of an emergency.
3. Response. The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:

#### Response – Increased Readiness Period

- (a) Comply with established checklists and review response status and procedures.
- (b) Notify key personnel according to existing SOPs.
- (c) Notify the appropriate organizations.
- (d) Prepare and update necessary information for public information.
- (e) Activate the appropriate Emergency Operations Center (EOC).
- (f) If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
- (g) Initiate all record-keeping, data collection, and control measures to quality control.

Response – Emergency Period

- (a) Initiate and conduct disaster response operations in accordance with established SOPs.
  - (b) Coordinate their response with all involved agencies and jurisdictions through the EOC.
  - (c) Keep the public and government officials advised of actions taken.
  - (d) Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
  - (e) Ensure accurate record-keeping, data collection, and control measures are maintained.
  - (f) Account for the safety and well-being of responders and their families.
4. Recovery. The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to “normal” or improved levels. After the threat to life and property has passed those agencies involved in response shall:
- (a) Obtain detailed damage assessment information.
  - (b) Coordinate the application of resources to meet the long term needs of the jurisdiction.
  - (c) Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

**B. Emergency Operations**

The chief executive(s) of the municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may, under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency.

Delegation of this responsibility shall be in writing and a copy provided to the Snohomish County DEM Director.

1. Incident. A disaster is either imminent or has occurred. Local agencies respond in accordance with their departmental policies and procedures. If a determination is made that this event cannot be safely terminated by City of Lake Stevens resources, is multi-jurisdictional, or for any other reason will require county, state, or federal resources, the Incident Commander (IC) will request activation of the Emergency Operations Center.
2. Activation. The decision to activate the City of Lake Stevens Emergency Coordination Center (ECC) is made by the City of Lake Stevens Mayor or their designee. The City of Lake Stevens

ECC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support. The levels of activation are:

- (a) **Level I** activation involves minor emergencies and will be primarily staffed from existing personnel and resources.
- (b) **Level II** activation involves incidents which have special characteristics requiring response by multiple departments and agencies. This level of activation may require support from agencies outside of City of Lake Stevens and overnight operations.
- (c) **Level III** activation involves catastrophic incidents, which will require a coordinated response from all levels of government and emergency services throughout the county in order to save lives and protect property. This level activation will require extended 24/7 operations and utilization of all city personnel.

Once activated, the ECC will:

- Save and protect the greatest number of people at risk
- Ensure the safety of first responders and City employees
- Save and protect as many residential, business and industrial properties as possible
- Save and protect as much vital infrastructure as possible
- Restrain the spread of environmental damage
- Minimize human suffering and economic interruptions
- Facilitate the recovery of Lake Stevens to get “back to normal as quickly as possible”
- Continue to operate until the City of Lake Stevens Mayor or their designee, in consultation with the on-scene IC, determine ECC assistance is no longer required.

### **C. Contingency Emergency Operations Plan**

- 3. Emergency Proclamation/Request for Outside Assistance. When a disaster exceeds the jurisdiction’s capabilities, the Mayor may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.
- 4. Concurrent Implementation of Multi-Jurisdictional Plans.
  - (a) The Snohomish County CEMP (June, 2014) Basic Plan establishes general policy and guidance for county-wide emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.
  - (b) By law, the City of Lake Stevens Mayor is responsible for disaster operations in their jurisdiction, while the county executive is the responsible official in the unincorporated areas. Thus, the City of Lake Stevens retains the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries.

- (c) Large-scale disaster operations will be conducted by city and county forces, supplemented as necessary by trained auxiliaries, established cadres, and by work forces available within the local communities. Use will be made of available mutual aid from local, state, and federal agencies including, but not limited to, mutual aid agreements between existing emergency management activities coordinated by DEM.

**D. Operations under Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS)**

The DHS National Terrorism Advisory System (NTAS) has two alert levels:

**Elevated** Warns of a credible terrorist threat against the United States.

**Imminent** Warns of a credible, specific, and impending terrorist threat against the United States.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires and therefore there will not be a constant NTAS Alert or blanket warning of an overarching threat.

Due to the unpredictable nature of terrorism (little or no warning of an attack), citizens should remain ever vigilant to the possibility of an attack and report suspicious behavior to local law enforcement for investigation.

Beneath each NTAS Alert Level are suggested Protective Measures, recognizing that the heads of City departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. **General Conditions – Normal Operations.** City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
  - Refining and exercising as appropriate preplanned Protective Measures.
  - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
  - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
2. **Elevated Alert Level.** This condition is declared when there is a credible terrorist threat against the United States. City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  - Checking communications with designated emergency response or command locations.
  - Reviewing and updating emergency response procedures.



- Providing the public with any information that would strengthen its ability to act appropriately.
  - Increasing surveillance of critical locations.
  - Coordinating emergency plans as appropriate with nearby jurisdictions.
  - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures.
  - Implementing, as appropriate, contingency and emergency response plans.
3. **Imminent Alert Level.** This condition is declared when there is a credible, specific, and impending terrorist threat against the United States. In addition to the Protective Measures noted above, City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
- Disseminating the Imminent Alert advisory when the alert is issued.
  - Contacting all personnel to ascertain their recall availability, modifying staffing schedule as needed.
  - Placing EOC on Stand-by or Activating based on the specificity of the threat.
  - Testing, maintaining, and monitoring communications and warning systems.
  - Checking all equipment for operational readiness, filling fuel tanks, and checking specialized equipment.
  - Checking inventory of all critical supplies and re-ordering if necessary.
  - Be alert to suspicious activity and report it.
  - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
  - Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
  - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
  - Limiting access points to critical infrastructure facilities and enforcing entry control procedures.
  - Enforcing parking of vehicles away from sensitive buildings.
  - Keeping critical response vehicles in a secure area and keeping all garage doors closed.
  - Locking all exterior doors except main entrances; checking all visitors' identification and requiring all visitors to sign in; insuring all contractors have valid work orders, identification, and that they remove all unnecessary tools and equipment.
  - Reviewing all SOPs and the City's Emergency Coordination Center Standard Operating Guidelines.
  - Implementing staffing/recall plans. Heads of all departments shall stay at or be in direct communications with their departments.
  - Considering releasing all non-critical personnel.
  - Ensuring 24 hour access to the County Executive, Council, and all municipal mayors and/or their alternates.
  - Ensuring communications with local TV/Radio stations.
  - Briefing all EOC staff, government and first responders of any evacuation routes or any information concerning alert status.
  - Ensuring regular welfare checks of critical personnel and facilities.

- Placing on high alert specialized teams including crisis counselors.
- Being prepared to control access and evacuation routes to all critical infrastructures and facilities.
- Making positive identifications of all vehicles in staging and support areas.
- Restricting all parking within close proximity to all critical buildings.
- Controlling access and requiring positive identifications of all persons in critical infrastructure areas.
- Searching everything brought into critical facilities. Accepting only expected deliveries; any suspicious packages should be opened outside.
- Securing all access points.
- Making frequent checks of all perimeters and grounds of all critical facilities.
- Utilizing volunteer or career personnel to provide 24 hour security watches in critical facilities.
- Assigning emergency response personnel; pre-positioning and mobilizing specially trained teams or resources.
- Monitoring, redirecting, or constraining transportation systems.
- Closing public and government facilities.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Incident management activities will be carried out according to existing departmental plans and shall be coordinated by using the Incident Command System (ICS).

- A. Federal Government: See the National Response Framework (NRF), June 2016**
- B. State Government: See the Washington State Comprehensive Emergency Management Plan (CEMP), June 2016**
- C. County Government: See the Snohomish County Comprehensive Emergency Management Plan (CEMP), January 2014**
- D. City of Lake Stevens Government**
  - 1. The Mayor and/or Senior Officials should:**
    - (a) Establish policy and make major decisions.
    - (b) Order Evacuations as necessary.
    - (c) Suspend local ordinances when necessary to support emergency operations.
    - (d) Direct emergency operations and provide liaisons as necessary.
    - (e) Preserve continuity of government.
    - (f) Issue a Proclamation of Emergency and Request for Assistance as needed.
    - (g) Request additional assistance on behalf of the City through the Snohomish County Department of Emergency Management.
    - (h) Inform and warn public
    - (i) Ensure the implementation of emergency response and recovery plans.
    - (j) Provide consistent public information in coordination with the Snohomish County DEM and the County Joint Information Center (JIC).

**2. The City of Lake Stevens Council should:**

- (a) Adopt and enact ordinances/resolutions and appropriate revenue.
- (b) Conduct public hearings and/or meetings, and take action to inform the public and identify emergency needs.
- (c) Provide for the continuity of government and temporarily fill any vacancies of an elected official by appointment.

**3. The City of Lake Stevens Emergency Management Coordinator (in conjunction with Snohomish County DEM) should:**

- (a) Be responsible for updating this Plan.
- (b) Coordinate emergency activities of local agencies in preparing and responding to disasters and/or events.
- (c) Provide communication coordination for response agencies during a disaster.
- (d) Assist elected officials by providing staff assistance in a disaster.
- (e) Act as a point-of-contact for requesting disaster assistance from other governmental agencies (except mutual aid).
- (f) Prepare damage assessment, incident reports, or other disaster analysis reports as necessary.
- (g) Warn the public of impending disasters and provide adequate instructions before, during, and after an emergency event.
- (h) Provide reconnaissance and field operations teams.
- (i) Provide public information and education as it pertains to preparedness and response.
- (j) Coordinate resource availability and use.
- (k) Maintain current Standard Operating Guidelines (SOGs) for the City of Lake Stevens emergency management functions.

**4. The City of Lake Stevens Police Department should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy law enforcement and traffic control operations.
- (c) Conduct windshield surveys within City limits.
- (d) Alert and warn the public.
- (e) Enforce laws and apprehend offenders.
- (f) Provide damage assessment surveys and report into EOC.
- (g) Provide security at specified locations.
- (h) Provide animal control services.
- (i) Assist the Snohomish County Coroner's office with temporary morgue management.
- (j) Collect and evaluate information about the incident and forward to the Emergency Operation Center (EOC) as appropriate.
- (k) Use suitable crowd and traffic control procedures to limit access to the disaster area and/or provide on scene perimeter control.
- (l) Assist in warning and carryout the evacuation of citizens from the affected area.
- (m) Provide field Incident Commander for:
  - Traffic Accident

- Civil Disturbance
  - Major Electrical Outage
  - Terrorism
  - Bomb Threat
  - State of
- (n) Carry out search and rescue missions
- (o) Provide mutual aid as available

**5. The City of Lake Stevens' Directors and Department Heads Should:**

- (a) Establish procedures to ensure the preservation of essential records and data, and maintain the continuity of essential services
- (b) Determine internal chain of command and succession authority to ensure continuity of leadership and operations.
- (c) Establish policies and procedures for tracking disaster operations, overtime and other associated costs.
- (d) Designate primary and alternate locations from which to establish internal direction and control of activities.
- (p) Make staff available, when requested by the City Lake Stevens Emergency Management Coordinator for appropriate training, planning, exercise design and emergency assignments, such as EOC operations.
- (q) Provide staffing to support the EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the EOC manager.
- (r) When indicated, activate internal emergency operational procedures. This includes internal communications, conducting roll-call and accountability of personnel, conducting damage assessment, evaluating needed resources, and continually communicating this and related information to the EOC.
- (s) Maintain current SOPs.
- (t) Process any applicable forms needed for personal or real property claims.
- (u) Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.

**6. The City of Lake Stevens Departments of Finance/Treasury/City Clerk should:**

- (a) Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- (b) Remove and secure public records as necessary.
- (c) Provide personnel for other agencies or for damage assessment teams as needed.
- (d) Maintain current SOPs.

**7. The City of Lake Stevens Public Works should:**

- (a) Maintain and/or repair major thoroughfares for emergency vehicles.
- (b) Provide refuse and/or debris removal or disposal.
- (c) Keep storm water systems operational.
- (d) Provide barricades and other traffic control equipment as needed.
- (e) Conduct windshield surveys within City limits.
- (f) Provide equipment and operators to assist in emergency situations.

- (g) Provide damage assessment reports.
- (h) Provide information on current road conditions.
- (i) Assess post-event serviceability of facilities and structures.
- (j) Assist with search and rescue operations.
- (k) Assist with establishing emergency power (hook up generators) to city facilities.
- (l) Provide equipment and operators to assist other agencies/departments with disaster responsibilities.
- (m) Provide information on road conditions and status.
- (n) Assist in the City of Lake Stevens EOC as requested.
- (o) Maintain current SOPs.

**8. Lake Stevens Fire Department District 8 should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy fire resources for the protection of life, property, and the environment.
- (c) Prevent and suppress fires and mitigate hazardous material incidents.
- (d) Assist with search and rescue operations.
- (e) Conduct windshield survey within City limits.
- (f) Provide mutual aid, if requested and available.
- (g) Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed.
- (h) Collect and evaluate information about the incident and forward to the Emergency Operations Center (EOC).
  - Provide on-scene medical assistance.
  - Provide the field Incident Commander for:
    - Fire
    - Flood
    - Hazardous Materials
    - Earthquake
    - Downed Aircraft
    - Radiological Incidents
    - Industrial Accidents
    - Severe Weather
- (i) Provide damage assessment reports to the EOC.
- (j) Maintain current suggested operating guidelines for the department's disaster responsibilities.

**9. Private Sector should:**

- (a) Create business continuity plans in order to facilitate their ability to recover from incidents that impact their personnel and facilities.
- (b) Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- (c) Develop and exercise emergency plans before an incident occurs.

- (d) When appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.
- (e) Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- (f) Provide damage assessment reports to the EOC.

**10. Citizens should:**

- (a) Reduce hazards in and around their homes to lessen the amount of damage caused by an incident.
- (b) Prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to be self-sufficient following a disaster for a minimum of seven days and possibly longer.
- (c) Monitor emergency communications carefully to decrease their risk of injury, keep emergency routes open to response personnel, and diminish demands on landline and cellular communication.

**11. Snohomish County Department of Emergency Management should:**

- (a) Coordinate emergency activities of local participating cities in preparing and responding to a disaster.
- (b) Provide communications coordination for response agencies during a disaster.
- (c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except for mutual aid.
- (d) Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- (e) Provide reconnaissance and field operations teams.
- (f) Provide public information and education as it pertains to disaster preparedness and response.
- (g) Coordinate the use of all available resources.
- (h) Send out regular countywide situational reports as it pertains to the incident and subsequent emergency support function activities.
- (i) Coordinate Countywide State and FEMA Public and Private Assistance programs.
- (j) Maintain current suggested operating procedures for Snohomish County Department of Emergency Management.

**12. Public Utility District #1 of Snohomish County should:**

- (a) Restore Electrical Power on a priority basis.
- (b) Repair damaged generating facilities and equipment.
- (c) Remove downed electrical lines from roadways and other dangerous areas.
- (d) Restore water services in its area of responsibility.
- (e) Maintain communications and provide situational reports which will be sent to cities via Snohomish County DEM.

**13. Williams Pipeline should:**

- (a) Notify the Lake Stevens Fire District or ECC of a natural gas leak if discovered in the response area.
- (b) Contain or shut down the pipeline as expeditiously as possible in the event of a rupture or leak.
- (c) Maintain communications and provide situational reports to Lake Stevens ECC when requested.

## **V. DIRECTION, CONTROL, AND COORDINATION**

Protection of life, property, the environment, and the economy within City of Lake Stevens are the primary concerns of City of Lake Stevens government. As such, City of Lake Stevens shall maintain control of its own operations. Tactical control of response operations rests with the Incident/Unified Command, while operational control will be exercised from the City of Lake Stevens ECC. Within Snohomish County, multi-jurisdictional coordination will be done from the Snohomish County DEM ECC which, when necessary, will request State and/or Federal assistance through the State of Washington EMD.

## **VI. INFORMATION COLLECTION & DISSEMINATION**

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

Information collection and sharing format will normally be by Situation Report (SITREP), which is the standard established by the Washington State Emergency Management Division. Other formats may be used when appropriate.

The following table lists information requirements, sources, and reporting frequency common to emergencies and disasters. The list should not be considered all-inclusive as other information may be required based on the situation.

Information Collection Matrix – General Requirements			
What is Needed	When Needed	Comes From	Reported To
Incident Summary	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Incident Needs	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Major Issues/Activities	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal ECC to County ECC
Personnel Accountability	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Communications System Status	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Evacuation or Relocation	<b>Within first two hours;</b> Once each operational period thereafter	Incident Commander(s); Public	To Municipal ECC to County ECC
Facility Damage Assessment	<b>Within first four hours;</b> Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Utility Status	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, PUD, Public	To Municipal ECC to County ECC
Transportation & movement damage assessment	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, Public	To Municipal ECC to County ECC
Department Continuity of Operations	<b>Within first six hours;</b> Once each operational period thereafter	Department Head or Designee	To Municipal ECC to County ECC
Shelter Requirements	<b>Within first six hours;</b> Once each operational period thereafter	Incident Commander(s); Red Cross; Public	To Municipal ECC to County ECC
Causality Summary (deceased, missing, injured)	<b>Within first six hours;</b> Once each operational period thereafter	Fire; Police; Incident Commander(s); Public	To Municipal ECC to County ECC
Status of disaster or emergency declarations	As soon as possible	Chief Elected Official	To County ECC



## **VII. COMMUNICATIONS**

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

## **VIII. ADMINISTRATION, FINANCE, AND LOGISTICS**

### **A. Administration**

1. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:
  - (a) Situation Reports
  - (b) Proclamations of Emergency
  - (c) Requests for Assistance
  - (d) Damage Assessment Reports
2. Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).
3. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

### **B. Financial Management**

1. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:
  - (a) Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
  - (b) Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.
2. Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.
3. Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

4. Audits of the cities' and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

#### **C. Logistics**

1. Each municipal department shall keep a current inventory of all resources (by NIMS resource typing):
  - (a) Resource may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
  - (b) This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.
2. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110 (1))

### **IX. PLAN DEVELOPMENT AND MAINTENANCE**

#### **D. Development**

1. Any department or agency with assigned responsibilities under the CEMP may propose a change to the plan via the CEMP Suggestion Form. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.
2. After coordination has been accomplished, including receipt of the necessary signed approval supporting final change language, The City of Lake Stevens Emergency Management Coordinator will issue an official Notice of Change.
3. Once published, the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire document.

#### **E. Maintenance**

1. The City of Lake Stevens Comprehensive Emergency Management Plan will be updated as needed to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.
2. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating full reviews and updates of the CEMP every 4 years, or as needed. The review

and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies.

**F. NIMS Integration**

The City of Lake Stevens Emergency Management Coordinator is responsible for emergency management activities, utilizing the Incident Command System (ICS) / National Incident Management System (NIMS).

**X. AUTHORITIES AND REFERENCES**

The City of Lake Stevens Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

- A. Federal Civil Defense Act of 1950, as amended.**
- B. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act".**
- C. Public Law 96-342, "Improved Civil Defense".**
- D. Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".**
- E. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.**
- F. National Response Framework, dated June 2016**
- G. 44 CFR Emergency Management and Assistance**
- H. State of Washington CEMP, dated June 2016**
- I. Snohomish County CEMP, dated January 2014**
- J. Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"**
- K. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program"**
- L. Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans"**
- M. Snohomish County Code (SCC) Chapter 2.36, Emergency Management**
- N. Lake Stevens Municipal Code (LSMC) Chapter 9.68, "Mayor's Emergency Powers"**

## **Lake Stevens Municipal Code Chapter 9.68 MAYOR'S EMERGENCY POWERS**

### Sections:

- 9.68.010 Proclamation of Civil Emergency
- 9.68.020 Action Which May be Taken
- 9.68.030 Delivery to News Media
- 9.68.040 Violation - Penalty

### **9.68.010 Proclamation of Civil Emergency.**

Whenever riot, unlawful assembly or insurrection or the imminent threat thereof, or manmade or natural disaster occurs in the City and results in, or threatens to result in the death or injury of persons or the destruction of property to such extent as to require, in the judgment of the Mayor, extraordinary measures to protect the public peace, safety and welfare, the Mayor shall forthwith proclaim in writing the existence of a civil emergency.

### **9.68.020 Action Which May Be Taken.**

Upon the proclamation of a civil emergency by the Mayor, and during the existence of such civil emergency, the Mayor or designee may make and proclaim any or all of the following orders.

- A. An order imposing a general curfew applicable to the City as a whole, or to such geographical area or areas of the City and during such hours as he/she deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
- B. An order requiring any or all business establishments to close and remain closed until further order;
- C. An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the Mayor, be allowed to remain open;
- D. An order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all part of the City;
- E. An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the City;

- F. An order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquor flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
- G. An order requiring that sale of gasoline be limited to emergency vehicles for preservation of human life or protection of property;
- H. An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the Mayor, be allowed to remain open;
- I. An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;
- J. An order prohibiting the carrying or possession of firearms or any instrument which is capable of producing bodily harm and which is carried or possessed with the intent to use the same to cause such harm; provided, that any such order shall not apply to peace officers or military personnel engaged in the performance of their official duties;
- K. Such other orders as are imminently necessary for the protection of life and property; provided, however, that any such orders shall, at the earliest practicable time, be represented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void.

**9.68.030 Delivery to News Media.**

The Mayor or designee shall cause any proclamation issued by him/her pursuant to the authority of this chapter to be delivered to all news media within the City and shall utilize such other available means, including public address systems, as shall be necessary, in his/her judgment, to give notice of such proclamations to the public.

**9.68.040 Violation - Penalty.**

It is unlawful for anyone to fail or refuse to obey any such order proclaimed by the Mayor. Anyone convicted of a violation of this chapter shall be guilty of a misdemeanor. (Ord. 432, 1993: Ord. 15, 1961)

(Chapter 9.68 renumbered from 9.40, Ord. 448, Sec. 2, 1994)

## City of Lake Stevens

### Appendix 1 – DEFINITIONS

**Biological Agents:** The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organism that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

**Chemical Agents:** The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

**Common Program Control Broadcast Station:** An element of the Emergency Broadcast System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Consequence Management:** FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

**Crisis Management:** The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator's request to the Governor for a declaration of emergency or major disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

**Disaster Assistance Center:** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 93-288)

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or human caused.

**Comprehensive Emergency Management Plan:** A Plan prepared by city, county, municipal government, or a business owner in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Major Disaster:** “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.” (Public Law 93-288)

**Standard Operating Procedures:** A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**Terrorist Incident:** The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

**Tsunami:** A wave caused by a submarine disturbance, such as an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Voluntary Organization:** Any chartered or otherwise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

## City of Lake Stevens

### Appendix 2 – ACRONYMS

<b>ACCESS</b>	A Central Computerized Enforcement Service System
<b>ARC</b>	American Red Cross
<b>BPA</b>	Bonneville Power Administration
<b>CAP</b>	Civil Air Patrol
<b>CEMC</b>	City Emergency Management Coordinator
<b>CEMO</b>	City Emergency Management Office
<b>CEMP</b>	Comprehensive Emergency Plan
<b>CERT</b>	Community Emergency Response Team
<b>CFR</b>	Code of Federal Regulations
<b>CMNET</b>	Comprehensive Emergency Management Network
<b>COE</b>	Corp of Engineers
<b>CP</b>	Command Post
<b>CPCS</b>	Common Program Control Station
<b>CTED</b>	Community Trade and Economic Development - Washington State
<b>DAC</b>	Disaster Assistance Council or Center
<b>DHS</b>	Department of Homeland Security
<b>DEM</b>	Department of Emergency Management - Snohomish County
<b>DNR</b>	Department of Natural Resources
<b>DRC</b>	Disaster Recovery Center
<b>EAS</b>	Emergency Alert System
<b>EM</b>	Emergency Management
<b>EMD</b>	Emergency Management Division of Washington State
<b>EMC</b>	Emergency Management Coordinator
<b>EMO</b>	Emergency Management Office
<b>EMS</b>	Emergency Medical Services
<b>ECC</b>	Emergency Coordination Center
<b>ESCA</b>	Emergency Services Coordinating Agency, South Snohomish County
<b>ESF</b>	Emergency Support Function
<b>FAA</b>	Federal Aviation Administration
<b>FEMA</b>	Federal Emergency Management Agency
<b>FRP</b>	Federal Response Plan
<b>HAZMAT</b>	Hazardous Material
<b>HIVA</b>	Hazardous Identification and Vulnerability Assessment
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident command System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MAST</b>	Military Assistance to Safety and Traffic
<b>MSCA</b>	Military Support to Civil Authorities
<b>NAWAS</b>	National Warning System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer



<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>RCW</b>	Revised Code of Washington
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standard Operating Procedure
<b>WAC</b>	Washington Administrative Code
<b>WMD</b>	Weapons of Mass Destruction
<b>USAR</b>	Urban Search and Rescue

## City of Lake Stevens

### Appendix 3 – AUTHORITIES & REFERENCE (Published Separately)

#### Federal

National Response Framework (NRF) of 2008(as amended).  
National Incident Management System (NIMS) of 2004 (as amended).  
Public Law 920, “Federal Civil Defense Act of 1950” (as amended).  
Public Law 93-288, “Disaster Relief Act of 1974” as amended by PL 100-707, “Robert T. Stafford Disaster Relief and Emergency Assistance Act”.  
Public Law 96-342, “Improved Civil Defense”.  
Public Law 99-499, “Superfund Amendments and Reauthorization Act (SARA) of 1986”.

#### State of Washington

Comprehensive Emergency Management Plan (CEMP) of 2016 (as amended).  
Hazard Identification and Vulnerability Analysis (HIVA) of 2009.  
Revised Code of Washington (RCW) Chapter 38.52, “Emergency Management”.  
Washington Administrative Code (WAC) Chapter 118-04 WAC, “Emergency Worker Program”.

#### Snohomish County

Comprehensive Emergency Management Plan (CEMP) of 2014 (as amended).  
Hazard Identification and Vulnerability Analysis (HIVA) of 2004.  
Natural Hazard Mitigation Plan of 2010.  
Snohomish County Code (SCC) Chapter 2.36, “Emergency Management”.

#### City of Lake Stevens

Comprehensive Emergency Management Plan (CEMP) of 2018 (as amended).

Other Federal, State, and County laws, mandates, or guidance, as applicable

*Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.*

## **City of Lake Stevens**

### **Appendix 4 – TRAINING, DRILLS, & EXERCISES**

#### **I. PURPOSE**

To provide a structure for evaluating the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertake to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

#### **II. OPERATIONAL CONCEPTS**

##### **A. General**

1. Preparedness education, training, and exercises are vital to facilitate the effectiveness of emergency plans and procedures.
2. Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities.
3. The City of Lake Stevens will utilize all staff in designing, executing, and evaluating training, exercise, and drill for the public and private sectors. Snohomish County DEM Training Section can assist with this process.

##### **B. Consists of the Preparedness Cycle**

1. Planning
2. Training
3. Exercising

##### **C. Assess the Needs**

1. Community Hazards
2. New facilities, personnel, or equipment
3. Problems that keep reoccurring
4. New/updated Emergency Operation Plans
5. Skills that need practice
6. Role clarification

##### **D. Define the Scope**

1. Functions
2. Agencies and Personnel
3. Hazards
4. Geographical Area
5. Exercise Type

##### **E. Statement or Purpose of Exercise**

1. Goals of Exercise:

a. **Tabletop:**

- 1) Informal discussion of simulated emergency
- 2) No time pressures
- 3) Low stress
- 4) Evaluates Plans and Procedures
- 5) Resolves questions of coordination and responsibility

b. **Functional:**

- 1) Policy and Coordination personnel practice emergency response
- 2) Stressful, realistic simulation
- 3) Takes place in real-time
- 4) Emphasizes emergency functions
- 5) EOC is activated

c. **Full-Scale:**

- 1) Takes place in real-time
- 2) Employs real people and equipment
- 3) Coordinates many agencies
- 4) Tests several emergency functions
- 5) Activates the EOC
- 6) Produces high stress

2. Focus and Control of Exercise

3. Objectives of Exercise

**F. Write Exercise Directive:**

1. Invites and/or requires participation in exercise or drill
2. Written by Chief Elected Official
3. Serves as an announcement of the exercise
4. Directs participation of certain parties
5. Invites participation of other parties

**G. Develop Objectives-SMART:**

1. **Simple**-A good objective is simple and clearly phrased. It is brief and easy to understand.
2. **Measurable**-The objective sets the level of performance, so that the results are observable and you can tell when the objective has been reached. This doesn't necessarily mean you have to set a quantifiable standard.
3. **Achievable**-The objective should not be too tough to achieve. An exercise should be reasonable in light of the county or city resources.

4. **Realistic**-Even though an objective might be achievable, it might not be realistic given the exercise.
5. **Task-Oriented-Objectives** should focus on behaviors or procedures; they should relate to an individual emergency function.

**H. Compose Introductory Narrative:**

The who, what, why, where and when of the event.

**I. Develop Major and Detailed Events in Scenario**

**J. List of Expectations**

**K. Develop Control Point**

An expected action of a player is a prerequisite for the logical, successful completion of the exercise.

**L. Prepare Problem Statements or Messages**

**M. Prepare Exercise Evaluation Form**

**N. Evaluate the Exercise**

**III. RESPONSIBILITIES – PARTICIPATING JURISDICTIONS**

**The City of Lake Stevens (in coordination with Snohomish County DEM):**

- A.** Develop and initiate local training and education programs, exercise, and drills for executives, local government, emergency response personnel, school districts, emergency workers, private businesses and the general public.
- B.** Develop special training programs that address your hazards.
- C.** Provide training, drill, and exercise information in annual progress reports to Snohomish County DEM Training Division.
- D.** Conduct various drills and exercises to validate training, plans, and procedures.

## **City of Lake Stevens**

### **Appendix 5 – DISTRIBUTION**

This Plan will be distributed to all participating city agencies, selected county, state, and federal government agencies, local fire district, the American Red Cross and other volunteer organizations, the Snohomish County Library System, private organizations, and any other interested parties or individuals.

This Plan is also available on the City of Lake Stevens website, located at <http://www.lakestevenswa.gov/>



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** August 28<sup>th</sup>, 2018

**Subject:** Replacement of fleet vehicles

**Contact Person/Department:** John Dyer, Chief of Police

**Budget Impact:** \$218,000

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

Approve 2018 replacement of four vehicles scheduled to be replaced in 2019

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The Police Department has over 30 vehicles in the Police Department fleet. To keep the fleet in operation, as well as to help create a reliable and stable funding model, which does not fluctuate greatly from year to year, we have created a replacement cycle for the fleet vehicles. The replacement schedule is based on:

- Five years for a line vehicle (patrol vehicle).
- Ten years for a non-line vehicle.

The reasoning behind this time frame is based on two factors:

1. This is the average in which these vehicles reach 100,000 miles. Our experience is that these vehicles, which are used much differently than non-police vehicles, start to experience increased maintenance costs after 100,000 miles. The city experiences better value at auction when vehicles are not “run into the ground” and have extensive repair histories.
2. By using a mileage guide for replacement, we can create a level replacement cycle, which avoids huge fluctuations in budgeting, thus being able to plan for a stable vehicle fleet.
  - The time needed for a line vehicle (patrol vehicle) to reach 100,000 averages five years.
  - The time needed for a non-line vehicle to reach 100,000 averages ten years.
  - When we get to those limits, we then look at the maintenance records to see if the vehicle is experiencing additional maintenance costs, which makes the replacement of the vehicle cost effective.

The supporting documentation included consists of our fleet replacement plan, the list of equipment that goes into a fleet vehicle, as well as the specific requests for the 4 vehicles being requested.

Council is being asked to consider allowing these vehicles to be ordered now due to Ford Motor Company’s plans. In 2020, Ford will be moving to a Hybrid platform for its SUV Police vehicle. To do this, they will start retooling in early 2019. If we wait until January of 2019 to order vehicles, the only platform which will be available is the 2020 Hybrid. To get 2019 models, we need to order before September 21, 2018. We would like to order these vehicles now for several reasons:

1. The 2020’s will be more expensive (\$40,015 for 2019 versus \$47,312 for 2020).
2. The equipment we can recycle from older Ford’s will not fit into the 2020 platform; thus reducing savings from reusing equipment.
3. We do not want to “test run” new vehicles but rather allow Ford time to work out any issues.

4. The 2020 vehicles will not be available until Sept/Oct of 2019

Police vehicles are purchased out of the Law Enforcement 520 Capital replacement funds. Currently, there is \$185,000 available in that fund. The full cost of these replacements is \$218,000.

Council is requested to authorize \$33,000 to be transferred to the LE 520 Capital Fund and authorize the order of 4 Police Vehicles in 2018. Two points of note:

- The \$218,000 figure is full cost. We can recycle equipment which will cause this figure to come down some.
- To maintain a stable fleet replacement cycle, we anticipate that approximately \$222,000 per year will need to be placed into the LE 520 Capitol Replacement fund.

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#### **APPLICABLE CITY POLICIES:**

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#### **BUDGET IMPACT:**

**The budget impact is difficult to estimate:**

- The initial equipment purchase would include: See Exhibit C

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#### **ATTACHMENTS:**

- ▶ Exhibit A: Fleet replacement Schedule
- ▶ Exhibit B: Request for new vehicles



ATTACHMENT A

Lake Stevens Police Vehicle Inventory - Updated 6/12/2018																			
Unit	Vehicle#	Type	Plate Number	VIN/HIN	Mileage	Assignment	#	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Administration	A (14) 68	Impala	BCZ0116	2G1155S38E9317718	52050	Chief Dyer	68					X							
Administration	A (08) 38	Impala	44842D	2G1WB58KX89179567	74500	Commander Beazizo	38	X										X	
Administration	A (18) 80	Explorer	64449D	1FM5K8AR4JGB58633	144	Commander Brooks	80										X		
Administration	A (13) 52	Caprice	52315D	6G1MK5U35DL822936	55424	Records - Ubert	52			X									
Administration	A (07) 40	Caravan	44844D	1D4GP24E87B251264	50200	Records	40			X									
Administration	A (08) 39	Impala	44843D	2G1WB58KX89181853	93825	Smith	39		X										X
Administration	A (13) 51	Caprice	52314D	6G1MK5U33DL822935	66125	Citizen Patrol	51					X							
Administration	A (64) 99	Ford	LSPD 64	4J54C158083	59125	Parade Vehicle	99												
Patrol	PT (14) 56	Charger	52479D	2C3CDXKT9EH319826	84145	Schedler/Jewell	56	X					X					X	
Patrol	PT (14) 57	Charger	52480D	2C3CDXKT5EH371647	92475	Lyons/Bryant	57	X				X						X	
Patrol	PT (14) 58	Charger	58180D	2C3CDXKT7EH371648	88037	<b>BREAKDOWN</b>	58	X				X						X	
Patrol	PT (16) 60	Explorer	58182D	1FM5K8AR4GGA29025	49500	Anderson/Holland	60			X					X				
Patrol	PT (15) 62	Charger	59123D	2C3CDXKT5FH919518	61242	Rutherford/Bassett	62		X				X						X
Patrol	PT (15) 63	Charger	59124D	2C3CDXKT4FH903312	41000	Heinemann/Michael	63		X					X					X
Patrol	PT (15) 64	Charger	59125D	2C3CDXKT2FH903311	38959	Adams/Kilroy	64		X					X					X
Patrol	PT (16) 65	Charger	60540D	2C3CDXKT2GH206321	49628	Hingtgen/Fiske	65			X					X				
Patrol	PT (17) 75	Charger	64445D	2C3CDXKT0HH661055	7025	Christensen/Wells	75				X					X			
Patrol	PT (18) 78	Explorer	64447D	1FM5K8AR2JGB58632	100	Valvick/Thomas	78				X						X		
Patrol	PT (18) 79	Explorer	64448D	1FM5K8AR6JGB58634	1400	Summers/Barnes	79				X						X		
Marine	M (07) 44	Trailer	44850D	5A4RH4V2372001212		Trailer for M-09-45	44												
Marine	M (09) 45	Boat	N/A	HIN# NRBG0370G909		North River 22'	45												
Marine	M (16) 66	Trailer	63116D	1ZEAMMTJ6HA003050		Trailer for M-16-67	66												
Marine	M (16) 67	Boat	N/A	HIN# NRB20054J617		North River 20'	67												
Investigations	I (14) 69	GMC	C00459E	3GTU2TEC5EG369018	20080	Wachtveitl	69						X						
Investigations	I (15) 70	Subaru	BDA5146	4S3BNEN67F3042516	23284	Miner	70								X				
Investigations	I (17) 73	Explorer	BAY0087	1FM5K8AR8HGC87338	200	Bernhard	73									X			
Investigations	I (17) 76	F150	C00002L	1FTEW1E87HKD90166	3587	Warbis	76									X			
Investigations	I (18) 77	Escape	64446D	1FMCU9GDXJUC20167		Parnell	77										X		
SWAT	PT (12) 49	Caprice	51085D	6G1MK5R3XCL644478	72418	Heinemann/Schedler	49												
Police Services	PS (17) 71	Colorado	60543D	1GCGTBENXH1264662	2522	C. Brooks	71									X			
Traffic Unit	T (15) 74	Harley	2544EX	1HD1FMM17FB686613	3419	Aukerman	74						X						
Traffic Unit	T (17) 72	Charger	BGU7775	2C3CDXKT3HH585590	5060	Aukerman	72								X				
Traffic Unit	T (06) 26	Radar	43601D	1GCCS138848189762		Smart Radar Trailer	26												
SRO	S (15) 59	Tahoe	58181D	1GNSK3EC0FR603663	19348	Carter	59							X					
SRO	S (16) 61	Explorer	59121D	1FM5K8AR6GGA29026	45901	Irwin	61							X					
								4	4	4	3	4	4	4	4	4	4	4	4

City of Lake Stevens City Council Regular Meeting 08/28/18 Page 326	
<b>Department</b>	
<b>Priority of Request (1-4)</b>	<b>1</b>

**2019 Departmental Budget Request**

<b>Item Requested:</b>	Vehicle: Patrol
Description of Request:	2019 Ford Interceptor (SUV)
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	See below and attached *Will use as much equipment from replaced vehicle as possible, which will reduce costs
Please provide an explanation of the purpose of the project or program	Ongoing replacement cycle. This will replace vehicle# PT57, which has 92,475 miles, and a diminishing maintenance record
Is this project/program expected to span more than one calendar of year?	Yes
<b>Cost:</b>	\$56,431.00
<b>Additional costs related to putting item into service</b>	Insurance
<b>future annual costs</b> (upgrades/renewals)	Fuel, maintenance, insurance
Anticipated Fund	
Anticipated Budget Line	
Prepared By:	Dyer
Department Head Initials: (if other than preparer)	

2019 Patrol Vehicle Purchase					
Vehicle	Base Price	Tax	Equipment	Install	Total
2019 Ford PI SUV AWD PT-19-82/83/84	\$ 37,099.68	\$ 3,487.37	\$ 13,787.87	\$ 2,056.08	\$56,431.00
2019 Ford Interceptor Pursuit-Rated AWD SUV			Ordered?	Received?	
Whelen CenCom Control Head (CCSRNT5F)	1	\$ 945.13	\$ 945.13		
Siren Speaker (SA315P)	1	\$ 169.00	\$ 169.00		
Speaker Bracket (SAK1)	1	\$ 22.50	\$ 22.50		
Motorola XPS6500 Mobile Radio & Supplies	1	\$ 3,285.73	\$ 3,285.73		
Whelen Lightbar & Supplies	1	\$ 1,890.00	\$ 1,890.00		
Havis Center Console w/Accessories	1	\$ 833.57	\$ 833.57		
Setina Cargo Box and Radio Tray	1	\$ 1,218.67	\$ 1,218.67		
Graphics	1	\$ 885.00	\$ 885.00		
Patrol Vehicle Supplies	1	\$ 3,365.10	\$ 3,365.10		
		Subtotal	\$ 12,614.70		
		Tax	\$ 1,173.17		
		<b>Total</b>	<b>\$ 13,787.87</b>		

PT-14-57		
County Shop	08/21/2017	\$1655.58
County Shop	09/05/2017	\$178.02
Rairdon Dodge	09/28/2017	\$0.00
County Shop	10/03/2017	\$61.71
County Shop	10/20/2017	\$107.60
County Shop	11/30/2017	\$1096.40
County Shop	12/26/2017	\$1413.38
County Shop	02/22/2018	\$738.06
Everett Tire & Automotive	03/09/2018	\$238.41
Everett Tire & Automotive	04/12/2018	\$346.16
Everett Tire & Automotive	04/16/2018	\$257.08
Everett Tire & Automotive	04/26/2018	\$1360.16
Everett Tire & Automotive	07/11/2018	\$79.48
		<b>\$7532.04</b>

City of Lake Stevens City Council Regular Meeting 08/28/18 Page 327	
<b>Department</b>	
<b>Priority of Request (1-4)</b>	<b>1</b>

## 2019 Departmental Budget Request

<b>Item Requested:</b>	Vehicle: Patrol
<b>Description of Request:</b>	2019 Ford Interceptor (SUV)
<b>Additional items needed to put request into service</b> <i>(equipment, storage, training, accessories)</i>	See below and attached *Will use as much equipment from replaced vehicle as possible, which will reduce costs
<b>Please provide an explanation of the purpose of the project or program</b>	Ongoing replacement cycle. This will replace vehicle# PT56, which has 84,145 miles, and a diminishing maintenance record
<b>Is this project/program expected to span more than one calendar of year?</b>	Yes
<b>Cost:</b>	\$56,431.00
<b>Additional costs related to putting item into service</b>	Insurance
<b>future annual costs</b> <i>(upgrades/renewals)</i>	Fuel, maintenance, insurance
<b>Anticipated Fund</b>	
<b>Anticipated Budget Line</b>	
<b>Prepared By:</b>	Dyer
<b>Department Head Initials:</b> (if other than preparer)	

2019 Patrol Vehicle Purchase					
Vehicle	Base Price	Tax	Equipment	Install	Total
2019 Ford PI SUV AWD PT-19-82/83/84	\$37,099.68	\$3,487.37	\$ 13,787.87	\$ 2,056.08	\$56,431.00
2019 Ford Interceptor Pursuit-Rated AWD SUV				Ordered?	Received?
Whelen CenCom Control Head (CCSRNT5F)	1	\$ 945.13	\$ 945.13		
Siren Speaker (SA315P)	1	\$ 169.00	\$ 169.00		
Speaker Bracket (SAK1)	1	\$ 22.50	\$ 22.50		
Motorola XPS6500 Mobile Radio & Supplies	1	\$ 3,285.73	\$ 3,285.73		
Whelen Lightbar & Supplies	1	\$ 1,890.00	\$ 1,890.00		
Havis Center Console w/Accessories	1	\$ 833.57	\$ 833.57		
Setina Cargo Box and Radio Tray	1	\$ 1,218.67	\$ 1,218.67		
Graphics	1	\$ 885.00	\$ 885.00		
Patrol Vehicle Supplies	1	\$ 3,365.10	\$ 3,365.10		
		Subtotal	\$ 12,614.70		
		Tax	\$ 1,173.17		
		<b>Total</b>	<b>\$ 13,787.87</b>		

PT-14-56		
County Shop	07/26/2017	\$1511.88
County Shop	08/04/2017	\$204.67
County Shop	08/29/2017	\$573.12
County Shop	08/30/2017	\$365.85
County Shop	10/19/2017	\$2321.34
Rairdon Dodge	11/03/2017	\$1765.05
County Shop	11/28/2017	\$420.14
County Shop	12/20/2017	\$3185.80
County Shop	01/24/2018	\$2022.13
Everett Tire & Automotive	05/14/2018	\$83.87
Everett Tire & Automotive	07/13/2018	\$2418.63
		<b>\$14872.48</b>

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<b>Department</b>	
<b>Priority of Request (1-4)</b>	<b>1</b>

## 2019 Departmental Budget Request

<b>Item Requested:</b>	Vehicle: Patrol
Description of Request:	2019 Ford Interceptor (SUV)
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	See below and attached *Will use as much equipment from replaced vehicle as possible, which will reduce costs
Please provide an explanation of the purpose of the project or program	Ongoing replacement cycle. This will replace vehicle# PT58, which has 88,037miles, and a diminishing maintenance record
Is this project/program expected to span more than one calendar of year?	Yes
<b>Cost:</b>	\$56,431.00
<b>Additional costs related to putting item into service</b>	Insurance
<b>future annual costs</b> <i>(upgrades/renewals)</i>	Fuel, maintenance, insurance
Anticipated Fund	
Anticipated Budget Line	
Prepared By:	Dyer
Department Head Initials: (if other than preparer)	

2019 Patrol Vehicle Purchase					
Vehicle	Base Price	Tax	Equipment	Install	Total
2019 Ford PI SUV AWD PT-19-82/83/84	\$37,099.68	\$3,487.37	\$ 13,787.87	\$ 2,056.08	\$56,431.00
2019 Ford Interceptor Pursuit-Rated AWD SUV			Ordered?	Received?	
Whelen CenCom Control Head (CCSRNT5F)	1	\$ 945.13	\$ 945.13		
Siren Speaker (SA315P)	1	\$ 169.00	\$ 169.00		
Speaker Bracket (SAK1)	1	\$ 22.50	\$ 22.50		
Motorola XPS6500 Mobile Radio & Supplies	1	\$ 3,285.73	\$ 3,285.73		
Whelen Lightbar & Supplies	1	\$ 1,890.00	\$ 1,890.00		
Havis Center Console w/Accessories	1	\$ 833.57	\$ 833.57		
Setina Cargo Box and Radio Tray	1	\$ 1,218.67	\$ 1,218.67		
Graphics	1	\$ 885.00	\$ 885.00		
Patrol Vehicle Supplies	1	\$ 3,365.10	\$ 3,365.10		
		Subtotal	\$ 12,614.70		
		Tax	\$ 1,173.17		
		<b>Total</b>	<b>\$ 13,787.87</b>		

PT-14-58		
County Shop	08/04/2017	\$2238.65
County Shop	09/26/2017	\$146.45
County Shop	10/30/2017	\$109.85
County Shop	11/13/2017	\$1494.42
County Shop	11/13/2017	-\$60.17
County Shop	01/24/2018	\$422.78
County Shop	04/02/2018	\$111.71
Everett Tire & Automotive	04/12/2018	\$984.12
Everett Tire & Automotive	06/10/2018	\$882.91
Everett Tire & Automotive	06/13/2018	\$107.51
		<b>\$6438.23</b>

City of Lake Stevens City Council Regular Meeting 08/28/18 Page 329	
<b>Department</b>	
<b>Priority of Request (1-4)</b>	<b>1</b>

## **2019 Departmental Budget Request**

<b>Item Requested:</b>	Vehicle: Administration
Description of Request:	2019 Ford Interceptor (SUV)
Additional items needed to put request into service <i>(equipment, storage, training, accessories)</i>	See below and attached *Will use as much equipment from replaced vehicle as possible, which will reduce costs
Please provide an explanation of the purpose of the project or program	Ongoing replacement cycle. This will replace vehicle# A38, which has 75,831 miles, and is the last administrative vehicle which will be replaced.
Is this project/program expected to span more than one calendar of year?	Yes
<b>Cost:</b>	\$48,053.48
<b>Additional costs related to putting item into service</b>	Insurance
<b>future annual costs</b> <i>(upgrades/renewals)</i>	Fuel, maintenance, insurance
Anticipated Fund	
Anticipated Budget Line	
Prepared By:	Dyer
Department Head Initials: <i>(if other than preparer)</i>	

2019 Administrative Vehicle Purchase					
Vehicle	Base Price	Tax	Equipment	Install	Total
2019 Ford PI SUV AWD A-19-81	\$33,984.68	\$3,194.56	\$9,074.24	\$1,800.00	\$48,053.48
2019 Ford Interceptor Pursuit-Rated AWD SUV				Ordered?	Received?
Whelen CenCom Control Head (CCSRNT5F)	1	\$945.13	\$945.13		
Whelen SA315P Projector Series Speaker	1	\$169.00	\$169.00		
Whelen SAK44 Speaker Bracket	1	\$22.50	\$22.50		
Setina Cargo Box / Radio Tray / White Board	1	\$1,517.92	\$1,517.92		
Havis Center Console w/Accessories	1	\$833.57	\$833.57		
Motorola XPS6500 Mobile Radio & Supplies	1	\$3,285.73	\$3,285.73		
Magnetic Mic/PPE Kit/Blood Spill Kit/Trauma	1	\$283.34	\$283.34		
Pro-Lok 13-piece Lockout Kit	1	\$149.95	\$149.95		
MPH Python III Moving Radar	1	\$1,095.00	\$1,095.00		
		Subtotal	\$8,302.14		
		Tax	\$772.10		
		<b>Total</b>	<b>\$9,074.24</b>		



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda**

**Date:** August 28, 2018

**Subject:** Outcome by Levy Scope of Services for 2018-2019 Contract

**Contact**

**Person/Department:** Gene Brazel, City Administrator

**Budget**

**Impact:** N/A

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Review and provide direction on the proposed scope of services for the 2018-2019 contract period with Outcomes by Levy.

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**SUMMARY/BACKGROUND:** For the last several years the City has contracted with Doug Levy of Outcomes by Levy for lobbying services at the State level. The current contract expires September 30, 2018. Staff requests Council review and provide direction on the proposed scope of services for a new contract with Outcomes by Levy. The new contract is tentatively scheduled for Council approval at the September 12, 2018 Council meeting.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:**

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**ATTACHMENTS:**

- ▶ Exhibit A: Outcomes by Levy Scope of Services

EXHIBIT A  
SCOPE OF SERVICES – 2018-2019

Doug Levy will work on the following priorities and issue areas for the City of Lake Stevens:

State Route 9/State Route 204 Project:

- Work with City on securing additional funding at SR 9/24<sup>th</sup> to address signalization costs triggered by new development;
- Assist City with other SR 9 design modifications and funding requests as necessary;
- Work with WSDOT, city staff, and area legislators to ensure that delivery of the SR 9/SR 204 stays on schedule;

U.S. 2 Trestle:

- Assist City with legislative, funding, and regulatory issues related to U.S. 2 improvements and structural replacements;
- Work with WSDOT, city staff, and area legislators to ensure U.S. 2 work stays on track

Civic Center Project in Downtown Lake Stevens:

- Assist City with pursuing \$2.5 million in the 2019-21 Capital Budget for Civic Center Phase II infrastructure improvements.

Prioritizing Other Key Issues:

- Work with the Mayor, City Administrator, city staff, and City Council Members to identify other key priority issues for Lake Stevens, which may include:
  - Fiscal and revenue issues of key importance to the City;
  - Law enforcement/criminal justice including needed funding for Basic Law Enforcement Academy (BLEA) training slots;
  - Public Records Act reforms and modernization;
  - Affordable Housing/Homelessness/Mental Health;

2019 Legislative Agenda Preparation/Implementation/Follow-up:

- Work with the Mayor, City Administration, and City Council Members on development and adoption of a 2019 Legislative Agenda reflecting Lake Stevens' priority issues as well as a variety of items Lake Stevens will be prepared to support or oppose;
- Present a proposed 2019 Legislative Agenda to the Lake Stevens City Council while also reporting back to Council on the 2018 Session;
- Schedule and coordinate meetings with 44<sup>th</sup> District state legislators to prepare for the 2019 Session, as well as in-Session meetings as needed with lawmakers from the 44<sup>th</sup>;
- Schedule, coordinate, and conduct meetings with other key state legislators, including committee chairs and ranking members as appropriate, to further legislative priorities;
- Monitor proposed 2019 bills to ensure those impacting Lake Stevens are reviewed, evaluated, and acted upon as necessary;
- Testify on behalf of Lake Stevens as necessary on bills and budget items of importance;
- Prepare testimony for Lake Stevens Mayor, Council Members, and staff as necessary;



- Organize meetings for the Mayor and Council Members during the planned "City Legislative Action Conference" in Olympia in 2019;
- Prepare weekly reports during the Legislative Session, and a comprehensive post-Session report;
- Provide a post-Session report to the Lake Stevens City Council.
- Track, and participate in as needed, interim meetings that impact the City of Lake Stevens. These include, but are not limited to, the following:
  - Snohomish County Committee for Improved Transportation (SCCIT);
  - Meetings of the Association Washington Cities (AWC) and of AWC with city lobbyists;
  - Interim hearings of Legislative Committees;
  - Joint Transportation Committee meetings;
  - Agency meetings, rule-makings, etc., that may impact Lake Stevens
  - Be available to City to join and participate in interim meetings as needed.

Grant and Loan Opportunities:

- Work with the Mayor and City staff to identify ongoing grant and loan opportunities;
- Provide the City with an updated state grants/loan listing;
- Help ensure City is regularly applying for, or at least evaluating, grant and loans which include, but need not be limited to:
  - Transportation Improvement Board (TIB);
  - Regional Mobility Grants;
  - Safe Routes to Schools and Pedestrian/Bicycle Grants;
  - Economic Development and infrastructure grants/loans including Public Works Assistance Account (PWAA), Community Economic Revitalization Board (CERB);
  - Washington Wildlife and Recreation Program (WWRP), Youth Athletic Facilities (YAF), and Boating Facilities Program (BFP);
  - Stormwater Assistance Grants;
  - Energy Efficiency Grants.