



City of Lake Stevens Vision Statement

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

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

Tuesday, January 22, 2019 – 7:00 p.m.

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

CALL TO ORDER	7:00 p.m.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		
APPROVAL OF AGENDA		Council President
OATH OF OFFICE	Judah Marshall	Chief Dyer
RECOGNITION	Police Department	Mayor
CITIZEN COMMENTS		
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
CONSENT AGENDA		
	*A Approve 2018 Vouchers	Barb
	*B Approve 2019 Vouchers	Barb
	*C Approve City Council Regular Meeting Minutes of January 8, 2019	Kathy
	*D Approve City Council Special Meeting Minutes of January 15, 2019	Kathy
	*E Approve City Council Workshop Meeting Minutes of January 15, 2019	Kathy
	*F Approve Amended Council Rules of Procedure	Kathy
	*G Approve Change of March 5, 2019 Workshop Meeting to a Special Meeting	Kathy

Lake Stevens City Council Regular Meeting Agenda

January 22, 2019

PUBLIC HEARING: *H SE Annexation through an Interlocal Agreement with Snohomish County, and Assigning Comprehensive Plan and Zoning Designations Josh

ACTION ITEMS / TRANSPORTATION BENEFIT DISTRICT:

 *I Approve Resolution 2019-01 Adopting Material Change Policy Barb

ACTION ITEMS: *J Approve Supplemental Agreement #6 with Pertee re 20th Street SE Eric

DISCUSSION ITEMS: *K Trail Master Plan Russ

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED

** ITEMS PREVIOUSLY DISTRIBUTED

ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

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

BLANKET VOUCHER APPROVAL
2018

Payroll Direct Deposits	1/10/2019	\$215,812.41
Payroll Checks	46887	\$1,715.98
Tax Deposit(s)	1/10/2019	
Electronic Funds Transfers	ACH	\$12,285.72
Claims	46888-46891, 46900-46994	\$325,843.03
Void Checks		
Total Vouchers Approved:		\$555,657.14

This 22nd day of January 2019:

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

Finance Director/Auditing Officer

Mayor

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

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember



January 22nd, 2019

2018 Invoices

City Expenditures by Type on this voucher packet			
Personnel Costs	\$	217,528	39%
Employee paid benefits - By Payroll	\$	622	0%
Supplies	\$	59,526	11%
Professional Services	\$	179,552	32%
Intergovernmental	\$	27,425	5%
Capital	\$	71,003	13%
Total	\$	555,657	100%



2018 Blanket Vouchers

Total for Period
\$338,128.75

Checks to be Approved for 12/31/2018

Vendor: Ace Hardware
Check Number: 46900

Invoice No	Check Date	Account Number	Account Name	Description	Amount
61297	12/31/2018	101 016 542 66 31 00	ST-Snow & Ice - Sply	Fasteners for Deicer Machine	\$8.89
61336	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Hammer Drill	\$46.27
61336	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Hammer Drill	\$46.27
61339	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Large Marker/Duct Tape	\$17.84
61339	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Large Marker/Duct Tape	\$17.84
61372	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Bungee Cords	\$16.32
61387	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	For Rent Sign	\$13.06
61392	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Plastic Pails	\$17.38
61414	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Nickel Silver Numbers Nail On	\$26.09
61421	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Stapler/Stair Tread/Staples	\$52.02
61421	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Stapler/Stair Tread/Staples	\$52.02
61436	12/31/2018	001 012 572 20 31 00	CS-Library-Office & Operating	Couple Setscrew/Conduit	\$79.12
61440	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Ace Joist Nail/Timber Tite	\$24.49
61440	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Ace Joist Nail/Timber Tite	\$24.49
61524	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Threadlocker/Fasteners	\$10.68
61541	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Pencil Shrp/Tie Plate/Bearing Plate/Chalk & Reel	\$38.08
61541	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Pencil Shrp/Tie Plate/Bearing Plate/Chalk & Reel	\$38.07
					\$528.93

Vendor: Adams
Check Number: 46901

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120518 ADAMS	12/31/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals PSR Training Arlington - N Adams	\$40.00
					\$40.00

Vendor: Amazon Capital Services
Check Number: 46902

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1GGT-GVHG-1JDC	12/31/2018	001 004 514 23 31 00	FI-Office Supplies	Wall Calendar	\$17.30
1YLX-T6DG-MGNH	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	LED Clear Spot Lamp	\$190.84
					\$208.14

Vendor: Bay Alarm Company
Check Number: 46903

Invoice No	Check Date	Account Number	Account Name	Description	Amount
15667907	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	2211 Grade Rd Service Call Panel Change	\$103.46
15769274	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	2211 Grade Rd Service Call Panel Change Late Charge	\$1.57
					\$105.03

Vendor: Brummett Inc
Check Number: 46904

Invoice No	Check Date	Account Number	Account Name	Description	Amount
15081	12/31/2018	001 001 511 60 31 00	Legislative - Operating Costs	Name Badges	\$97.91
15081	12/31/2018	001 001 513 10 31 00	Executive - Supplies	Name Badges	\$13.99
15081	12/31/2018	001 002 513 11 31 00	AD-Office Supply	Name Badges	\$17.48
15081	12/31/2018	001 003 514 20 31 00	CC-Office Supply	Name Badges	\$22.38
15081	12/31/2018	001 004 514 23 31 00	FI-Office Supplies	Name Badges	\$75.53
15081	12/31/2018	001 005 518 10 31 00	HR-Office Supplies	Name Badges	\$24.48
15081	12/31/2018	001 006 518 80 31 00	IT-Office Supplies	Name Badges	\$27.97
15081	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	Name Badges	\$97.91
15081	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Name Badges	\$41.96
15081	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Name Badges	\$21.45
15081	12/31/2018	101 016 544 90 31 01	ST-Office Supplies	Name Badges	\$24.24
15081	12/31/2018	410 016 531 10 31 01	SW-Office Supplies	Name Badges	\$38.22
					\$503.52

Vendor: Business Card
Check Number: 46905

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0024 0119	12/31/2018	001 001 511 60 49 01	Legislative - Prof. Developmen	2019 NLC Conference - Tageant/Hilt/Petershagen	\$1,815.00
0024 0119	12/31/2018	001 001 513 10 49 01	Executive - Prof. Development	2019 NLC Conference - Spencer	\$605.00
0024 0119	12/31/2018	001 002 513 11 43 00	AD-Travel & Meetings	Meal/Fuel Attending MAG Meeting - Brazel	\$60.20
0024 0119	12/31/2018	001 002 513 11 49 00	AD-Staff Development	2019 NLC Conference - Spencer	\$605.00
0911 0119	12/31/2018	101 016 542 66 31 00	ST-Snow & Ice - Sply	Water Pump	\$621.35
0911 0119	12/31/2018	101 016 594 42 64 00	ST-Capital Expenditures	Electrical Permit Shop Remodel	\$376.80
0911 0119	12/31/2018	410 016 531 10 32 00	SW-Fuel	Ethanol Fuel for Small PW Machines	\$30.04
2520 0119	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Flag for PD	\$33.70
2520 0119	12/31/2018	001 008 521 20 31 04	LE-Donation Exp - Other	Supplies for Awards Banquet	\$33.30
4407 0119	12/31/2018	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	\$5.43
4407 0119	12/31/2018	001 001 511 60 43 00	Legislative - Travel & Mtgs	2019 Council Retreat Conference Room Reservation	\$834.00
4407 0119	12/31/2018	001 001 511 60 49 01	Legislative - Prof. Developmen	2019 CityActionDays-Daughtry/Petershagen/Hilt/Welch/Tageant	\$1,000.00
4407 0119	12/31/2018	001 001 513 10 49 01	Executive - Prof. Development	2019 City Action Days - J Spencer	\$200.00
4407 0119	12/31/2018	001 002 513 11 49 00	AD-Staff Development	2019 City Action Days - G Brazel	\$200.00
4407 0119	12/31/2018	001 003 514 20 49 02	CC-Staff Development	2019 WMCA Academy & Conf Registration - K Pugh	\$525.00
4407 0119	12/31/2018	001 003 514 20 49 02	CC-Staff Development	FreeDoc Digital Records Conf - A Crim	\$75.00
4407 0119	12/31/2018	001 003 514 20 49 02	CC-Staff Development	PRA and OPMA Case Law Update Registration - K Pugh	\$35.00
4407 1218	12/31/2018	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	\$5.43
4407 1218	12/31/2018	001 003 514 20 49 02	CC-Staff Development	Refund - CAEC Workshop - K Pugh	(\$20.00)
5130 0119	12/31/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Spray Paint	\$4.32
5294 0119	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	Facil Steel Flat File Cabinet	\$303.83
5294 0119	12/31/2018	001 007 558 50 41 03	PL-Advertising	Postcard Mailers SMP Periodic Review	\$582.21
5294 0119	12/31/2018	001 007 558 50 41 03	PL-Advertising	Postcard Mailers SMP Periodic Review	\$631.84
5294 0119	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailer Geottler Notice of App	\$30.91
5294 0119	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2018-0158/LUA2018-0159	\$27.66
5294 0119	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Facil Steel Flat File Cabinet	\$303.83
5294 0119	12/31/2018	301 016 595 30 60 01	20th St SW Roadway Construct	83rs St ROW Deed & Dedication Recording at County	\$206.00

5393 0119	12/31/2018	001 007 571 00 30 00	PL - Park & Recreation	Wood Ornaments for Winterfest 2018	\$500.00
5393 0119	12/31/2018	001 010 576 80 49 00	PK-Miscellaneous	APA Prof Membership - A Halverson	\$95.00
5393 0119	12/31/2018	101 016 542 30 49 01	ST-Staff Development	NWPWI Registration - A Halverson	\$750.00
5393 0119	12/31/2018	101 016 542 30 49 01	ST-Staff Development	Water Cert Renewal - A Halverson	\$21.00
5393 0119	12/31/2018	101 016 543 30 43 00	ST-Travel & Meetings	Ferry/Training Freeland WA - Durpos	\$9.15
5393 0119	12/31/2018	101 016 543 30 43 00	ST-Travel & Meetings	Lodging/Training Freeland WA - Durpos	\$47.60
5393 0119	12/31/2018	101 016 543 30 43 00	ST-Travel & Meetings	Meal/Training Freeland WA - Durpos	\$7.61
5393 0119	12/31/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th St SE ROW Recording	\$308.00
5393 0119	12/31/2018	410 016 531 10 43 00	SW-Travel & Meetings	Ferry/Training Freeland WA - Durpos	\$9.15
5393 0119	12/31/2018	410 016 531 10 43 00	SW-Travel & Meetings	Lodging/Training Freeland WA - Durpos	\$47.60
5393 0119	12/31/2018	410 016 531 10 43 00	SW-Travel & Meetings	Meal/Training Freeland WA - Durpos	\$7.61
5393 0119	12/31/2018	410 016 531 10 49 01	SW-Staff Development	NWPWI Registration - A Halverson	\$750.00
5393 0119	12/31/2018	410 016 531 10 49 01	SW-Staff Development	Water Cert Renewal - A Halverson	\$21.00
6323 0119	12/31/2018	001 008 521 20 49 00	LE-Dues & Memberships	PRA and OPMA Case Law Update Reg - J Anderson	\$35.00
7079 0119	12/31/2018	001 001 511 60 43 00	Legislative - Travel & Mtgs	SnoCo Cities Meeting - K Daughtry	\$45.00
7079 0119	12/31/2018	001 001 511 60 43 00	Legislative - Travel & Mtgs	SnoCo Cities Meeting - T Welch	\$45.00
7079 0119	12/31/2018	001 001 513 10 43 00	Executive - Travel & Mtgs	Lunch Legislative Meeting	\$43.55
7079 0119	12/31/2018	001 001 513 10 49 01	Executive - Prof. Development	2019 AWP Mayors Exchange - J Spencer	\$50.00
7079 0119	12/31/2018	001 002 513 11 41 00	AD-Professional Services	Notary Surety Bond, Supplies and E&O Insurance	\$85.30
7079 0119	12/31/2018	001 002 513 11 49 00	AD-Staff Development	2019 AWP Mayors Exchange - G Brazel	\$50.00
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Beverages for December Potluck	\$25.03
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Blender Cups for Wellness Event	\$162.40
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Blenders and Blender Cups for Wellness Event	\$386.46
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Credit - Mini-Refrigerator CH Annex	(\$3.20)
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Food for December Potluck	\$168.76
7079 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Mini-Refrigerator for CH Annex	\$438.79
7079 0119	12/31/2018	101 016 542 30 41 01	ST-Advertising	Advert Engineering Tech - Development	\$162.50
7079 0119	12/31/2018	410 016 531 10 41 05	SW-Advertising	Advert Engineering Tech - Development	\$162.50
7815 0119	12/31/2018	001 004 514 23 49 01	FI-Staff Development	NovaTime Engage 2019 - B Stevens/J Roundy	\$960.00
7815 0119	12/31/2018	001 005 517 90 41 00	HR-Wellness Program	Wellness Committee Lunch Contos	\$107.09
7815 0119	12/31/2018	001 005 518 10 49 01	HR - Staff Development	Ethical Considerations for Local Gov Officials - T Smith	\$35.00
7815 0119	12/31/2018	001 005 518 10 49 01	HR - Staff Development	NovaTime Engage 2019 - T Smith/J Good	\$960.00
7815 0119	12/31/2018	001 008 521 40 49 01	LE-Registration Fees	NovaTime Engage 2019 - J Beazizo	\$480.00
8627 0119	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Quick Change Long Reach Car Opening Tool	\$52.20
8627 0119	12/31/2018	001 008 521 20 31 04	LE-Donation Exp - Other	Computer Backpacks	\$1,584.05
8627 0119	12/31/2018	001 008 521 20 31 04	LE-Donation Exp - Other	Ribbons for Award Banquet	\$51.18
8627 0119	12/31/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Computer Backpacks	\$173.29
8627 0119	12/31/2018	001 008 521 20 49 00	LE-Dues & Memberships	LexisNexis Dec 2018	\$54.45
9090 0119	12/31/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Tactical Perf Magazine/Cartridges/Taser Training Target/Suit	\$1,869.82
9090 0119	12/31/2018	001 008 521 20 43 01	LE-Business Meetings	Recruit/Academy Lunch	\$74.24
9788 0119	12/31/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Quick Change Long Reach Tool	\$52.20
9788 0119	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Headlight Replacement PT38	\$19.59
9788 0119	12/31/2018	001 008 521 20 31 04	LE-Donation Exp - Other	Catering for Awards Banquet	\$2,340.48
9788 0119	12/31/2018	001 008 521 20 31 04	LE-Donation Exp - Other	Water/Ice for Awards Banquet	\$30.04
9788 0119	12/31/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Utility Tub	\$50.07

9788 0119	12/31/2018	001 008 521 20 31 06	LE-Emergency Mgmt Supplies	Yard Sign	\$67.94
9788 0119	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Thumbnails/Cameraid	\$9.99
9788 0119	12/31/2018	001 008 521 80 30 00	LE - Evidence Room - Supplies	Evidence Firearms Testing Ammunition	\$21.21
					\$22,554.50

Vendor: Cadman Inc
Check Number: 46906

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5572834	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Street Sweeping Disposal	\$1,857.01
5573145	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Street Sweeping Disposal	\$996.34
					\$2,853.35

Vendor: Carlson
Check Number: 46888

Invoice No	Check Date	Account Number	Account Name	Description	Amount
122018 ALLPHASE	12/31/2018	001 010 576 80 41 01	PK -Professional Tree Srv	Emergency Tree Removal Tast Order 23	\$5,445.00
					\$5,445.00

Vendor: Carlson
Check Number: 46907

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121918 ALLPHASE	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Tree Removal from ROW	\$8,820.90
					\$8,820.90

Vendor: Cascade Collision Center Inc
Check Number: 46908

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4419	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Replace Monitor/Rear Bumper 2018 Ford Explorer	\$2,397.54
					\$2,397.54

Vendor: CDW Government Inc
Check Number: 46909

Invoice No	Check Date	Account Number	Account Name	Description	Amount
QMP9966	12/31/2018	001 007 558 50 31 01	PL-Operating Costs	LCD Projector	\$575.89
					\$575.89

Vendor: Central Welding Supply
Check Number: 46910

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RN12181034	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Argon Gas	\$17.55
					\$17.55

Vendor: Century West Engineering Corp
Check Number: 46911

Invoice No	Check Date	Account Number	Account Name	Description	Amount
239086	12/31/2018	101 016 542 61 48 00	ST-Sidewalk R&M	123rd Ave SE Sidewalk Improv Project	\$11,752.40
					\$11,752.40

Vendor: CHS Engineers LLC
Check Number: 46912

Invoice No	Check Date	Account Number	Account Name	Description	Amount
371705-1712	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0186 Nourse Development	\$3,592.90
371824-1812	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0201 Morris BLA	\$405.69
					\$3,998.59

Vendor: City of Arlington
Check Number: 46913

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1218 ARLINGTON	12/31/2018	001 008 521 40 49 01	LE-Registration Fees	Emergency Vehicle Operation Course Registration	\$144.60
					\$144.60

Vendor: City of Marysville
Check Number: 46914

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-023	12/31/2018	001 013 512 50 41 00	GG-Municipal Court Fees	Marysville Court Citations Dec 2018	\$14,147.19
					\$14,147.19

Vendor: Comcast
Check Number: 46915

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1118 Comcast	12/31/2018	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
1118 Comcast	12/31/2018	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$86.18
1118 Comcast	12/31/2018	001 013 518 90 49 03	GG-Visitor Center -SnoCo Contr	Internet Services - VIC	(\$97.43)
1118 Comcast	12/31/2018	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$153.36
					\$248.29

Vendor: Comdata Inc
Check Number: 46916

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20310391	12/31/2018	001 008 521 20 32 00	LE-Fuel	Fuel Dec 2018	\$237.14
					\$237.14

Vendor: Crystal Springs
Check Number: 46917

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5249844 010119	12/31/2018	001 007 558 50 31 01	PL-Operating Costs	Bottled Water - City Hall/City Shop	\$69.46
5249844 010119	12/31/2018	001 007 559 30 31 01	PB-Operating Cost	Bottled Water - City Hall/City Shop	\$37.54
5249844 010119	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Bottled Water - City Hall/City Shop	\$37.53
5249844 010119	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Bottled Water - City Hall/City Shop	\$126.61
5249844 010119	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Bottled Water - City Hall/City Shop	\$126.61
					\$397.75

Vendor: Dataquest LLC
Check Number: 46918

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7568	12/31/2018	001 007 558 50 41 00	PL-Professional Servic	Background Checks - Peddler Applicant	\$66.00
					\$66.00

Vendor: Davido Consulting Group Inc
Check Number: 46919

Invoice No	Check Date	Account Number	Account Name	Description	Amount
23201	12/31/2018	301 016 595 30 64 01	SEPA Capital Expenditures	Callow Road Drainage Improvements Phase 1	\$12,552.26
23206	12/31/2018	309 016 595 61 60 01	Safer Routes - 91st/4th St.SE	91st Ave Improvement Project	\$3,495.49
					\$16,047.75

Vendor: Dept of Licensing
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3176-3361	12/31/2018	633 000 589 30 00 05	Gun Permit - State Remittance	Gun Permit - State Remittance	\$3,394.00
					\$3,394.00

Vendor: Dept of Revenue
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
DEC2018	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Excise Taxes Dec 2018	\$19.17
DEC2018	12/31/2018	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes Dec 2018	\$121.43
DEC2018	12/31/2018	410 016 531 10 44 00	SW-Excise Taxes	Excise Taxes Dec 2018	\$8,751.12
					\$8,891.72

Vendor: Dept of Revenue
Check Number: 46920

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q4 2018	12/31/2018	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q4 2018 Leasehold Excise Tax	\$1,278.34
					\$1,278.34

Vendor: Dept of Transportation
Check Number: 46921

Invoice No	Check Date	Account Number	Account Name	Description	Amount
RE41JZ0016L010	12/31/2018	301 016 544 40 41 02	T11 - 24th & 91st Ext Design	SR9 & 24th St DOC Review & Inspection Nov 2018	\$601.24
					\$601.24

Vendor: Diamante Cleaning Experts LLC
Check Number: 46922

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6	12/31/2018	001 007 558 50 41 00	PL-Professional Serv	Janitorial Services	\$65.00
6	12/31/2018	001 007 559 30 41 00	PB-Professional Srv	Janitorial Services	\$65.00
6	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Janitorial Services	\$390.00
6	12/31/2018	001 010 576 80 41 00	PK-Professional Services	Janitorial Services	\$65.00
6	12/31/2018	001 012 575 50 41 00	CS-Community Center - Cleaning	Janitorial Services	\$65.00
6	12/31/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$65.00
6	12/31/2018	001 013 518 20 41 00	GG-Professional Service	Janitorial Services	\$98.00
6	12/31/2018	101 016 542 30 41 02	ST-Professional Service	Janitorial Services	\$65.00
6	12/31/2018	410 016 531 10 41 01	SW-Professional Services	Janitorial Services	\$65.00
					\$943.00

Vendor: Dicks Towing Inc
Check Number: 46923

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0181187	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-26294	\$126.16
180852	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-26475	\$126.16
					\$252.32

Vendor: Electronic Business Machines
Check Number: 46924

Invoice No	Check Date	Account Number	Account Name	Description	Amount
AR122218	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Repair & Maintenance PW	\$18.48
AR122218	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Repair & Maintenance PW	\$18.48
					\$36.96

Vendor: Envirotech Services Inc

Check Number: 46925

Invoice No	Check Date	Account Number	Account Name	Description	Amount
CD201905349	12/31/2018	101 016 542 66 31 00	ST-Snow & Ice - Sply	De-Icer Meltdown Apex	\$9,099.24
					\$9,099.24

Vendor: Everett Steel Inc

Check Number: 46926

Invoice No	Check Date	Account Number	Account Name	Description	Amount
243284	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Rect Tube	\$147.79
243285	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Rebar	\$174.55
					\$322.34

Vendor: Feldman and Lee

Check Number: 46927

Invoice No	Check Date	Account Number	Account Name	Description	Amount
123118 FELDMAN	12/31/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services Dec 2018	\$10,000.00
					\$10,000.00

Vendor: Fiske

Check Number: 46928

Invoice No	Check Date	Account Number	Account Name	Description	Amount
110718 FISKE	12/31/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals PSR Training Arlington - B Fiske	\$40.00
					\$40.00

Vendor: Gardner

Check Number: 46929

Invoice No	Check Date	Account Number	Account Name	Description	Amount
694	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Remove Police Equip wrecked Charger PT57	\$406.88
695	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Install Chicago Cages/Re-program Cencom Carbide	\$325.50
706	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Side/Front LEDs PT-1-18-77	\$162.75
					\$895.13

Vendor: Glens Welding and Machine Inc

Check Number: 46930

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S11767	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Rolls Line	\$35.77
S11839	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Drive Shaft/Repair Chains	\$144.28
S11900	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Bar/Chain	\$131.66
S11901	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Solenoid Valve/Fuel Filter/Repair Chain	\$136.65
					\$448.36

Vendor: Grainger

Check Number: 46931

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9038553278	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Exit Sign	\$101.49
9042080557	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Polypropylene Ball Valve	\$59.35
9042080557	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Polypropylene Ball Valve	\$59.35
					\$220.19

Vendor: Grange Supply
Check Number: 46932

Invoice No	Check Date	Account Number	Account Name	Description	Amount
331361	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Finance Charge	\$1.03
617947/4	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Brackets/Bar Holder/Rail Splice Collar/Trolley Rail	\$170.95
617947/4	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Brackets/Bar Holder/Rail Splice Collar/Trolley Rail	\$170.96
617965/4	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Flex Hanger/Brackets/Trolley Rail	\$93.45
617965/4	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Flex Hanger/Brackets/Trolley Rail	\$93.44
618062/4	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Propane	\$21.09
					\$550.92

Vendor: Granite Construction Supply
Check Number: 46933

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00074910	12/31/2018	101 016 542 64 31 00	ST-Traffic Control - Supply	Sign Post/Base/School Zone Hardware/Pedestrian Panel	\$2,241.57
262_00074914	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Flagger Station & Work Area Dual LED Light	\$1,371.25
262_00074914	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Flagger Station & Work Area Dual LED Light	\$1,371.25
					\$4,984.07

Vendor: Green Dot Concrete LLC
Check Number: 46934

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2486	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Concrete	\$319.12
2490	12/31/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Full Service Return Cleaning Charge	\$38.90
2638	12/31/2018	101 016 542 61 31 00	ST-Sidewalk Repair Supply	Concrete	\$788.79
					\$1,146.81

Vendor: HB Jaeger Co LLC
Check Number: 46935

Invoice No	Check Date	Account Number	Account Name	Description	Amount
209396/1	12/31/2018	101 016 542 66 31 00	ST-Snow & Ice - Sply	Brass Nipples/Teflon Megatape/Alum Camlock ADPT	\$60.58
					\$60.58

Vendor: Henley Leadership Group Inc
Check Number: 46936

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1245273	12/31/2018	001 010 576 80 41 00	PK-Professional Services	Leadership Coaching	\$1,500.00
1245273	12/31/2018	101 016 542 30 41 02	ST-Professional Service	Leadership Coaching	\$1,500.00
1245273	12/31/2018	410 016 531 10 41 01	SW-Professional Services	Leadership Coaching	\$1,500.00
					\$4,500.00

Vendor: HERC Rentals Inc
Check Number: 46937

Invoice No	Check Date	Account Number	Account Name	Description	Amount
30253608-004	12/31/2018	101 016 542 70 40 00	ST-Roadside Equip Rental	Scissor Lift Rental	\$397.49
30467292-001	12/31/2018	410 016 531 10 45 01	SW-Rentals-Leases	Brush Chipper Rental	\$1,184.76
					\$1,582.25

Vendor: Home Depot
Check Number: 46938

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2012791	12/31/2018	101 016 594 42 64 00	ST-Capital Expenditures	Shear Hanger/Kerosene/Studs/Rafter Ties/Wood	\$327.63
8012986	12/31/2018	001 012 569 00 31 00	CS-Aging Services-Supplies	Dk Gray TPR Wallbase	\$156.77
8113055	12/31/2018	001 012 569 00 31 00	CS-Aging Services-Supplies	Credit Dk Gray TPR Wallbase	(\$156.77)
9011812	12/31/2018	101 016 594 42 64 00	ST-Capital Expenditures	2x4/Whitewood Studs/Round Framing - Shop Remodel	\$987.58
					\$1,315.21

Vendor: Honey Bucket
Check Number: 46939

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550919348	12/31/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Community Garden	\$117.50
0550925326	12/31/2018	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Swim Beach	\$269.65
					\$387.15

Vendor: Hough Beck & Baird Inc
Check Number: 46940

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12390	12/31/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design Nov 2018	\$5,514.77
12433	12/31/2018	302 010 594 76 61 00	PM - Frontier Heights Capital	Frontier Heights Park Design Dec 2018	\$5,478.21
					\$10,992.98

Vendor: Hunter
Check Number: 46941

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2205	12/31/2018	001 007 558 50 41 04	Permit Related Professional Sr	Hearing Examiner Services	\$7,200.00
					\$7,200.00

Vendor: HW Lochner Inc
Check Number: 46942

Invoice No	Check Date	Account Number	Account Name	Description	Amount
15	12/31/2018	301 016 544 40 41 02	T11 - 24th & 91st Ext Design	24th Street SE Extension Design	\$2,685.20
					\$2,685.20

Vendor: J J Keller & Associates Inc
Check Number: 46889

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9103540635	12/31/2018	001 005 518 10 31 01	HR-Operating Cost	Employment Law Posters 2019-2021	\$71.71
					\$71.71

Vendor: J Thayer Company Inc
Check Number: 46943

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1315872-0	12/31/2018	001 002 513 11 31 00	AD-Office Supply	Perm Markers	\$9.79
1315872-0	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	Folders/Fasteners/Perm Markers/Post Its	\$111.10
1315872-0	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Perm Markers/Post Its	\$9.18
1315872-0	12/31/2018	001 013 518 20 31 00	GG-Operating Costs	Tape	\$8.31
					\$138.38

Vendor: Kaiser Permanente
Check Number: 46944

Invoice No	Check Date	Account Number	Account Name	Description	Amount
67737675	12/31/2018	001 008 521 20 41 00	LE-Professional Services	New Employee Health Screening	\$466.00
					\$466.00

Vendor: Kim PS Inc
Check Number: 46945

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8z0615817	12/31/2018	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
					\$300.00

Vendor: Lake Stevens School District
Check Number: 46946

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3201819039	12/31/2018	001 001 511 60 45 01	Legislative - Rentals	Council Chamber Rental Nov/Dec 2018	\$320.00
					\$320.00

Vendor: Lake Stevens Sewer District
Check Number: 46890

Invoice No	Check Date	Account Number	Account Name	Description	Amount
123118 LSSD1	12/31/2018	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer Dec 2018 Acct 7002.01 - 12202 North Lakeshore Dr	\$693.55
123118 LSSD2	12/31/2018	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer Dec 2018 Acct 6665.01 - 12207 North Lane	\$69.35
					\$762.90

Vendor: Lake Stevens Sewer District
Check Number: 46947

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 LSSD2	12/31/2018	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms	\$181.17
					\$181.17

Vendor: Land Development Consultants Inc
Check Number: 46948

Invoice No	Check Date	Account Number	Account Name	Description	Amount
17655	12/31/2018	301 016 595 61 64 02	TIZ2 - S. Lake Stevens Rd	S Lake Stevens Rd Multi Use Path	\$35,098.87
					\$35,098.87

Vendor: Lemay Mobile Shredding
Check Number: 46949

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4595490	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding PD Dec 2018	\$9.86
4595491	12/31/2018	001 013 518 20 41 00	GG-Professional Service	Shredding Services - CH Dec 2018	\$4.93
					\$14.79

Vendor: LN Curtis & Sons
Check Number: 46950

Invoice No	Check Date	Account Number	Account Name	Description	Amount
CM13900	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Credit Womens Pants	(\$84.89)
INV242207	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Fleece Jacket/Long Sleeve Supershirt	\$140.80
INV242213	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Badge Cut Beazizo	\$21.01
INV242441	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Duty Belt/Glock Holster/Handcuff Case/Glove Pouch	\$300.65
INV243133	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Alterations	\$28.31
INV245271	12/31/2018	001 008 521 20 31 01	LE-Fixed Minor Equipment	Munitions Training Kit	\$240.12
					\$646.00

Vendor: Lowes Companies

Check Number: 46951

Invoice No	Check Date	Account Number	Account Name	Description	Amount
914966	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	8-In Gray Wall/Split Cap	\$42.59
920004	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Smooth Cedar Green	\$118.26
920958	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	18 Drawer Combo/Ratchetx/Polystyren	\$2,237.05
961033	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Sigma Screw Set	\$16.63
961033	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Sigma Screw Set	\$16.63
					\$2,431.16

Vendor: Michael

Check Number: 46952

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120518 MICHAEL	12/31/2018	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals PSR Training Arlington - A Michael	\$40.00
					\$40.00

Vendor: Monroe Correctional Complex

Check Number: 46953

Invoice No	Check Date	Account Number	Account Name	Description	Amount
MCC1812.949	12/31/2018	001 010 576 80 48 00	PK-Repair & Maintenance	DOC Work Crew - Dec 2018	\$133.18
MCC1812.949	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	DOC Work Crew - Dec 2018	\$291.21
MCC1812.949	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	DOC Work Crew - Dec 2018	\$133.17
					\$557.56

Vendor: Neofunds by Neopost

Check Number: 46954

Invoice No	Check Date	Account Number	Account Name	Description	Amount
80346335 1218	12/31/2018	001 008 521 20 42 00	LE-Communication	Postage/Supplies PD Nov/Dec 2018	\$998.38
					\$998.38

Vendor: Northwest Administrators Inc

Check Number: 46955

Invoice No	Check Date	Account Number	Account Name	Description	Amount
123118	12/31/2018	001 010 576 80 20 00	PK-Benefits	WA Teamsters Welfare Trust Audit 2011-2018	\$62.20
123118	12/31/2018	001 013 518 30 20 00	GG-Benefits	WA Teamsters Welfare Trust Audit 2011-2018	\$62.20
123118	12/31/2018	101 016 542 30 20 00	ST-Benefits	WA Teamsters Welfare Trust Audit 2011-2018	\$248.79
123118	12/31/2018	410 016 531 10 20 00	SW-Benefits	WA Teamsters Welfare Trust Audit 2011-2018	\$248.78
					\$621.97

Vendor: Northwest Crane Inspection Inc

Check Number: 46956

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1677A	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Annual Crane Inspection	\$525.00
					\$525.00

Vendor: O Reilly Auto Parts

Check Number: 46957

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-474257	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Motor Oil Stock	\$148.58
2960-474463	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Battery PW19	\$265.08
2960-474530	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Battery Cable PW19	\$23.95
2960-476729	12/31/2018	101 015 543 30 31 00	ME - Operating Costs	Engine Paint Fork Lift Tool	\$15.22

OCBOB02380	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Capsule	\$18.46
OCBOB02380	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Capsule	\$18.46
OCBOB02380	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Capsule	\$18.47
					\$508.22

Vendor: Office of The State Treasurer

Check Number: 46958

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 STATE	12/31/2018	633 000 589 30 00 03	State Building Permit Remit	Dec 2018 State Court Fees	\$428.50
120118 STATE	12/31/2018	633 000 589 30 00 04	State Court Remittance	Dec 2018 State Court Fees	\$19,978.48
					\$20,406.98

Vendor: OSW Equipment & Repair LLC

Check Number: 46959

Invoice No	Check Date	Account Number	Account Name	Description	Amount
S030408	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Pull Rope/Mesh Man Tarp	\$580.83
S030408	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Pull Rope/Mesh Man Tarp	\$580.83
					\$1,161.66

Vendor: Outcomes by Levy LLC

Check Number: 46960

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-12-LS	12/31/2018	001 013 511 70 40 00	Lobbying Services	Legislative/Regulatory Consulting Dec 2018	\$4,676.24
					\$4,676.24

Vendor: Owen Equipment Company

Check Number: 46961

Invoice No	Check Date	Account Number	Account Name	Description	Amount
00091863	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Sonetics Repair	\$215.97
					\$215.97

Vendor: Perteet Inc

Check Number: 46962

Invoice No	Check Date	Account Number	Account Name	Description	Amount
20120176.001-43	12/31/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	20th Street SE Phase II Segment 1 Design	\$66.36
					\$66.36

Vendor: Playcore Wisconsin Inc

Check Number: 46963

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PJI-0104017	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Park Benches	\$7,903.05
					\$7,903.05

Vendor: Puget Sound Energy

Check Number: 46964

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24316495 0119	12/31/2018	001 010 576 80 47 00	PK-Utilities	Natural Gas - City Shop	\$69.46
24316495 0119	12/31/2018	101 016 543 50 47 00	ST-Utilities	Natural Gas - City Shop	\$69.46
24316495 0119	12/31/2018	410 016 531 10 47 00	SW-Utilities	Natural Gas - City Shop	\$69.46
3723810 0119	12/31/2018	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - N Lakeshore Dr	\$106.80
					\$315.18

Vendor: Pulse Technology Partners LLC

Check Number: 46965

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2012	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	Handheld Radar MpH	\$1,426.59
					\$1,426.59

Vendor: Purchase Power

Check Number: 46966

Invoice No	Check Date	Account Number	Account Name	Description	Amount
01831977 1218	12/31/2018	001 007 558 50 42 00	PL-Communication	Postage	\$82.93
01831977 1218	12/31/2018	001 013 518 20 42 00	GG-Communication	Postage	\$206.50
01831977 1218	12/31/2018	101 016 543 30 42 00	ST-Communications	Postage	\$5.29
01831977 1218	12/31/2018	410 016 531 10 42 00	SW-Communications	Postage	\$5.28
					\$300.00

Vendor: Republic Services 197

Check Number: 46967

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0197-002381706	12/31/2018	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services - Hartford Rd/36th St	\$96.17
0197-002382552	12/31/2018	001 010 576 80 45 01	PK- Dumpster Service	Dumpster Services - City Shop	\$993.41
0197-002382552	12/31/2018	101 016 542 30 45 01	ST-Dumpster Service	Dumpster Services - City Shop	\$993.40
0197-002382552	12/31/2018	410 016 531 10 45 00	SW-Dumpster Service	Dumpster Services - City Shop	\$993.40
0197-002383143	12/31/2018	001 013 518 20 45 01	GG-Dumpster Service	Dumpster Services - City Hall	\$151.48
					\$3,227.86

Vendor: Rexel USA Inc

Check Number: 46968

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U077240	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Outlet Covers/Gound Circuit/Leviton Wi-Fi	\$230.66
U077240	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Outlet Covers/Gound Circuit/Leviton Wi-Fi	\$230.67
U113645	12/31/2018	101 016 594 42 64 00	ST-Capital Expenditures	Lights/Drywall Brkts/Outlet Boxes/Misc Shop Remodel	\$1,856.75
U115843	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Lighting LED Fixture Wrap	\$70.43
U115843	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Lighting LED Fixture Wrap	\$70.42
					\$2,458.93

Vendor: Setina Manufacturing Co Inc

Check Number: 46969

Invoice No	Check Date	Account Number	Account Name	Description	Amount
175328	12/31/2018	001 008 521 20 31 07	LE - Donation Canine Unit	Cargo Box/Bracket Kit/Radio Tray K9-18-85	\$1,753.05
					\$1,753.05

Vendor: SirennetCom

Check Number: 46970

Invoice No	Check Date	Account Number	Account Name	Description	Amount
235885A-IN	12/31/2018	520 008 594 21 63 00	Capital Equipment	Y Harness	\$19.60
					\$19.60

Vendor: Smarsh Inc

Check Number: 46971

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV00449311	12/31/2018	510 006 518 80 49 05	LR - Smarsh	Archiving Platform Dec 2018	\$654.00
					\$654.00

Vendor: Snohomish County
Check Number: 46972

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1000493087	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Fluorescent Disposal	\$50.50
1000493087	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Fluorescent Disposal	\$50.50
					\$101.00

Vendor: Snohomish County Human Service
Check Number: 46973

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1000492332	12/31/2018	001 013 566 00 51 00	GG-Liquor Tax to SnoCo	Q3 2018 Liquor Excise Taxes	\$1,802.81
					\$1,802.81

Vendor: Snohomish County PUD
Check Number: 46974

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105042882	12/31/2018	001 013 518 20 47 00	GG-Utilities	200245215 Family Center	\$217.14
108357859	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	\$93.76
111650055	12/31/2018	001 008 521 50 47 00	LE-Facility Utilities	200558690 Police N Lakeshore Drive	\$130.03
111653645	12/31/2018	001 012 572 20 47 00	CS-Library-Utilities	200206977 Library	\$758.96
111653645	12/31/2018	001 013 518 20 47 00	GG-Utilities	200206977 Library Water Meter	\$76.74
118275416	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	\$46.93
118278354	12/31/2018	001 010 576 80 47 00	PK-Utilities	200748721 Parks	\$69.32
157704645	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	\$11,230.63
157704646	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights - Soper Hill Annexation	\$1,264.08
157704647	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	\$1,239.49
157707265	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal	\$228.50
160881873	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge lights	\$22.68
160882382	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203730189 Traffic Signal	\$92.18
160882383	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signal	\$116.19
160884108	12/31/2018	001 010 576 80 47 00	PK-Utilities	203531959 Mobile at 2424 Soper Hill Rd	\$52.81
164100070	12/31/2018	001 010 576 80 47 00	PK-Utilities	203203245 Lundeen Restrooms	\$467.48
167343449	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203115522 Street Light meter	\$179.96
					\$16,286.88

Vendor: Snohomish County PUD
Check Number: 46975

Invoice No	Check Date	Account Number	Account Name	Description	Amount
124912951	12/31/2018	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Circle Park	\$58.64
128192192	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	\$165.20
131502918	12/31/2018	001 013 518 20 47 00	GG-Utilities	201783685 New City Hall	\$406.05
131504587	12/31/2018	001 010 576 80 47 00	PK-Utilities	201513934 Parks	\$73.55
134809747	12/31/2018	001 013 518 20 47 00	GG-Utilities	200206019 Old City Hall	\$110.61
138015973	12/31/2018	001 012 557 30 40 01	CS - VIC Utilities	205395999 Visitor Center	\$217.94
138018569	12/31/2018	001 012 575 50 47 00	CS-Community Center-Utilities	200860922 Community Center	\$530.51
141323472	12/31/2018	001 013 518 20 47 02	GG - Utilities for Rentals	222041535 12202 N Lakeshore Dr	\$344.36
144665691	12/31/2018	001 012 575 30 47 00	CS-Historical-Utilities	202289237 Museum	\$77.96
144665691	12/31/2018	001 012 575 51 47 00	CS-Grimm House Utilities	202289237 Grimm House	\$77.96

147951387	12/31/2018	101 016 542 63 47 00	ST-Lighting - Utilities	203582010 Street Lights	\$88.44
147955009	12/31/2018	001 010 576 80 47 00	PK-Utilities	202513354 Park lighting	\$21.06
147955694	12/31/2018	001 013 518 20 47 00	GG-Utilities	201956075 War Memorial	\$55.32
151255131	12/31/2018	001 013 518 20 47 02	GG - Utilities for Rentals	222041550 12202 N Lakeshore Dr Apt 3	\$66.74
154505622	12/31/2018	001 013 518 20 47 00	GG-Utilities	221412273 Admin Annex	\$304.87
					\$2,599.21

Vendor: Snohomish County PW S
Check Number: 46976

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000492191	12/31/2018	101 016 542 64 48 00	ST-Traffic Control - R&M	Signal/Sign Repair & Maintenance Nov 2018	\$116.82
I000492192	12/31/2018	101 016 542 64 48 02	ST-Traffic Control - Striping	Street Striping Nov 2018	\$465.36
I000492919	12/31/2018	101 016 542 64 48 00	ST-Traffic Control - R&M	Signal/Sign Repair & Maintenance Dec 2018	\$1,546.56
					\$2,128.74

Vendor: Snohomish County Treasurer
Check Number: 46977

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 SNOCO	12/31/2018	633 000 589 30 00 06	Crime Victims Compensation	Dec 2018 Crime Victims Compensation	\$254.93
					\$254.93

Vendor: Sound Publishing Inc
Check Number: 46978

Invoice No	Check Date	Account Number	Account Name	Description	Amount
7889185	12/31/2018	101 016 542 30 41 01	ST-Advertising	Engineering Technician Advertisment	\$236.50
7889185	12/31/2018	410 016 531 10 41 05	SW-Advertising	Engineering Technician Advertisment	\$236.50
EDH838714	12/31/2018	001 007 558 50 41 03	PL-Advertising	Shoreline Master Plan Open House	\$144.72
EDH839155	12/31/2018	001 013 518 30 41 01	GG-Advertising	Resolution 2018-34 TBD	\$213.52
EDH839246	12/31/2018	001 013 518 30 41 01	GG-Advertising	CC Workshop Cancellation	\$24.20
EDH839534	12/31/2018	001 013 518 30 41 01	GG-Advertising	Veterans Commission Appintment	\$127.52
EDH839537	12/31/2018	101 016 542 30 41 01	ST-Advertising	S Lake Stevens Rd Multi Use Path NPDES Permit	\$92.88
EDH839538	12/31/2018	305 010 594 76 60 00	North Cove Park Capital	North Cove Park NPDES Permit	\$89.44
					\$1,165.28

Vendor: Sound Security Inc
Check Number: 46979

Invoice No	Check Date	Account Number	Account Name	Description	Amount
917321	12/31/2018	001 013 518 20 41 00	GG-Professional Service	Confidence Testing - Fire Alarm City Hall	\$245.03
					\$245.03

Vendor: State Auditors Office
Check Number: 46980

Invoice No	Check Date	Account Number	Account Name	Description	Amount
L129020	12/31/2018	001 004 514 23 41 00	FI-Professional Service	2018 Accountability/Financial Audit	\$3,471.15
					\$3,471.15

Vendor: Stericycle Inc
Check Number: 46981

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3004533479	12/31/2018	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal	\$10.36
					\$10.36

Vendor: Symbol Arts
Check Number: 46982

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0253028	12/31/2018	001 008 521 20 31 02	LE-Minor Equipment	LS Police Pink Badge	\$380.00
					\$380.00

Vendor: Tacoma Screw Products Inc
Check Number: 46983

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18225062	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	20v Battery	\$118.90
18225062	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	20v Battery	\$118.89
18225063	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Power Bit/Steel Deck Screws	\$10.39
18225063	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Power Bit/Steel Deck Screws	\$10.39
18225788	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Duel Light Headlamp	\$45.74
18225788	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Duel Light Headlamp	\$45.74
18225789	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Rescue Portable Power Pack	\$108.79
18225789	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Rescue Portable Power Pack	\$108.79
					\$567.63

Vendor: Technological Services Inc
Check Number: 46984

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11165	12/31/2018	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Brake Repair/Steer/Susp Repair A-07-40	\$1,624.33
					\$1,624.33

Vendor: The S Morris Co
Check Number: 46985

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WA70314-I-0005	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Animal Cremation Services Dec 2018	\$66.60
					\$66.60

Vendor: The Watershed Co
Check Number: 46986

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-0011	12/31/2018	001 007 558 50 41 00	PL-Professional Serv	Environmental Consulting Shoreline Master Plan	\$5,888.75
					\$5,888.75

Vendor: ULINE
Check Number: 46987

Invoice No	Check Date	Account Number	Account Name	Description	Amount
104258995	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Spill Kit/Seal Lid/Pails/Strap Cutter/Steel Strap	\$800.69
104304605	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Steel Strap/Gel Pens/Dry Erase Markers/Earmuffs	\$173.14
104304605	12/31/2018	410 016 531 10 31 02	SW-Operating Costs	Steel Strap/Gel Pens/Dry Erase Markers/Earmuffs	\$173.13
104366405	12/31/2018	101 016 544 90 31 02	ST-Operating Cost	Steel Strapping Cart/Ladder	\$526.64
					\$1,673.60

Vendor: Verizon Northwest
Check Number: 46988

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9820898748	12/31/2018	001 008 521 20 42 00	LE-Communication	Wireless Phone Services	\$45.36
9821374543	12/31/2018	001 001 511 60 42 00	Legislative - Communication	Wireless Phones Services	\$547.47
9821374543	12/31/2018	001 001 513 10 42 00	Executive - Communication	Wireless Phones Services	\$74.20
9821374543	12/31/2018	001 002 513 11 42 00	AD-Communications	Wireless Phones Services	\$83.27

9821374543	12/31/2018	001 004 514 23 42 00	FI-Communications	Wireless Phones Services	\$74.20
9821374543	12/31/2018	001 005 518 10 42 00	HR-Communications	Wireless Phones Services	\$148.40
9821374543	12/31/2018	001 006 518 80 42 00	IT-Communications	Wireless Phones Services	\$148.40
9821374543	12/31/2018	001 007 558 50 42 00	PL-Communication	Wireless Phones Services	\$148.40
9821374543	12/31/2018	001 007 559 30 42 00	PB-Communication	Wireless Phones Services	\$252.95
9821374543	12/31/2018	001 008 521 20 42 00	LE-Communication	Wireless Phones Services	\$289.04
9821374543	12/31/2018	001 010 576 80 42 00	PK-Communication	Wireless Phones Services	\$537.17
9821374543	12/31/2018	101 016 543 30 42 00	ST-Communications	Wireless Phones Services	\$537.17
9821374543	12/31/2018	410 016 531 10 42 00	SW-Communications	Wireless Phones Services	\$537.17
					\$3,423.20

Vendor: Washington Audiology Services
Check Number: 46989

Invoice No	Check Date	Account Number	Account Name	Description	Amount
54929	12/31/2018	001 008 521 20 41 00	LE-Professional Services	Hearing Test New Employee	\$20.00
					\$20.00

Vendor: Washington State Criminal Justice
Check Number: 46990

Invoice No	Check Date	Account Number	Account Name	Description	Amount
201131723	12/31/2018	001 008 521 40 49 01	LE-Registration Fees	Law Enforcement Records Training - Olson	\$100.00
					\$100.00

Vendor: Washington State Dept of Enterprise Svcs
Check Number: 46991

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73182976	12/31/2018	001 008 521 20 31 00	LE-Office Supplies	Business Card Online Template Modification	\$120.16
					\$120.16

Vendor: Washington State Patrol
Check Number: 46992

Invoice No	Check Date	Account Number	Account Name	Description	Amount
119004434	12/31/2018	633 000 589 30 00 10	Gun Permit - FBI Remittance	Weapons Permit Background Checks Dec 2018	\$288.00
					\$288.00

Vendor: Weed Graafstra & Associates Inc
Check Number: 46891

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18-0337A	12/31/2018	304 016 595 30 60 01	79th Ave SE Access Road	Legal Services 79th Ave SE Appraisal	\$2,500.00
18-0375A	12/31/2018	304 016 595 30 60 01	79th Ave SE Access Road	Legal Services Kimmons Appraisal	\$2,500.00
182	12/31/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$6,056.00
182	12/31/2018	001 011 515 41 41 01	Ext Consult - PRA	Legal Services - General Matters	\$2,966.25
182	12/31/2018	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$7,160.75
182	12/31/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$3,828.75
182	12/31/2018	401 070 535 10 41 00	SE-Professional Service	Legal Services - General Matters	\$551.25
183	12/31/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$107.00
183	12/31/2018	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services - General Matters	\$4,028.50
183	12/31/2018	001 011 515 45 41 00	Ext Litigation - City Atty	Legal Services - General Matters	\$9,375.00
183	12/31/2018	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Legal Services - 20th Street Acquisitions	\$3,873.50
183	12/31/2018	401 070 535 10 41 00	SE-Professional Service	Legal Services - General Matters	\$43.75
					\$42,990.75

Vendor: Westside Fire and Safety Supply

Check Number: 46993

Invoice No	Check Date	Account Number	Account Name	Description	Amount
277020	12/31/2018	001 010 576 80 48 00	PK-Repair & Maintenance	Annual Fire Extinguisher Service	\$244.18
277020	12/31/2018	101 016 542 30 48 00	ST-Repair & Maintenance	Annual Fire Extinguisher Service	\$244.19
277020	12/31/2018	410 016 531 10 48 00	SW-Repairs & Maintenance	Annual Fire Extinguisher Service	\$244.19
277023	12/31/2018	001 013 518 20 48 00	GG-Repair & Maintenance	Annual Fire Extinguisher Service	\$108.60
					\$841.16

Vendor: Wynne and Sons Inc

Check Number: 46994

Invoice No	Check Date	Account Number	Account Name	Description	Amount
58485	12/31/2018	001 001 511 60 31 00	Legislative - Operating Costs	Business Cards	\$187.14
58485	12/31/2018	001 001 513 10 31 00	Executive - Supplies	Business Cards	\$26.73
58485	12/31/2018	001 002 513 11 31 00	AD-Office Supply	Business Cards	\$33.42
58485	12/31/2018	001 003 514 20 31 00	CC-Office Supply	Business Cards	\$42.77
58485	12/31/2018	001 004 514 23 31 00	FI-Office Supplies	Business Cards	\$90.90
58485	12/31/2018	001 005 518 10 31 00	HR-Office Supplies	Business Cards	\$46.78
58485	12/31/2018	001 006 518 80 31 00	IT-Office Supplies	Business Cards	\$53.47
58485	12/31/2018	001 007 558 50 31 00	PL-Office Supplies	Business Cards	\$171.71
58485	12/31/2018	001 007 559 30 31 00	PB-Office Supplies	Business Cards	\$80.20
58485	12/31/2018	001 010 576 80 31 00	PK-Operating Costs	Business Cards	\$40.99
58485	12/31/2018	101 016 544 90 31 01	ST-Office Supplies	Business Cards	\$46.34
58485	12/31/2018	410 016 531 10 31 01	SW-Office Supplies	Business Cards	\$73.08
					\$893.53

BLANKET VOUCHER APPROVAL
2019

Payroll Direct Deposits		
Payroll Checks		
Tax Deposit(s)		\$78,799.16
Electronic Funds Transfers	ACH	\$201,614.82
Claims	46892-46899, 46995-47045	\$592,198.87
Void Checks		
Total Vouchers Approved:		\$872,612.85

This 22nd day of January 2019:

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

Finance Director/Auditing Officer

Mayor

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

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember



January 22nd, 2019

2019 Invoices

City Expenditures by Type on this voucher packet

Personnel Costs	\$	-	0%
Payroll Federal Taxes	\$	78,799	9%
Retirement Benefits - Employer	\$	51,657	6%
Medical Benefits - Employer	\$	137,694	16%
Other Employer paid Benefits	\$	5,065	1%
Employee paid benefits - By Payroll	\$	16,284	2%
Supplies	\$	11,623	1%
Professional Services *	\$	537,959	62%
Intergovernmental	\$	33,532	4%
Total	\$	872,613	100%

Large Purchases

* WCIA Insurance Policy - \$494,268



2019 Blanket Vouchers

Total for Period
\$872,612.85

Checks to be Approved for Period 01/03/2019 - 01/16/2019

Vendor: Ace Hardware
Check Number: 46995

Invoice No	Check Date	Account Number	Account Name	Description	Amount
61582	1/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Cleaner/Tire Coat/Auto Glass Cleaner/Rain-X	\$51.77
61584	1/16/2019	001 010 576 80 31 00	PK-Operating Costs	Totes/Wrap Cord	\$83.32
61587	1/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Adjustable Wrenches/Screwdriver	\$42.44
61600	1/16/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	PVC/Adapter/Valve Ball De-Icer Pump	\$48.92
61605	1/16/2019	001 010 576 80 31 00	PK-Operating Costs	Spray Paint to Cover Graffiti	\$10.88
61646	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Staples/Gloves/Kerosene	\$157.22
61648	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	King Size Marker	\$3.04
61689	1/16/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Spray Adhesive/Velcro	\$25.03
					\$422.62

Vendor: AFLAC
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Employee paid Insurance Prem	\$1,509.00
					\$1,509.00

Vendor: Amazon Capital Services
Check Number: 46996

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1J7L-3LND-JX4J	1/16/2019	001 008 521 20 31 00	LE-Office Supplies	Custom Pin Cork Bulletin Board	\$101.10
1JL4-GPFC-YH6G	1/16/2019	001 003 514 20 31 00	CC-Office Supply	Wall Calendar	\$10.29
1JL4-GPFC-YH6G	1/16/2019	001 004 514 23 31 00	FI-Office Supplies	Wall Calendar	\$10.29
1RJH-TGYM-9R7W	1/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Wire Surveillance Earpiece	\$76.23
1W4N-F9VN-19X3	1/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Wire Surveillance Earpiece	\$84.94
					\$282.85

Vendor: Anderson
Check Number: 46997

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020419 ANDERSON	1/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/Laserfiche Long Beach CA - J Anderson	\$190.00
					\$190.00

Vendor: ArchiveSocial
Check Number: 46998

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6194	1/16/2019	510 006 518 80 49 09	LR - Social Media Archive	2019 Social Media Archiving	\$2,388.00
					\$2,388.00

Vendor: ASCAP
Check Number: 46999

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010319 ASCAP	1/16/2019	001 013 518 20 31 00	GG-Operating Costs	2019 Annual License Fee	\$357.00
					\$357.00

Vendor: Assoc of Washington Cities
Check Number: 47000

Invoice No	Check Date	Account Number	Account Name	Description	Amount
67004	1/16/2019	001 013 518 90 49 04	GG-AWC	2019 AWC City Membership	\$23,609.00
67209	1/16/2019	101 016 542 30 41 02	ST-Professional Service	2019 Drug & Alcohol Consortium	\$375.00
67209	1/16/2019	410 016 531 10 41 01	SW-Professional Services	2019 Drug & Alcohol Consortium	\$375.00
					\$24,359.00

Vendor: Assoc of Washington Cities EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	\$135,184.62
011019	1/15/2019	001 013 518 30 20 00	GG-Benefits	Medical Insurance Premium	(\$1.27)
					\$135,183.35

Vendor: Assoc of Washington Cities TEAMSTERS EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 283 00 00 00	Payroll Liability Medical	Teamster Dental Premium	\$2,509.28
					\$2,509.28

Vendor: Brazel
Check Number: 47001

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 BRAZEL	1/16/2019	001 001 513 10 43 00	Executive - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Brazel	\$83.50
					\$83.50

Vendor: Business Card
Check Number: 47002

Invoice No	Check Date	Account Number	Account Name	Description	Amount
6634 B STEVENS	1/16/2019	001 004 514 23 49 00	FI-Miscellaneous	2019 WFOA Membership - B Stevens	\$75.00
6634 B STEVENS	1/16/2019	001 004 514 23 49 00	FI-Miscellaneous	2019 WFOA Membership - J Roundy	\$75.00
9658 T STEVENS	1/16/2019	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	Credit Go Daddy Wildcard SSL	(\$349.99)
9658 T STEVENS	1/16/2019	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	Go Daddy Wildcard SSL	\$299.99
9658 T STEVENS	1/16/2019	510 006 518 80 49 16	LR - GoDaddy SSL - 3 yr	Go Daddy Wildcard SSL	\$399.99
					\$499.99

Vendor: Cadman Inc
Check Number: 47003

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1655855	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Utility Std Ory	\$627.90
1655855	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Utility Std Ory	\$627.90
1655960	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Utility Std Ory	\$546.00
1655960	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Utility Std Ory	\$546.00
					\$2,347.80

Vendor: CDW Government Inc
Check Number: 47004

Invoice No	Check Date	Account Number	Account Name	Description	Amount
QPR2626	1/16/2019	001 006 518 80 31 00	IT-Office Supplies	Intel NUC Kit/Logi WRLS	\$954.64
QQC7071	1/16/2019	510 006 518 80 31 00	Purchase Computer Equipment	Cables/Adapters/Surface Docks/USB/Surface PRO	\$2,503.81
QQG7929	1/16/2019	510 006 518 80 31 00	Purchase Computer Equipment	Surface Cover	\$120.32
QQR8379	1/16/2019	510 006 518 80 49 08	LR - TrendMicro Antivirus	Trend Wf Sec SVC MNT	\$2,189.76
					\$5,768.53

Vendor: Code Publishing Co Inc
Check Number: 47005

Invoice No	Check Date	Account Number	Account Name	Description	Amount
62266	1/16/2019	001 003 514 20 41 00	CC-Professional Services	Annual Web Hosting Fees	\$475.00
					\$475.00

Vendor: Comcast
Check Number: 47006

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0119 COMCAST	1/16/2019	001 008 521 20 42 00	LE-Communication	Internet Services - Market Place	\$106.18
0119 COMCAST	1/16/2019	001 008 521 20 42 00	LE-Communication	Internet Services - N Lakeshore Dr	\$86.18
0119 COMCAST	1/16/2019	001 013 518 90 49 03	GG-Visitor Center -SnoCo Contr	Internet Services - VIC	(\$156.73)
0119 COMCAST	1/16/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	\$153.36
0991976 0119	1/16/2019	001 010 576 80 42 00	PK-Communication	Internet Services - Parks & Rec Office	\$146.18
					\$335.17

Vendor: Daughtry
Check Number: 47007

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 DAUGHTRY	1/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Daughtry	\$83.50
					\$83.50

Vendor: Dept of Retirement (Deferred Comp)
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,420.00
					\$2,420.00

Vendor: Dept of Retirement PERS LEOFF
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$51,657.47
					\$51,657.47

Vendor: EFTPS
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$78,799.16
					\$78,799.16

Vendor: Frontier
Check Number: 47008

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 FRONTIER	1/16/2019	001 012 575 30 42 00	CS-Historical-Communications	Telephone Services Museum	\$159.04
010119 FRONTIER	1/16/2019	001 013 518 20 42 00	GG-Communication	Fax Services City Hall	\$29.66

010119 FRONTIER	1/16/2019	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	\$61.72
010119 FRONTIER	1/16/2019	101 016 543 30 42 00	ST-Communications	Fax Services City Hall	\$29.66
010119 FRONTIER	1/16/2019	410 016 531 10 42 00	SW-Communications	Fax Services City Hall	\$29.66
					\$309.74

Vendor: Gordon Truck Centers Inc

Check Number: 47009

Invoice No	Check Date	Account Number	Account Name	Description	Amount
PC302059696:01	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Sensor Assy - TPS Ch22X	\$567.98
					\$567.98

Vendor: Grainger

Check Number: 47010

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9046484946	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Batteries	\$14.12
					\$14.12

Vendor: HB Jaeger Co LLC

Check Number: 47011

Invoice No	Check Date	Account Number	Account Name	Description	Amount
209634/1	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Erosian Control Stakes/Riser Lids/Trash Rack/Ads	\$1,034.00
					\$1,034.00

Vendor: Hilt

Check Number: 47012

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 HILT	1/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Hilt	\$83.50
					\$83.50

Vendor: Horizon Distributors Inc

Check Number: 47013

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M078336	1/16/2019	001 010 576 80 31 00	PK-Operating Costs	Talpirid - Mole Bait	\$119.68
					\$119.68

Vendor: HRA VEBA Trust YA20192

Check Number: 46892

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	\$719.48
					\$719.48

Vendor: HSA Bank

Check Number: 46893

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	\$560.99
					\$560.99

Vendor: International EZ UP Inc

Check Number: 47014

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV0135024	1/16/2019	001 007 571 00 30 00	PL-Park & Recreation	EZ Pop Up Tent for City Events	\$244.04
					\$244.04

Vendor: J Thayer Company Inc
Check Number: 47015

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1317547-0	1/16/2019	001 008 521 20 31 00	LE-Office Supplies	Cork Board Wood Frame	\$32.34
1319787-0	1/16/2019	001 004 514 23 31 00	FI-Office Supplies	Stamp Ink Refill	\$5.99
1319787-0	1/16/2019	001 007 558 50 31 00	PL-Office Supplies	Folders/Recycle Can/Binder	\$81.15
1319787-0	1/16/2019	001 013 518 20 31 00	GG-Operating Costs	Papers/Pens/Air Fresheners	\$63.29
1319787-0	1/16/2019	101 016 544 90 31 01	ST-Office Supplies	File Sorter	\$18.89
1319787-0	1/16/2019	410 016 531 10 31 01	SW-Office Supplies	File Sorter	\$18.89
1319787-1	1/16/2019	001 004 514 23 31 00	FI-Office Supplies	Hanging Folders	\$16.32
					\$236.87

Vendor: KnowBe4 Inc
Check Number: 47016

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV49397	1/16/2019	510 006 518 80 49 26	LR - KnowBe4 Cyber Security Tr	Security Awareness Train Subscription/Content Download	\$1,823.08
					\$1,823.08

Vendor: Lake Stevens Chamber of Commerce
Check Number: 47017

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 CHAMBER	1/16/2019	001 013 518 90 49 01	GG-Chamber of Commerce	Contributions for VIC Jan 2019	\$1,500.00
					\$1,500.00

Vendor: Lake Stevens Police Guild
Check Number: 46894

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,143.50
					\$1,143.50

Vendor: Lake Stevens Sewer District
Check Number: 47018

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010119 LSSD	1/16/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - N Lakeshore Dr	\$86.00
010119 LSSD	1/16/2019	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station	\$86.00
010119 LSSD	1/16/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms	\$96.75
010119 LSSD	1/16/2019	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park	\$172.00
010119 LSSD	1/16/2019	001 012 572 20 47 00	CS-Library-Utilities	Sewer - Library	\$86.00
010119 LSSD	1/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall	\$172.00
010119 LSSD	1/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Family Center	\$86.00
010119 LSSD	1/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Permit Center	\$86.00
010119 LSSD	1/16/2019	001 013 518 20 47 00	GG-Utilities	Sewer - Vacant Houses 20th St SE	\$86.00
010119 LSSD	1/16/2019	101 016 543 50 47 00	ST-Utilities	Sewer - 99th Ave SE Property	\$86.00
010419 LSSD1	1/16/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer Jan 2019 Acct 7002.01 - 12202 N Lakeshore Dr	\$860.00
010419 LSSD2	1/16/2019	001 013 518 20 47 02	GG - Utilities for Rentals	Sewer Jan 2019 Acct 6665.01 - 12207 North Lane	\$86.00
					\$1,988.75

Vendor: LeBlanc
Check Number: 47019

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012419 LEBLANC	1/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meal/Getting Digi With It Lynwood - LeBlanc	\$20.00
					\$20.00

Vendor: Marysville Printing
Check Number: 47020

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24706	1/16/2019	001 008 521 20 31 00	LE-Office Supplies	Property Safekeeping Notice 3-Part	\$187.71
					\$187.71

Vendor: Nationwide Retirement Solution
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,954.84
					\$3,954.84

Vendor: New York Life
Check Number: 46895

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	\$496.00
					\$496.00

Vendor: New York Life EFT
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 002 513 11 20 00	AD-Benefits	Life/Disability Ins Premiums	\$64.85
011019	1/15/2019	001 003 514 20 20 00	CC-Benefits	Life/Disability Ins Premiums	\$92.33
011019	1/15/2019	001 004 514 23 20 00	FI-Benefits	Life/Disability Ins Premiums	\$134.18
011019	1/15/2019	001 005 518 10 20 00	HR-Benefits	Life/Disability Ins Premiums	\$84.35
011019	1/15/2019	001 006 518 80 20 00	IT-Benefits	Life/Disability Ins Premiums	\$83.90
011019	1/15/2019	001 007 558 50 20 00	PL-Benefits	Life/Disability Ins Premiums	\$277.48
011019	1/15/2019	001 007 559 30 20 00	PB-Benefits	Life/Disability Ins Premiums	\$144.72
011019	1/15/2019	001 008 521 20 20 00	LE-Benefits	Life/Disability Ins Premiums	\$1,741.24
011019	1/15/2019	001 010 576 80 20 00	PK-Benefits	Life/Disability Ins Premiums	\$149.83
011019	1/15/2019	001 013 518 30 20 00	GG-Benefits	Life/Disability Ins Premiums	\$53.74
011019	1/15/2019	101 016 542 30 20 00	ST-Benefits	Life/Disability Ins Premiums	\$709.02
011019	1/15/2019	401 070 535 10 20 00	SE-Benefits	Life/Disability Ins Premiums	\$6.22
011019	1/15/2019	410 016 531 10 20 00	SW-Benefits	Life/Disability Ins Premiums	\$675.52
					\$4,217.38

Vendor: North Sound Hose Fittings Inc
Check Number: 47021

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N009261	1/16/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	Kam/Hose/Crimp Sleeve/PVC Suction	\$147.99
N009329	1/16/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	De-Icer Material	\$5.83
					\$153.82

Vendor: O Reilly Auto Parts
Check Number: 47022

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-479596	1/16/2019	101 015 543 30 31 00	ME - Operating Costs	Blaster Penetrating Oil	\$8.69
2960-479634	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Inverter PW3/Mobile Power PW60	\$81.65
2960-479665	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Copper Plugs	\$18.47
2960-480736	1/16/2019	101 015 543 30 31 00	ME - Operating Costs	Toggle Switch PW42	\$10.87
2960-481116	1/16/2019	001 008 521 20 31 02	LE-Minor Equipment	Capsules	\$14.44
					\$134.12

Vendor: Petershagen
Check Number: 47023

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 PETERSHA	1/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem-Meals 2019 AWC City Action Days-Petershagen	\$83.50
					\$83.50

Vendor: Praetorian Group Inc
Check Number: 47024

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010134-7073	1/16/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	PoliceOne Academy Annual Subscription 2019	\$2,760.00
					\$2,760.00

Vendor: Puget Sound Clean Air Agency
Check Number: 47025

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q1 PSCAA	1/16/2019	001 013 553 70 51 00	GG-Air Pollution	Q1 Clean Air Assessment 2019	\$5,317.75
					\$5,317.75

Vendor: Pugh
Check Number: 47026

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020419 PUGH	1/16/2019	001 003 514 20 43 00	CC-Travel & Meetings	PerDiem - Laserfiche Conference/Long Beach CA - Pugh	\$221.72
					\$221.72

Vendor: Rexel USA Inc
Check Number: 47027

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U206833	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Ground Conductor/GFI's/Breakers/Sq Combo Ext	\$391.82
U206833	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Ground Conductor/GFI's/Breakers/Sq Combo Ext	\$391.83
U211589	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Lithonia LED Lighting	\$43.07
					\$826.72

Vendor: SCCFOA C/O Reina Barber
Check Number: 47028

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019 SCCFOA	1/16/2019	001 003 514 20 49 00	CC-Miscellaneous	SCCFOA Membership Dues - K Pugh/A Crim	\$50.00
011019 SCCFOA	1/16/2019	001 004 514 23 49 00	FI-Miscellaneous	SCCFOA Membership Dues - B Stevens/J Roundy	\$50.00
					\$100.00

Vendor: Six Robblees Inc
Check Number: 47029

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14-378687	1/16/2019	101 015 543 30 31 00	ME - Operating Costs	LED Lights for Stock/PW40	\$92.94
14-378687-1	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	PVC Grommet	\$9.19
14-378858	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Springs/Hose	\$82.22
					\$184.35

Vendor: Snohomish County 911
Check Number: 47030

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1093	1/16/2019	001 008 528 00 51 00	LE-Snopac Dispatch	Dispatch Services	\$28,214.30
					\$28,214.30

Vendor: Sound Publishing Inc
Check Number: 47031

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH839558	1/16/2019	001 013 518 30 41 01	GG-Advertising	Arts Commission Meeting Cancellation	\$19.04
EDH840152	1/16/2019	001 007 558 50 41 03	PL-Advertising	Planning Commission Public Hearing Wireless Comm Regulations	\$43.12
EDH840219	1/16/2019	001 013 518 30 41 01	GG-Advertising	Veterans Commission Location Change	\$31.08
EDH840269	1/16/2019	001 007 558 50 41 03	PL-Advertising	Planning Commission Special Meeting	\$29.36
EDH840338	1/16/2019	001 007 558 50 41 03	PL-Advertising	Adrian Annexation LUA 2018-0156	\$77.52
EDH840502	1/16/2019	001 007 558 50 41 03	PL-Advertising	SE Island Annexation PH	\$55.16
EDH840707	1/16/2019	001 013 518 30 41 01	GG-Advertising	Arts Commission Special Meeting	\$22.48
EDh840708	1/16/2019	001 007 558 50 41 03	PL-Advertising	Wireless Comm Facilities Code Update	\$77.52
					\$355.28

Vendor: Sound Safety Products Co Inc
Check Number: 47032

Invoice No	Check Date	Account Number	Account Name	Description	Amount
256530/1	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Neoprene Boot/Insole	\$137.65
					\$137.65

Vendor: Sound Security Inc
Check Number: 47033

Invoice No	Check Date	Account Number	Account Name	Description	Amount
915296	1/16/2019	001 013 518 20 41 00	GG-Professional Service	Fire & Security Monitoring CH Jan 2019	\$570.87
					\$570.87

Vendor: Spencer
Check Number: 47034

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 SPENCER	1/16/2019	001 001 513 10 43 00	Executive - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Spencer	\$83.50
					\$83.50

Vendor: Tacoma Screw Products Inc
Check Number: 47035

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18226669	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Deck Screw	\$2.89
18226669	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Deck Screw	\$2.89
18226670	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Deck Screw	\$5.74
18226670	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Deck Screw	\$5.75
18226671	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Dual Light Headlamp	\$126.10
18226671	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Dual Light Headlamp	\$126.11
18226672	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Wire Nuts/Eye and Eye Sling	\$58.38
18226672	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Wire Nuts/Eye and Eye Sling	\$58.38
18226864	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Credit Deck Screw	(\$5.75)
18226864	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Credit Deck Screw	(\$5.74)
18226865	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Credit Deck Screw	(\$2.89)
18226865	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Credit Deck Screw	(\$2.89)
					\$368.97

Vendor: Tageant
Check Number: 47036

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 TAGEANT	1/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Tageant	\$83.50
					\$83.50

Vendor: Teamsters Local No 763
Check Number: 46896

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Union Dues	\$1,004.00
					\$1,004.00

Vendor: Technological Services Inc
Check Number: 47037

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11262	1/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Lighting Repair A-08-38	\$162.07
11335	1/16/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lub/Bulb Replacement PT-16-60	\$118.89
					\$280.96

Vendor: Tri Tech Forensics Inc
Check Number: 47038

Invoice No	Check Date	Account Number	Account Name	Description	Amount
031819-341	1/16/2019	001 008 521 40 49 01	LE-Registration Fees	Shooting Incident Reconstruction Training - Miner	\$629.00
031819-342	1/16/2019	001 008 521 40 49 01	LE-Registration Fees	Shooting Incident Reconstruction Training - Warbis	\$629.00
					\$1,258.00

Vendor: Ubert
Check Number: 47039

Invoice No	Check Date	Account Number	Account Name	Description	Amount
020419 UBERT	1/16/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals/Laserfiche Long Beach CA - J Ubert	\$173.00
					\$173.00

Vendor: UPS
Check Number: 47040

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42019	1/16/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$40.69
					\$40.69

Vendor: Vantagepoint Transfer Agents - 108991
Check Number: 46897

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$352.81
					\$352.81

Vendor: Vantagepoint Transfer Agents - 307428
Check Number: 46898

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,880.02
					\$1,880.02

Vendor: Washington Cities Insurance Authority
Check Number: 47041

Invoice No	Check Date	Account Number	Account Name	Description	Amount
14331	1/16/2019	001 004 514 23 46 00	FI-Insurance	2019 Liability/Program Assesment	\$99.33
14331	1/16/2019	001 008 521 20 46 00	LE-Insurance	2019 Liability/Program Assesment	\$236,774.06
14331	1/16/2019	001 010 576 80 46 00	PK-Insurance	2019 Liability/Program Assesment	\$30,288.94
14331	1/16/2019	001 013 518 20 46 00	GG-Insurance	2019 Liability/Program Assesment	\$95,766.56
14331	1/16/2019	101 016 543 30 46 00	ST-Insurance	2019 Liability/Program Assesment	\$84,960.66
14331	1/16/2019	410 016 531 10 46 00	SW-Insurance	2019 Liability/Program Assesment	\$46,378.45
					\$494,268.00

Vendor: Washington Homicide Invest Assoc
Check Number: 47042

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019 WHIA	1/16/2019	001 008 521 40 49 01	LE-Registration Fees	Homicide Investigation Conf - Wachtveitl/Warbis/Bernhard	\$1,050.00
					\$1,050.00

Vendor: Washington State Support Registry
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50

Vendor: Welch
Check Number: 47043

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021219 WELCH	1/16/2019	001 001 511 60 43 00	Legislative - Travel & Mtgs	PerDiem - Meals 2019 AWC City Action Days - Welch	\$83.50
					\$83.50

Vendor: Western Conference of Teamsters Pension Trust
Check Number: 46899

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011019	1/15/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contributions - Teamster Pension	\$2,928.40
					\$2,928.40

Vendor: Westside Fire and Safety Supply
Check Number: 47044

Invoice No	Check Date	Account Number	Account Name	Description	Amount
277045	1/16/2019	101 016 544 90 31 02	ST-Operating Cost	Fire Ext w/Brackets	\$211.77
277045	1/16/2019	410 016 531 10 31 02	SW-Operating Costs	Fire Ext w/Brackets	\$211.77
					\$423.54

Vendor: Willards Pest Control Co
Check Number: 47045

Invoice No	Check Date	Account Number	Account Name	Description	Amount
232853	1/16/2019	001 013 518 20 41 00	GG-Professional Service	Pest Control	\$112.62
232854	1/16/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	Pest Control	\$52.44
232855	1/16/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants	\$52.44
					\$217.50

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

Tuesday, January 8, 2019

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd 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, Commander Ron Brooks, Human Resources Director Teri Smith, Human Resources/Admin Assistant Julie Good, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, City Attorney Greg Rubstello

OTHERS:

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

Roll Call: All present.

Approval of Agenda:

MOTION: Moved by Councilmember Welch, seconded by Councilmember Daughtry, to remove Action Item M, Approve Interlocal Agreement with Marysville re Soper Hill, to a future workshop agenda. On vote the motion carried (7-0-0-0).

MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Welch, to move Consent Agenda Item H, Changing February 5, 2019 Workshop meeting to a Special Meeting and Cancelling February 12 and March 12, 2019 City Council meetings to an Action Item. On vote the motion carried (7-0-0-0).

MOTION: Moved by Councilmember Todd, seconded by Councilmember Daughtry, to approve the agenda with the noted changes. On vote the motion carried (7-0-0-0).

Citizen Comments: None.

Council Business:

Election of Officers: Council President Tageant called for nominations for Council President and Council Vice-President.

Councilmember McDaniel nominated Councilmember Petershagen as Council President and Councilmember Gailey as Council Vice-President. There were no other nominations. On vote the motion carried (7-0-0-0).

Boards and Commissions and Committee Liaisons for 2019: Council discussed liaisons to the City's various boards and commissions and representative assignments to other organizations. There was consensus opinion for assignments as set out in the attachment to these minutes.

- Councilmember Daughtry: Chamber of Commerce
- Councilmember Hilt: Snohomish Health District

Mayor's Business: Yearend wrap up; reviews update and coming projects.

City Department Report:

- City Administrator Gene Brazel: North Cove Park improvements notification.
- Community Development Director Russ Wright: Park Grant project update; buildable lands capacity study underway; new business cards, City business forms are scheduled for update and standardization this year.
- Human Resources Director Teri Smith: Recruitment update.
- Chief of Police John Dyer: Staffing and K-9 update.
- Finance Director Barb Stevens: Audit update.
- City Clerk Kathy Pugh: Board and Commission vacancies; Workshop meeting location.

Consent Agenda:

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Daughtry, to approve the consent agenda as amended: (A) 2018 Vouchers [Payroll Direct Deposits of \$203,620.35, Payroll Check Nos. 46763-46764 totaling \$3,481.61, Tax Deposits of \$70,937.74, Electronic Funds Transfers (ACH) of \$58,706.14, Claims Check Nos. 46765-46860 totaling \$314,020.53, Void Check No. 46502 totaling \$123.00, Total Vouchers Approved: \$650,643.37], (B) 2019 Vouchers [Claims Check Nos. 46861-46886 totaling \$80,508.82], Total Vouchers Approved: \$80,508.82, (C) City Council/Arts Commission/Parks Board Joint Meeting Minutes of December 11, 2018, (D) City Council Regular Meeting Minutes of December 11, 2018, (E) City Council/Planning Commission Joint Meeting Minutes of December 18, 2018, (F) City Council Special Meeting Minutes of December 18, 2018, (G) Re-enactment of Resolution 2018-35 re Rates, Fees and Deposits, (H) [Removed to Action Items], (I) Resolution 2019-03 Accepting an Anonymous Donation, (J) Ordinance 1047 Amending Kjorsvik Right of Way Vacation. On vote the motion carried (7-0-0-0).

Public Hearing:

Ordinance 1044 Assuming Rights and Powers of Transportation Benefit District: Mayor Spencer opened the public hearing.

Finance Director Stevens presented the staff report and said a Transportation Benefit District (TBD) is a quasi-municipal corporation and independent taxing district created for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. On December 18, 2018, the City Council adopted Ordinance 1043, establishing the

Transportation Benefit District, its authority, and with the same geographic boundaries as the city, and with an effective date of January 1, 2019. Per RCW 36.74, any city in which a transportation benefit district has been established with the same boundaries as the city's may, by ordinance of the city legislative authority, assume the rights, powers, functions, and obligations of the transportation benefit district. This action does not create any fees or enact any taxes. Director Stevens briefly reviewed the next steps.

Mayor Spencer commented that the intention is to allow for a large amount of community involvement as the City moves forward with the TBD and establishing fees or enacting taxes. Mayor Spencer invited questions of staff and there were none.

Mayor Spencer opened the public comment portion of the public hearing.

Andrea Wright, 10815 29th Street NE, Lake Stevens, does not support the TBD. She requested voters be allowed to vote on how the TBD will be funded.

Mayor Spencer closed the public comment portion of the public hearing. He then invited additional questions and comments of Council, and there were none.

Mayor Spencer closed the public hearing.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Tageant, to adopt Ordinance No. 1044 Assuming the Rights, Powers, Functions and Obligations of the Lake Stevens Transportation Benefit District and Amending LSMC 3.80. On vote the motion carried (7-0-0-0).

Action Items:

Resolution 2019-04 Adopting Relocation Policies: Community Development Director Wright presented the staff report and summarized the relocation policies. Director Wright said this policy will provide a fair reimbursement to the tenants who will be relocated as a result of the City's acquisition of the Williams property as part of the North Cove Park project. He reviewed components of the policy and said that an incentive is also included based on how quickly tenants move. The policy also includes some language addressing concerns that were silent in the original lease agreements. Director Wright then responded to Councilmembers' questions.

Responding to Councilmember Gailey's question regarding a tenant who might refuse to leave, Director Wright outlined the City's plan for noticing the tenants, which includes the beginning of the 90-day eviction process, if it is needed.

In response to Councilmember Welch's question, Director Wright said all tenant's rent month-to-month.

Responding to Councilmember Daughtry's question, Director Wright said costs for relocating have been extrapolated.

Responding to Councilmembers Petershagen's and Welch's questions, Director Wright said there are some checkpoints regarding the funding, but that these fees will be given directly to the relocating tenants.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember McDaniel, to adopt Resolution 2019-04 Relocation Policies. On vote the motion carried (7-0-0-0).

Changing February 5, 2019 Council Workshop to a Special Meeting, Cancel February 12, 2019 and March 12, 2019 City Council Meetings: Responding to Councilmember Gailey's question, Mayor Spencer said the Special Meeting is being scheduled to allow Council to take action on any necessary items since the February 12, 2019 regular meeting is being cancelled due to a conflict with the AWC City Action Days in Olympia.

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Daughtry, to approve Changing the February 5, 2019 Council Workshop to a Special Meeting, and to Cancel the February 12, 2019 and March 12, 2019 City Council meetings. On vote the motion carried (7-0-0-0).

Discussion Items:

Retreat Agenda: Mayor Spencer reviewed and summarized the tentative agenda topics and requested Council input.

Councilmember McDaniel requested that the Sewer District Unification be added for discussion, and Councilmember Hilt requested that fireworks enforcement be added.

Councilmember McDaniel also requested that Economic Development be added to the Friday discussion.

Councilmember Tageant commented he would like to call in to participate in both the Sewer District and Economic Development discussions. Administrator Brazel also suggested that City Attorney Rubstello participate remotely on these two topics.

Executive Session: At 7:50 p.m. Mayor Spencer announced an executive session beginning in 2 minutes to last 15 minutes to discuss two real property matters, with no action to follow.

At 8:06 p.m. Director Stevens announced the executive session was being extended 10 minutes.

At 8:16 p.m. Director Stevens announced the executive session was being extended 3 minutes.

At 8:18 p.m. the regular meeting of the City Council reconvened.

Adjourn:

Moved by Councilmember Welch, seconded by Gaily, to adjourn the meeting at 8:19 p.m. On vote the motion carried (7-0-0-0).

John Spencer, Mayor

Kathy Pugh, City Clerk

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

Tuesday, January 15, 2019
Lake Stevens Fire District Station 82 Conference Room
9811 Chapel Hill Road, Lake Stevens

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

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

ELECTED OFFICIALS ABSENT: Councilmember Kurt Hilt

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, Public Works Director Eric Durpos, Community Development Director Russ Wright and Planning Manager Josh Machen

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

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

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (6-0-0-1).

Mayor Spencer invited reports from Councilmembers.

Councilmember Tageant suggested it would be good for the Veterans Commission to receive direction from the Council. Mayor Spencer responded he will reach out to them.

Councilmember Gailey said he attended a meeting today with Washington UTV Association representatives and city staff regarding a First Annual Charity event they would like to hold in Lake Stevens.

Councilmember Welch said he watched a legislative workshop on annexation on television which was very interesting, and he will provide copies of the materials to the City Clerk to distribute to Councilmembers.

Councilmember Daughtry reminded that Snohomish County Cities meetings on Thursday, and they will be electing members to the executive board and making Puget Sound Regional Council and other committee assignments.

Mayor Spencer updated that he met with Sewer Commissioner Kevin Kosche regarding recent correspondence sent by the city to the sewer district, and that he is meeting with Costco representatives later this week.

Action Items:

Authorize Mayor to Sign Addendum to Northland Purchase and Sale Agreement and Negotiate Final Closing: Community Development Director Wright reminded this was previously discussed in Executive Session at the January 8, 2019 Council meeting, and that the details of the addendum have now been negotiated. He requested Council approve the addendum and authorize the Mayor to negotiate the final closing of this sale.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to authorize the Mayor to sign the addendum to the Purchase and Sale Agreement and to negotiate final settlement. On vote the motion carried (6-0-0-1).

There being no further business the meeting was adjourned at 7:12 p.m.

John Spencer, Mayor

Kathy Pugh, City Clerk

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, January 15, 2019
Lake Stevens Fire District Station 82 Conference Room
9811 Chapel Hill Road, Lake Stevens

CALL TO ORDER: 7:12 p.m. by Mayor John Spencer

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

ELECTED OFFICIALS ABSENT: Councilmember Kurt Hilt

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, Public Works Director Eric Durpos, Community Development Director Russ Wright and Planning Manager Josh Machen

Mayor Spencer called the meeting to order at 7:12 p.m. and turned it over to Council President Petershagen.

Model Ordinance re Small Cell Towers/Franchise: Planning Manager Josh Machen reviewed the history of small cell towers and the need to update the City's code regarding wireless communications. Planner Machen said that the law firm of Ogden Murphy Wallace, who also put together and worked with the Small Cell Tower consortium and are quite knowledgeable on the subject, reviewed the draft ordinance that is before Council this evening. Planner Machen commented it is important to move forward to have regulations in case the City receives any applications for small cell towers. The ordinance as drafted is consistent with the model ordinance; the regulations will be put into one chapter of the City's municipal code and will address all facilities.

Planner Machen and Community Development Director Wright then responded to Councilmembers' questions including regarding undergrounding, cost recovery and how the regulations would apply to small cell towers on private property.

Planner Machen said the ordinance will be considered by the Planning Commission and then brought back to the Council for a public hearing.

Council Rules of Procedure Update: City Clerk Pugh said that the proposed updates to the Council Rules of Procedure reflect a change in the agenda format to ensure that agenda items regarding the Transportation Benefit District are easily visible to the public, and a minor change to reflect the Council's current practice on who leads the Pledge of Allegiance. There were no changes requested, and this will be placed on the January 22, 2019 Consent Agenda for approval.

Updated Personnel Policies: Human Resources Director Teri Smith distributed and introduced the draft Employee Handbook which is a summarization of the City's Personnel

policies in a much more user-friendly format. She commented this is a totally new document and that she will continue to maintain the Personnel Policies as part of the Human Resources Department. There was discussion as to how the proposed Handbook affects represented employees and Director Smith said changes will not need to be made to labor agreements, and that the unions bargain their own agreements and look to the handbook in areas that are silent in the bargained agreements. The handbook is primarily for use by non-represented employees.

Director Smith pointed out one significant change is extending the probationary period for new hires from six months to twelve months. This is already being done in the Police Department and will be bargained with the Teamsters. Also, rules of conduct will be defined.

Discussion ensued regarding how sick leave and vacation vest and how they can be cashed out when employment with the City is ended. There was also discussion about tuition reimbursement and how that might work.

Director Smith said next steps are for the unions to review the handbook and for WCIA to provide a legal review. Director Smith closed by saying the goal is to adopt the new handbook in early March.

Senior Center Funding Agreement and Lease Agreement: Director Smith shared the funding agreement and said it is important to have an agreement in place while keeping in mind the goal is to assist the Senior Center to become self-sufficient. She acknowledged the Council's desire that the Senior Center have an executive director and that an executive director could assist the Senior Center to receive additional funding from other sources, however that is not spelled out in this agreement. The agreement provides that funding will be provided in two steps and does require insurance in accordance with the requirements of WCIA.

Discussion ensued around insurance requirements for people who work in the kitchen and the long range possibility of bringing the Senior Center into the city as part of a Human Services Department.

Turning to the amendment to the lease, Director Smith said the amendment is an update to reflect the current insurance requirements of WCIA.

ILA re Soper Hill: Mayor Spencer shared a recent conversation with Marysville Mayor Nehring in which they discussed safe access, joint application for safety and access grants, and that Lake Stevens would not agree to a right in/right out for any commercial development

City Administrator Brazel said he and Director Wright had a conversation with Marysville City Administrator Hirashima regarding the ILA and concerns around the right in/right out exclusion, and Director Wright commented he did not hear this exclusion is a deal breaker. Mayor Spencer said this can be considered when there is an application. Mayor Spencer added that the Marysville City Council has already passed the ILA as it was written several months ago.

Councilmember Petershagen commented on the density in the west side of Highway 9 and said that Lake Stevens needs to be firm and strong in order to achieve its desired outcome. He also shared several concerns from his review of the draft document including how sidewalks are addressed, that storm drainage is not addressed and there is no warranty, and exclusions relating to asphalt repair and striping.

Councilmember Petershagen added that the document does not provide the City with an ability to comment on any development on the west side of Highway 9. Director Wright responded that the City has an ability to review and comment on projects in Marysville as a neighboring city, and Mayor Spencer added that Lake Stevens will comment through the SEPA process.

Councilmember Petershagen made additional comments regarding paragraphs in the agreement that he believes need to provide more detail and timeframes that need to be added.

A discussion then ensued regarding the Soper Hill / Highway 9 intersection and allowing a right turn onto Highway 9.

Councilmember Tageant suggested a wait and see approach, and Councilmember Petershagen asked that requested changes be made to the ILA and that it then be sent back to Marysville for consideration.

Food Vendor Trucks: Administrator Brazel shared the Lake Stevens Municipal Code language that currently allows for food vendor trucks in conjunction with events, and the City of Snohomish ordinance and food vendor application. He commented that if the Council wished to move in the direction of allowing food vendors, the Snohomish ordinance is a good starting point and it can be tailored to Lake Stevens' needs. He requested Council direction.

Discussion ensued, with Councilmember McDaniel opposing food vendor trucks and Councilmember Welch supporting them. Councilmember McDaniel suggested allowing businesses to use sandwich boards during events and that business owners be asked if they would support food vendor trucks. Councilmember Gailey suggested designating areas for food vendor trucks and offering those locations first to brick and mortar businesses. If the brick and mortar businesses did not take them, the designated locations could then be offered to food vendors.

Mayor Spencer appreciated the Council's candidness and said this has been a big week for the city, including working with the food bank to establish a site, ongoing Costco discussions, relocation of the Family Center, and beginning the North Cove Park improvement project.

There being no further business the meeting was adjourned at 8:55 p.m.

John Spencer, Mayor

Kathy Pugh, City Clerk



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: January 22, 2019

Subject: Amend Council Rules of Procedure

Contact

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

SUMMARY/BACKGROUND: At the January 8, 2019 Council meeting Ordinance 1044 Assuming the Rights, Powers, Functions and Obligations of the Lake Stevens Transportation Benefit District was adopted. During the discussion Council requested that agenda topics related to the Transportation Benefit District be clearly set out on the agenda to better ensure that the public is aware of these topics.

The Council Rules of Procedure Section 2.8 Order of Regular Council Meeting Agenda provides direction on how the agenda is organized. Staff proposes adding a new paragraph 16. Transportation Benefit District to define how agenda topics on the Transportation Benefit District will be identified on the agenda. Attached is an example of how this could look on the agenda.

Additionally, under Section 2.8, paragraph 2, Pledge of Allegiance, a small update is made to reflect that the Mayor, Council President or designee leads the flag salute. This change is proposed as it reflects what is actually occurring.

The proposed amendments are on pages 2 and 5 of the Rules of Procedure.

Council considered the proposed amendments to the Rules of Procedure at the January 15, 2019 Council Workshop, and directed Staff to bring the changes forward on the January 22, 2019 Consent Agenda.

APPLICABLE CITY POLICIES:

BUDGET IMPACT:

ATTACHMENTS:

- ▶ Exhibit A: Sample Agenda
- ▶ Exhibit B: Draft Revised Rules of Procedure

EXHIBIT A



City of Lake Stevens Vision Statement

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

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

Tuesday, March 8, 2019 – 7:00 p.m.

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

CALL TO ORDER 7:00 p.m. Mayor

PLEDGE OF ALLEGIANCE Mayor

ROLL CALL

APPROVAL OF AGENDA Council President

CITIZEN COMMENTS

COUNCIL BUSINESS Council President

MAYOR'S BUSINESS

CITY DEPARTMENT REPORT Update

CONSENT AGENDA *A
*B
*C
*D

PUBLIC HEARING:

ACTION ITEMS / TRANSPORTATION BENEFIT DISTRICT:
*A Approve Ordinance XXX re _____

ACTION ITEMS: *B Approve Resolution XXX re _____

DISCUSSION ITEMS:

Lake Stevens City Council Regular Meeting Agenda

March 8, 2019

EXECUTIVE SESSION:

ADJOURN

* ITEMS ATTACHED

** ITEMS PREVIOUSLY DISTRIBUTED

ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, 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.

EXHIBIT B



COUNCIL PROCEDURES

ADOPTED

March 27, 2018

INDEX

<u>SECTION NO.</u>	<u>TITLE</u>	<u>PAGE NO.</u>
1	Authority	1
2	Council Meetings	1
3	Agenda Preparation	5
4	Council Discussion	6
5	Comments, Concerns, and Testimony to Council	6
6	Motions and Voting	6
7	Ordinances	8
8	Mayor, Council President, and Council Vice President	8
9	Council Relations with City Staff	9
10	Council Meeting Staffing	10
11	Councilmember Attendance at Meetings	10
12	Public Hearings	10
13	Media Representation at Council Meetings	11
14	Council Representation	11
15	Confidentiality	11
16	Public Records	11
17	City Administrator Evaluation Annual Process	11
18	Mayor/Council President/Council Vice-President Selection Process	12
19	City Boards/Commissions	12
20	Council Subcommittees	13
21	Ad Hoc Citizen Advisory Boards	14
22	Filling City Council Vacancies	14
23	Miscellaneous	17
24	Suspension and Amendment of Rules	17

SECTION 1. AUTHORITY

- 1.1 Pursuant to RCW 35A.12.120, and other applicable law, the Lake Stevens City Council hereby establishes the following rules for the conduct of Council meetings, proceedings and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules adopted in the manner provided by these rules.

SECTION 2. COUNCIL MEETINGS

2.1 TYPES OF MEETINGS:

1. Regular - the Council meeting held as set by Ordinance.
2. Workshop – the Council meeting held as set by Ordinance.
3. Special - any Council meeting other than the Regular Council meeting. Notice shall be given at least 24 hours in advance. A Special Council meeting may be scheduled by the Mayor, Council President, City Administrator or at the request of not less than 4 Councilmembers.
4. Emergency - a Special Council meeting called without the 24-hour notice. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the City Administrator, the Mayor or Council President with the consent of not less than 4 Councilmembers. The minutes will indicate the reason for the emergency.

- 2.2 The time and day of Council's regular meetings shall be set by ordinance and will be held at the location set by ordinance unless otherwise publicly announced.

Regular Council meetings times shall be set by ordinance and will normally adjourn no later than 9:00 p.m., unless pending business must be concluded. Extensions beyond 9 p.m. shall require passage of a motion by Council.

- 2.3 Council's Workshop Sessions will be scheduled as special meetings and may be held, when needed, as follows: From the hour of 7:00 p.m. and will adjourn no later than the hour of 9:00 p.m., on the first and third Tuesdays, of each month. To continue past this time of adjournment, passage of a motion by a majority of the Council will be required. Alternatively, Workshop Sessions may be scheduled immediately preceding a Regular Council meeting, with the start time to be determined based on the agenda, but in no event earlier than 5:00 p.m., and ending no later than 6:45 p.m. Council workshops may also be scheduled on other dates and times by special meeting notice.

Special Workshop sessions may be called by the Mayor, City Administrator, Council President or by three (3) or more Councilmembers.

Workshop Sessions will be informal meetings for the purpose of reviewing forthcoming programs, receiving progress reports on current programs or projects, or receiving other similar information. The Council President, Council Vice-President and City Staff will determine on-going dedicated schedules for regular workshop sessions.

No final decisions will be made at a Workshop Session. Decisions on workshop matters will be scheduled for a Regular or Special Council meeting.

2.4 Information will be available to the public at each meeting stating a summary of the Rules of Procedure.

2.5 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the City Administrator or Presiding Officer.

2.6 Citizen comment/public hearing sign-ups will be available at each regular Council meeting.

2.7 All regular, workshop and special meetings will be electronically recorded.

The City Clerk will keep an account of all proceedings of the Council in accordance with the statutory requirements, and proceedings will be entered into a minute book constituting the official record of the Council.

City Council meeting minutes will not be revised without a majority affirmative vote of the Council at a regularly scheduled Council meeting.

2.8 ORDER OF REGULAR COUNCIL MEETING AGENDA:

1. Call Meeting To Order:

The Presiding Officer calls the meeting to order.

2. Pledge of Allegiance:

The Mayor, Council President or designee leads the flag salute.

3. Roll Call:

The Council President will announce the attendance of Councilmembers and indicate any Councilmember who is not in attendance. The Council shall approve excused absences by vote. The official meeting minutes will always reflect the vote count on each action item.

4. Approval of Agenda:

The Council President, with the concurrence of the Councilmembers, may take agenda items out of order or add or remove agenda items.

5. Citizen Comments:

Members of the audience may comment on items relating to any matter not on the meeting agenda under Citizen Comments. Unless this rule is waived by motion of the Council, each speaker will be limited to three minutes to make their comments.

Council may, at its discretion, allow citizen comment on individual agenda items at times during any regularly scheduled City Council meeting after the item is introduced for Council but prior to Council discussion. The Presiding Officer will limit the amount of time permitted for each speaker to three minutes, until all persons have had an opportunity to speak. These agenda items include, but are not limited to, ordinances, resolutions and Council Business issues. Public testimony will be taken during Council's consideration of quasi-judicial matters.

6. Guest Business:

Persons or organizations invited or requesting to speak to the Council on specific identified topics will be scheduled under Guest Business. Guest speakers will not be restricted to a limited amount of time for speaking unless requested by Council at the time of the meeting.

7. Council Business:

Councilmembers may report on any Board/Commission meetings or significant activities or any other matter pertaining to City business since the last meeting. Subcommittee chairpersons will report on the activities of their respective subcommittees.

8. Mayor's Business:

Under Mayor's Business the Mayor usually addresses significant activities since the last meeting and items not previously discussed, such as future meetings of interest to the Council.

9. City Department Report:

City staff updates the Council on current issues or items of Council interest.

10. Consent Agenda:

Consent Agenda items are considered to be routine, non-controversial, or are items which have previously been studied and reviewed so as to not require additional discussion or debate. Such items may be approved by a single motion. Items on the Consent Agenda may include but are not limited to, minutes, resolutions and ordinances discussed at a previous City Council or Committee meeting, and previously authorized agreements. Any Councilmember may remove any item from the Consent Agenda for separate discussion and action.

11. Public Hearing:

Citizens may comment on public hearing items. The Presiding Officer may limit the amount of time permitted each speaker until all persons have had an opportunity to speak. Further testimony from those who have spoken may be allowed at the discretion of the Presiding Officer. The public hearing will be continued to another date to take additional testimony when the existing available time is not sufficient or as determined by the Council.

At the Public Hearing, staff's presentation is to give background and frame the issues for the Council and audience.

During public comment or public testimony, Council shall refrain from interactive exchanges with the audience. Council requests for clarification from audience should occur prior to the closure of the public portion of the hearing. Staff may be asked clarifying questions by Council during Council deliberations.

12. Action Items:

a. Proclamations:

A Proclamation is defined as an official announcement made by either the City Council or the Mayor.

b. Introduction and First Reading of Ordinances:

Discussion and debate by the City Council will be held at this time. Councilmembers shall decide whether to amend the ordinance, direct staff to further review the ordinance, or approve placing the ordinance on the Consent Agenda or as a separate agenda topic for second or third reading at an upcoming Regular Council meeting for enactment as an enforceable City law. The number of ordinance readings shall be considered item by item.

c. Resolutions:

A resolution is adoption of a City policy, practice or decision.

d. Other:

Any contract, agreement, or other form of business that requires formal action that is necessary to conduct City business.

e. Such other and additional items as required by law or by Council direction.

13. Executive Session:

Executive session subjects are limited to considering such matters as are authorized under the Open Meetings Act or such other laws that authorize executive sessions. Executive session is a Council meeting that is closed except to the Council and authorized staff members and/or consultants. The

public is restricted from attendance. Executive Sessions may be held during Regularly scheduled meetings or Special Council meetings and will be announced by the Mayor.

Before convening an Executive Session the Mayor shall announce the purpose of the executive session and the anticipated time when the session will be concluded and if any action shall be taken. Should the session require more time, a public announcement shall be made that the Executive Session is being extended.

14. Study Session:

Discussion items are generally items of significance that may require future action by Council.

15. Adjournment:

With no further business to come before the Council, the Presiding Officer adjourns the meeting by requesting a motion for adjournment.

16. Transportation Benefit District:

Agenda Items regarding the Transportation Benefit District will be clearly set out and identified as such under the section of the Agenda where they best fit.

SECTION 3. AGENDA PREPARATION

3.1 The City Clerk will prepare an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor and the City Administrator.

3.2 An item may be placed on a Council meeting agenda by any of the following methods:

1. By a Councilmember if the item does not require staff preparation;
2. By any two (2) Councilmembers;
3. By the City Administrator;
4. By a Council Committee;
5. By the Mayor.

3.3 An item may be placed on a regular Council meeting agenda after the agenda is closed if approved by the Mayor or City Administrator.

3.4 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items, so the public is not kept unreasonably waiting, and so the

Council will have sufficient time to hear public comment or testimony and to deliberate matters among themselves.

- 3.5 Legally required and advertised public hearings will generally have a higher priority over other time-scheduled agenda items which have been scheduled for convenience rather than for statutory or other legal reasons.
- 3.6 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.
- 3.7 Agendas will be finalized by the Thursday prior to the Council meeting. Agenda packets will be available electronically to Council by 5:00 p.m. on the Thursday prior to the Council meeting, and available electronically to the public on the City's web page by 5:00 p.m. on the Friday prior to the Council meeting, unless posted otherwise. If late information becomes available after the packet is posted on the City's web page on the Friday prior to the meeting, or if information arrives from other sources, then a recess or delay may be considered by the Council.
- 3.8 All agenda item packet reports will be in the format provided by the City Clerk's Office.
- 3.9 The Council may use "Staff Recommendation Statement" language from staff reports or agenda item descriptions for making a motion.
- 3.10 Council agenda and packet material will be available to the public during regular meetings.

SECTION 4. COUNCIL DISCUSSION

- 4.1 All Council discussion shall be guided by **ROBERTS RULES OF ORDER, NEWLY REVISED.**

SECTION 5. COMMENTS, CONCERNS & TESTIMONY TO COUNCIL

- 5.1 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting.
- 5.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Presiding Officer may command assistance of any peace officer of the City to enforce all lawful orders of the Presiding Officer to restore order at any meeting.
- 5.3 Citizens with complaints, concerns or questions, may be referred to separately bring the matter to the Mayor or relevant City staff, or ask that the matter be placed on a future City Council meeting, with the appropriate background information.

SECTION 6. MOTIONS AND VOTING

- 6.1 When making motions, Councilmembers will be encouraged to be clear and concise and to not include arguments for the motion within the motion.
- 6.2 After a motion has been made and seconded, the Council may deliberate and discuss their opinions on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.
- 6.3 When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of the discussion and normally, a minute entry will be made.
- 6.4 A motion may be withdrawn by the maker of the motion, at any time, up until the question is called to vote without the consent of the Council.
- 6.5 A motion to table is undebatable and shall preclude all amendments or debates of the issue under consideration. If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future Regular or Special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting.
- 6.6 A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting, or to a time certain at a future Regular or Special City Council meeting.
- 6.7 A motion to postpone indefinitely is debatable, is not amendable, and may be reconsidered at the same meeting only if it received an affirmative vote.
- 6.8 A motion to call for the question shall close debate on the main motion and is undebatable. This motion must receive a second and fails without a two-thirds' (2/3) vote; debate is reopened if the motion fails.
- 6.9 A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- Motions that cannot be amended include: Motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order.
- Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 6.10 Discussion of the motion only occurs after the motion has been moved and seconded.
- 6.11 If a motion does not receive a second, it dies. Motions that do not need a second include: Nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

- 6.12 The Presiding Officer should acknowledge the motion and second prior to voting.
- 6.13 The City Clerk will repeat the motion and/or take a roll call vote, if requested by the Presiding Officer, a Councilmember, or as required by law.
- 6.14 Unless otherwise required by law, the passage or defeat of a motion shall be decided by a majority of those present and voting. Abstentions shall not be included in the vote tally, even if those voting in favor of the motion are less than a majority of the full City Council.

A motion that receives a tie vote is deemed to have failed, except pursuant to RCW 35A.12.100 Duties and authority of the mayor--Veto--Tie-breaking vote, the Mayor "shall have a vote only in the case of a tie in the votes of the councilmen with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money."

At the conclusion of any vote, the Presiding Officer will inform Council of the results of the vote.

- 6.15 When a question has been decided, any Councilmember who voted in the majority may move for a reconsideration and such motion must also be seconded by a member who voted in the majority. No motion for reconsideration of a vote shall be made after the meeting has adjourned but may be made at a subsequent meeting of the Council
- 6.16 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be guided by Robert's Rules of Order, Newly Revised.

In the event of a conflict, these Council Rules shall prevail.

SECTION 7. ORDINANCES

- 7.1 All ordinances shall be prepared or reviewed by the City Attorney. No Council initiated ordinance shall be prepared for presentation to the Council, unless two Councilmembers support the ordinance and staff has been consulted.
- 7.2 The City Clerk shall assign a permanent ordinance number at the time the ordinance is initiated.
- 7.3 The Presiding Officer shall read the title of the ordinance or the Ordinance number prior to voting unless the ordinance is on the Consent Agenda.
- 7.4 Prior to placement of an ordinance on the agenda, the City Attorney shall approve the ordinance as to form. After the City Attorney's signature, and passage of the Ordinance the City Clerk or designee shall obtain the signature of the Mayor. After the Mayor's signature, the City Clerk or designee shall sign the ordinance.

- 7.5 Ordinances, or ordinance summaries, shall be published in the official newspaper, as a legal publication, immediately following enactment.
- 7.6 Ordinances become effective five (5) days after the date of publication of the ordinance unless otherwise specified.

SECTION 8. MAYOR, COUNCIL PRESIDENT, AND COUNCIL VICE-PRESIDENT

- 8.1 The Presiding Officer at all regular and special meetings of the Council shall be the Mayor and all workshop sessions shall be the Council President.

At regular and special meetings in the absence of the Mayor, the Council President will act as Presiding Officer or in his/her absence the Council Vice-President. If the Mayor, Council President, and Vice-President are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Mayor, Council President or Council Vice-President.

At workshop sessions in the absence of the Council President, the Council Vice-President will act as the Presiding Officer or in his/her absence the Mayor. If the Council President, Vice-President, and Mayor are absent, the Council present shall elect one of its members to serve as Presiding Officer until the return of the Council President, Council Vice-President, or Mayor.

- 8.2 The Presiding Officer shall:

1. Preserve order and decorum in the Council chambers;
2. Observe and enforce all rules adopted by the Council;
3. Decide all questions on order, in accordance with these rules, subject to appeal by any Councilmember in which case the Presiding Officer will defer to the City Attorney; and
4. Recognize Councilmembers in the order in which they request the floor. The Presiding Officer, as a Councilmember, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.
5. From time to time, the Mayor and/or Council President may appoint Councilmembers to serve on ad hoc committees.

SECTION 9. COUNCIL RELATIONS WITH CITY STAFF

- 9.1 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities.
- 9.2 City staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge City staff as administering the Council's policies.

- 9.3 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor or City Administrator, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 9.4 A Councilmember shall not attempt to influence City staff in the selection, evaluation or discipline of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 9.5 A Councilmember shall not attempt to change the operating rules and practices of any City department.
- 9.6 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk, as soon as practicable after it arrives.
- 9.7 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.
- 9.8 No Councilmember shall direct the City Administrator to initiate any action or prepare any report that is significant in nature, or initiate any project or study without the consent of a majority of the Council.
- 9.9 Individual requests for information can be made directly to the Department Director. If the request would create a change in work assignments or City staffing levels, the request must be made through the Mayor or City Administrator and may be referred to the Council.

SECTION 10. COUNCIL MEETING STAFFING

- 10.1 The City Administrator shall attend all meetings of the Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Administrator has an excused absence, the designated Acting City Administrator shall attend the meeting.
- 10.2 The City Attorney shall attend all meetings of the Council unless excused by the Mayor, and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 10.3 The City Clerk, or designee, shall attend Regular and Special meetings of the Council, keep the official journal (minutes), and perform such other duties, unless excused by the Mayor, as may be needed for the orderly conduct of the meeting.

SECTION 11. COUNCILMEMBER ATTENDANCE AT MEETINGS

- 11.1 Councilmembers will inform the Mayor, the Council President, the City Administrator or City Clerk if they are unable to attend any Council meeting, or if they knowingly will be late to any meeting. The minutes will show the Councilmember as having an excused absence if approved by the Council.

SECTION 12. PUBLIC HEARINGS

- 12.1 Quasi-judicial hearings require a decision be made by the Council using a certain process, which may include a record of evidence considered and specific findings be made.
- 12.2 Legislative (ordinance or miscellaneous) hearings do not require a decision be made even though information is presented.
- 12.3 Councilmembers shall comply with all applicable laws related to the conflict of interest requirements in the Appearance of Fairness Doctrine.

SECTION 13. MEDIA REPRESENTATION AT COUNCIL MEETINGS

- 13.1 All public meetings of the City Council and its boards/commissions shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 14. COUNCIL REPRESENTATION

- 14.1 If a Councilmember appears on behalf of the City before another governmental agency, such as the County Council or State Legislature, a community organization, or through the media, for the purpose of commenting on an issue, the Councilmember needs to state existing City policy and the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. If a Councilmember wishes to clarify the Council's position on a policy issue, they should do so by requesting a Council resolution be prepared and voted on by the Council.

Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, another governmental agency or community organization.

SECTION 15. CONFIDENTIALITY

- 15.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during Executive Sessions or which are otherwise subject to the attorney-client privilege, to ensure that the City's position is not compromised. Any Councilmember having any contact or discussion needs to make full disclosure to the Mayor, City Administrator and/or the City Council in a timely manner.

SECTION 16. PUBLIC RECORDS

- 16.1 Public records created or received by the Mayor or any Councilmember should be transferred to the City Clerk's office for retention by the City in accordance with the Public Records Law. Public records that are duplicates of those received by, or in the possession of the City, are not required to be retained. Questions about whether or not a document is a public record or if it is required to be retained should be referred to the City Clerk.

SECTION 17. CITY ADMINISTRATOR EVALUATION ANNUAL PROCESS

- 17.1 The Mayor will determine the evaluation criteria and format for the process. As the City Administrator's immediate supervisor the Mayor shall issue the final annual evaluation. Council members will be given the opportunity to provide their observations, comments and recommendations.
- 17.2 The final step of the City Administrator evaluation process is for the Mayor to prepare amendments, if any, to the City Administrator's employment contract. This contract and any amendment thereto must to be approved by the City Council at a Council meeting.

SECTION 18. MAYOR/COUNCIL PRESIDENT /VICE-PRESIDENT SELECTION PROCESS

- 18.1 Mayor. The Mayor is elected per RCW Title 35A and other applicable election laws.
- 18.2 Council President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Council President who does not serve for more than one consecutive full year.
- 18.3 Council Vice-President. At the first regular meeting in January of each year, the members of the City Council shall elect, from their number, a Vice-President who does not serve for more than one consecutive full year.

SECTION 19. CITY BOARDS/COMMISSIONS

- 19.1 Lake Stevens' boards and commissions provide an invaluable service to the City. Their advice on a wide variety of subjects aids the Mayor and Councilmembers in the decision-making process. Effective citizen participation is an invaluable tool for local government.
- 19.2 These boards/commissions are generally established by ordinance.
- 19.3 Councilmembers will be assigned as board/commission liaisons in January of each year or as needed. Staff shall provide liaisons with agenda and support material for such meetings. The liaison's role will be as an observer and not an active participant on the board or commission. The liaison may provide updates on City activities, and the liaison may report to Council on actions and activities by their assigned board or commission.
- 19.4 Appointments and reappointments of board/commission members, when vacancies and term expirations occur, shall be as follows:

1. Vacancies to the City's boards and commissions will be advertised in the City newspaper, on the City's web page, at City Hall and such other locations as are deemed appropriate. Councilmembers will be provided with copies of applications of all qualified applicants received for boards/commissions vacancies.
2. All qualified applicants for a board or commission will be interviewed by a panel consisting of the Mayor, the Department Head and/or staff liaison, the Council liaison or designee to that board or commission, up to two additional councilmembers selected to participate in the interview process for boards and commissions at the beginning of each year, and the Chairperson or designee of the board or commission the applicant applied for.
3. Following the interviews, the interview panel makes a recommendation and the Mayor nominates a candidate for appointment to the vacant position.
4. The nominated candidate will be notified and requested to complete a criminal background check. All criminal background checks will be conducted by The Human Resources Department.
5. Following successful completion of the criminal background check the Mayor reviews nominee recommendation with Council at a regular Council meeting or at a workshop session. The recommendation should include the number of applicants interviewed, qualifications, and reason for the selection.
6. Mayor appoints board/commission member with Council approval at the regular Council meeting or next regular meeting if recommendation is made at a workshop session.
7. The newly appointed board/commission member will be invited to a subsequent Council meeting to be sworn in. In the case where multiple appointments are made in one Council meeting, all appointees will be sworn in as a group.
8. If the City Council does not confirm or reject the Mayor's nomination for appointment within thirty (30) days of submittal, the Mayor may proceed with the appointment.

SECTION 20. COUNCIL SUBCOMMITTEES

- 20.1 Council subcommittees are policy review and discussion arms of the Council. Subcommittees may study issues and develop recommendations for consideration by the Council. Subcommittees may not take binding action on behalf of the City. Subcommittees generally involve three or fewer councilmembers and therefore are not subject to the Open Public Meetings act.

Subcommittees will be established on an as-needed basis by motion or other action of the City Council

At its first meeting each year, each subcommittee should select from its members a chairperson who will oversee the meeting and report on the activities of the subcommittee to the Council at regular City Council meetings during Council Business.

- 20.2 Each subcommittee will have staff support as needed and assigned by the City Administrator. Staff will work with the subcommittee chairs to set agendas, provide support materials (including any sensitive communications by staff), and prepare reports as needed. The City Clerk or designee will attend subcommittee meetings and may prepare minutes. Subcommittee meetings will not be electronically recorded.
- 20.3 Even though the Open Meetings Act does not generally apply, subcommittee meetings are open to the public for observation only; no citizen comments or participation will be allowed.
- 20.4 The Mayor or City Administrator may send issues directly to subcommittees for their review in lieu of being referred to committee by the entire Council.
- 20.5 Subcommittee appointments shall be made by the Council President or in his/her absence by the Council Vice-President. The Council President will take into account the interests, availability to serve and requests of individual Councilmembers in making subcommittee assignments.
- 20.6 Membership of each subcommittee will consist of a maximum of three (3) Councilmembers unless otherwise approved by Council.
- 20.6 The Mayor and/ or City Administrator shall be an "ex officio" member of each subcommittee.

SECTION 21. AD HOC CITIZEN ADVISORY BOARDS

21.1 PURPOSE

To effectively use valuable resources provided by the citizenry at large to deal with issues on which more citizen input is judged to be needed. Each Board shall be given a clearly defined goal and adequate information to help them understand their role in the governmental structure. Unless determined otherwise by action of the City Council the authority of such Boards will be limited to providing informal input and recommendations to the City Council.

21.2 APPOINTMENT PROCEDURES

The boards will consist of no more than five citizen members (selected by the Mayor and confirmed by the City Council), the Mayor or designee, a staff person, and Councilmember if desired.

21.3 STAFF SUPPORT

Each Ad Hoc Advisory Committee will have staff support as needed and assigned by the City Administrator. Staff will work with the committee to provide support materials and prepare reports.

SECTION 22. FILLING CITY COUNCIL VACANCIES

22.1 PURPOSE

To provide guidance to the City Council when a Lake Stevens Councilmember position becomes vacant before the expiration of the official's elected term of office. Pursuant to state law, a vacancy shall be filled only until the next regular municipal election, wherein the person elected will serve the remainder of the unexpired term.

22.2 REFERENCES

RCW 42.30.110(h) - Executive Session Allowed to Consider Qualifications of a Candidate for Appointment to Elective Office

RCW 42.30.060 - Prohibition on Secret Ballots

RCW 42.12 - Vacant Position

RCW 35A.12.050 - Vacancies - Filling of Vacancies in Council/Mayor Form of Government

22.3 APPOINTMENT PROCESS

1. A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. The Councilmember who is vacating his or her position cannot participate in the appointment process.
2. The City Council shall direct staff to begin the Councilmember appointment process and establish a notice, application, interview and appointment schedule, so that the position is filled at the earliest opportunity.
3. The City Clerk's Office shall prepare and submit to the City's Official Newspaper, with courtesy copies to all other local media outlets, a Notice of City Council Vacancy, which announces the vacancy consistent with the requirements necessary to hold public office. The City's web page and other social media may also be used to announce the Council vacancy.
4. The City Clerk's Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at Lake Stevens City Hall, on the City web site, and such other locations that the City Council deems appropriate. Copies of the advertisement will be provided to current members of City of Lake Stevens' boards and commissions.

5. Applications received by the deadline date and time will be copied and circulated, by the City Clerk's Office to the Mayor and City Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
6. The City Clerk's Office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled City Council meeting, or a special session City Council meeting.
7. The City Clerk's Office shall notify applicants of the location, date and time of City Council interviews.
8. Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.
9. Prior to the date and time of the interview the City Clerk or designee will make inquiry of each applicant to determine eligibility to hold office and to fill the Council vacancy in the City.

22.4 INTERVIEW MEETING

Depending on the number of applicants to be interviewed, each interview of an applicant/candidate shall be approximately 15 minutes in length as follows:

1. The City Council shall ask the predetermined set of questions which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions.
2. An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions.
3. The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
4. The Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

22.5 VOTING

Upon completion of the interviews, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

1. The Mayor shall ask for nominations from the Councilmembers.
2. In the case of one vacancy to be filled, balloting will continue until a nominee receives a majority of four (4) votes.

3. At any time during the balloting process, the City Council may postpone balloting until a date certain or regular meeting if a majority vote has not been received.
4. Nothing in this policy shall prevent the City Council from reconvening into Executive Session to further discuss the applicant/candidate qualifications.
5. The Mayor shall declare the nominee receiving the majority vote as the new Councilmember. The new Councilmember shall be sworn into office by any person authorized under state law to administer oaths, at the earliest opportunity or no later than the next regularly scheduled City Council meeting.
6. In the case of a tie vote, the Mayor may cast a vote.
7. If the City Council does not fill the vacancy within 90 days of the declared vacancy, the Revised Code of Washington delegates appointment powers to Snohomish County.

SECTION 23. MISCELLANEOUS

- 23.1 When Councilmembers register to attend an official conference requiring voting delegates, such as the Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

SECTION 24. SUSPENSION AND AMENDMENT OF RULES

- 24.1 Any provision of these rules not governed by state law or ordinance, may be temporarily suspended or waived by a two-thirds (2/3) majority vote of the Council.
- 24.2 These rules may be amended, or new rules adopted, by a majority vote of the Council.
- 24.3 While not required, these Rules should be reviewed approximately every 2 years for the purpose of keeping up to date with legal requirements and for purposes of confirming that actual practices conform with these rules.



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: January 22, 2019

Subject: City Council Meeting Schedule

Contact

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

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve cancellation of the March 5, 2019 Council Workshop Meeting and scheduling a Special Meeting on March 5, 2019.

SUMMARY/BACKGROUND: Council previously approved cancellation of the regularly scheduled Council meeting on March 12, 2019 due to several Councilmembers and Staff attending the National League of Cities conference in Washington, D.C. In order to conduct business that ordinarily would have been conducted at the March 12th meeting, Staff is requesting the February 5th Workshop meeting be cancelled and that a Special Meeting be scheduled in its place. The Special Meeting will be held at the Lake Stevens School District Educational Service Center (Admin. Building).

APPLICABLE CITY POLICIES: LSMC 2.08.030

BUDGET IMPACT: N/A

ATTACHMENTS: None.



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: January 22, 2019

Subject: Public Hearing for the proposed Southeast Island Annexation through an interlocal agreement with Snohomish County and assigning a City of Lake Stevens Comprehensive Plan and Zoning Designations.

Contact Joshua Machen, AICP, Planning Manager
Person/Department: Russ Wright, Community Dev. Director

Budget none
Impact:

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. Hold a public hearing on the Southeast Island Annexation, consider public comment on the proposed annexation and proposed assignment of land use and zoning designations.
2. Direct staff to work with Snohomish County to draft a Southeast Island Annexation Interlocal Agreement and to schedule a joint City of Lake Stevens and Snohomish County Council public hearing to consider the annexation and agreement.

DISCUSSION:

The city has identified an area within the Lake Stevens UGA that meets the alternative requirements under Washington State law for an island annexation. The City of Lake Stevens City Council adopted Resolution 2018-026 (Attachment A) initiating the annexation process with Snohomish County. The city has identified the area as the Southeast Island Annexation area (Exhibits A & B of Resolution 2018-026). The Southeast Island Annexation is within area #6 identified in the city's Annexation Plan adopted by Resolution 2016-021. Staff proposes that the Comprehensive Plan Designation for this area be Medium Density Residential (MDR) and that the zoning be Urban Residential (UR 7200) and Suburban Residential (SR 9600) This zoning designation is consistent with the current zoning designation in Snohomish County.

The property is approximately 37.5 acres and is currently developed with approximately 24 single-family homes in an established subdivision in the southwest corner. There is currently a subdivision being constructed in the northeast corner. As part of the negotiation the city would like to explore how to share impact fees from this subdivision with the county in addition to coordinating right-of-way improvements along South Lake Stevens Road. The remaining portions are mostly undeveloped or underdeveloped with just a few single-family homes. In accordance with Washington State law, a city may initiate negotiations with a county regarding an Island Annexation if the area to be annexed has more than 60-percent contiguous boundaries with the city. The proposed annexation area has a contiguous border with the city of Lake Stevens that is more than 70-percent.

In an effort to continue to provide additional buildable land within the city of Lake Stevens, and to meet the goals and recommendations of the Washington State Growth Management Act, staff recommends that the City Council now consider public comment and initiate a joint hearing on the Southeast Island Annexation with the Snohomish County Council to discuss adoption of an interlocal agreement.

Attachments:

- A. - Approved Resolution 2018-025 with Exhibits
- B. - Q&A from public meeting

ATTACHMENT A

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2018-026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS, WASHINGTON TO INITIATE ANNEXATION TO THE CITY OF LAKE STEVENS CERTAIN REAL PROPERTY KNOWN AS SOUTHEAST ISLAND ANNEXATION THROUGH AN INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY.

WHEREAS, the City Council of the City of Lake Stevens wishes to initiate an annexation through an interlocal agreement with Snohomish County, pursuant to the Revised Code of Washington (RCW) 35A.14.460, of the area identified in Exhibit A and generally shown in the site map Exhibit B, attached hereto and incorporated by this reference as if set forth in full; and

WHEREAS, the area identified in Exhibits A and B is within the City of Lake Stevens Urban Growth Area and at least 60 percent of the boundaries of the proposed annexation area are contiguous to the boundaries of the City of Lake Stevens; and

WHEREAS, the City of Lake Stevens has entered an Interlocal Agreement Between the City of Lake Stevens and Snohomish County Concerning Annexation and Urban Development within the Lake Stevens Urban Growth Area, recorded under Snohomish County Auditor's File Number 200511100706 to facilitate the orderly transition of services and responsibilities for capital projects from the County to the City at the time of annexation of unincorporated areas of the County to the City; and

WHEREAS, the City of Lake Stevens has adopted an Annexation Plan, under Resolution 2016-021, as a reasonable measure that provides an annexation strategy and will help address the projected population deficiency, identified in the Snohomish County 2007 Buildable Lands Report, for the Lake Stevens UGA; and

WHEREAS, the City of Lake Stevens City Council has determined that the area will be liable for any of the outstanding indebtedness of the City of Lake Stevens, and that the area will be designated upon annexation by the City's Comprehensive Plan as Medium Density Residential (MDR) and as Urban Residential (UR-7,200) and Suburban Residential (SR) Zoning to correspond to present Snohomish County zoning;

NOW, THEREFORE, the City of Lake Stevens, acting by and through its City Council, does hereby resolve as follows:

Section 1. That the City Council of the City of Lake Stevens is declaring its intent to initiate negotiations with Snohomish County for annexation through an interlocal agreement,

pursuant to the Revised Code of Washington (RCW) 35A.14.460 of the area legally described in Exhibit A and shown in Exhibit B.

Section 2. All property within the territory hereby shall be assessed and taxed at the same rate and at the same basis as property within the City of Lake Stevens, including an assumption of a proportionate share of indebtedness of all City of Lake Stevens.

Section 3. The Comprehensive Plan designation shall be Medium Density Residential (MDR) and the zoning designation shall become Urban Residential 7,200 (UR7,200) and Suburban Residential (SR 9600) for the annexation area upon the effective date of annexation.

PASSED by the City Council of the City of Lake Stevens this 11th day of September, 2018.



Marcus Tageant, Mayor Pro Tem

ATTEST:



Kathy Pugh, City Clerk

APPROVED AS TO FORM:



Grant K. Weed, City Attorney

Exhibit A

Southeast Island Annexation Area

The following tax assessor's numbers are included in the Southeast Island Annexation area in addition to any adjacent right-of-way not already located within the City of Lake Stevens:

00586900000506
00586900000507
00586900000503
00586900000504
00586900000510
00586900000511
00586900000509
00586900000502
01068600002200
01068600002100
01068600002000
01068600001900
01068600001800
01068600001700
01068600001600
01068600001500
01068600001400
01068600099900
01068600000100
01068600000200
00586900000505
01068600000300
01068600000400
01068600000500
01068600000600
01068600000700
01068600000800
01068600000900
01068600001000
01068600001100
01068600001200
01068600001300
00586900000402
00586900000401
00586900000307
00586900000309
00586900000301
00586900000302
00586900000305

00586900000306
00586900000201
00586900000202
00586900000205
00586900000207
00586900000206
00586900000208
00586900000203
00586900000204

ATTACHMENT B



City of Lake Stevens SE Island Annexation Questions:

1. What are the scale of Police Services provided by the City? **Please see attached handout describing available police support services in Lake Stevens.**
2. Does Snohomish County maintain the Watermarke Subdivision stormwater facilities? And will the City of Lake Stevens maintain them if we annex? **According to the Watermarke recorded plat, the owners within the plat are responsible for regular maintenance of the stormwater facilities serving the plat. The County will perform regular inspections and has rights to maintain the facility if it is not being properly maintained, but the owners with in the subdivision would be responsible for the cost. This would continue to be the same within the City of Lake Stevens upon annexation.**
3. Will the neighborhood have input into changes to the comprehensive plan and zoning under GMA (Growth Management Act)? **Yes, if your property is annexed into the City, then as a citizen you can be involved in the planning and future growth of the City, including participation in the comprehensive plan updates and zoning designations that will be under consideration this next year.**
4. What are the tax rates in Lake Stevens compared to Snohomish County? **See attached Annexation Fact Sheet that contains tax information.**
5. What is the proposed land-use designation for the annexation area? **The proposed Comprehensive Plan/Land Use designation for the proposed annexation area would be MDR (Medium Density Residential)**
6. What would the zoning be and what are the allowed land-uses in the zone? **The proposed zoning would be Urban Residential (UR-7,500) and Suburban Residential (SUR-9,500), this would allow for a minimum lot size of 7,500 and 9,500 square feet. The following are typically allowed permitted or conditionally permitted uses within the UR zone:**

Permitted

- Single-family Residences
- Accessory Dwelling Units
- Duplexes
- Level one Health Care Facilities
- In Home Day Care
- Home Occupations
- Wireless Communication Facilities

Conditional

- Schools
- Churches
- Outdoor Recreation Facilities
- Police/Fire Stations

7. What is the RCW that governs "Island Annexations"? **The RCW that governs Island Annexations is RCW 35.13.182 and RCW 35.13.470**



Lake Stevens Police Department

Response Time:	LSPD 1-3 Minutes SCSO 5-8 minutes
Response Locations:	LSPD – 15 minutes from anywhere within City Limits SCSO – Depends on location: East County includes I-5 to Stevens Pass
Patrol Staffing:	3-4 Officers on-duty at a time 3-4 Detectives on-duty at a time (dayshift) 1 Traffic Officer 3-5 Deputies (coverage is I-5 to Stevens Pass)
Other Police Services: (Passport, Concealment Weapon Permits, Records Requests)	LSPD – Grade Road SCSO – Everett/Monroe
Employees:	LSPD – 33 Officers are vested in City Interest. SCSO has over 230 deputies that move/transfer within the County depending on the needs
Lake Stevens:	Patrolled by LSPD

ONE COMMUNITY AROUND THE LAKE

ANNEXATION FACTS – This sheet presents a summary of city services and a fiscal overview to citizens and businesses becoming part of the city of Lake Stevens.

WHY ANNEX

- Lake Stevens is devoted to its residents and is actively investing in the community.
 - Near your neighborhood, Lake Stevens is currently working to revitalize its historic downtown and will be building a new streetscape with sidewalks, light standards and transforming North Cove Park. The city is also planning a multi-use trail along 16th Street SE from downtown to the Centennial Trail.
 - Other funded citywide projects include coordination with Washington State on regional road projects, several planned park improvements, a planned multi-use trail along portions of S. Lake Stevens Road and improvements to 20th Street SE.
- Local Government – Upon annexation, you have access to local government including city staff and elected officials. When you become a resident, you can serve on city boards and commissions and help make decisions that directly affect your quality of life and business.
- Fire service is provided by Fire District 8 – there would be no change in fire service or protection.
- The Lake Stevens Sewer District provides sewer service in city and most of the unincorporated Urban Growth Areas where available.
- Upon annexation, the Lake Stevens Police Department would provide police services instead of the Snohomish County Sheriff, which means a quicker response time and patrols that, are more frequent.
- Upon annexation, the Lake Stevens Public Works Department would provide street sweeping and public drainage maintenance.
- Garbage service is mandatory in Lake Stevens. Republic Services is the provider for many areas to be annexed. Their service coverage and rates will not change due to annexation.

TAXES AND FEES

- Local tax dollars stay in Lake Stevens to support road, parks and stormwater improvements.
- The sales tax rate in Lake Stevens is 8.9%. In Snohomish County, the sales tax rate is 8.9% for unincorporated Public Transit Benefit Area, non-Regional Transit Authority
- Currently property owners in the unincorporated area outside of Lake Stevens, if annexed would see a similar property tax rate from \$11.98 to \$11.93 per \$1,000 of assessed valuation.
- The city has a 5% utility excise tax on electricity and gas and 6% tax on telephone service. In March of 2019 these taxes on utilities will go to 6% and include water and garbage. A 2% sewer tax will also be effective in March of 2019.
- For the first sixty days after annexation, residents will be able to register their dogs/cats at no charge for a lifetime tag. If the tag is issued after the 60-day period, the \$20 fee per pet for your lifetime tags will apply. Pet licenses from the county cost \$20 or \$40 depending on if the pet is altered or not.
- Once annexed, businesses would be required to obtain a city business license.

2018 Tax Comparison

Tax	City	County
Property	\$11.93 per \$1000	\$11.98 per \$1000
Utilities excise	Gas & Electric: 5%, Water and Garbage will be added in March of 2019 and all utilities taxes will change to 6%	NA
Sewer	2%	NA
Telephone excise	6%	NA
Real Estate excise	0.5%	0.5%
Sales	8.9%	8.9%

To find out more about Lake Stevens, please visit the city's website: <http://www.lakestevenswa.gov/>



This page left blank intentionally



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: January 22, 2019

Subject: Material Change Policy of Assumed Transportation Benefit District

Contact Person/Department: Barb Stevens

Budget Impact: N/A

RECOMMENDATION(S)/DIRECTION REQUESTED OF COUNCIL:

Adopt Resolution 2019-01 Approving a Transportation Benefit District Material Change Policy

SUMMARY/BACKGROUND:

A Transportation Benefit District (TBD) is a quasi-municipal corporation and independent taxing district created for the sole purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district.

The City Council adopted Ordinance 1043 on December 18th, 2018, establishing the Transportation Benefit District, its authority, and boundaries.

Resolution 2018-34 was adopted by City Council on December 18th, 2018, setting the public hearing date concerning the City Council's intent to assume the Transportation Benefit District as January 8th, 2019.

City Council adopted Ordinance 1044 on January 8th, 2019, initiating the assumption of the rights, powers, functions, and obligations of the TBD by the City of Lake Stevens.

Resolution 2019-01 will adopt the Material Change Policy as required by RCW 36.73.160. The required policy must address material changes to cost, scope, and schedule, the level of change that will require governing body involvement, and how the governing body will address those changes to approved TBD improvements.

The material change policy provided has been modeled from multiple jurisdictions utilizing the same procedures and requirements for TBD improvements as follows:

- **Material Change to Cost:** In the event an approved TBD transportation improvement project exceeds its original cost by more than twenty percent (20%), the governing body shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. City staff shall consult with the Mayor and Council President prior to setting the public hearing.
- **Material Change to Scope:** In the event the scope of a TBD improvement project materially changes from that originally anticipated at project approval, City staff shall consult with and review the changes with the Mayor and Council President. The Mayor and Council President shall determine whether or not to convene a meeting of the City Council for discussion.
- **Material Change to Schedule:** In the event that the schedule of a TBD transportation improvement project materially changes in a way that significantly impacts other projects or funding or schedule changes exceed ninety (90) days, staff shall consult with and review such changes with the Mayor and Council President. The Mayor and Council President shall determine whether or not to convene a meeting of the City Council for discussion.

The City's Transportation Benefit District webpage provides general information about the TBD and can be found at <https://www.lakestevenswa.gov/472/Transportation-Benefit-District>

RCW 36.73.160: Transportation improvement projects—Material change policy—Annual report.

(1) The district governing body shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan. The policy must at least address material changes to cost, scope, and schedule, the level of change that will require governing body involvement, and how the governing body will address those changes. At a minimum, in the event that a transportation improvement cost exceeds its original cost by more than twenty percent as identified in a district's original finance plan, the governing body shall hold a public hearing to solicit comment from the public regarding how the cost change should be resolved.

(2) A district shall issue an annual report, indicating the status of transportation improvement costs, transportation improvement expenditures, revenues, and construction schedules, to the public and to newspapers of record in the district.

LSMC: 3.80 Assumption of Transportation Benefit District

BUDGET IMPACT: N/A

ATTACHMENTS:

- Exhibit A: Resolution 2019-01

CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON

RESOLUTION NO. 2019-01

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON
APPROVING A TRANSPORTATION BENEFIT DISTRICT MATERIAL
CHANGE POLICY**

WHEREAS, chapters 36.73 RCW and RCW 35.21.255 authorize the City of Lake Stevens City Council to establish a transportation benefit district “TBD” within the City’s jurisdiction for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels; and

WHEREAS, in Ordinance No. 1043, the City Council of the City of Lake Stevens established the Lake Stevens Transportation Benefit District as authorized by RCW 35.21.225 and subject to the provisions of RCW 36.73; and

WHEREAS, RCW 36.73.160 requires the Transportation Benefit District to adopt a policy to address major plan changes that affect project delivery or the ability to finance the plan, and address material changes to cost, scope, and schedule; the level of change that will require governing body involvement; and how the governing body will address those changes; and

WHEREAS, in Ordinance No. 1044, the City Council of the City of Lake Stevens assumed the Lake Stevens Transportation Benefit District as authorized by RCW 36.74.010.

NOW THEREFORE, BE IT RESOLVED by the City of Lake Stevens City Council the Transportation Benefit District material change policy is hereby established as follows: AS FOLLOWS:

Section 1. Material Change to Cost. In the event an approved TBD transportation improvement project exceeds its original cost by more than twenty percent (20%), the governing body shall hold a public hearing to solicit comments from the public regarding how the cost change should be resolved. City staff shall consult with the Mayor and Council President prior to setting the public hearing.

Section 2. Material Change to Scope. In the event the scope of a TBD improvement project materially changes from that originally anticipated at project approval, City staff shall consult with and review the changes with the Mayor and Council President. The Mayor and Council President shall determine whether or not to convene a meeting of the City Council for discussion.

Section 3. Material Change to Schedule. In the event that the schedule of a TBD transportation improvement project materially changes in a way that significantly impacts other projects or funding or schedule changes exceed ninety (90) days, staff shall consult with and review such changes with the Mayor and Council President. The Mayor and Council President shall determine whether or not to convene a meeting of the City Council for discussion.

PASSED by the City Council of the City of Lake Stevens this 8th day of January, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 1/22/2019

Subject: 20th Street Phase II – Supplemental Agreement #6 Perteet Engineering

Contact	Eric Durpos/Grace Kane	Budget	\$62,054.00
Person/Department:		Impact:	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to sign Supplemental Agreement #6 with Perteet Engineering in the amount of \$62,054.00

SUMMARY/BACKGROUND:

The 20th St SE. Phase 2 project provides for the widening of 20th St. SE. from 300' west of 83rd Ave. SE to the intersection of 91st Ave. SE. This section will be a five lane road section (2 general purpose lanes east and west bound with a center turn lane) The Engineer's estimate for construction is \$6,000,000. The City has been awarded a Federal Grant in the amount of \$2,500,000 and a Transportation Improvement Board (TIB) grant in the amount of \$2,600,000 for the construction of this project. Supplement #6 is to complete the design and provide bid ready documents and provide bid support.

This action is to enter into a sixth Supplemental Agreement with Perteet to bring the 90% plan set to Construction Bid Ready. The maximum amount payable to Perteet for Supplement 6 is \$62,054, which is still within the previously approved budget for this project.

APPLICABLE CITY POLICIES: Consistent with 6 year Transportation plan and Cities Capital Plan

BUDGET IMPACT:

The total estimate construction cost of the project is \$6,000,000.

\$5,100,000 in grant funds with the remainder funded with Street and Stormwater Capital funds

ATTACHMENTS:

- Standard WSDOT PSA Agreement
- Award Letter from PSRC
- Award Letter from TIB
- Perteet Scope & Fee Schedule



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>6</u>		Organization and Address Perteet, Inc. 2707 Colby Avenue, Suite 900 Everett, WA 98201	
Original Agreement Number LA 8543		Phone:	
Project Number STPUS-2664(003)	Execution Date March 9, 2015	Completion Date December 31, 2020	
Project Title 20th Street S.E., Phase II		New Maximum Amount Payable \$823,416	
Description of Work See attached Exhibit "A", Scope of Services			

The Local Agency of City of Lake Stevens
desires to supplement the agreement entered in to with Perteet, Inc.
and executed on March 9, 2015 and identified as Agreement No. LA 8543

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

See attached Exhibit "A"

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: December 31, 2020

III

Section V, PAYMENT, shall be amended as follows:

These additional services will cause an increase in the maximum amount payable in the amount \$62,054 for a new maximum amount payable of \$823,416.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Perteet, Inc. By: City of Lake Stevens


Consultant Signature

Approving Authority Signature

Date

Exhibit "A"

Scope of Services

20th Street SE Phase II Final Design and Right-of-Way Phase
(83rd Avenue SE to 91st Avenue SE)

January 2019

City of Lake Stevens



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

EXHIBIT A

Scope of Services City of Lake Stevens 20th Street SE Phase II Final Design and Right-of-Way Phase (83rd Avenue SE to 91st Avenue SE)

INTRODUCTION

The purpose of this supplemental scope of services is to assist the City of Lake Stevens in finalizing the design, including completing the Final signed contract documents (PS&E).

The project design and right-of-way acquisition is funded partially by Federal STP funds administered through WSDOT Highways and Local Programs.

Task 1 – Management/Coordination/Administration (Supplemented)

1.1 Project Management Administration

Provide additional project management administration (billing invoices, monthly progress reports) reflecting the additional design work. It is assumed that the current project duration will be extended to December 31, 2020.

1.2 Project Coordination

Participate in additional project coordination conference calls and meetings with City staff, subconsultants, and City Attorney's office. It is assumed that up to two (2) coordination meetings will be required at either the City Public Works offices. Provide coordination with subconsultants as required for as needed additional R/W certification services.

1.7 Subconsultant Contract Management

Prepare additional subconsultant agreement with Universal Field Services (UFS), for additional R/W certification services.

Deliverables:

- Monthly invoices and progress reports
- Subconsultant Agreement

Task 4 – Environmental Documentation and Permits (Supplemented)

4.4 Critical Areas Study, Wetland Mitigation Plan, and Corps 404 Permitting

The project's Critical Areas Study and Mitigation Plan will be updated to reflect the revisions directed by the City. The work elements related to this work are detailed below.

20TH STREET SE PHASE II (83RD AVENUE SE TO 91ST AVENUE SE)

Agreement with Perteet Inc.

January 2019

Work Elements:

- Revise the Critical Areas Report and mitigation drawings for the bypass outfall which currently connects directly into the fox creek culvert crossing.
- Indicate large woody debris and appropriate native plantings with soil binding/erosion protection functions to direct stormwater flows to the stream through the wetland from the outfall location.

Assumptions:

- Other project documents will not be updated.
- A revised Corps permit or NEPA change is not assumed to be necessary.
- Local permitting or SEPA modifications (if needed) will be addressed by the City.

Task 6 – Right-of-Way Acquisition (Supplemented)

6.11 Right-of-Way Certification

UFS will continue to provide assistance to City staff and the City Attorney for the review of parcel files. Since there are federal funds participating in the project, Right-of-Way Certification will be coordinated and completed through WSDOT Real Estate Services. Right-of-Way acquisition files will be prepared and completed to the satisfaction of a WSDOT Right-of-Way review to support federal aid participation. UFS will further coordinate right-of-way activities with WSDOT's Northwest Region Local Agency Coordinator, as needed through Right-of-Way Certification.

Deliverables:

- Right-of-Way Certification form for WSDOT review and approval

Task 9 – PS&E (Supplemented)

The Consultant will revise the 90% plans, specifications, and opinion of cost estimate based on the City's previous comments and prepare a Final PS&E package. This submittal will include the preparation of the Bid Schedule to be included in the Project Specifications.

9.3 Final PS&E

The Consultant will update the contract documents and prepare them for advertisement by the City. This work will include updating plan sheet references to current City and WSDOT standard plans (2018 or current); updating the project specifications to current WSDOT standard specifications (2018 version), WSDOT amendments, and special provisions and general special provisions; and updating the opinion of cost with revised quantities, including appropriate unit cost revisions.

At the request of the City, the Consultant will also prepare design and plan revisions for a revised conveyance configuration for the bypass system which connects to Fox Creek. The work elements for this work is defined below.

Work Elements:

- Revise the drainage plans to accommodate a revised conveyance configuration for the bypass system which currently connects directly into the fox creek culvert crossing.

20TH STREET SE PHASE II (83RD AVENUE SE TO 91ST AVENUE SE)

Agreement with Perteet Inc.

January 2019

- Locate and design a new energy dissipation outfall system for the revised conveyance configuration. (includes coordination with Jason)
- Update the conveyance calculations for the revised conveyance configuration.

The Consultant will submit the Final PS&E package, including the Bid Schedule, to the City for a final check print before assembling the complete contract documents. Final comments will be delivered electronically and incorporated into the final ad-ready bid documents.

Deliverables:

- Electronic copy of the final plans (half size) in PDF format via e-mail
- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF format via e-mail

9.4 Final QA/QC (New Subtask)

An internal Consultant quality assurance/quality control review of deliverables will be conducted before the submittal to the City, as well as confirmation that comments received have been addressed. A record of comments received will be maintained.

9.5 Ad-Ready Contract Documents (New Subtask)

The Consultant will prepare Final Ad-Ready signed plans, specifications, and opinion of costs, suitable for reproduction for advertisement. This task includes incorporating and responding to comments by the City on the Final check set submittal. Minor adjustments to the final plan set may be made, if required, prior to printing the signed contract documents.

Assumptions:

- No significant design changes to the project will be made at this phase of the design (vertical/horizontal, pavement section, roadway width, striping, etc.). Significant design changes to the project will be considered additional work, and may be performed through a supplement.
- The fee effort for this task assumes the City will provide one (1) set of compiled and consolidated comments reflective of all City comments from the final check set submittal. It is assumed that pre-final review comments will be minor in nature and not reflect any changes to design. If additional comments are made, or if any comments are made that alter the design, and it is determined that addressing them would cause significant changes to the plans, this may be considered additional work to be included in a supplement.
- The City may shelve the Final signed PS&E package for bid advertisement at a later date (to be determined) so that Right-of-Way negotiations can be finalized.
- The Consultant will attend one (1) comment review meeting to review and discuss all of the comments provided by the City. It is assumed the City will provide the comments to the Consultant prior to the comment review meeting.

Deliverables:

- Electronic copy of the final plans; half size and full size signed plans, in PDF format via e-mail

20TH STREET SE PHASE II (83RD AVENUE SE TO 91ST AVENUE SE)

Agreement with Perteet Inc.

January 2019

- Electronic copy of the opinion of cost summary submitted in PDF format via e-mail
- Electronic copy of the final bid documents Contract Specifications, including the Bid Schedule, submitted in PDF format via e-mail

Task 10 – Bid Support (Optional Services) (New Task)

The Consultant will support the City during the bidding phase of the project. The Consultant will respond to requests for clarifications and prepare Addendums. The effort for the assistance during bidding is limited to the fee identified in the fee schedule for each project.

10.1 Provide Bid Clarifications

The Consultant will respond to Contractor questions as requested by the City during the bidding process. The Consultant will provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification.

Deliverables:

- Written clarifications to bid questions, including text and plan sheet revisions if applicable (email format)

10.2 Addenda

The Consultant will assist the City with preparing materials to be included with up to two (2) addendums, as required.

Assumptions:

- The Consultant will prepare addendums for the City to distribute during the bidding process.
- The City will prepare the bid tabulation.
- The City will determine if the bids are responsive or not.
- The City will track bid questions and communicate with bidders.
- Perteet will assist the City in posting the bid set and addendums.
- The City will review bid tabulations against the opinion of cost (engineer's estimate).
- The effort for the preparation of the addendums will be limited to the fee hours identified in the fee worksheet.

Deliverables:

- Materials to be included with addenda, as requested, for up to two (2) addendums



Project

20th St. SE Phase II - Supp 6

Contract Start Date

12/3/2018

Last Update date

12/14/2018

Client

City of Lake Stevens

Contract End Date

12/31/2019

Perteet Project No.

20120176.001S6

PM

Kurt Ahrensfeld

Contract Duration:

12 Months

Task	Billing Rate	Sr. Associate	Sr. Associate	Sr. Associate	Lead Engineer / Mgr	Lead Engineer / Mgr	Engineer III	Engineer III	Engineer II	Lead Technician/ Designer	Technician III	Planner II	Contracts Administrator	Accountant	Total Hours	Labor Dollars
		\$71.54	\$68.42	\$65.98	\$48.96	\$48.61	\$38.15	\$39.80	\$31.27	\$43.30	\$33.80	\$39.18	\$57.63	\$29.77		
Task 1 - Management/Coordination/Administration																
1.1 - Project Management & Administration		8.00												6.00	14.00	\$751.00
1.2 - Project Coordination		4.00													4.00	\$286.00
1.7 - Subconsultant Contract Management		4.00											4.00		8.00	\$517.00
Total Task 1 - Management/Coordination/Administration		16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	6.00	26.00	\$1,554.00
Task 4 - Environmental Documentation and Permits																
4.4 - Critical Areas Study, Wetland Mitigation Plan, and Corps 404 Permitting			8.00									8.00			16.00	\$861.00
Total Task 4 - Environmental Documentation and Permits		0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	16.00	\$861.00
Task 6 - Right-of-Way Acquisition																
6.7 - Appraisal & Appraisal Review		4.00			4.00										8.00	\$482.00
6.11 - Right-of-Way Certification		2.00			4.00		4.00								10.00	\$492.00
Total Task 6 - Right-of-Way Acquisition		6.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	\$974.00
Task 9 - PS&E																
9.3 - Final PS&E		8.00		13.00	24.00		60.00	28.00	12.00		92.00				237.00	\$9,493.00
9.4 - Final QA/QC						8.00									8.00	\$389.00
9.2 - Ad-Ready Contract Documents		4.00		4.00	8.00		16.00	8.00	4.00	20.00					64.00	\$2,862.00
Total Task 9 - PS&E		12.00	0.00	17.00	32.00	8.00	76.00	36.00	16.00	20.00	92.00	0.00	0.00	0.00	309.00	\$12,744.00
Task 10 - Bid Support (Optional Service)																
10.1 - Provide Bid Clarifications		4.00			8.00										12.00	\$678.00
10.2 - Addenda		4.00			8.00		8.00			8.00					28.00	\$1,329.00
Total Task 10 - Bid Support (Optional Service)		8.00	0.00	0.00	16.00	0.00	8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	40.00	\$2,007.00
Total Hours		42.00	8.00	17.00	56.00	8.00	88.00	36.00	16.00	28.00	92.00	8.00	4.00	6.00	409.00	
Total Dollars		\$3,005.00	\$547.00	\$1,122.00	\$2,742.00	\$389.00	\$3,357.00	\$1,433.00	\$500.00	\$1,212.00	\$3,110.00	\$313.00	\$231.00	\$179.00		\$18,140.00

Subconsultant Fees:	Cost	Markup	Bill
Universal Field Services	4,356		4,356
Totals:	4,356		4,356

SUMMARY		
Direct Salary Cost		\$18,140.00
Overhead Cost	186.07 %	\$33,753.00
Fee 32%		\$5,805.00
Labor		\$57,698.00
Expenses		\$0.00
Subconsultants		\$4,356.00
CONTRACT TOTAL		\$62,054.00



Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

June 13, 2018

Pertect, Inc.
2707 Colby Avenue, Suite 900
Everett, WA 98201

Subject: Acceptance FYE 2017 ICR – Audit Office Review

Dear Ms. Denice Moan:


Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2017 Indirect Cost Rate (ICR) of 186.07% (rate includes 0.29% Facilities Capital Cost of Money). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 705-7019 or via email consultantrates@wsdot.wa.gov.

Regards;

 Jonson, Erik
Jun 14 2018 7:39 AM

cosign

ERIK K. JONSON
Manager, Consultant Services Office

EKJ:rck

Certification of Final Indirect Costs

Firm Name: Pertee Inc.

Indirect Cost Rate Proposal: 186.07

Date of Proposal Preparation (mm/dd/yyyy): 05/25/2018

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): 01/01/2017 to 12/31/2017

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.

2.) This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: 

Name of Certifying Official* (Print): Crystal L. Donner

Title: President/CEO

Date of Certification (mm/dd/yyyy): 05/25/2018

*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at:
<http://www.fhwa.dot.gov/legregs/directives/orders/44701a.htm>

Perteet, Inc.
Indirect Cost Rate Schedule
For the Year Ended December 31, 2017

Description	Financial Statement Amount	Perteet Adj.	WSDOT Adj.	Ref.	Accepted Amount	%	
Direct Labor	<u>\$3,520,054</u>	<u>\$0</u>	<u>\$0</u>		<u>\$3,520,054</u>	100.00%	
Fringe Benefits:							
Vacation, Sick, & Holiday	\$823,776				\$823,776	23.40%	
Payroll Taxes	537,834				537,834	15.28%	
Health Insurance	567,494				567,494	16.12%	
Profit Sharing (401k)	273,050				273,050	7.76%	
Profit Sharing (ESOP)	115,000				115,000	3.27%	
Fringe Benefit Adjustment	-	(4,754)		O	(4,754)	-0.14%	
Total Fringe Benefits	<u>\$2,317,154</u>	<u>(\$4,754)</u>	<u>\$0</u>		<u>\$2,312,400</u>	<u>65.69%</u>	
General Overhead:							
Employee Incentives/Bonuses	\$109,686	(\$18,560)		D	\$91,126	2.59%	
Indirect Labor	1,414,150	(33,424)		R	1,380,726	39.22%	
All Hours Offset	(123,225)				(123,225)	-3.50%	
Bid & Proposal Labor	833,983	(10,155)		A	823,828	23.40%	
Auto Expense	133,583	(53,320)		B	80,263	2.28%	
Bank & Service Fee	2,037	(1,374)		C	664	0.02%	
Communications	138,713				138,713	3.94%	
Computer Expenses	293,713				293,713	8.34%	
Conferences & Meetings	20,806	(1,719)		R	19,087	0.54%	
Copier Expense	78,927				78,927	2.24%	
Depreciation - Book Basis	146,558				146,558	4.16%	
Dues & Memberships	27,591	(9,509)		E	18,082	0.51%	
Entertainment	18,106	(18,106)		F	-	0.00%	
Insurance	118,312				118,312	3.36%	
Licenses & Fees	4,201				4,201	0.12%	
Meals	26,135	(24,147)		G	1,988	0.06%	
Miscellaneous	124				124	0.00%	
Outside Services	44,599	(65)		G	44,533	1.27%	
Payroll & Benefit Processing	13,703				13,703	0.39%	
Postage & Delivery Services	5,363				5,363	0.15%	
Professional Services	92,978	(17,029)		T/V	75,949	2.16%	
Recruiting	2,055				2,055	0.06%	
Rent	754,966	(33,555)		P	721,411	20.49%	
Repairs & Maintenance	570				570	0.02%	
Reproduction	1,805				1,805	0.05%	
Seminars & Training	33,130	(245)		L	32,885	0.93%	
Staff Functions	22,781	(22,781)		I	-	0.00%	
Subscriptions & Publications	9,041				9,041	0.26%	
Supplies	47,265	(2,504)		Q	44,761	1.27%	
Travel & Lodging	39,262	(6,414)		J	32,848	0.93%	
Advertising	1,332	(1,332)		A	-	0.00%	
Bad Debt Expense	99	(99)			-	0.00%	
Contributions	10,111	(10,111)		K	-	0.00%	
Gifts	2,493	(2,493)		L	-	0.00%	
Interest	19,873	(19,873)		M	-	0.00%	
Sponsorships	6,900	(6,900)		N	-	0.00%	
Taxes - Business & Property	239,083				239,083	6.79%	
Gain (Loss) on Disposal of Assets	(15,566)				(15,566)	-0.44%	
Less: Offsets for Direct Costs	(54,354)				(54,354)	-1.54%	
Total General Overhead	<u>\$4,520,889</u>	<u>(\$293,715)</u>	<u>\$0</u>		<u>\$4,227,173</u>	<u>120.09%</u>	
Total Overhead Costs	<u>\$6,838,042</u>	<u>(\$298,469)</u>	<u>\$0</u>		<u>\$6,539,573</u>	<u>185.78%</u>	0.00%
Overhead Rate	194.26%	185.78%			185.78%		
Facilities Cost of Capital		<u>\$10,101</u>		U	<u>\$10,101</u>	0.29%	
		<u>\$6,549,674</u>			<u>\$6,549,674</u>		
Overhead Rate (Including FCCM)		<u>186.07%</u>			<u>186.07%</u>		

**Perteet, Inc.
Indirect Cost Rate Schedule
For the Year Ended December 31, 2017**

Description	Financial Statement	Perteet Adj.	WSDOT Adj.	Ref.	Accepted	%
	Amount				Amount	

*Perteet, Inc. - In Process
"Overhead Rate still subject to WSDOT Audit"*

References

Perteet Adjustments:

- A Advertising and Legal Expenses not allowed. 48CFR 31.205, 48CFR31.205-47
- B Personal commute unallowable per 48 CFR 31.205-6(m)(2): \$11,032
Auto allowance not allowable, Auto Allowances, \$26,400 less \$10,431 Company use portion
Parking of personal vehicles unallowable per 48 CFR 31.205-6, \$26,319
- C Bank Interest and Fees for credit unallowable per 48 CFR 31.205-20 and 31.205-15.
- D Anniversary Bonuses not performance based (\$18,560); deemed unallowable per 48 CFR 31.205-6(f)
- E Lobbying costs unallowable per 48 CFR 31.205-22.
- F Entertainment costs unallowable per 48 CFR 31.205-14.
- G Local meals unallowable per 48 CFR 31.205-46(a)(2)(i)
- I Staff function expenses unallowed per 48 CFR 31.205-14
- J Travel Expense not allowed under FAR 31-205.46
- K Contributions and event sponsorships unallowable per 48 CFR 31.205-8.
- L Gifts unallowable per 48 CFR 31.205-13(b).
- M Interest unallowable per 48 CFR 31.205-20.
- N Sponsorships for events whose purpose is not technical or stimulation of production is unallowed under 31.205-1(f)(3)
- O Fringe benefits associated with labor deemed unallowable per 48 CFR 31.201-6(a).
- P Sublease amount received for Seattle Office Space 48 CFR 31.201-5
- Q Disposable Supplies CM and Survey supplies, party supplies unallowable 48 CFR 31.205-13
- R Scholarship & Award Gala costs and labor unallowable per 48 CFR 31.201-2 and 31.205-14
Social activities costs and labor not allowed per 31.205-14
- T Public Relations and Advertising costs unallowable per FAR 31.205-1
- U FCCM Calculation per 48 CFR 31.205-10
- V Legal Expenses not allowable per 48 CFR 31.204-47(b)(4)



Puget Sound Regional Council

1011 WESTERN AVENUE, SUITE 500 \\\ SEATTLE, WA 98104-1035 \\\ psrc.org \\\ 206-464-7090

October 31, 2018

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

Dear Mayor Spencer:

Congratulations! I'm pleased to let you know that the City of Lake Stevens is receiving \$2,500,000 in PSRC funding for the following project(s):

PROJECT	AWARD AMOUNT	FUNDING SOURCE	FUNDING DEADLINE
20th Street SE Phase II - Segment 1	\$2,500,000	FHWA	June 1, 2022

The PSRC Executive Board voted in October to award federal funds to priority projects that will improve local and regional mobility. Final approval by the Governor and federal funding agencies is expected in early 2019.

PSRC's merit-based project selection process is rigorous and helps identify the highest priority projects that will improve local and regional mobility and help achieve our long-range Regional Transportation Plan. The projects are part of a \$6.4 billion Transportation Improvement Program for 2019-2022 that includes state highway improvements, light rail and bus rapid transit service, bicycle and pedestrian facilities, and investments in city and county roads.

As the region continues to grow at fast pace, we are grateful for partners like you working to improve mobility, support a growing economy, and sustain a healthy environment and quality of life for people in the region. Thank you for your leadership and for the excellent work by your staff. I look forward to continuing to partner with you on efforts to help the region thrive now and into the future.

Sincerely,

Josh Brown
Executive Director, Puget Sound Regional Council

*Congratulations Mayor!
Great project!
Josh*

CC: Eric Durpos, Public Works Director



RECEIVED
NOV 26 2018
CITY OF LAKE STEVENS

Washington State Transportation Improvement Board

TIB Members

Chair
Mayor Glenn Johnson
City of Pullman

Vice Chair
Commissioner Richard Stevens
Grant County

Amy Asher
RiverCities Transit

Alyssa Ball
Office of Financial Management

Aaron Butters, P.E.
HW Lochner Inc.

Jeff Carpenter, P.E.
WSDOT

Barbara Chamberlain
WSDOT

Elizabeth Chamberlain
City of Walla Walla

Mike Dahlem
City of Sumner

Sue Dreier
Pierce Transit

Commissioner Terri Drexler
Mason County

John Klekotka, P.E.
Port of Everett

Commissioner Robert Koch
Franklin County

John Koster
County Road Administration Board

Colleen Kuhn
Human Services Council

Mayor Ron Lucas
Town of Steilacoom

Mick Matheson, P.E.
City of Mukilteo

David Ramsay
Feet First

Councilmember Mike Todd
City of Mill Creek

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
Fax: 360-586-1165
www.tib.wa.gov

November 16, 2018

Mr. Eric Durpos, P.E.
Public Works Director
City of Lake Stevens
Post Office Box 257
Lake Stevens, WA 98258-0257

Dear Mr. Durpos:

Congratulations! We are pleased to announce the selection of your project, 20th Street SE, 83rd Ave SE to 91st Ave SE, TIB project number 8-1-146(001)-1.

Total TIB funds for this project are \$2,603,000.

Before any work is allowed on this project, you must:

- Verify the information on the Project Funding Status Form, revise if necessary, and sign;
- Submit the section of your adopted Six Year Transportation Plan listing this project;
- Sign both copies of the Fuel Tax Grant Distribution Agreement; and
- Return the above items to TIB;

You may only incur reimbursable expenses after you receive approval from TIB.

In accordance with RCW 47.26.084, you must certify full funding by November 16, 2019 or the grant may be terminated. Grants may also be rescinded due to unreasonable project delay as described in WAC 479-05-211.

If you have questions, please contact Greg Armstrong, TIB Project Engineer, at (360) 586-1142 or e-mail GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council **Agenda** January 22, 2019
Date: _____

Subject: Trail Master Plan

Contact Russ Wright **Budget** \$50,000
Person/Department: Community Development Director **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Discuss needs scope of Trail Master Plan

BACKGROUND:

Planning and Community Development staff intend to solicit an RFQ for a trail master plan in the 1st Quarter of 2019.

DISCUSSION:

Developing a trail master plan has been a capital project identified in the city's Park Plan. Council authorized a budget for the trail master plan from the city's park impact fees. The goal of this project would be to develop an alignment(s) for a north / south trail under the power lines and any spur trails, recreation areas and trail heads. The plan should also recommend alignments for other connecting multi-use trails and paths throughout the city. The plan will also include standard cross-sections. The consultant will also be responsible to identify ownership along the power line corridor, suggest acquisition strategies and provide development standards approved by the utilities.

Staff is looking for direction from Council on any other elements that they would like before soliciting consultants.