



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

Tuesday, February 5, 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	2020 City Council Retreat Update	
CONSENT AGENDA	<ul style="list-style-type: none">*A Approve 2019 Vouchers*B Approve First Amendment to Family Center Lease*C Approve Resolution 2019-06 re North Cove Park Improvements*D Authorize Purchase of New Collar for RAIV Marine Vessel*E Approve Interlocal Agreement with Snohomish Health District re 2019 Per Capita Funding*F Approve (1) Agreement for Funding between City of Lake Stevens and Lake Stevens Senior Center and (2) Amendment No 1 to Property/Facility Use Contract with Lake Stevens Senior Center	<ul style="list-style-type: none">BarbGeneRussJohn D.GeneTeri

Lake Stevens City Council Special Meeting Agenda

February 5, 2019

- *G Approve Re-enactment of Resolution 2019-04
re Providing Relocation Assistance

Russ

PUBLIC HEARING:

ACTION ITEMS:

- DISCUSSION ITEMS:** G Video Presentation Re Art in Parks
*H Police Department Strategic Plan
*I Pavilion Design

Russ
John D.
Gene/Russ

EXECUTIVE SESSION: Potential Litigation
Real Property Sale/Acquisition

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.



**CITY DEPARTMENT REPORT
CITY COUNCIL SPECIAL MEETING
February 5, 2019**

Public Works

- Wood Environment & Infrastructure Solutions, Inc., Supplement No. 1 to Professional Services Agreement re North Cove Park Archaeological Monitoring Services - \$10,569.00
- American Abatement and Demo: Pre demolition abatement of asbestos and hazardous materials at Community Center and Family Center - \$26,545.25
- Barrett Services, Inc.: Trucking and hauling services related to North Cove Park and City Shop Projects – Not to Exceed \$35,000
- MJ Neal Associates, Architects, PLLC: Building evaluation and redesign of City Shop -- \$92,000
- Bruce C. Allen & Associates dba Valbridge Property Advisors|Puget Sound: appraisals on four separate properties – Not to Exceed \$12,000



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BLANKET VOUCHER APPROVAL
2019

Payroll Direct Deposits	1/25/2019	\$230,325.21
Payroll Checks	47046	\$1,766.76
Tax Deposit(s)		\$89,955.16
Electronic Funds Transfers	ACH	\$86,171.13
Claims	47047-47128	\$311,037.38
Void Checks	46958, 46977	(\$20,661.91)
Total Vouchers Approved:		\$698,593.73

This 5th day of February 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

February 5th, 2019



City Expenditures by Type on this voucher packet

Personnel Costs	\$	232,092	33%
Payroll Federal Taxes	\$	86,171	12%
Quarterly L&I	\$	30,267	4%
Retirement Benefits - Employer	\$	52,735	8%
Other Employer paid Benefits	\$	43,382	6%
Employee paid benefits - By Payroll	\$	9,570	1%
Supplies	\$	36,368	5%
Professional Services *	\$	89,629	13%
Intergovernmental	\$	60,408	9%
Capital	\$	78,634	11%
Void Check	\$	(20,662)	-3.0%
Total	\$	698,594	100%

Large Purchases

* 2018 Annual Voter Registration - \$36,929



Total for Period
\$487,163.67

Checks to be approved for period 01/17/2019 - 01/30/2019

Vendor: Ace Hardware
Check Number: 47054

Invoice No	Check Date	Account Number	Account Name	Description	Amount
61649	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Electric Dremel Engraver	\$28.30
61688	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	LED Lights/Outdoor Socket	\$19.38
61688	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	LED Lights/Outdoor Socket	\$19.39
61715	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Masking Paper/Tape/Putty Knife	\$50.78
61733	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Entry Knob/Window/Stud S-Dry	\$113.84
61733	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Entry Knob/Window/Stud S-Dry	\$113.84
61741	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	DropCloth/Sander Pole/Paint Mixer/Sandscreen	\$25.10
61741	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	DropCloth/Sander Pole/Paint Mixer/Sandscreen	\$25.10
61744	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Sawzal Blade	\$13.60
61744	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Sawzal Blade	\$13.61
61765	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Clorox Cleaner/Shutoff Hose	\$17.61
61792	1/30/2019	001 008 521 20 31 02	LE-Minor Equipment	Keys	\$10.85
61811	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Bit Carbide	\$11.97
					\$463.37

Vendor: Alpine Fire and Safety Systems Inc
Check Number: 47055

Invoice No	Check Date	Account Number	Account Name	Description	Amount
50670	1/30/2019	001 008 521 50 30 00	LE-Facilities Supplies	First Aid Supplies	\$177.07
					\$177.07

Vendor: American Abatement and Demo LLC
Check Number: 47047

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1560	1/24/2019	305 010 594 76 60 00	North Cove Park Capital	Family Center Asbestos Removal Deposit	\$7,840.80
					\$7,840.80

Vendor: Anderson
Check Number: 47056

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021419 ANDERSON	1/30/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals ARIDE Seattle - A Anderson	\$46.00
					\$46.00

Vendor: Appraisal Group of the Northwest LLP
Check Number: 47057

Invoice No	Check Date	Account Number	Account Name	Description	Amount
A5658	1/30/2019	301 016 544 40 41 00	Street Op - P&D - 20th St SE	Appraisal ROW 20th St SE/83rd Ave SE	\$4,000.00
					\$4,000.00

Vendor: Axon Enterprise Inc
Check Number: 47058

Invoice No	Check Date	Account Number	Account Name	Description	Amount
SI-1571291	1/30/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Taser Handles/Tactical Battery Packs/Warranty	\$823.28
					\$823.28

Vendor: Cadman Inc
Check Number: 47059

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1656561	1/30/2019	101 016 594 42 64 00	ST-Capital Expenditures	Full Size Utility Std Qry - PW Shop Remodel	\$546.00
1656561	1/30/2019	410 016 594 31 60 01	SW - Capital Expenditure	Full Size Utility Std Qry - PW Shop Remodel	\$546.00
1656692	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Full Size Utility Std Qry	\$546.00
1656692	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Full Size Utility Std Qry	\$546.00
5576972	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Street Sweeping Disposal	\$160.45
5576972	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Street Sweeping Disposal	\$160.45
5579334	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Street Sweeping Disposal	\$393.65
					\$2,898.55

Vendor: Canon Financial Services Inc
Check Number: 47060

Invoice No	Check Date	Account Number	Account Name	Description	Amount
19660741	1/30/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Copier Maintenance - CH Jan 2019	\$285.00
19661607	1/30/2019	101 016 542 30 48 00	ST-Repair & Maintenance	Copier Maintenance - City Shop Jan 2019	\$17.06
19661607	1/30/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Copier Maintenance - City Shop Jan 2019	\$17.07
					\$319.13

Vendor: Carlson
Check Number: 47061

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012019 1ALLPHAS	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Chip Limbs from Dropped Trees North Cove Park	\$2,450.00
012019 2ALLPHAS	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Drop Trees North Cove Park	\$7,623.00
012019 3ALLPHAS	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Remove Additional Cedar Trees North Cove Park	\$4,356.00
					\$14,429.00

Vendor: Central Welding Supply
Check Number: 47062

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EV262712	1/30/2019	101 015 543 30 31 00	ME - Operating Costs	Steel Wire	\$109.10
					\$109.10

Vendor: Chilwon Corporation
Check Number: 47063

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LSPD005	1/30/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	Uniform Cleaning - PD	\$323.65
					\$323.65

Vendor: CI Technologies Inc
Check Number: 47064

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8730	1/30/2019	001 008 521 20 41 01	LE-Professional Serv-Fixed	IAPro Internal Affairs Software Annual Maint	\$1,200.00
					\$1,200.00

Vendor: City of Everett
Check Number: 47065

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I19000595	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	TMOL Samples	\$120.00
I19000611	1/30/2019	001 008 554 30 51 00	LE-Animal Control	Animal Control Services Dec 2018	\$1,295.00
					\$1,415.00

Vendor: City of Everett
Check Number: 47066

Invoice No	Check Date	Account Number	Account Name	Description	Amount
010340 0119	1/30/2019	101 016 543 50 47 00	ST-Utilities	Water Service 9306 20th St SE	\$27.03
					\$27.03

Vendor: City of Marysville
Check Number: 47067

Invoice No	Check Date	Account Number	Account Name	Description	Amount
POLIN 18-0141	1/30/2019	001 008 523 60 51 00	LE-Jail	Prisoner Housing Yakima Nov 2018	\$1,519.00
POLIN 18-0147	1/30/2019	001 008 523 60 51 00	LE-Jail	Prisoner Housing Marysville Nov 2018	\$6,539.29
POLIN 18-0151	1/30/2019	001 008 523 60 51 00	LE-Jail	Prisoner Medical Dec 2018	\$150.00
POLIN 18-0153	1/30/2019	001 008 523 60 51 00	LE-Jail	Prisoner Housing Yakima Dec 2018	\$57.95
POLIN 18-0156	1/30/2019	001 008 523 60 51 00	LE-Jail	Prisoner Housing Marysville Dec 2018	\$7,251.66
					\$15,517.90

Vendor: Code Publishing Co Inc
Check Number: 47068

Invoice No	Check Date	Account Number	Account Name	Description	Amount
62307	1/30/2019	001 003 514 20 41 00	CC-Professional Services	Web Update Ords 1035/1038-1040/1042/1045-1046	\$612.49
					\$612.49

Vendor: Crystal Springs
Check Number: 47069

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16015194 010519	1/30/2019	001 008 521 50 30 00	LE-Facilities Supplies	Bottled Water - Police Department	\$156.58
					\$156.58

Vendor: Darling Sons Intl LLC
Check Number: 47070

Invoice No	Check Date	Account Number	Account Name	Description	Amount
21387	1/30/2019	530 016 594 48 60 00	Purchase Of Capital Equipment	New Cross Country 3 Axle Tilt Bed Trailer	\$31,771.50
					\$31,771.50

Vendor: Dept of Labor and Industries
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q4 2018	1/30/2019	001 000 281 00 00 00	Payroll Liability Taxes	Q4 2018 Workers Compensation Insurance	\$30,266.93

Q4 2018	1/30/2019	001 008 521 20 24 00	LE-Workers Comp	Q4 2018 Workers Compensation Insurance	\$6.85
Q4 2018	1/30/2019	001 010 576 80 24 00	PK-Workers Comp	Q4 2018 Workers Compensation Insurance	\$133.45
Q4 2018	1/30/2019	001 013 518 30 24 00	GG-Workers Comp	Q4 2018 Workers Compensation Insurance	\$0.15
Q4 2018	1/30/2019	101 016 542 30 24 00	ST-Workers Comp	Q4 2018 Workers Compensation Insurance	\$133.45
Q4 2018	1/30/2019	410 016 531 10 24 00	SW-Workers Comp	Q4 2018 Workers Compensation Insurance	\$133.45

\$30,674.28

Vendor: Dept of Retirement (Deferred Comp)

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	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
012519	1/24/2019	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	\$52,734.87
					\$52,734.87

Vendor: Dicks Towing Inc

Check Number: 47071

Invoice No	Check Date	Account Number	Account Name	Description	Amount
188285	1/30/2019	001 008 521 20 41 00	LE-Professional Services	Evidence Towing/Impound 2019-00363	\$468.97
69432	1/30/2019	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2018-26646	\$126.16
					\$595.13

Vendor: DiJulio

Check Number: 47072

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8756	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	LED String Light Bulbs Multicolor Winterfest 2018	\$3,745.19
					\$3,745.19

Vendor: Dooley Enterprises

Check Number: 47073

Invoice No	Check Date	Account Number	Account Name	Description	Amount
56029	1/30/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Ammunition	\$701.69
					\$701.69

Vendor: Economic Alliance Sno Co

Check Number: 47074

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2019-125	1/30/2019	001 013 518 90 49 02	GG-Economic Alliance	2019 EASC Annual Investment	\$3,000.00
					\$3,000.00

Vendor: EFTPS

Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	\$86,171.13
					\$86,171.13

Vendor: Employment Security Department
Check Number: 47075

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Q4 2018	1/30/2019	501 000 517 60 49 00	Payment to Claimants	Q4 2018 Payments to Claimants	\$2,906.00
					\$2,906.00

Vendor: Epic Land Solutions Inc
Check Number: 47076

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0119-0862	1/30/2019	001 007 558 50 41 00	PL-Professional Serv	Tenant Relocation Consultant Fee	\$4,968.53
					\$4,968.53

Vendor: Everett Stamp Works
Check Number: 47077

Invoice No	Check Date	Account Number	Account Name	Description	Amount
26099	1/30/2019	001 007 558 50 31 00	PL-Office Supplies	Name Plate - J Machen	\$15.19
26179	1/30/2019	001 007 558 50 31 00	PL-Office Supplies	Name Plate - J Machen	\$15.19
					\$30.38

Vendor: Everett Steel Inc
Check Number: 47078

Invoice No	Check Date	Account Number	Account Name	Description	Amount
246464	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Flat Bar/Steel Angle/Diamond Floor Plate - New Trailer	\$220.97
246464	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Flat Bar/Steel Angle/Diamond Floor Plate - New Trailer	\$220.97
					\$441.94

Vendor: Farmers Equipment Co
Check Number: 47079

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WB64362	1/30/2019	410 016 531 10 48 00	SW-Repairs & Maintenance	Tractor Repair-Flywheel/Clutch/Brake Oil/Labor	\$10,714.67
					\$10,714.67

Vendor: Fastenal Company
Check Number: 47080

Invoice No	Check Date	Account Number	Account Name	Description	Amount
WAARN126149	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Winter Gloves	\$194.80
WAARN126149	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Winter Gloves	\$194.80
WAARN126149	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Winter Gloves	\$194.80
WAARN126516	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Ice Gloves	\$117.06
					\$701.46

Vendor: FBI - LEEDA
Check Number: 47081

Invoice No	Check Date	Account Number	Account Name	Description	Amount
200022819	1/30/2019	001 008 521 40 49 01	LE-Registration Fees	Distance Learning Basic Supervisor Liability - M Hingtgen	\$350.00
					\$350.00

Vendor: Fiske

Check Number: 47082

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022519 FISKE	1/30/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Interview Techniques Burien - Fiske	\$228.00
					\$228.00

Vendor: Good

Check Number: 47083

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011819 GOOD	1/30/2019	001 002 513 11 43 00	AD-Travel & Meetings	PerDiem - Meal Council Retreat 2019 - J Good	\$25.00
					\$25.00

Vendor: Grainger

Check Number: 47084

Invoice No	Check Date	Account Number	Account Name	Description	Amount
9065091366	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Bar/Chain Oil	\$146.20
					\$146.20

Vendor: Granite Construction Supply

Check Number: 47085

Invoice No	Check Date	Account Number	Account Name	Description	Amount
262_00075087	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	PN North Cove Park Redevelopment Project Sign	\$548.50
262_00075127	1/30/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Anchor	\$268.77
262_00075128	1/30/2019	101 016 542 64 31 00	ST-Traffic Control - Supply	Hoodie/Tee Shirts	\$187.86
					\$1,005.13

Vendor: Griffen

Check Number: 47086

Invoice No	Check Date	Account Number	Account Name	Description	Amount
8Z0615829	1/30/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
8Z0741212	1/30/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$300.00
8Z0857920	1/30/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$262.50
8Z1162788	1/30/2019	001 011 515 91 41 00	LG-General Indigent Defense	Public Defender Services	\$262.50
					\$1,125.00

Vendor: Heinemann

Check Number: 47087

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022519HEINEMANN	1/30/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals Interview Techniques Burien - Heinemann	\$228.00
					\$228.00

Vendor: Hingtgen

Check Number: 47088

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022719 HINGTGEN	1/30/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals RDS Training Hoquiam WA - Hingtgen	\$162.00
					\$162.00

Vendor: Home Depot
Check Number: 47089

Invoice No	Check Date	Account Number	Account Name	Description	Amount
3016641	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Underlayment/Courtship/Flooring Installation Kit	\$222.33
3016641	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Underlayment/Courtship/Flooring Installation Kit	\$222.34
4013949	1/30/2019	101 016 594 42 64 00	ST-Capital Expenditures	Risers/Bulk Markers - Shop Remodel	\$109.46
4016438	1/30/2019	101 016 594 42 64 00	ST-Capital Expenditures	Drywall/Knife Set/Tape/Insulation/Mudpan - Shop Remodel	\$322.60
4143200	1/30/2019	101 016 594 42 64 00	ST-Capital Expenditures	Plywood - Shop Remodel	\$1,032.37
6014963	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Primer/Insulation/Rotosaw/Zipbit	\$217.21
6014963	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Primer/Insulation/Rotosaw/Zipbit	\$217.20
					\$2,343.51

Vendor: Honey Bucket
Check Number: 47090

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0550936194	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Fencing for North Cove Park Project	\$1,012.77
					\$1,012.77

Vendor: Horizon Distributors Inc
Check Number: 47091

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2M078678	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Turfgr/Herbicide/Spreader	\$1,045.64
					\$1,045.64

Vendor: HSA Bank
Check Number: 47048

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contriubutions	\$42,610.99
					\$42,610.99

Vendor: J Thayer Company Inc
Check Number: 47092

Invoice No	Check Date	Account Number	Account Name	Description	Amount
1321293-0	1/30/2019	001 008 521 20 31 00	LE-Office Supplies	Keyboard	\$96.04
1322034-0	1/30/2019	001 004 514 23 31 00	FI-Office Supplies	AP File Folders	\$126.45
1322034-0	1/30/2019	001 005 518 10 31 00	HR-Office Supplies	Folders/Labels	\$122.50
1322034-0	1/30/2019	001 007 558 50 31 00	PL-Office Supplies	Folders	\$54.40
1322034-0	1/30/2019	001 013 518 20 31 00	GG-Operating Costs	Banker Boxes/Pens/Paper Pads	\$85.71
1322034-0	1/30/2019	101 016 544 90 31 01	ST-Office Supplies	Expo Markers	\$3.46
1322034-0	1/30/2019	410 016 531 10 31 01	SW-Office Supplies	Expo Markers	\$3.46
1322712-0	1/30/2019	001 008 521 20 31 00	LE-Office Supplies	Envelopes/Toner	\$104.49
1323062-0	1/30/2019	001 008 521 20 31 00	LE-Office Supplies	Mailer Self Seal	\$40.37
					\$636.88

Vendor: Jones
Check Number: 47093

Invoice No	Check Date	Account Number	Account Name	Description	Amount
25946	1/30/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Windshield Repair 2018 Ford Explorer 1880	\$369.74
					\$369.74

Vendor: KPG Inc PS
Check Number: 47094

Invoice No	Check Date	Account Number	Account Name	Description	Amount
12-2318	1/30/2019	305 016 595 30 60 02	Main Street Project	Main Street Improvements	\$13,841.16
					\$13,841.16

Vendor: Lake Industries LLC
Check Number: 47095

Invoice No	Check Date	Account Number	Account Name	Description	Amount
278742	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Drain Rock - North Cove	\$132.20
					\$132.20

Vendor: Lake Stevens Police Guild
Check Number: 47049

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	\$1,143.50
					\$1,143.50

Vendor: Land Development Consultants Inc
Check Number: 47096

Invoice No	Check Date	Account Number	Account Name	Description	Amount
17787	1/30/2019	001 007 558 60 41 00	PL-UGA-RUTA-Annexation	LS Buildable Land Analysis	\$2,343.75
					\$2,343.75

Vendor: Larson
Check Number: 47097

Invoice No	Check Date	Account Number	Account Name	Description	Amount
LSPD-01-2019	1/30/2019	001 008 521 40 49 01	LE-Registration Fees	AR15 Armorer Course Registration - Wells	\$350.00
					\$350.00

Vendor: LN Curtis & Sons
Check Number: 47098

Invoice No	Check Date	Account Number	Account Name	Description	Amount
INV214225	1/30/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Name Pin Jewell	\$23.85
INV241871	1/30/2019	001 008 521 20 31 04	LE-Donation Exp - Other	Short Sleeve Polo Explorer Uniform	\$60.93
INV246348	1/30/2019	001 008 521 20 31 05	LE-Equipment - New Officers	Namebadge/Service Award Tab	\$22.76
INV246904	1/30/2019	001 008 521 20 31 02	LE-Minor Equipment	Breakaway Safety Vest with Logo	\$71.19
INV247738	1/30/2019	001 008 521 20 31 02	LE-Minor Equipment	Mace Pouch	\$20.64
INV247774	1/30/2019	520 008 594 21 63 00	Capital Equipment	Safety Vests	\$243.63
INV249653	1/30/2019	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pepperspray	\$78.65
					\$521.65

Vendor: Lyons
Check Number: 47099

Invoice No	Check Date	Account Number	Account Name	Description	Amount
021419 LYONS	1/30/2019	001 008 521 20 43 00	LE-Travel & Per Diem	PerDiem - Meals ARIDE Seattle - C Lyons	\$46.00
					\$46.00

Vendor: Mach Publishing Co Inc
Check Number: 47100

Invoice No	Check Date	Account Number	Account Name	Description	Amount
812878	1/30/2019	001 007 558 50 41 03	PL-Advertising	Help Wanted - Assistant Planner	\$125.33
					\$125.33

Vendor: Michael
Check Number: 47101

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022219 MICHAEL	1/30/2019	001 008 521 20 31 07	LE - Donation Canine Unit	PerDiem - Meals Canine Purchase/Denver IN - A Michael	\$1,292.50
					\$1,292.50

Vendor: Miner
Check Number: 47102

Invoice No	Check Date	Account Number	Account Name	Description	Amount
022219 MINER	1/30/2019	001 008 521 20 31 07	LE - Donation Canine Unit	PerDiem - Meals Canine Purchase/Denver IN - R Miner	\$192.50
					\$192.50

Vendor: Motorola Solutions Inc
Check Number: 47103

Invoice No	Check Date	Account Number	Account Name	Description	Amount
16032391	1/30/2019	001 008 521 20 31 07	LE - Donation Canine Unit	Mid Power Mobile Unit - K9 Vehicle	\$3,656.97
					\$3,656.97

Vendor: Nationwide Retirement Solution
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	\$3,962.51
					\$3,962.51

Vendor: North Sound Hose Fittings Inc
Check Number: 47104

Invoice No	Check Date	Account Number	Account Name	Description	Amount
N009461	1/30/2019	101 016 542 66 31 00	ST-Snow & Ice - Sply	2ml Kam Hose Fittings	\$23.12
					\$23.12

Vendor: O Reilly Auto Parts
Check Number: 47105

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2960-482467	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Blue Def PW65/PW66/PW67	\$91.41
2960-48247	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Oil/Air Filters PW25	\$38.04
2960-482895	1/30/2019	101 015 543 30 31 00	ME - Operating Costs	Caliper	\$28.30
2960-484666	1/30/2019	001 008 521 20 31 02	LE-Minor Equipment	Wiper Blades PT69	\$28.42
					\$186.17

Vendor: Office of The State Treasurer
Check Number: 47050

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 STATE	1/24/2019	633 000 589 30 00 03	State Building Permit Remit	Dec 2018 State Court Fees	\$428.50
120118 STATE	1/24/2019	633 000 589 30 00 04	State Court Remittance	Dec 2018 State Court Fees	\$19,978.48
					\$20,406.98

Vendor: Otak Inc
Check Number: 47106

Invoice No	Check Date	Account Number	Account Name	Description	Amount
000011900281	1/30/2019	310 016 544 40 41 00	20th St SE - Professional Srv	20th Street Nursery Property	\$1,801.04
					\$1,801.04

Vendor: Pacific Rim Environmental Inc
Check Number: 47107

Invoice No	Check Date	Account Number	Account Name	Description	Amount
44691	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Asbestos/Lead Paint Sampling/Testing 1812 Main St	\$2,100.00
44692	1/30/2019	305 010 594 76 60 00	North Cove Park Capital	Asbestos/Lead Paint Sampling/Testing 1806 Main St	\$2,100.00
44693	1/30/2019	001 013 518 20 48 00	GG-Repair & Maintenance	Asbestos/Lead Paint Sampling/Testing 2008 71st Ave SE	\$2,484.00
					\$6,684.00

Vendor: Purchase Power
Check Number: 47108

Invoice No	Check Date	Account Number	Account Name	Description	Amount
01831977 0119	1/30/2019	001 007 558 50 42 00	PL-Communication	Postage	\$67.04
01831977 0119	1/30/2019	001 013 518 20 42 00	GG-Communication	Postage	\$269.05
01831977 0119	1/30/2019	101 016 543 30 42 00	ST-Communications	Postage	\$2.02
01831977 0119	1/30/2019	410 016 531 10 42 00	SW-Communications	Postage	\$2.02
					\$340.13

Vendor: Rexel USA Inc
Check Number: 47109

Invoice No	Check Date	Account Number	Account Name	Description	Amount
U222519	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Conduit/Feeder Cable/Cable Connector/Bushing	\$2,869.72
U243310	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Saw Kit	\$145.24
U243310	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Saw Kit	\$145.24
U243310	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Saw Kit	\$145.24
U278610	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Lith Battery	\$57.32
U278631	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Saw Kit	\$435.72
					\$3,798.48

Vendor: Right On Heating & Sheet Metal Inc
Check Number: 47110

Invoice No	Check Date	Account Number	Account Name	Description	Amount
24560	1/30/2019	001 008 521 50 48 00	LE-Facility Repair & Maint	Furnace Service Call - Evidence Room	\$1,120.58
					\$1,120.58

Vendor: Right Systems Inc
Check Number: 47111

Invoice No	Check Date	Account Number	Account Name	Description	Amount
Si-159809	1/30/2019	510 006 518 80 49 14	LR - Barracuda Email Archive	Barracuda Annual Support	\$6,828.68
					\$6,828.68

Vendor: Scafe
Check Number: 47112

Invoice No	Check Date	Account Number	Account Name	Description	Amount
121718 SCAFE	1/30/2019	003 007 558 50 49 00	Miscellaneous	LUA2018-0166 Refund Land Use Fees	\$375.00
					\$375.00

Vendor: Service Electric Co Inc
Check Number: 47113

Invoice No	Check Date	Account Number	Account Name	Description	Amount
5358-01	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Service Electric - Street Pole SR92/113th	\$11,967.00
					\$11,967.00

Vendor: Sherwin-Williams Co
Check Number: 47114

Invoice No	Check Date	Account Number	Account Name	Description	Amount
4558-8	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Grey Paint	\$114.05
4558-8	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Grey Paint	\$114.05
					\$228.10

Vendor: SirennnetCom
Check Number: 47115

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0235957-IN	1/30/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Linar Strobes	\$153.98
0236182-IN	1/30/2019	520 008 594 21 63 00	Capital Equipment	Liberty Strobe/PhotoCell/Center Strobe/Ford Straps	\$2,058.21
					\$2,212.19

Vendor: Snohomish County Auditor
Check Number: 47116

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I-VR-8 2019	1/30/2019	001 001 514 90 40 00	Legislative - Voter Reg Fees	2018 Annual Voter Registration	\$36,929.48
					\$36,929.48

Vendor: Snohomish County PUD
Check Number: 47117

Invoice No	Check Date	Account Number	Account Name	Description	Amount
105049009	1/30/2019	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	\$42.68
105049009	1/30/2019	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	\$42.67
105049009	1/30/2019	410 016 531 10 47 00	SW-Utilities	221908015 City Shop Mechanic	\$42.67
121603318	1/30/2019	001 010 576 80 47 00	PK-Utilities	200493443 Cath Creek Park Meter 73867	\$14.74
124915861	1/30/2019	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal	\$206.71
131508929	1/30/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205320781 SR92 Roundabout at 99th	\$64.25
138022648	1/30/2019	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at 113th	\$82.56
151260862	1/30/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202342622 Street Lights	\$95.84
151261901	1/30/2019	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	\$59.42
157712630	1/30/2019	001 010 576 80 47 00	PK-Utilities	203599006 City Shop	\$196.34
157712630	1/30/2019	101 016 543 50 47 00	ST-Utilities	203599006 City Shop	\$196.35
157712630	1/30/2019	410 016 531 10 47 00	SW-Utilities	203599006 City Shop	\$196.41

164109629	1/30/2019	001 008 521 50 47 00	LE-Facility Utilities	202766820 Police Dept Electric	\$565.99
167349189	1/30/2019	001 008 521 50 47 00	LE-Facility Utilities	203033030 Police Dept Water	\$86.20
					\$1,892.83

Vendor: Snohomish County PW S

Check Number: 47118

Invoice No	Check Date	Account Number	Account Name	Description	Amount
I000493456	1/30/2019	001 010 576 80 47 01	PK-Storm Drainage	SWM Bond Charges	\$128.66
I000493456	1/30/2019	001 013 518 20 47 01	GG-Storm Drainage	SWM Bond Charges	\$194.61
I000493456	1/30/2019	401 070 535 10 47 00	SE-Storm Drainage	SWM Bond Charges	\$21.73
I000493744	1/30/2019	101 016 542 40 51 01	ST-SWM Debt Srv Chrg	Road Bond Debt Southwest Annexation	\$6,589.08
					\$6,934.08

Vendor: Snohomish County Sheriffs Office

Check Number: 47119

Invoice No	Check Date	Account Number	Account Name	Description	Amount
2018-4832	1/30/2019	001 008 523 60 51 00	LE-Jail	Jail Services Dec 2018	\$16,335.88
2019-4850	1/30/2019	001 008 523 60 51 00	LE-Jail	Jail Services Medical Dec 2018	\$8.51
					\$16,344.39

Vendor: Snohomish County Treasurer

Check Number: 47051

Invoice No	Check Date	Account Number	Account Name	Description	Amount
120118 SNOCO	1/24/2019	633 000 589 30 00 06	Crime Victims Compensation	Dec 2018 Crime Victims Compensation	\$254.93
					\$254.93

Vendor: Sound Publishing Inc

Check Number: 47120

Invoice No	Check Date	Account Number	Account Name	Description	Amount
EDH840800	1/30/2019	001 013 518 30 41 01	GG-Advertising	Ordinances 1044/1047	\$50.00
EDH840886	1/30/2019	001 007 558 50 41 03	PL-Advertising	LUA2019-0008/0009 Public Works Shop	\$96.44
EDH840890	1/30/2019	001 007 558 50 41 03	PL-Advertising	LUA2019-0006/0007 North Cove Park	\$149.76
EDH841050	1/30/2019	001 013 518 30 41 01	GG-Advertising	Arts Commission Opening Advertisment	\$60.32
EDH841052	1/30/2019	001 013 518 30 41 01	GG-Advertising	2019 City Council Retreat	\$25.92
EDH841577	1/30/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0209 Ingbreston Short Plat	\$70.64
EDH842174	1/30/2019	001 007 558 50 41 04	Permit Related Professional Sr	LUA2018-0207 Cedar Road Short Plat	\$103.32
					\$556.40

Vendor: Spencer

Check Number: 47121

Invoice No	Check Date	Account Number	Account Name	Description	Amount
011919 SPENCER	1/30/2019	001 001 513 10 43 00	Executive - Travel & Mtgs	PerDiem - Mileage Council Retreat - J Spencer	\$91.10
					\$91.10

Vendor: Tacoma Screw Products Inc

Check Number: 47122

Invoice No	Check Date	Account Number	Account Name	Description	Amount
18227415	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Deck Screws/Washers/Sawzall Blades/Oil Spray/Motor Oil	\$430.91
18228198	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Fitting Brass	\$156.12
18228199	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Magnum Gatorline	\$31.55

18228199	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Magnum Gatorline	\$31.56
18228200	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Can Liners	\$533.42
18228201	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Nut Setter/Power Bits/Studs/Washers/Screws	\$65.19
18228201	1/30/2019	101 016 544 90 31 02	ST-Operating Cost	Nut Setter/Power Bits/Studs/Washers/Screws	\$65.19
18228201	1/30/2019	410 016 531 10 31 02	SW-Operating Costs	Nut Setter/Power Bits/Studs/Washers/Screws	\$65.19
18228202	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	WypALL Wipers	\$608.87
18228203	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Rotary Brush	\$298.97
					\$2,286.97

Vendor: Technological Services Inc
Check Number: 47123

Invoice No	Check Date	Account Number	Account Name	Description	Amount
11503	1/30/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Tire Mount PT-15-62	\$454.04
11517	1/30/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube A-08-39	\$81.45
11523	1/30/2019	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Express Lube/Tire Mount/Brake Service PT-16-64	\$916.53
					\$1,452.02

Vendor: The UPS Store 1877
Check Number: 47124

Invoice No	Check Date	Account Number	Account Name	Description	Amount
36557	1/30/2019	001 007 571 00 30 00	PL-Park & Recreation	LS Arts Commission Save the Date Flyers	\$237.84
					\$237.84

Vendor: ULINE
Check Number: 47125

Invoice No	Check Date	Account Number	Account Name	Description	Amount
104923241	1/30/2019	001 010 576 80 31 00	PK-Operating Costs	Delineator Post/Totes/Mini Trash Can	\$316.45
					\$316.45

Vendor: UPS
Check Number: 47126

Invoice No	Check Date	Account Number	Account Name	Description	Amount
0000074Y42029	1/30/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$9.95
0000074Y42039	1/30/2019	001 008 521 20 42 00	LE-Communication	Evidence Shipping	\$55.34
					\$65.29

Vendor: Vantagepoint Transfer Agents - 108991
Check Number: 47052

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	\$363.39
					\$363.39

Vendor: Vantagepoint Transfer Agents - 307428
Check Number: 47053

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	\$1,880.02
					\$1,880.02

Vendor: Washington Assoc of Sheriffs and Police Chiefs
Check Number: 47127

Invoice No	Check Date	Account Number	Account Name	Description	Amount
DUES 2019-00200	1/30/2019	001 008 521 20 49 00	LE-Dues & Memberships	2019 WASPC Dues Category E - Dyer	\$305.00
					\$305.00

Vendor: Washington State Dept of Enterprise Svcs
Check Number: 47128

Invoice No	Check Date	Account Number	Account Name	Description	Amount
73183583	1/30/2019	001 008 521 20 31 00	LE-Office Supplies	Business Cards Police Department	\$285.86
					\$285.86

Vendor: Washington State Support Registry
Check Number: 0

Invoice No	Check Date	Account Number	Account Name	Description	Amount
012519	1/24/2019	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	\$163.50
					\$163.50



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: February 5, 2019

Subject: First Amendment to Lease Agreement with Family Center

Contact

Person/Department: Gene Brazel **Budget Impact:** 0

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Approve First Amendment to Lease with Family Center.**

SUMMARY/BACKGROUND: On November 7, 2019 the City entered into a one-year lease with the Family Center to lease the building located at 1803 – 123rd Drive NE. Since that time the City has moved forward with the redevelopment of North Cove Park, which project includes the demolition of the rented premises. The City identified the back two offices at the Visitor Information Center as a possible site for the Family Center to relocate to, and the Family Center is agreeable to the relocation. The amendment to the lease sets out the new rental site as the Visitor Information Center. No other amendments or changes are made to the original lease agreement.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS:

- Exhibit A: First Amendment to Lease Agreement with Family Center

FIRST AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF LAKE STEVENS
AND LUNTERHAN COMMUNITY SERVICES NW DBA
LAKE STEVENS FAMILY CENTER

WHEREAS, the City of Lake Stevens (hereafter "City") and Lutheran Community Services Northwest, an Oregon nonprofit corporation dba Lake Stevens Family Center (hereafter "Family Center") entered into a Lease Agreement, dated November 7, 2018, for premises located at 1803 – 123rd Drive NE, Lake Stevens ("Leased Premises") for a one-year term commencing November 7, 2018 and expiring November 7, 2019; and

WHEREAS, the City is executing its Downtown Subarea Plan, which includes a redevelopment and expansion of North Cove Park, and requires the demolition of the Leased Premises; and

WHEREAS, the redevelopment and expansion of North Cove Park is being financed in part by grant funding, which requires that the grant funds be utilized in accordance with a prescribed timeline, and the improvements are proceeding at a faster pace than anticipated by the City at the time the Lease Agreement was entered; and

WHEREAS, Family Center was notified both by email, and by certified mail dated December 20, 2018 of the City's need to terminate the lease effective June 30, 2019, or sooner if mutually agreed upon by the parties; and

WHEREAS, the City has identified that the Visitor Information Center ("VIC") located at 10200 Lundeen Parkway, and depicted in Exhibit A, is a city-owned partially occupied building that may be suitable for use by the Family Center for conducting its programming; and

WHEREAS, Family Center has toured the building, and determined that the VIC will provide a suitable location in Lake Stevens for Family Center to operate and offer its programming to the Lake Stevens community,

NOW, THEREFORE, the City and Family Center agree as follows:

1. Family Center will relocate to the city-owned building known as the Visitor Information Center, located at 10200 Lundeen Parkway, Lake Stevens on or before January 28, 2019.
2. Family Center will utilize the two offices located on the west (back) end of the building and mutually agreed common areas including the restrooms and kitchen area.
3. All other terms and conditions of the Lease Agreement remain unchanged and in full force and effect.

DATED this _____ day of _____, 2019.

CITY OF LAKE STEVENS

LUTHERAN COMMUNITY SERVICES
NORTHWEST dba LAKE STEVENS FAMILY
CENTER

By: _____
John Spencer, Mayor

By: _____
David Duea, President & CEO



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 5, 2019

Subject: Downtown Redevelopment

Contact	Russ Wright,	Budget	Funded
Person/Department:	<u>Community Development Director</u>	Impact:	<u>Project</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Adopt Resolution 2019-06

SUMMARY/BACKGROUND:

In just over half a century of incorporation, Lake Stevens has grown from a resort town of 900 to a diverse community of 33,000. With planned growth and annexations, the city's population is expected to top 50,000 in the next decade. City officials have done extensive work through a public "Downtown Lake Stevens" planning process to identify necessary steps to revitalize the central core, establish a true community-gathering place for residents and visitors, and achieve economic vitality as a regional draw. The downtown planning exercise identified three fundamental projects to rejuvenate the downtown and create a civic center:

- 1) Construct a community/conference center;
- 2) Build multi-modal improvements along Main Street to access the community center, North Cove Park, local businesses and connect downtown to the nearby Centennial Trail; and
- 3) Expand and improve nearby North Cove Park

These projects feature a plaza, pavilion, community open space, natural stage area, and enhanced lake access along with incorporating cultural facilities, historic buildings and the Veteran's Memorial. The new park will better accommodate space for community events such as Aquafest, which will make Lake Stevens an outdoor recreation and tourist destination point. The city's contribution to the revitalization of downtown will act as an economic draw for private reinvestment. The goal of the project is to respect the community's heritage while looking to the future and meeting the needs of a growing community.

ATTACHED:

Resolution 2019-06

APPLICABLE CITY POLICIES: Downtown Lake Stevens Subarea Plan

BUDGET IMPACT: Funded project

**CITY OF LAKE STEVENS
Lake Stevens, Washington**

RESOLUTION NO. 2019-06

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,
WASHINGTON APPROVING IMPROVEMENTS TO IMPLEMENT
THE DOWNTOWN LAKE STEVENS SUBAREA PLAN AND EXPAND NORTH
COVE PARK.**

WHEREAS, working with the City Council, City staff, a consultant and a Citizen's Advisory Committee comprised of residents, local professionals, business owners, local service and non-profit club/society members, the Chamber of Commerce, Sno-Isle Library staff, City board and commission members including the Planning Commission, Parks Board and Arts Commission, and other members of the public, developed the Downtown Lake Stevens Subarea Plan that set the framework to create a dynamic downtown that honors the past and looks to the future; and

WHEREAS, together the Comprehensive Plan and Downtown Subarea Plan provide a framework for the redevelopment of downtown through the implementation of three fundamental projects including the renovation and expansion of North Cove Park, redevelopment of Main Street and constructing a Community / Conference Center; and

WHEREAS, the City and affected stakeholders developed a Master Plan for the redevelopment of North Cove Park concurrently with the Downtown Lake Stevens Subarea Plan;

WHEREAS, on July 10, 2018 the City Council adopted Ordinances 1025, 1026 and 1027 adopting the Downtown Lake Stevens Subarea Plan, Land Use/Zoning Designations, Development Regulations and Planned Action Ordinances; and

WHEREAS, the City of Lake Stevens has received a funding allocation from the State of Washington to support the redevelopment of Main Street, North Cove Park and related projects; and

WHEREAS, the Downtown Lake Stevens Subarea Plan provides for the redevelopment and improvement of North Cove Park and Main Street through expansion of the park; relocating City Hall, library and historical museum, veteran's memorial; acquiring property; re-grading of the park to allow visual access to the lake from Main Street to the water's edge; and constructing a new festival pavilion; and

WHEREAS, the Downtown Lake Stevens Subarea Plan sets out the primary design components of the park redevelopment including a large paved plaza area with a covered pavilion(s) and a pedestrian promenade along Main Street for the staging of activities, events and local celebrations, a multi-purpose lawn for staging events and daily active/passive use, a multi-use path linking the waterfront and park with adjacent streets, a naturalized area with water access adjacent to the shoreline, relocating the Veteran's Memorial, historic Grimm House and other historic features within or near the park, a child/adult activity zone and rebuilding the pedestrian dock.

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

1. The City Council recognizes the contributions and input provided by all who participated in the

public process to update and finalize the Downtown Lake Stevens Subarea Plan as adopted on July 10, 2018.

2. The City Council formally acknowledges its respect and honor for the historic core of Lake Stevens while looking forward to revitalizing downtown and establish a true community-gathering place for residents and visitors and achieve economic vitality for the benefit of generations to come.

3. The City Council endorses and supports the Downtown Lake Stevens Subarea Plan and North Cove Park Master Plan and all elements identified in that plan for the redevelopment and expansion of Main Street and North Cove Park including, but not limited to, expansion of the park through property acquisition, grading and tree removal, relocation of the Veteran's Memorial, Grimm House and other historic features within or near the park, relocation of the library, and the development of a large plaza area and pavilion.

PASSED by the City Council and APPROVED by the Mayor this ____ day of February 2019.

John Spencer, Mayor

ATTEST:

By: _____
Kathy Pugh, City Clerk



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 5, 2019

Subject: Purchase of New Collar for RAIV Marine Vessel

Contact Person/Department: Police Chief John Dyer **Budget Impact:** \$18,290.20

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Authorize the purchase of an air/foam collar for the RAIV Marine vessel from Inventech Marine Solutions in the amount of \$18,290.20.**

SUMMARY/BACKGROUND:

Our older marine vessel (RAIV) uses an inflatable collar. Over the years this has been damaged from both normal use and through malicious actions (punctured). We have repaired it numerous times, but it no longer is holding pressure, despite our best efforts. We would like to replace this with an air/foam hybrid collar. The purchase price for this is \$18,290.20.

This item should have been included in our 2019 budget, but due to an oversight was not. Every year we transfer \$8000 to the 520 Fund specifically set aside for the marine program. Right now, this fund has \$16,000 in it, with another \$8000 due to be transferred in 2019, to total \$24,000. If Council approves the purchase of the collar for the RAIV Marine Vessel, a budget amendment will be brought forward at a later date to transfer funds from the 520 Fund for this purchase.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$18,290.20

ATTACHMENTS:

- Exhibit A: Inventech Marine Solutions Quote

Inventech Marine Solutions
5626 Imperial Way SW
Bremerton, WA 98312
360-674-7019

Quote

Date 9/25/2017
Quote #

CUSTOMER

City of Lake Stevens Police
dcarter@lakestevenswa.gov
(425) 334-9537

SHIP TO

SHIP VIA	Terms
Delivered / Picked Up	50% / 50%

ITEM#	Description	Qty	Unit Price	Total
Opt-A	22' Almar Collars, Polyurethane Mat. Air/Foam Hybrid Collar	1	\$ 14,300.00	\$ 14,300.00
Add.	Add "POLICE" letters, Six-Inches Tall (port/stbd)	1	\$ 480.00	\$ 480.00
Add.	Install Labor for New Collars	20	\$ 100.00	\$ 2,000.00
Total				\$ 16,780.00

Comments/Special Instructions
Vessel is delivered to Inventech Marine Solutions. Original Collar will not be re-usable after removal. Collar Color Scheme to be selected prior to manufacturing. PVC Color options = Lt. Grey, Drk Grey, Drk Blue

Tax
= \$18,290.20



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council

Agenda Date: February 5, 2019

Subject: Interlocal Agreement with Snohomish Health District

Contact

Person/Department: Gene Brazel, City Administrator **Budget Impact:** \$32,570

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the Mayor to enter into an Interlocal Agreement for Per Capita Funding with the Snohomish Health District for calendar year 2019 in the amount of \$32,570.

SUMMARY/BACKGROUND: At the time Council approved the 2019 budget, included in the approval was per capita funding for the Snohomish Health District in the amount of \$32,000 based on an estimated population of 32,000, at a funding level of \$1 per capita. The Office of Financial Management estimates the population of Lake Stevens at 32,570, making the City's per capita contribution \$32,570. A budget amendment will be brought forward to at a later date to reflect this increase.

The ILA includes the language Council requested in the 2018 ILA that the agreement may be extended by mutual agreement for one calendar year, following review and approval of Council (paragraph 2), and that the amount of the annual contribution, if any, shall be determined by Council (paragraph 3.B.). In order for the Health District to invoice for that funding, and for the City to pay, the parties are required to enter into an Interlocal Agreement.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$32,570

ATTACHMENTS: Interlocal Agreement

**INTERLOCAL AGREEMENT
BETWEEN THE SNOHOMISH HEALTH DISTRICT
AND
THE CITY OF LAKE STEVENS
PER CAPITA CONTRIBUTION FOR HEALTH DISTRICT SERVICES**

This Interlocal Agreement for Per Capita Contribution for Health District Services is entered into by and between the SNOHOMISH HEALTH DISTRICT, a Washington Municipal Corporation (the District) and CITY OF LAKE STEVENS a municipal corporation of the State of Washington (the City) – collectively (the Parties), for the purpose of providing for a per capita contribution by the City for Health District Services.

RECITALS

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, to promote the public health in Snohomish County, Washington, the Board of County Commissioners of Snohomish County, Washington, established a Health District on January 1, 1959, embracing all of the territory within Snohomish County, Washington, and all cities and towns therein; and

WHEREAS, in 1966 the Snohomish Health District became the first local health jurisdiction in the state to organize a city-county cooperative health program with cities indicating a willingness to participate financially in support of Health District programs; and

WHEREAS, on January 1, 1967, eleven of 18 cities and towns agreed to voluntarily contribute \$0.50 per capita to the Health District in return for public health services; and

WHEREAS, per capita contributions from towns and cities continued and in 1986, with such contributions ranging from \$1.60 to \$2.70 per capita until the early 1990s; and

WHEREAS, in 1993, counties assumed exclusive financial responsibility for public health relying on Motor Vehicle Excise Tax (MVET) revenues; and

WHEREAS, in 2000, the Washington State Legislature repealed MVET and backfilled only 90% of lost public health funds; and

WHEREAS, state funding for local public health has decreased 65.7% from a peak of \$27.29 per capita in 2000 to \$9.36 per capita in 2014; and

WHEREAS, the Health District has experienced a 22% decrease from its 2005 funding level while the county population has increased by 14 percent in the same 10-year period; and

WHEREAS, since the “peak” of 2008, the Health District has reduced its staffing by 37 percent (85 FTE) due to static or declining revenues in the face of increased costs; and

WHEREAS, the Health District ranks 34th out of 35 local health jurisdictions in the state for public health expenditures per resident; and

WHEREAS, the Health District’s ability to perform its most essential functions have been severely compromised since the great recession; and

WHEREAS, the Health District serves an essential public safety function whether ensuring safe food, schools, and septic systems, responding to disasters, or preventing and responding to disease outbreaks; and

WHEREAS, threats to the public's health in the form of foodborne illness such as E.coli and salmonella, communicable diseases such as pertussis, tuberculosis, measles, Zika, and Ebola and natural disasters such as the Oso/SR530 mud slide respect no municipal boundaries; and

WHEREAS, public health is a shared responsibility and regional public health threats require regional responses and close partnerships with every city and town in Snohomish County; and

WHEREAS, consistent with RCW 70.05, the Snohomish County Council is responsible for establishing the Snohomish Health District Board of Health, with jurisdiction coextensive with the boundaries of the county, to supervise all matters pertaining to the preservation of life and health of the people within its jurisdiction; and

WHEREAS, an effective, regional public health response to the threats to public health in Snohomish County requires the cooperation, participation and support of Snohomish County and all of the cities and towns in Snohomish County; and

WHEREAS, Snohomish County and the cities and towns therein seek to improve and sustain healthy years of life of their residents by engaging in an enhanced partnership with the Health District. This partnership will provide stable funding for public health priorities that would be established to meet the unique needs of each community.

NOW, THEREFORE, in consideration of the agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the District agree as follows:

1. Purpose.

- A. The recitals set forth above are incorporated herein by this reference.
- B. The purpose of this Agreement is to establish and define the terms and conditions for the cooperative efforts to be undertaken by the City and the District to promote, facilitate, and undertake various programs and activities.

2. Term.

The initial term of this Agreement shall be from January 1, 2019, to December 31, 2019. The term may be extended by mutual written agreement of the parties for a period of one calendar year, following review and approval by City Council

3. Scope of Services.

A. Responsibilities of the City.

The City shall contribute \$1.00 per capita (\$32,570) to the Snohomish Health District commencing January 1, 2019. Payment may be made in one lump sum on or before December 31, 2019.

- B. The annual contribution to the Snohomish Health District is voluntary and the amount of contribution, if any, shall be determined by the Lake Stevens City Council.

C. Responsibilities of the District.

The Health District shall provide basic essential public health services and functions such as ensuring safe food, and inspecting septic systems, responding to disasters, or preventing and responding to disease outbreaks.

The District shall continue to make improvements as recommended in the Ruckelshaus report, including a sustainable funding model, updating the strategic plan and governance, as well as establishing priorities for existing funding and programming.

The District will provide reports to the city identifying services provided to Lake Stevens residents and businesses.

4. Legal Requirements.

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

5. Public disclosure laws.

The City and the District each acknowledge, agree and understand that the other party is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Each party understands that records related to this Agreement and the District's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

6. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and /or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s). Each party shall provide the other with a certificate of insurance or letter of self-insurance as the case may be upon request.

7. Indemnification.

The District shall protect, save harmless, indemnify and defend the City its elected officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or District employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the District in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected officials, officers, employees or agents.

The City shall protect, save harmless, indemnify and defend the District, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or City employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the City in performance of this Agreement, its elected or appointed officials, officers, employees or agents, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the County, its elected or appointed officials, officers, employees or agents.

8. Notices.

Any notice/payment to be given to the District under this Agreement shall be either mailed or personally delivered to:

Snohomish Health District
3020 Rucker Avenue, Ste 306
Everett, WA 98201

Any notice/invoice to the City shall be mailed or hand delivered to:

City of Lake Stevens
P.O. Box 257
Lake Stevens, WA 98258

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

9. Venue.

The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereto shall be in the Superior Court of Snohomish County, Everett, Washington.

10. Disputes.

The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

11. No third party beneficiaries; no joint venture.

This Agreement is for the sole benefit of the City and District and shall not confer third-party beneficiary status on any non-party to this Agreement. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties. County employees who provide services under this Agreement shall at all times be acting in their official capacities as employees of Snohomish County.

12. Entire Agreement.

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by written agreement executed by both parties. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

13. Severability.

- A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. Filing.

As provided by RCW 39.34.040, this Agreement shall be filed with the Snohomish County Auditor, or, alternatively, posted on the website of each party.

15. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

16. Effective Date. January 1, 2019

City of Lake Stevens

John Spencer, Mayor

ATTEST:

City Clerk

Approved as to Form:

Greg Rubstello, City Attorney

Snohomish Health District

Jefferson S. Ketchel, Administrator

ATTEST:

Clerk of the Board

Approved as to Form:

Grant Weed, Health District Attorney



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: February 5, 2019

Subject: Lake Stevens Senior Center Funding and Lease Update

Contact

Person/Department: Teri Smith/Human Resources

Budget

Impact: \$40,000

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

1. **Authorize Mayor to sign Funding Agreement between City of Lake Stevens and Lake Stevens Senior Center**
2. **Authorize Mayor to sign First Amendment to Property/Facility Use Contract to update state contract law and insurance requirements.**

SUMMARY/BACKGROUND:

The City set aside \$20,000 in the 2017 and 2018 budgets; for \$40,000 total which was rolled forward to the 2019 budget. The City Council desires to see the Senior Center ultimately be a self-sufficient entity. One avenue for self-sufficiency is to work with the County to establish recognition as a Regional Senior Center to gain full funding from the County. This recognition will require outreach efforts to increase the participation of older adults within and beyond the city limits, as well as perhaps hiring someone in the capacity of an Executive Director to support the growth efforts and seek out other funding opportunities. The City Council also recognizes the programs provided by the Senior Center are valuable to older adults and requests, that at a minimum, the current programming continue. The City Council would also like to have an informational update at least twice in 2019 from a representative of the Senior Center. The agreement provides for releasing the funds in two equal payments, one payment within thirty days of execution of the agreement and the second payment within six months of the execution of the agreement.

The City also took this opportunity to review the Property/Facility Use Contract it has in place with the Lake Stevens Senior Center. The current contract was entered into in May 2011 and extends until May 2034. Since the contract was established certain state contract requirements have changed as well as the insurance requirements recommended by our insurer, WCIA. The City has updated the language in the attached amendment to reflect the changes.

The Senior Center board has reviewed the two documents (attachments to this Staff Report) and are prepared to sign the documents.

APPLICABLE CITY POLICIES:

BUDGET IMPACT: \$40,000 (already included in the 2019 budget as a roll-forward amount from 2017 and 2018).

ATTACHMENTS:

- ▶ Exhibit A: Funding Agreement between the City of Lake Steven and the Lake Stevens Senior Center
- ▶ Exhibit B: First Amendment to the Property/Facility Use Contract between the City of Lake Steven and the Lake Stevens Senior Center

EXHIBIT A

AGREEMENT FOR FUNDING BETWEEN CITY OF LAKE STEVENS AND LAKE STEVENS SENIOR CENTER

THIS AGREEMENT is made and entered into this _____ day of _____, 2019, by and between the CITY OF LAKE STEVENS, a Washington State municipal corporation ("City") and the LAKE STEVENS SENIOR CENTER, a Washington non-profit corporation ("Senior Center"), for the purpose of City providing financial resources to Senior Center for certain programs or services.

WHEREAS Senior Center provides valuable programs and services to older adults aged 55 and older of Lake Stevens and surrounding communities; and

WHEREAS the programs and services include social services, health and nutrition programs, education classes, trainings and workshops that support older adults in their overall wellbeing, dignity and independence, and encourage involvement in the life and affairs of the community; and

WHEREAS, Snohomish County provides varying levels of financial support for senior centers based on unduplicated participants served within and outside the incorporated area of the senior center; and

WHEREAS, Senior Center receives \$15,000 per year from Snohomish County which is the lowest funding based on the category of local non-profit senior center; and

WHEREAS, Senior Center strives to attain the level of Regional Senior Center for the highest funding from Snohomish County and;

WHEREAS, City desires to provide financial support to Senior Center to assist Senior Center to achieve greater self-sufficiency, including but not limited to receipt of greater funding from Snohomish County; and

WHEREAS, Senior Center will use funding provided by City to provide professional services, including accounting services, for administration of Senior Center; maintain current programs and services for a growing number of older adults; and expand its outreach to older adults to increase and sustain unduplicated participation to the required threshold for a Regional Senior Center level,

NOW, THEREFORE, it is mutually agreed as follows:

1. **PURPOSE.** The purpose of this agreement is to set forth the mutual obligations and rights of City and Senior Center with respect to financial resources provided by City as described in Paragraph 3.

2. **DURATION.** This agreement shall become effective on the date noted above and shall remain in effect until December 31, 2019. The initial term of this agreement may be extended by mutual written agreement of the parties for a period of one calendar year, following review and approval by Lake Stevens City Council. Either party shall have the right to terminate this agreement at any time upon providing thirty (30) days written notice, or shorter notice by mutual consent.

3. **RESPONSIBILITIES OF PARTIES.**

A. Responsibilities of City.

City agrees to provide to Senior Center financial support as set out in Paragraph 4.

B. Responsibilities of Senior Center.

- Senior Center shall continue its current delivery of programs and services in 2019.
- Senior Center shall contract with a professional accounting firm to provide necessary accounting services for administration of its business.
- Senior Center shall increase its outreach efforts to surrounding areas to increase unduplicated participation in its programs and services.
- Senior Center shall work with Snohomish County to achieve the necessary requirements for the highest funding level from the county; requirement(s) may include employment of an Executive Director.
- Senior Center shall provide informational updates to City Council no less than two (2) times during the year, i.e. April and October.

4. **COMPENSATION.**

- A. Within thirty (30) days of full execution of this agreement, City will provide to Senior Center twenty thousand dollars (\$20,000), respective of the amount allocated in its 2017 budget.
- B. Within one hundred eighty (180) days of full execution of this agreement, City agrees to provide to Senior Center twenty thousand dollars (\$20,000), respective of the amount allocated in its 2018 budget.
- C. The contributions by City set out in this Agreement, and any subsequent contributions as authorized by City Council are voluntary, and the amount of contribution, if any, shall be determined by the Lake Stevens City Council.

5. **MAINTENANCE OF RECORDS.** Senior Center shall maintain all books, documents, receipts, invoices, and records, including payroll records, necessary to sufficiently and properly reflect the expenditures associated with this agreement. The accounting records shall provide for a separate recording and reporting of all receipts and expenditures. Financial records pertaining to matters associated with this agreement are subject to inspection and audit by representatives of City or State Auditor upon request.

6. **PUBLIC DISCLOSURE LAWS.** The Senior Center acknowledges, agrees and understands that City is a public agency subject to certain disclosure laws, including, but not limited to Washington's Public Records Act, chapter 42.56 RCW. Senior Center understands that records related to this Agreement and the Senior Center's performance of services under this Agreement may be subject to disclosure pursuant to the Public Records Act or other similar law.

7. **INSURANCE REQUIREMENTS.**

- A. Insurance Term. Senior Center shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to City.
- B. No Limitation. Senior Center's maintenance of insurance as required by the agreement shall not be construed to limit the liability of Senior Center to the coverage provided by such insurance, or otherwise limit City's recourse to any remedy available at law or in equity.
- C. Minimum Scope of Insurance. Senior Center shall obtain insurance of the type and coverage described below:
 - i. **Commercial General Liability** insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. City shall be named as an additional insured under Senior Center's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.
 - ii. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - iii. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
- D. Minimum Amounts of Insurance. Senior Center shall maintain the following insurance limits:
 - i. **Commercial General Liability** insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.
 - ii. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- E. Other Insurance Provision. Senior Center's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by City shall be excess of Senior Center's insurance and shall not contribute with it.
- F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- G. Verification of Coverage. Senior Center shall furnish City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of Senior Center before financial support will be provided by the City.
- H. Notice of Cancellation. Senior Center shall provide City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- I. Subcontractors' Insurance. Senior Center shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Senior Center-provided insurance as set forth herein, except the Senior Center shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. Senior Center shall ensure that City is an additional

insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

- J. Failure to Maintain Insurance. Failure on the part of Senior Center to maintain the insurance as required shall constitute a material breach of contract, upon which City may, after giving five business day' notice to Senior Center to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of City, offset against financial support to Senior Center from City.
- K. City Full Availability of Senior Center Limits. If Senior Center maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by Senior Center, irrespective of whether such limits maintained by Senior Center are greater than those required by this contract or whether any certificate of insurance furnished to City evidences limits of liability lower than those maintained by Senior Center.

8. **INDEMNIFICATION/HOLD HARMLESS.** Senior Center shall defend, indemnify, and hold harmless City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Senior Center's use of Premises, or from the conduct of Senior Center's business, or from any activity, work or thing done, permitted, or suffered by Senior Center in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Senior Center and City, its officers, officials, employees, and volunteers, the Senior Center's liability hereunder shall be only to the extent of Senior Center's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Senior Center's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this agreement.

9. **NOTICES.** Any written notice required or permitted to be given herein shall be made by mail or in person to the party which is the intended recipient of the notice, at the following addresses or to such other respective addresses as either party hereto may from time to time designate:

To City:

City of Lake Stevens
Attn: City Clerk
1812 Main Street
PO Box 257
Lake Stevens, WA 98258

To Senior Center:

Lake Stevens Senior Center
Attn: Board President
2302 Soper Hill Road
PO Box 205
Lake Stevens, WA 98258

10. **MISCELLANEOUS.** No obligation in this agreement shall limit City or Senior Center in fulfilling its responsibilities as otherwise defined by law.

11. **ENTIRE AGREEMENT.** This agreement contains the entire agreement between the parties for purposes of financial support as noted herein and no other agreements, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or bind the parties hereto. Either party to the agreement may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this agreement.

12. **SEVERABILITY.** It is hereby agreed that no waiver of any condition or covenant in this agreement, or any breach thereof, shall be taken to constitute a waiver of any subsequent breach.

IN WITNESS WHEREOF, this parties have executed this agreement as of the date first above written.

CITY OF LAKE STEVENS

LAKE STEVENS SENIOR CENTER

By: John Spencer, Mayor

By: Amelia Mimura, Board President Pro Temp

EXHIBIT B

FIRST AMENDMENT TO PROPERTY/FACILITY USE CONTRACT BETWEEN THE CITY OF LAKE STEVENS AND THE LAKE STEVENS SENIOR CENTER

WHEREAS the City of Lake Stevens, Washington, a municipal corporation (hereafter "City") and the Lake Stevens Senior Center, a Washington nonprofit corporation (hereafter "LSSC") entered into a Property/Facility Use Contract dated May 23, 2011; and

WHEREAS, the term of the lease is twenty-five (25) years from May, 2009, which is the date that LSSC first occupied the leased property located at 2302 Soper Hill Road, Lake Stevens, through May 30, 2034; and

WHEREAS, the City and LSSC have determined it is in the best interests of both parties to update and amend the lease so as to accurately reflect the current requirements of State law;

NOW THEREFORE, the parties hereby agree as follows:

1. **PARAGRAPH 4. LSSC RESPONSIBILITIES (E)** is amended in its entirety to read as follows:

(E) **INSURANCE REQUIREMENTS.** Maintain for the duration of this agreement, insurance against claims for injuries to persons or damage to the Property which may arise from or in connection with LSSC's use of the Property. Insurance shall be as set out below:

1. **Insurance Term.** LSSC shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to City.
2. **No Limitation.** LSSC's maintenance of insurance as required by the agreement shall not be construed to limit the liability of LSSC to the coverage provided by such insurance, or otherwise limit City's recourse to any remedy available at law or in equity.
3. **Minimum Scope of Insurance.** LSSC shall obtain insurance of the type and coverage described below:
 - (a) Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. City shall be named as an additional insured under LSSC's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.
 - (b) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - (c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. **Minimum Amounts of Insurance.** LSSC shall maintain the following insurance limits:
 - (a) Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

- (b) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
5. Other Insurance Provision. LSSC's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by City shall be excess of Senior Center's insurance and shall not contribute with it.
 6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
 7. Verification of Coverage. Senior Center shall furnish City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of Senior Center before financial support will be provided by the City.
 8. Notice of Cancellation. Senior Center shall provide City with written notice of any policy cancellation, within two business days of their receipt of such notice.
 9. Subcontractors' Insurance. Senior Center shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Senior Center-provided insurance as set forth herein, except the Senior Center shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. Senior Center shall ensure that City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.
 10. Failure to Maintain Insurance. Failure on the part of Senior Center to maintain the insurance as required shall constitute a material breach of contract, upon which City may, after giving five business day' notice to Senior Center to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of City, offset against financial support to Senior Center from City.
 11. City Full Availability of Senior Center Limits. If Senior Center maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by Senior Center, irrespective of whether such limits maintained by Senior Center are greater than those required by this contract or whether any certificate of insurance furnished to City evidences limits of liability lower than those maintained by Senior Center.
2. **PARAGRAPH 13. INDEMNIFICATION/HOLD HARMLESS** is amended in its entirety to read as follows:

LSSC shall defend, indemnify, and hold harmless City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for

loss or damage to property, which arises out of LSSC's use of Premises, or from the conduct of LSSC's business, or from any activity, work or thing done, permitted, or suffered by LSSC in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of City.

Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of LSSC and City, its officers, officials, employees, and volunteers, the LSSC's liability hereunder shall be only to the extent of LSSC's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes LSSC's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this agreement.

3. Except as amended herein, the Property/Facility Use Contract dated May 2011 and signed May 23, 2011 remains in full force and effect.

DATED this _____ day of _____, 2019.

CITY OF LAKE STEVENS

LAKE STEVENS SENIOR CENTER

By: John Spencer, Mayor

By: Amelia Mimura, Board President Pro Temp



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: February 5, 2019

Subject: Re-Enact Resolution 2019-04 Adopting a Relocation Policy

Contact Russ Wright

Person/Department: Community Development Director

Budget Impact: N/A

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Re-enact Resolution 2019-04 Adopting a Relocation Policy for Tenants Relocated as a result of the North Cove Park Project.

SUMMARY/BACKGROUND: At the January 8, 2019 City Council meeting, Council approved Resolution 2019-04 adopting a relocation policy for tenants who are relocated as a result of the North Cove Park Project. At the time the policy was adopted Staff was not aware that some households have multiple members. Additionally, the policy as adopted does not define a start date to determine household eligibility for receipt of the incentive payment. Staff requests that the resolution be reenacted with a corrected policy clarifying that the benefit is intended for households and not individuals, and defining a start date for determining eligibility for the benefit.

APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: N/A

ATTACHMENTS: Resolution 2019-04

RESOLUTION NO. 2019-04

**A RESOLUTION OF THE CITY OF LAKE STEVENS, WASHINGTON
ADOPTING A RELOCATION POLICY FOR TENANTS RELOCATED AS A RESULT
OF THE NORTH COVE PARK PROJECT.**

WHEREAS, City plans have envisioned the re-development of Downtown Lake Stevens including North Cove Park as a necessary public amenity for many years, and in furtherance of that vision the City hired a consultant to begin the design of the North Cove Park in 2016; and

WHEREAS, shortly thereafter the City initiated acquisition discussions with a property owner who owned a primary portion of the property needed to develop the North Cove Park (the Property); and

WHEREAS, the City Council adopted Ordinance 987 in February 2017, authorizing the acquisition of the Property by the powers of condemnation/ eminent domain; and

WHEREAS, discussions continued but without success, and ultimately the City filed a condemnation/ eminent domain proceeding to acquire the Property in July 2018 and was granted possession and use on December 1, 2018; and

WHEREAS, several tenants live on the Property and will need to be relocated because of the North Cove Park project; and

WHEREAS, RCW 8.26.010 allows the City to pay relocation costs for projects without federal funding initiated prior to December 31, 2017 but does not require it; and

WHEREAS, the City desires to provide relocation incentives and pay certain relocation costs for the tenants in accordance with the North Cove Park Project Relocation Payment Policy attached as Exhibit A; and

WHEREAS, this policy is only applicable to the tenants of the Property that must be relocated because of the above referenced condemnation action,

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

Section 1. Authorization. The City Council hereby approves the North Cove Park Project Relocation Payment Policy, a copy of which is attached and incorporated by reference and authorizes the Mayor and/or the City Administrator to expend funds consistent with this Policy and execute all necessary documents necessary to effectuate the intent of this Policy without further approval of the City Council. However, the Mayor and/or the City Administrator shall from time to time update the City Council regarding the relocation activities and expenditures.

Section 2. The City Council hereby ratifies and confirms all acts consistent with the authority granted herein but taken prior to the effective date of this Resolution.

PASSED by the City Council of the City of Lake Stevens this 8th day of January 2019 and re-enacted this 5th day of February, 2019.

John Spencer, Mayor

ATTEST:

Kathy Pugh, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

Epic Land Solutions, Inc.

8541 Horizon Lane SE
Olympia WA 98501
360-350-4786

Exhibit A **City of Lake Stevens – North Cove Park Relocation** **Relocation Policy**

This relocation policy establishes procedures that will be used by the City of Lake Stevens to relocate the tenant occupants from the North Cove Park Project that are uniform and will assure that relocation assistance is provided consistently to all affected occupants. The City assures that this policy is realistic and adequate to provide orderly, timely, and efficient relocation of displaced households. The relocation compensation and any eligible refunds will start upon the city receiving written notice of the displaced household's intent to vacate the unit on a specific date.

The following relocation services will be provided for all residential tenant occupants displaced by the project:

- Notice to Vacate explaining when the tenant must give up possession of the property
- Entitlement Letter that will address all relocation benefits available
- Rent Supplement to help with any increase in rent costs for the replacement dwelling
- Moving Expenses to help with costs associated with moving personal property
- Advisory Services to help those displaced through the process to ensure a successful relocation

PROCEDURES:

- I. **Advisory Services** – Each displaced household will be provided with Advisory Services from the beginning of the relocation process until the last claims have been filed and paid by the agency. These services will be provided by a Relocation Specialist that that will make the relocation process manageable for the displaced households. The services will include the following:
 - Personal Interview with members of each displaced household.
 - Explain the relocation process, types of payments, move options, requirements to receive payments, and answer questions.
 - Provide current information regarding the availability and cost of any rental units in the area.
 - Provide information on available community services if needed.
 - Offer to provide transportation to search for or view replacement housing by the Relocation Specialist or reimburse for costs associated with riding the bus or Uber.
 - Work with case worker for any displacee receiving government housing assistance.
 - Provide information and guidance on moving their personal property.
 - Facilitate move with commercial mover if commercial move elected.
 - Monitor move from the displacement dwelling.
 - Aid in filing claims for relocation expenses.

- Process relocation payments thorough the City.

II. **Relocation Compensation** - Each displaced household will be provided with funds, referred to as a Rent Supplement Payment, to help them relocate to a replacement dwelling. The payment will be based on the average rental rates in the City of Lake Stevens market. Payment will be made once the displaced household has secured a lease for the replacement dwelling. The Rent Supplement Payment will be a one-time Lump Sum payment and will consist of the following elements:

- **Rent Cost**– this amount is based on the average market rent in the Lake Stevens area. Rents at the displacement dwellings range from \$575 per month to \$1,195 per month for single family dwellings, a duplex, and a four-plex. Current market rents in Lake Stevens range for the same types of dwellings from \$1,300 to \$1,700 a month. Most of the available listings stated the requirement of a deposit that is equal to the first month's rent as well as payment of first month's rent. The intent of the Rent Supplement Payment is to cover the cost of first, deposit, and any utility reconnection fees.

Unit Type	Current Rent Range	Market Rent Average	Rent Supplement Payment
Single Family	\$1,050 - \$1,195	\$1,700	\$3,500
Duplex	\$575 - \$650	\$1600	\$3,200
4-Plex / Apartment	\$675 - \$950	\$1,300	\$2,600

III. **Moving Expenses** – Each displaced household will be eligible for costs to move their personal property from the displacement site to their replacement dwelling. The displaced household has the option of selecting a commercial move or a self-move, however the benefit amount will be limited to **\$1000**.

The Relocation Specialist will:

- Monitor the move.
- Assist displaced household with any move questions or guidance needed.
- **Incentive Payment for Moving** – An incentive payment is available to any displaced household who elects to move within the first 30 to 45 days from the date of meeting with the Relocation Specialist, or January 31, 2019, whichever date is earliest. Any move after 45 days will not be eligible for the move incentive payment.

Move in 30 days	Move in 45 days
\$1,000	\$600

IV. **Deposits** – Each displaced household will receive any eligible and refundable security/damage deposit as described in the original lease agreement within 14 days after receiving a satisfactory inspection by the city to determine that the unit is undamaged, unoccupied and completely empty of belongings.

V. **Prorated rent refunds** – Each displaced household will receive a prorated refund of their monthly rent, within 14 days, based on a daily computation of the monthly rent for each day after the unit is vacated by the tenant after receiving a satisfactory inspection by the city to determine that the unit is undamaged, unoccupied and completely empty of belongings.



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LAKE STEVENS POLICE DEPARTMENT

2019 - 2022 Strategic Plan



John Dyer, Police Chief

Ron Brooks, Commander

Jeff Beazizo, Commander

Julie Ubert, Administrative Manager



Now & Then
Serving Lake Stevens Since 1960

Message from the Chief

“To ensure that our direction is in line with what the community expects, it is important for us to invest time, energy and resources into developing this strategic direction”.

Policing in the 21st Century has changed dramatically. The nature of this change in our communities, and throughout the country, has transformed the expectations and demands placed on police departments. Because of this change, there is rarely agreement or a unified sense of direction. However, achieving a meaningful sense of direction is critically important for a police organization. In doing so, it will direct and guide every significant decision we make. It will ensure that we are being deliberate in concentrating our resources on community-focused efforts. It will enhance the clarity needed for every member of the organization to know what is expected of them, their work groups, and the agency. It also informs and educates the community about the “big picture” perspective necessary to understand the actions we take in their name, as well as how we use their resources to aid the community.

To ensure that our direction is in line with what the community expects, it is important for us to invest time, energy and resources into developing this strategic direction. As you will see throughout this report, significant effort has been put forth by our department staff and members of the community to fully understand how the Lake Stevens Police Department can best serve the community. Using this plan as our navigation, we will strive to meet the expectations of public safety and quality of life for Lake Stevens residents. Starting with the Mission, Vision, and fulfillment of the specific programs and priorities listed, the overarching goal is to direct our resources toward the common desire for Lake Stevens to be the best city in Snohomish County.

On behalf of the dedicated professionals of the Lake Stevens Police Department, our community partners, and our citizens, I am pleased and proud to present the Lake Stevens Police Department 2019-2022 Strategic Plan.

John Dyer

Chief of Police

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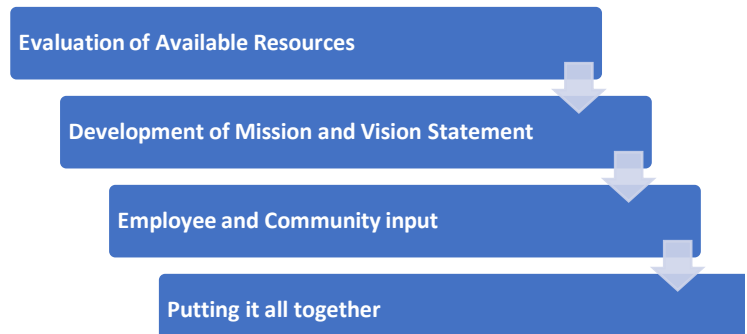
Developing the Strategic Plan

The Strategic Planning process was a three-part process:

1. Evaluation of Available Resources

Prior to starting the strategic planning process, it was important to establish a starting point. In doing so, numerous available data points were available:

- In 2013, the department was assisted by the Washington State Sheriff's and Chiefs of Police Association with a "LEMAP" (Loaned Executive Management Assistance Program). This provided a professional review of the LSPD operations and management.
- A review of the 2015 - 2018 LSPD Strategic Plan.
- In 2016, a survey of all employees intended to gather feedback from their perspective on the strengths and weaknesses of the LSPD and the challenges faced by the team.
- A review of past LSPD Annual Reports
- A review of the "climate surveys" in 2016 and 2017
- In 2017, the Command Staff and First Line Supervisors held a SWOT (Strengths, Weaknesses, Opportunities, Threats) exercise. Some highlights from this exercise were:



Strategic Planning



With the review of the baseline data, the fresh eyes of a new Police Chief, and clarifying the Lake Stevens philosophy of policing, the next step was to

invest in a new strategic plan that meets the current and future needs of the community in fiscally and professionally conscientious ways.

2. Development of Mission and Value Statement

To develop the Strategic Plan of the Lake Stevens Police Department, the guiding principal is the mission statement. The mission statement is a declaration about what every employee strives for daily. It guides plans, resources, and efforts. This mission statement was arrived at with full input of the employees of the LSPD. The three main themes arrived at through this process were:

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • High Morale • Good Equipment • Open to Change • Employees/Command Staff 	<ul style="list-style-type: none"> • Lack of Specialties • Lack of Office space • Staffing issues • Lack of consistency
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • New Building • Community Support • Political Support • Partnerships 	<ul style="list-style-type: none"> • Traffic • Perception of Police • Societal changes • Economic instability

- The members of the LSPD are dedicated to the safety and quality of life of the Lake Stevens Community.
- We are committed to a department grounded in excellence.
- We seek to fully partner with the community in all our efforts.

From these themes, a new Mission Statement was developed.

Lake Stevens Police Department Mission Statement

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

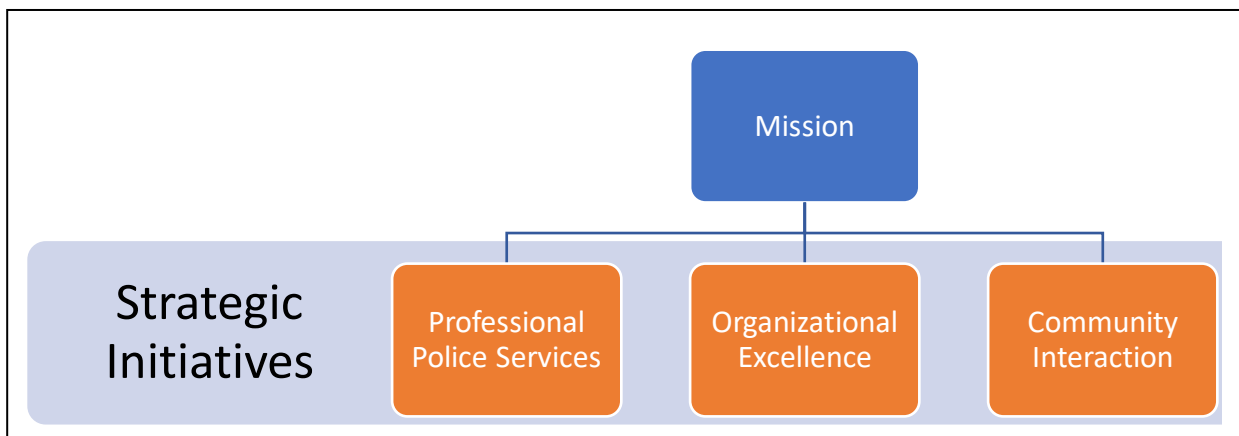
Next, the Vision Statement was revisited. This represents the long-range goals of the department. Through an exercise where employees were asked how they would respond to a 2025 reporter's question of "What three things is the LSPD known for?", the team came to a clear consensus on the Vision Statement.

Lake Stevens Police Department Vision Statement

The Lake Stevens Police Department is a trusted community partner made up of dedicated and well-trained professionals. As a strong team, we set the standard for excellence in policing. We are known for our dedication to professional police services and our unrelenting commitment to the safety and security of the community we serve.

STRATEGIC INITIATIVES

Informed by the starting data points, the Mission Statement, the SWOT analysis, the insight and experience of the command staff, and a review of our current resources, three strategic initiatives were identified and prioritized:





SERVICE



INTEGRITY

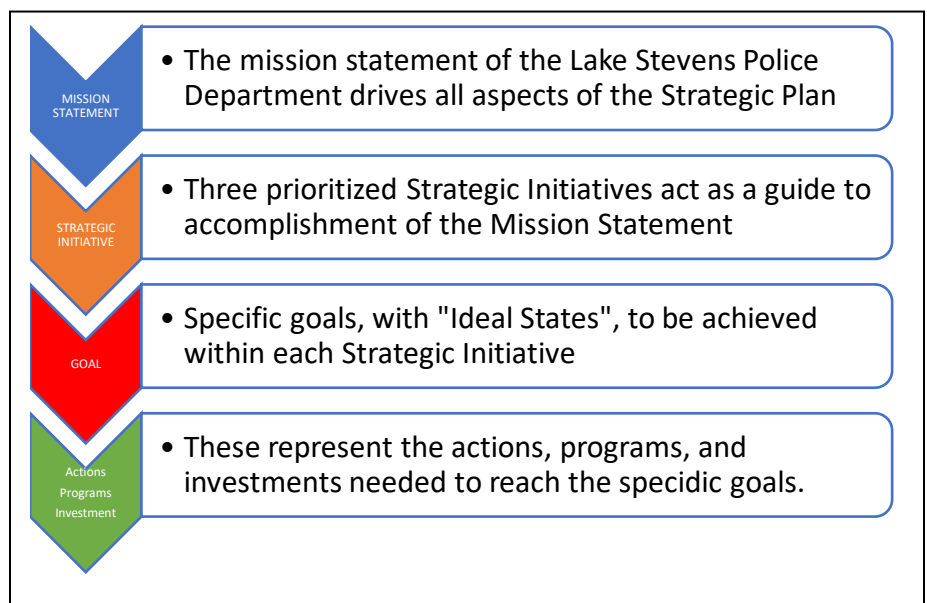


HONOR

STRATEGIC CONVERSATIONS

3. Employee/Community input

To develop the strategic plan for how these initiatives would be pursued, the department hosted a series of facilitated meetings with both the staff of the LSPD and members of the community. Included were council members, business owners, nonprofit representatives, staff members, citizens, students, and professionals.



Through these conversations, expectations for the department were explored for each strategic initiative. Consensus was arrived at for specific prioritized goals and tasks needed to fulfill the strategic plan.



THE STRATEGIC PLAN

The following emerged as the strategic goals and outcomes for the next 2-3 years. The two-part outcomes are listed as the goal, and a statement which reflects the desired ideal state for each goal.

Professional Police Services

A Lake Stevens resident calls 911 because someone is breaking into their car. Another person comes to the police department to obtain a copy of a police report. A third comes into the department to talk to an Officer about a nuisance issue in their neighborhood. These services are at the heart of what the organization does and are enshrined in the mission statement: "We serve the Lake Stevens community with enhanced public safety and quality of life". One of the three strategic initiatives is to focus on these core professional police services in a way that improves the lives of Lake Stevens residents.

Enhanced Public Safety

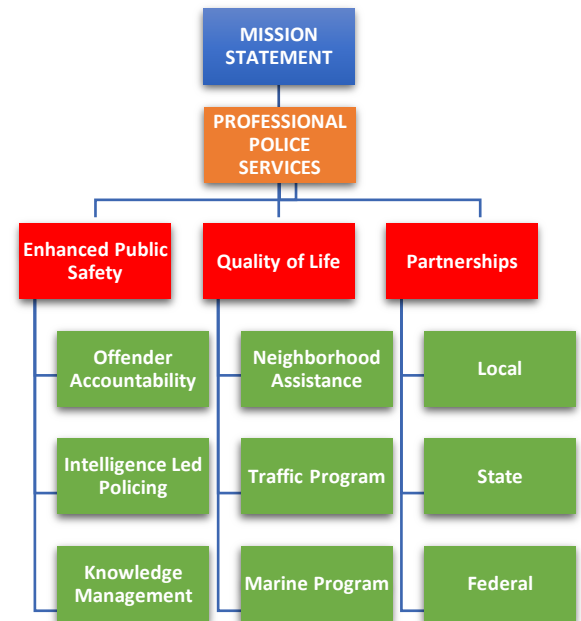
- Description** - The core of the mission is to enhance the safety of the Lake Stevens community. This will remain an area of highest priority. Operations will be strategically employed to ensure efforts are targeted in such a way as to have the greatest impact. Efforts will be focused on those offenders and issues which directly impact citizens. The greatest impact will be made through offender accountability, Intelligence-led policing, and knowledge management.
- Ideal State** – By using resources wisely, the safety of the community is improved. Tactical intelligence is used to focus staff on those people and efforts which will have the greatest impact, and continually adjust efforts to meet changing needs.

Quality of Life

- Description** - Another important police function is enhanced quality of life. All Lake Stevens residents enjoy our community in a safe and healthy environment, through code enforcement, traffic education and enforcement, and a strong Marine Patrol program.
- Ideal State** - The Lake Stevens Community is a safe and healthy community. Traffic impacts are minimized, the lake is a safe recreational opportunity open to all, and neighborhoods are clean and livable.

Partnerships

- Description** - The Lake Stevens Police Department cannot impact the safety and quality of life in Lake Stevens alone. Effective law enforcement depends on partners in the Lake Stevens Community, the larger regional area, as well as partners in local, state, and federal law enforcement. The partnership goal seeks to maximize these partnerships to leverage knowledge, reach and impact.
- Ideal State** - The Lake Stevens Police Department has an extensive network of local, state, and federal partners. These are utilized as a force multiplier in achieving the mission of enhanced safety and quality of life for Lake Stevens residents.



Organizational Excellence

For the Lake Stevens Police Department to serve the community in the most efficient and effective way, organizational excellence must be achieved. Two main areas of focus, people and processes, make up the operational success in making Lake Stevens a safer place to live. The engagement of employees and/or processes that continually inspires and improves must be a focus. By training, mentoring, engaging, and inspiring employees, they will be better positioned to bring quality service to the community. By making a continual effort to improve processes and equipment, employees will have the necessary tools to do their best work. The Lake Stevens Police Department is committed, as a strategic initiative, to employees, processes, and equipment.

Employee development

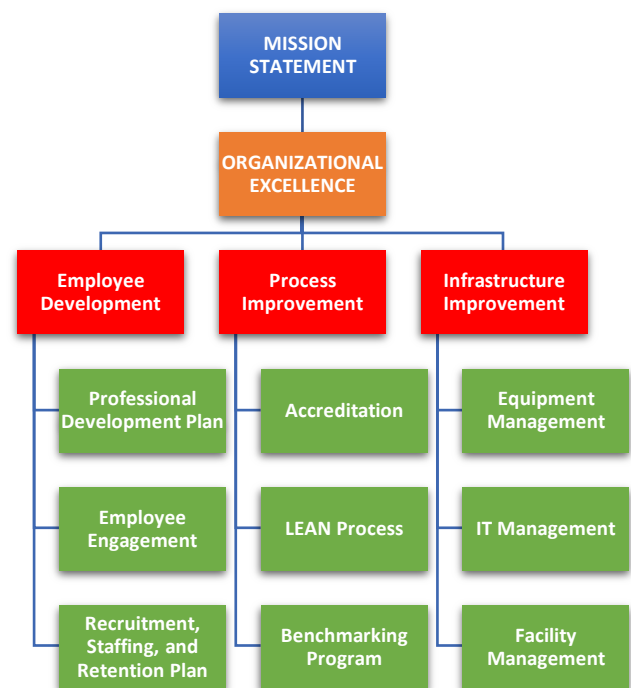
- **Description** - The employees of the LSPD are what makes this a great organization. This goal represents a commitment to developing employees through a quality recruitment and retention program, professional development, and an employee engagement plan.
- **Ideal State** - Employees are well trained and engaged in the operations of the LSPD. Further, they are prepared to take the next step in their careers, as well as increase their contribution to the LSPD.

Process improvement

- **Description** - Continued review and refinement of internal processes are critical to efficient and effective operations. Review will be deliberate with accreditation, an active LEAN process, and benchmarking programs, toward establishing the LSPD as a 21st century public service organization.
- **Ideal State** - The LSPD demonstrates modernized, efficient and effective operations. Policies and procedures are current and internal processes have been reviewed and refined.

Infrastructure Improvement

- **Description** - The proper equipment and infrastructure are required for employees to effectively serve the community. This will be ensured through equipment management, IT support, and a new police facility .



- **Ideal State** - All of the equipment is working to desired specifications with a built-in replacement cycle. IT needs are met on an on-going basis, and a modern facility meets department and community needs.

Community Interaction

The relationship with the Lake Stevens community is the foundation for the department's work. An engaged and well-informed community is a critical partner in the reduction of crime, crime prevention, and addressing quality of life issues. As one of the three strategic initiatives, the enhanced education and interaction between the LSPD and community, as well as engagement with citizens, is a focus. This joint effort will create a safe and livable city where residents are a full participant.

Education

- **Description** - In aiding the Lake Stevens Community in safety and quality of life, it is important to provide the information and tools necessary for citizens to be a partner with the LSPD. Whether it is through crime prevention education, an active school engagement program, or community education about issues we are facing, the goal is to have a well-educated community, fully engaged in the collective safety and security of Lake Stevens.

- **Ideal State** - The LSPD provides a variety of timely, relevant and useful educational and interactive opportunities to the community. An active crime prevention program offers information on how citizens can help protect themselves and their families. School-based programs are offered to educate our youth and provide a safe school environment. Timely information is provided on issues facing the community. The LSPD and community are full partners in the collective effort to provide for a safe community.



Interaction

- **Description** - To develop a partnership with the community, a relationship must first be established. This relationship then provides the platform to develop a trusting and productive partnership. The continued relationship will be developed through a formalized community policing program, a community communication plan, and presence at community events.
- **Ideal State** - The LSPD has a mutual and respected relationship with the community. This is based on personal interaction with citizens in a variety of ways. Engagement in regular one-on-one interactions, communication with the community, and our regular presence at places where the community regularly meets is a vital component of operations.

Engagement

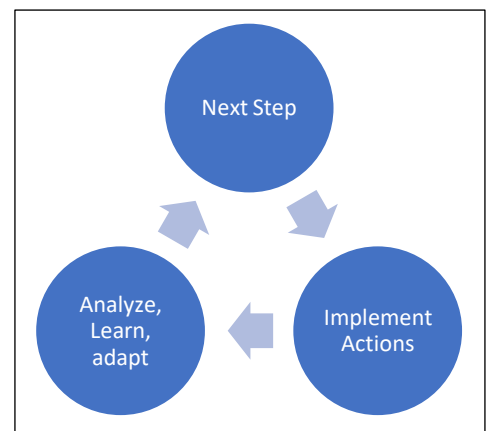
- **Description** - Engaging with citizens in a more comprehensive way is also beneficial to both the LSPD and the community. These engagement efforts offer a deeper understanding and level of engagement. Volunteer opportunities to our citizens assists in efforts and provides a deeper level of opportunity for the citizen. The promotion of social responsibility as an agency helps the community in their efforts to help others, and personal engagement from employees improves the community on an individual basis.
- **Ideal State** - The LSPD is an active partner in our community. The department is dedicated not only to safety and quality of life, but also to those efforts that seek to improve the lives of citizens. This is done through an active volunteer program, engagement in community efforts as a department, and the facilitation of employees in individual efforts, which have a positive influence on the community.

Moving forward with the Strategic Plan

In order for the strategic plan to be successful, it must be adaptive. Many circumstances may change, which may make some portions of the plan not as relevant as it was when written. Further, some portions of the plan may not have the success intended, thus making it less of a priority. Lastly, new technologies and trends in policing may require new sections. As knowledge is gained, the models are updated, and management strategies are derived accordingly. This adaptive learning and process will ensure that efforts are constantly reviewed to make sure they are still in line with the desired results.

The appendix of the Strategic Plan lists 56 specific programs and tasks to reach the ideal state for each goal, which in turn will accomplish the strategic initiatives, and meet the Mission Statement. With 56 specific programs and tasks, this plan will have many moving parts, and will require the input of all LSPD employees. To make this possible, the implementation used to create this flexibility, the “Adaptive Process”, is based on the following principles:

- It will consider changing circumstances, such as
 - Access to resources
 - Available staffing
 - Changing community priorities
- It will use a “time blocked” approach:
 - Setting and achieving small goals
 - Based on resources
 - Based on what we learn along the way
- Cross functional teams will ensure coordinated approaches throughout the department.



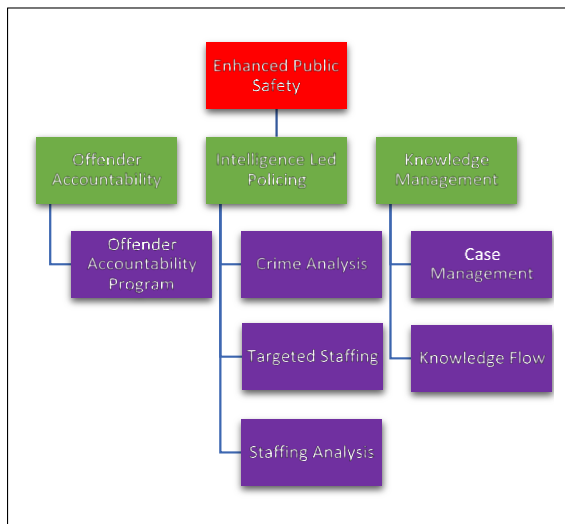
All these will be accomplished by using a “Next Step” process:

- Team managers, leads, and members will be assigned different parts of the strategic plan.
- They will identify the goal, the resources needed, and the challenges.

- They will then identify the achievable short-term goal, or “Next Step”, along with a timeline, which will move them toward the desired goal.
- Regular check-in sessions will be held, with consideration given to:
 - New information we have learned
 - Roadblocks to successful completion
 - Validate forward movement on the project, based on current circumstances
 - Ensure team is getting support and producing results
 - Identify the “Next Step”

Case Study on the Adaptive Process

To give an example of the Strategic Planning process, the example will be the goal of Enhanced Public Safety.



Offender Accountability

- **Offender Accountability Program** – Hold accountable those offenders which are the greatest risk to the community, through partnerships with police, prosecutors, and the Courts

Intelligence Led Policing

- **Crime Analysis** – Use data to better allocate resources to address public safety and quality of Life.
- **Targeted Staffing** – Use targeted staffing, where possible, to bring resources to specific problems
- **Staffing Analysis** – Use a professional staffing analysis to determine staffing levels

Knowledge Management

- **Case Management** – Develop a Case Management system which enhances service to Lake Stevens citizens. This would begin with call response, and end with follow up and case resolution. The goal is to provide consistent and quality service throughout the department.
- **Knowledge Flow** – Create a consistent system of the sharing of employee “Street Knowledge”, to provide for an “Organizational knowledge base”.

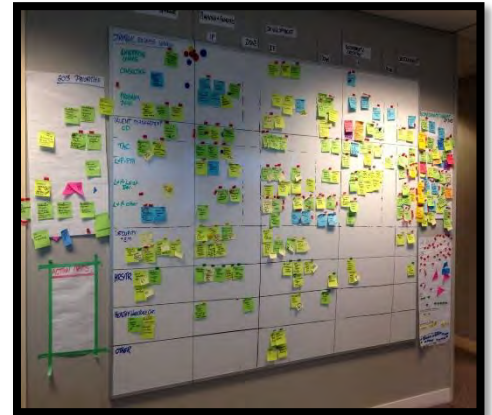
In this example, one of the projects within the goal of Offender Accountability is an Offender Accountability program. The goal of this program is to develop a system to ensure accountability to those who repeatedly offend against Lake Stevens citizens. The Operations Commander has been identified as the project manager. The next steps are:

1. The Project Manager identifies a Project Leader.
2. The Team Leader identifies the team needed for this project.
3. The Team Leader meets with the team to develop a Strategic Plan Project Report, identifying:
 - The project
 - Known factors
 - Support needed
 - What the “first next steps” are
4. The Team Leader meets with the Chief and Operations Commander to present the project report, with the anticipated date of the first steps being completed.
5. All the projects are tracked, to ensure that all team leaders are completing the next steps.

6. Team Leaders meet with the Operations Commander and Chief on a regular basis to discuss the lessons learned, what resources are needed, and adjust to the “next step”.
7. The projects are reevaluated on a regular basis to see which projects need support, which ones are completed, and which ones need to be adjusted.

CONCLUSION

I would like to thank the people involved in this process. As I have said many times “It is important that we police the community in a way that is consistent with community values”. It is only when we do this that we receive the support of the community that is essential to be successful in the shared responsibility of public safety.



This process has provided the chance to get input from both the employees and many sections of the community. This process included input from employees, volunteers, city council members, business owners, students, church leaders, and citizens at large. This input helped create a shared vision of where the Lake Stevens Police Department will use its resources to best serve the community.

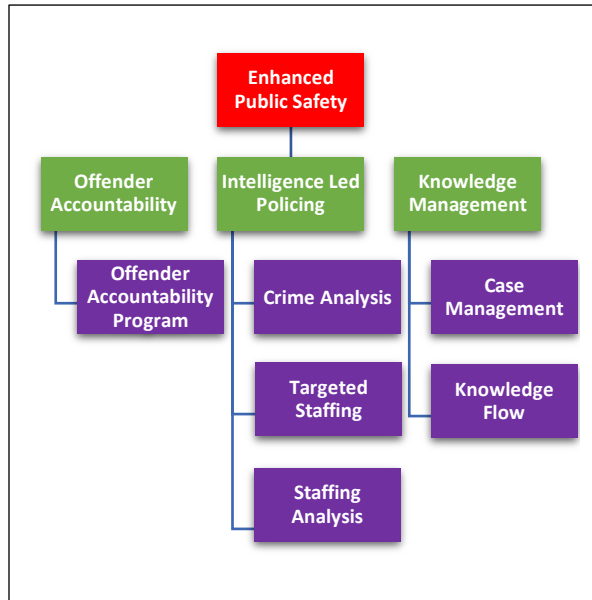
The adaptive process will allow the department to continually evaluate and adjust its efforts to better meet the changing needs of the community. It is my belief that by following this process, we will continue to live up to our mission statement of:

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



APPENDIX

PROFESSIONAL POLICE SERVICES



Offender Accountability

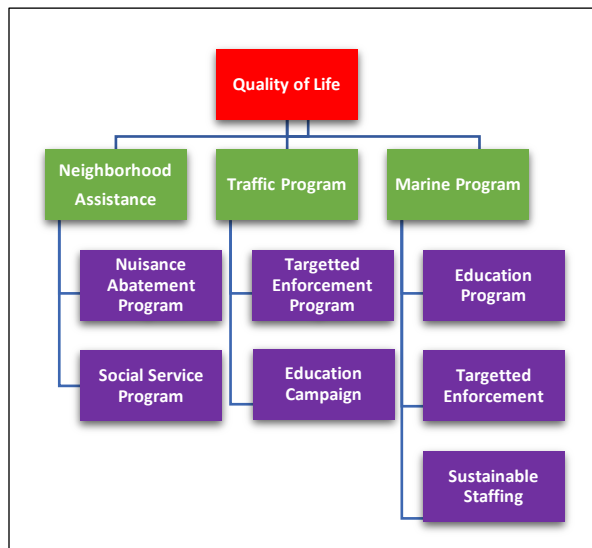
- **Offender Accountability Program** – Hold accountable those offenders which are the greatest risk to the community, through partnerships with police, prosecutors, and the Courts

Intelligence Led Policing

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- **Targeted Staffing** – Use targeted staffing, where possible, to bring resources to specific problems
- **Staffing Analysis** – Use a professional staffing analysis to determine staffing levels

Knowledge Management

- **Case Management** – Develop a Case Management system which enhances service to Lake Stevens citizens.
 - Quality individual case management
 - Quality case management system
- **Knowledge Flow** – Create a system of the sharing of employee “Street Knowledge”, to provide for an “Organizational knowledge base”.



Code Enforcement

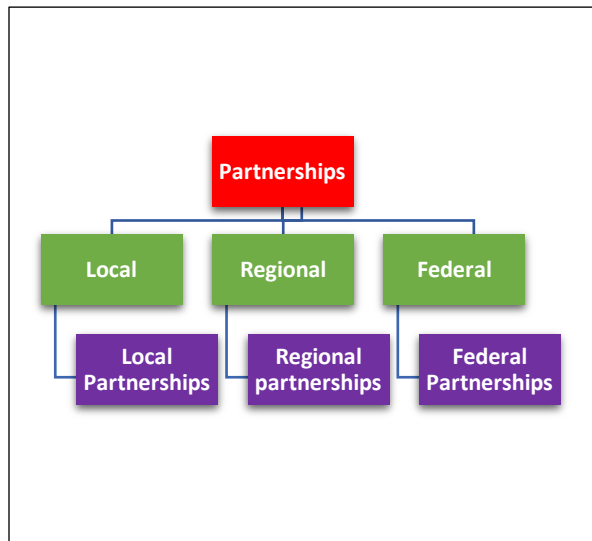
- **Nuisance Abatement Program** – Develop a comprehensive nuisance abatement program, within resources available, which addresses nuisance issues within Lake Stevens
- **Social Services Program** – Develop the partnerships needed to help address the social issues the whole community deals with.

Traffic Program

- **Targetted Enforcement Program** – Enforcement is based on targeted areas and accident data.
- **Education Campaign** – Develop an education campaign based on reinforcing the targeted enforcement program, and general education.

Marine Program

- **Education Program** - Establish a comprehensive education program to inform lake users of water safety related issues.
- **Targetted Enforcement** – Use targeted enforcement to improve the safety of all lake users.
- **Sustainable Resources** – Create a staffing model which is sustainable and aligned with staffing needs.



Local Partnerships

- **Strong local partnerships** are critical in our ability to serve the Lake Stevens Community.

Other city departments	Lake Stevens Fire Department
Lake Stevens School District	City groups and organizations

Regional Partnerships

- **Regional partnerships** allow us to make use of a greater pool of resources to address common problems.

Dept. of Emergency Management	SOGTF	SNOCAT
Regional SWAT	SCSPCA	SNOC0911

Federal Partnerships

- **Federal partnerships** bring an added level of support, which enables us to better serve the community.

FBI	DEA
US Marshalls Office	US Treasury

*We will report on our partnerships on a yearly basis

ORGANIZATIONAL EXCELLENCE



Professional Development Plan

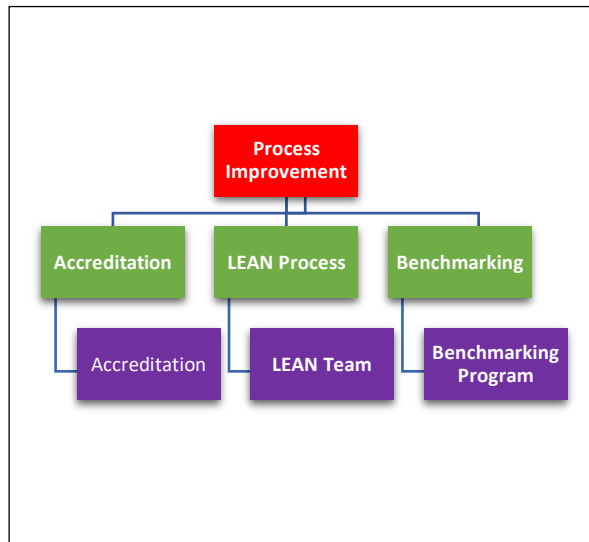
- **Professional development plan** – Develop a comprehensive professional development program.
- **Seccession Planning** – Plan for succession, through training and mentorship.

Employee Engagement

- **Internal Communication Plan** – Create and maintain an internal communication plan to keep employees fully informed.
- **Recognition Plan** – Create a systematic plan for recognition of employees, who enhance the departments mission and values.
- **Wellness Activities** – Encourage numerous aspects of wellness to the LSPD employees.

HR Functions

- **Recruitment and Hiring** – Create a comprehensive and efficient recruitment and hiring process which attracts and hires the best possible employees.
- **Performance Management** – Create a comprehensive performance management program, which encourages the evaluation and accomplishment of the departments mission and values.



Accreditation

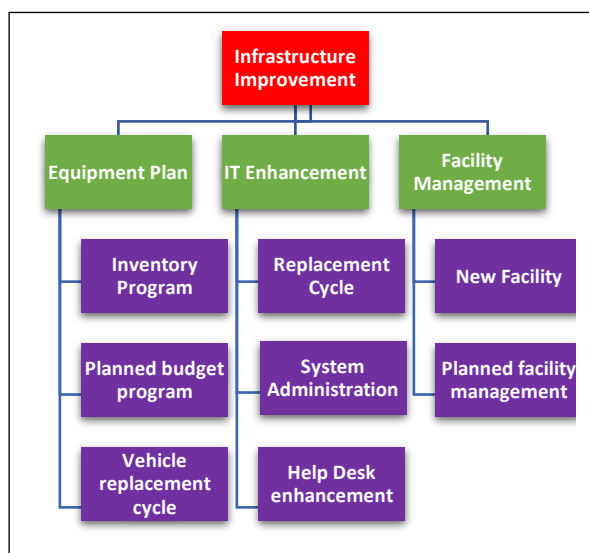
- **Accreditation attainment** – Attain state accreditation through the Washington Association of Sheriffs and Chiefs of Police

Lean Process

- **Lean Team** – Working with the State Auditor's Office, create a LEAN team and process which researches effective and efficient processes.

Benchmarking

- **Benchmarking program** – Create a benchmarking team and program to research best practices in processes and operations.



Equipment Plan

- **Inventory Program** – Create an effective equipment inventory program
- **Planned Budget Program** – Create a budgeting process which creates a stable funding source for required and replaceable equipment.
- **Vehicle Replacement Program** – Create a vehicle replacement program.




IT Enhancement

- **Technology replacement cycle** – Create a stable system of replacing technology on a predictable cycle.
- **System Administration** – Maintain the coordination of all the systems which we access every day on an operational level.
- **Help desk enhancement** – Make timely help desk assistance available to our staff for operational issues.

Facility Management

- **New Facility** – Follow through with the development and construction of a new police facility which will meet the needs of the Lak Stevens Community.
- **Planned facility management** – Create a program of maintenance to ensure the responsible use of the new police facility.

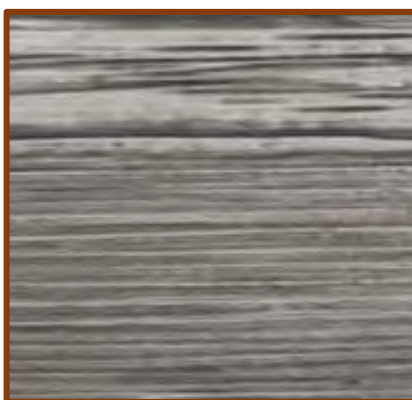
COMMUNITY INTERACTION

 <pre> graph TD Education[Education] --> CrimePrevention[Crime Prevention] Education --> SchoolProgram[School Program] Education --> CommunityEducation[Community Education] CrimePrevention --> DontBeVictim["Don't be a Victim"] CrimePrevention --> NeighborhoodWatches[Neighborhood Watches] CrimePrevention --> ScamAlert[Scam Alert] SchoolProgram --> SRO[SRO] SchoolProgram --> SafeSchools[Safe Schools] SchoolProgram --> CrisisManagement[Crisis Management] CommunityEducation --> TargettedForums[Targetted Forums] CommunityEducation --> EducationalMaterials[Educational materials] </pre>	<p>Crime Prevention</p> <ul style="list-style-type: none"> • "Don't be a Victim" Campaign – Create a crime prevention initiative based on "Do not be a victim". • Neighborhood Watches – Based on available resources, facilitate a neighborhood watch program. • Scam Alert Program – Create a Crime prevention initiative based on common scams which effect Lake Stevens residence. <p>School Program</p> <ul style="list-style-type: none"> • SRO – Evaluate our School Resource Program, with the aim of maximum effectiveness, given the resources available. • Safe Schools – Augment the SRO program with a "Safe Schools" program involving the Patrol Division. • Crisis Management – Be a full partner with the school district in risk assessment, investigation, and Emergency Management. <p>Community Education</p> <ul style="list-style-type: none"> • Targetted Forums – We will be available to participate in forums to bring awareness to issues which effect safety in Lake Stevens. • Educational Materials – Create a library of relevant educational materials to be available to the community.
 <pre> graph TD Interaction[Interaction] --> CommunityPolicing[Community Policing Program] Interaction --> CommunityCommunication[Community Communication] Interaction --> EventMangement[Event Mangement] CommunityPolicing --> FormalCommunityPolicing[Formal Community Policing Program] CommunityPolicing --> CameraRegistration[Camera Registration Program] CommunityCommunication --> SocialMedia[Social Media] CommunityCommunication --> CommunityCommunicators[Community Communicators] CommunityCommunication --> CommunityPublicSpeaking[Community Public Speaking] EventMangement --> CityEventManagement[City Event Management] EventMangement --> DepartmentEventMangement[Department Event Mangement] </pre>	<p>Community Policing Program</p> <ul style="list-style-type: none"> • Formal Community Policing Program – Develop a systematic way to monitor community policing effort by the LSPD. • Camera Registration Program – This program will encourage citizens to register their security camera with the LSPD, to allow us to know where cameras are, in the case of a crime in the area where video evidence might be available. <p>Community Communication</p> <ul style="list-style-type: none"> • Social Media – Maintain a vigorous social media presence to keep the community informed. • Community Communicators – Develop a network of "Community Communicators" and keep them informed of department activities. • Community Public Speaking – Develop a cadre of Department public speakers and make them available to the community. <p>Event Management</p> <ul style="list-style-type: none"> • City event management – Be a full partner in community-based events, with the goal of safety in mind. • Department Event management – Maintain department sponsored community events, meant to highlight and support public safety.
 <pre> graph TD CitizenEngagement[Citizen Engagement] --> VolunteerProgram[Volunteer Program] CitizenEngagement --> SocialResponsibility[Social Responsibility] CitizenEngagement --> EnhancedEngagement[Enhanced Engagement] VolunteerProgram --> VolunteersInPolicing[Volunteers in Policing] VolunteerProgram --> ExplorerPost[Explorer Post] VolunteerProgram --> ChaplainProgram[Chaplain Program] SocialResponsibility --> DepartmentSocialResponsibility[Department Social Responsibility] SocialResponsibility --> EmployeeSocialResponsibility[Employee Social Responsibility] EnhancedEngagement --> PoliceAdvisoryBoard[Police Advisory Board] EnhancedEngagement --> CitizensAcademy[Citizens Academy] EnhancedEngagement --> FoundationAssistance[Foundation Assistance] </pre>	<p>Volunteer Program</p> <ul style="list-style-type: none"> • Volunteers in Policing – Develop and maintain a wide range of volunteer opportunities, in support of public safety. • Explorer Post – Maintain a strong Explorer Post. • Chaplain Program – Develop and maintain a LSPD Chaplain program. <p>Social Responsibility</p> <ul style="list-style-type: none"> • Department Social Responsibility – Organize and encourage an effort to assist in community related efforts at helping fellow citizens. • Employee Social Responsibility – Encourage, support, and highlight individual employees in efforts which benefit Lake Stevens citizens. <p>Enhanced Engagement</p> <ul style="list-style-type: none"> • Police Advisory Board – Creation of a Police Advisory Board, made up of Lake Stevens citizens, who offer advice and assistance in ensuring community-based policing. • Citizens Academy – Provide an avenue for citizen participation in an extensive education effort, providing better understanding. • Foundation Assistance – Support community efforts in the creation of a Public Safety Foundation



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Lake Stevens Festival Pavilion



Glass Panel Door Glass Panel Door

Glass Panel Door Glass Panel Door

EAST ELEVATION – MAIN STREET



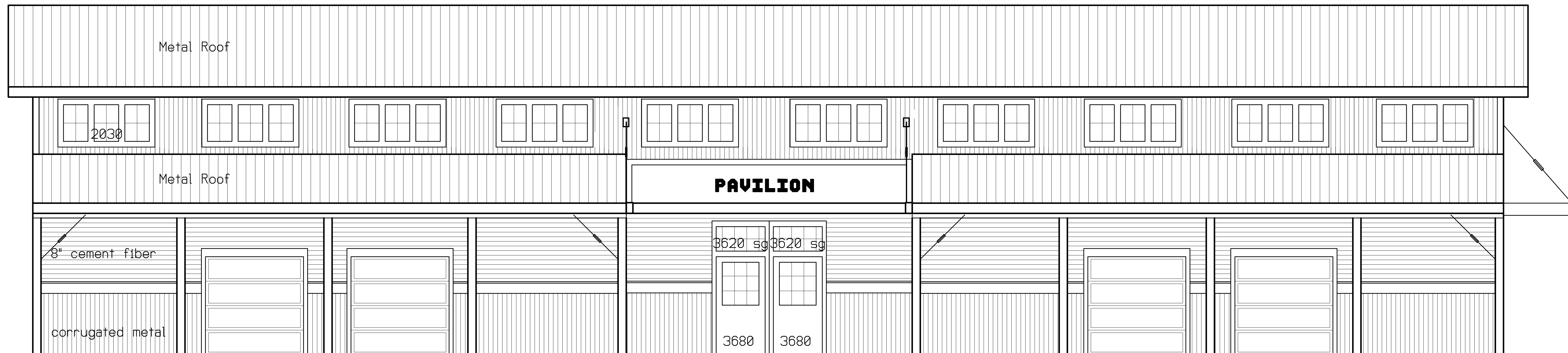
Glass Panel Door Glass Panel Door

Db1 9090 glass panel

WEST ELEVATION – LAKE SIDE



NORTH ELEVATION



Glass Panel Door

Glass Panel Door

Glass Panel Door

Glass Panel Door

EAST ELEVATION –MAIN STREET

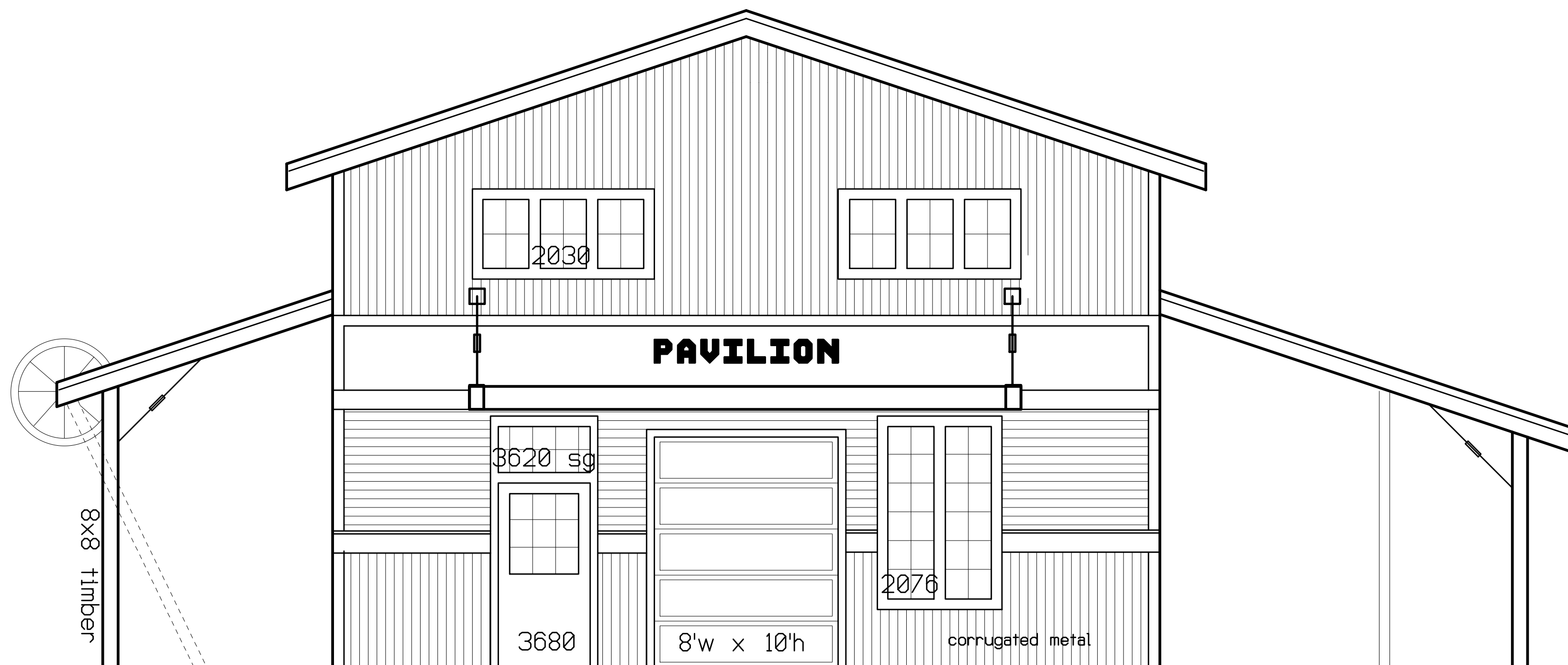


Glass Panel Door

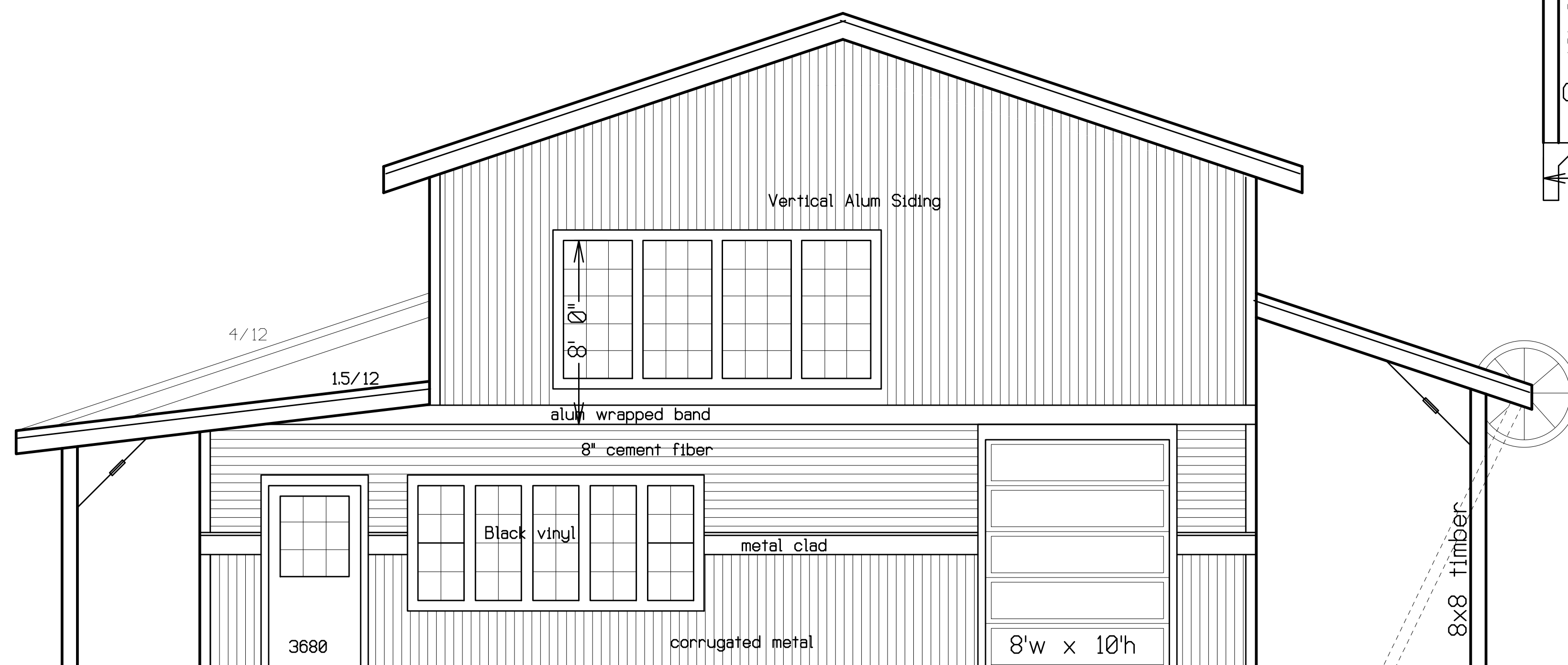
Glass Panel Door

Dbl 9090 glass panel

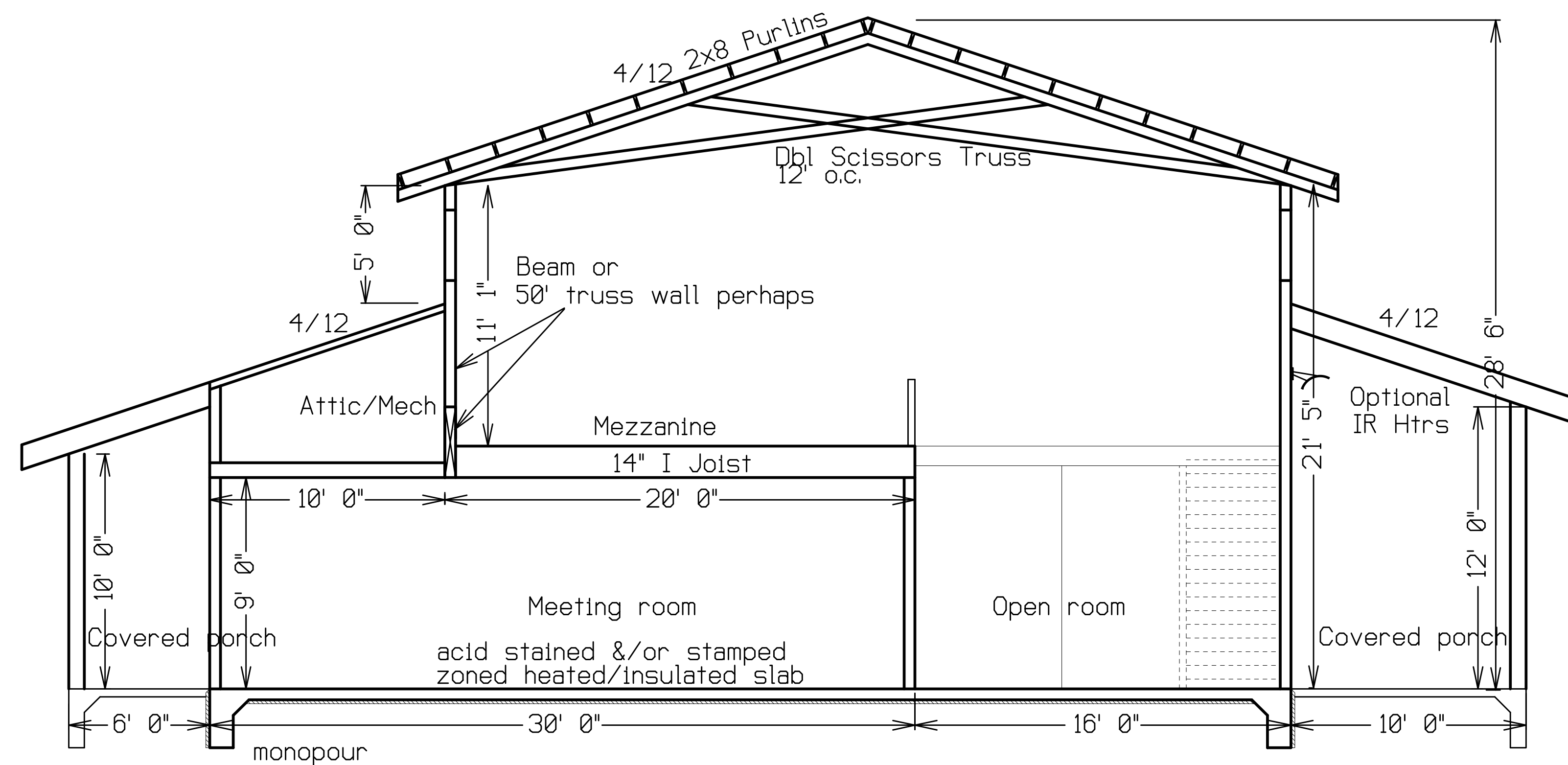
WEST ELEVATION – LAKE SIDE



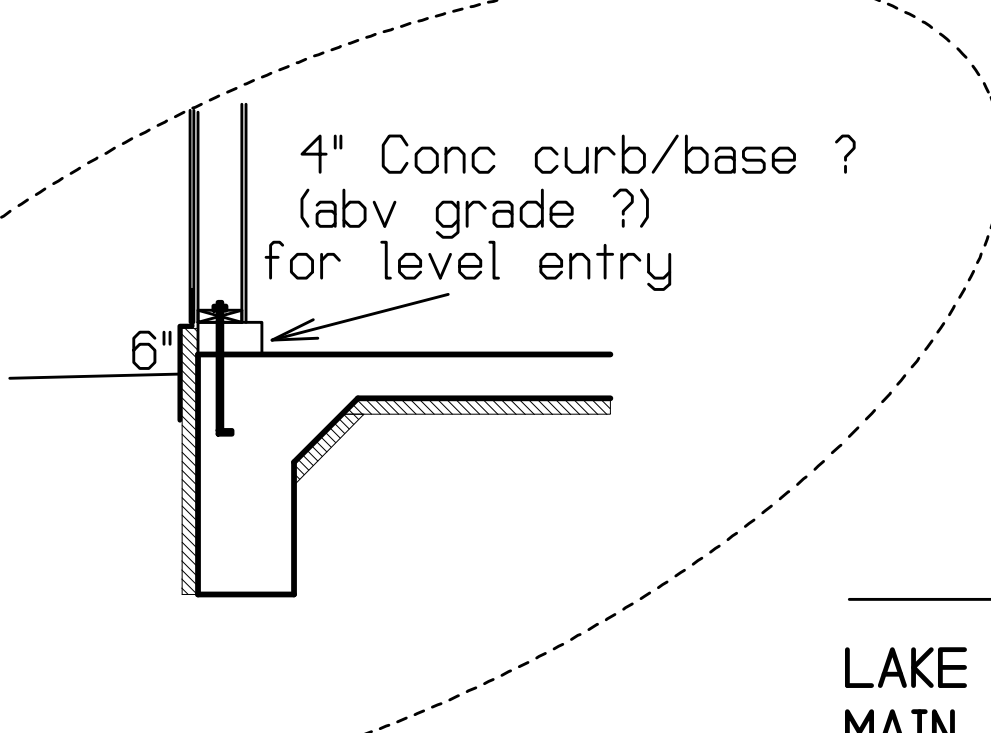
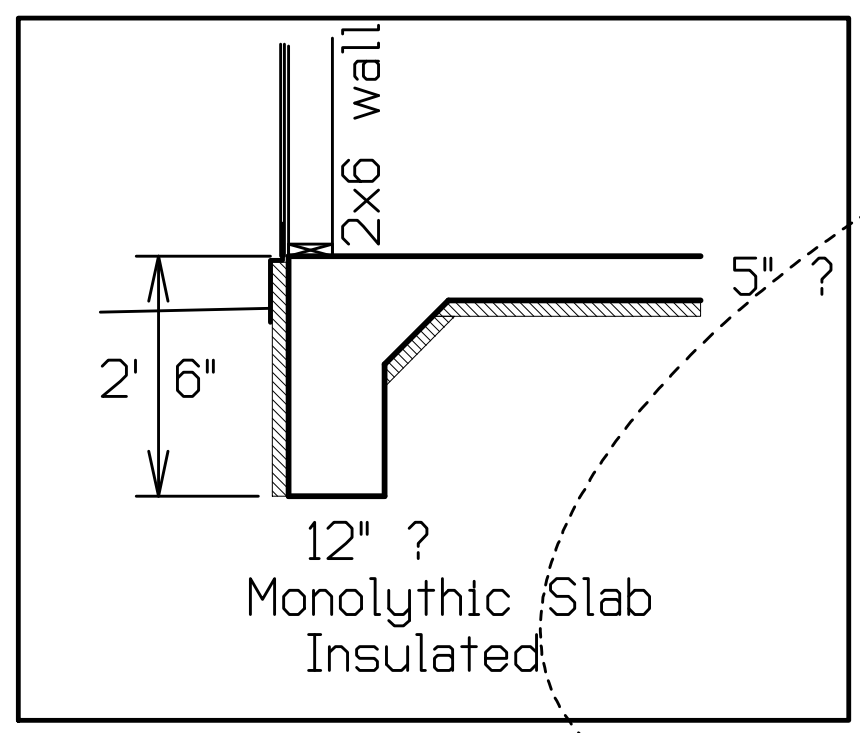
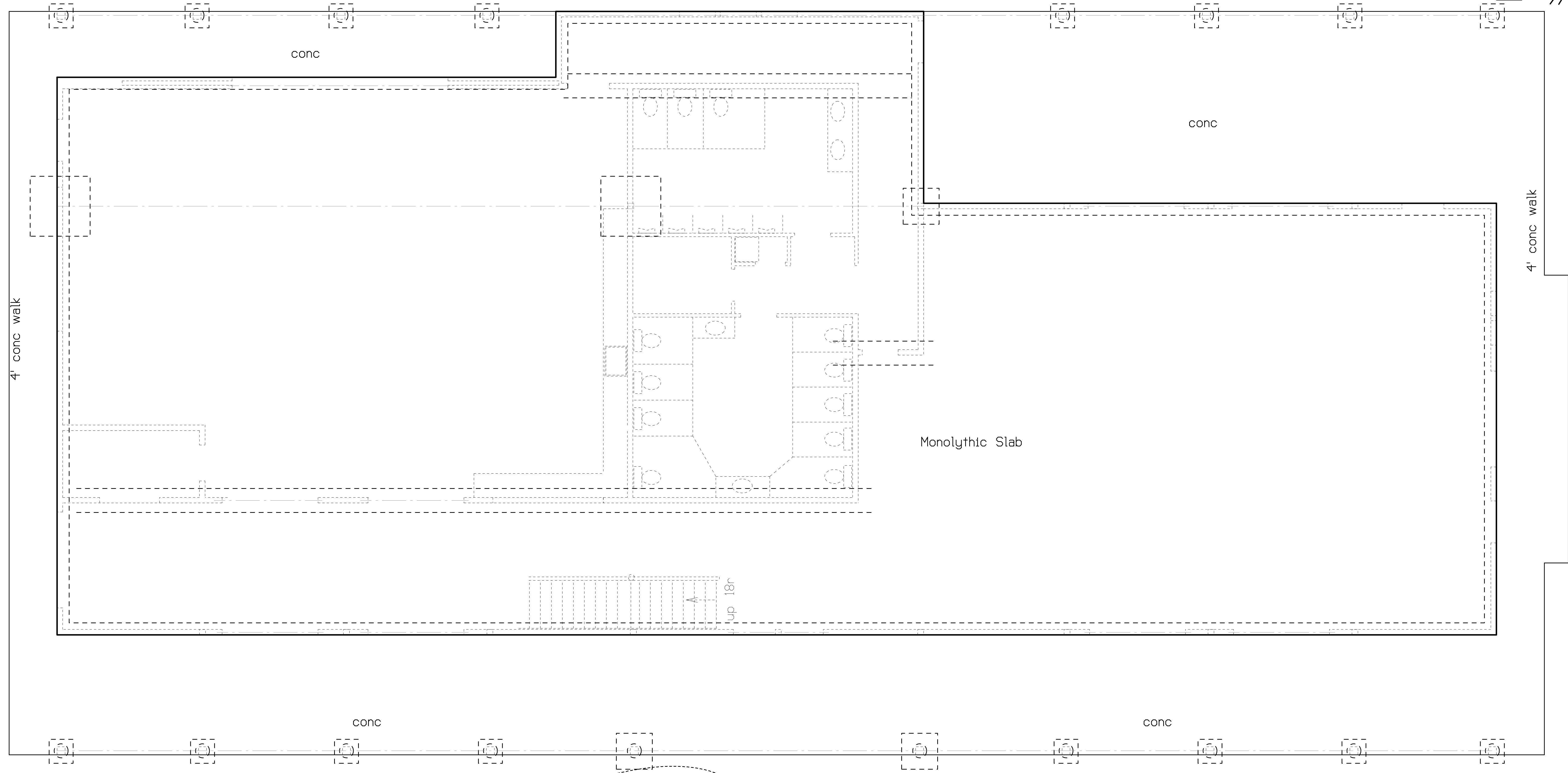
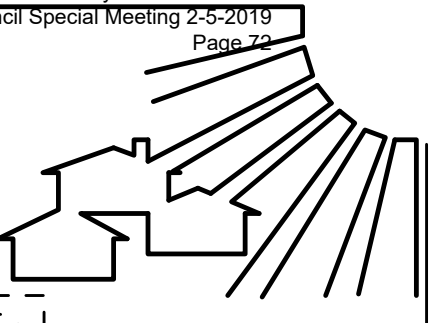
NORTH ELEVATION



SOUTH ELEVATION

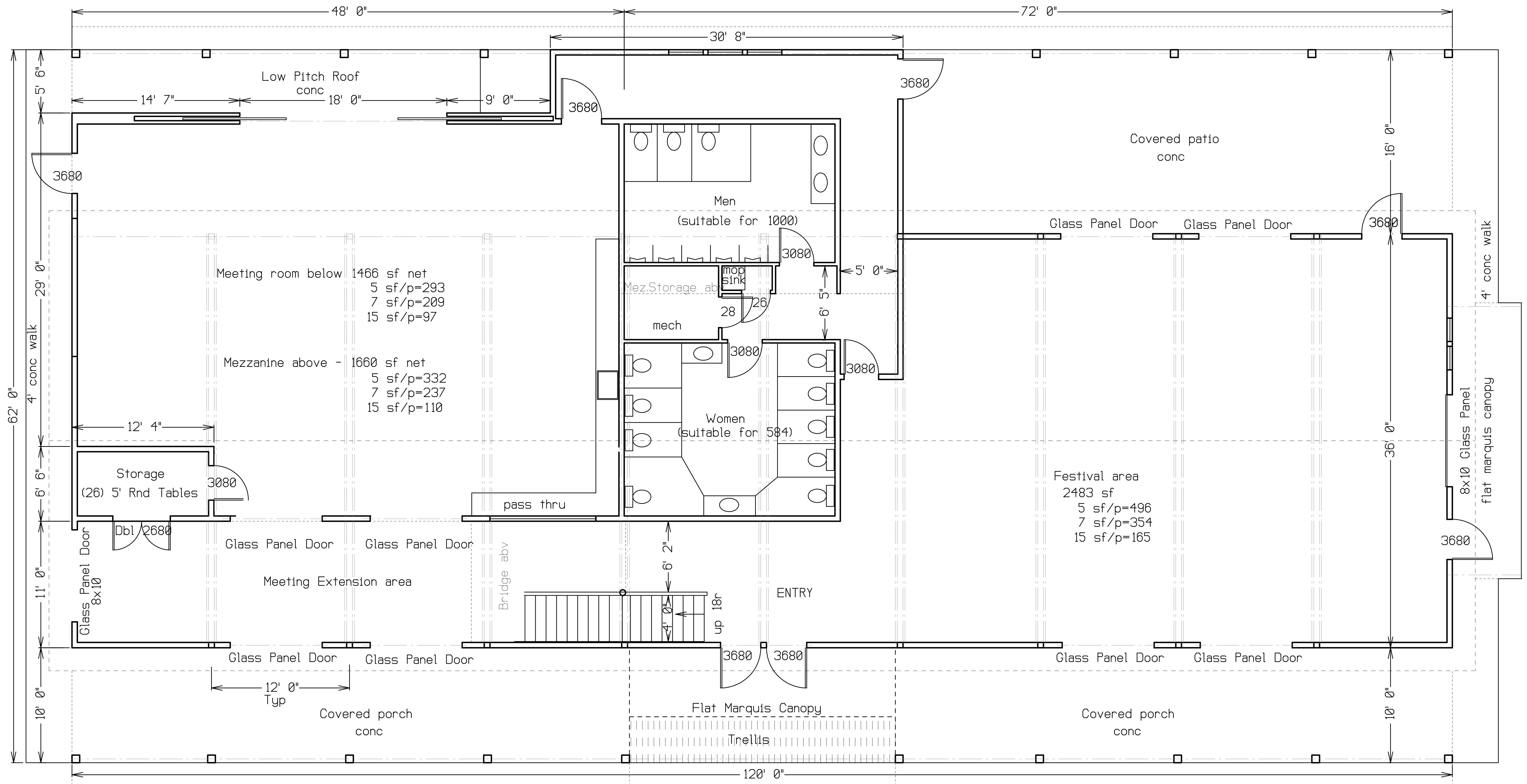


SECTION A



FOUNDATION

REVISIONS	



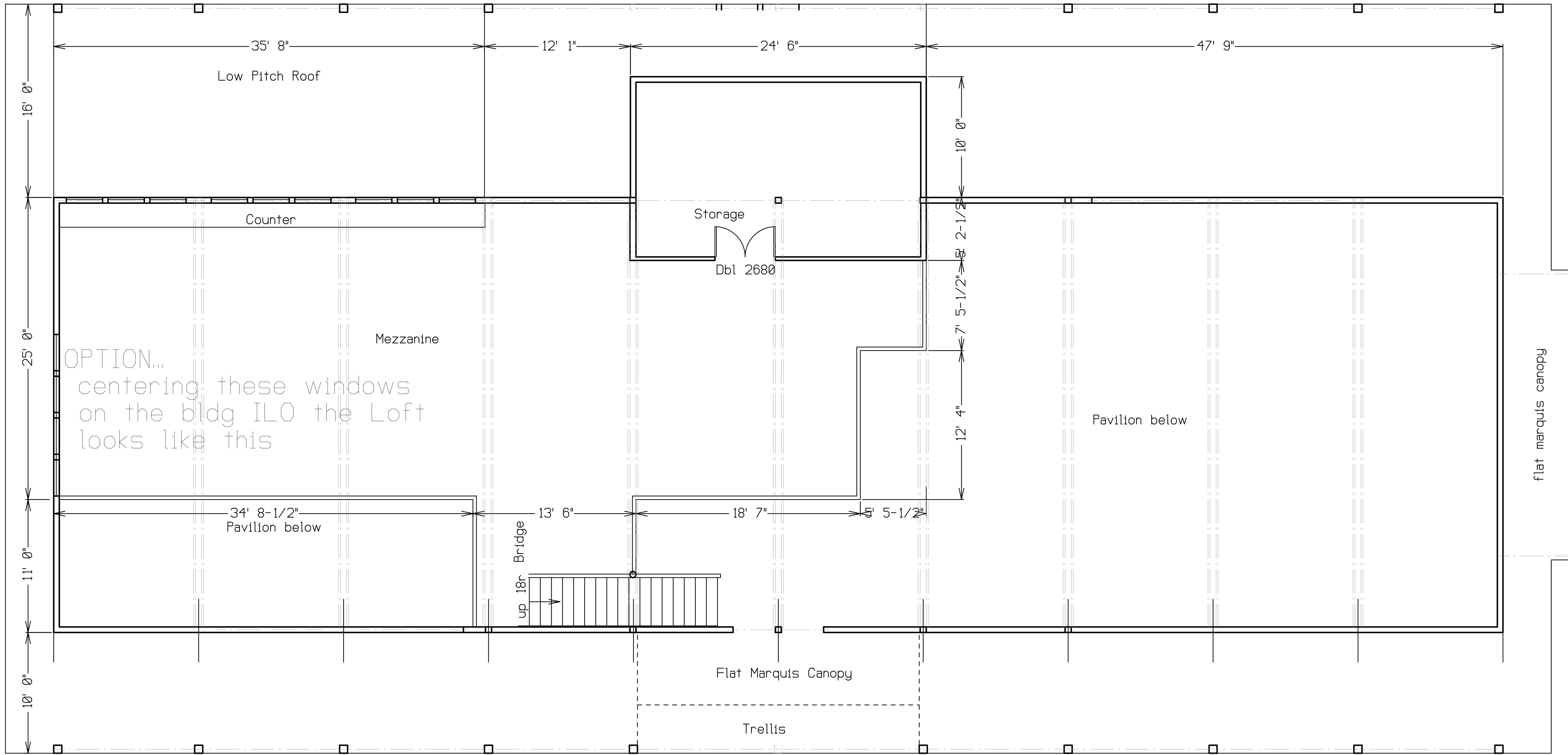
PLAN VIEW

LAKE STEVENS FESTIVAL PAVILION
MAIN STREET, LAKE STEVENS
2 STORY

MAIN FLOOR PLAN
1/4"=1'-0" - Sheet # 4 of 6
dpw - 1/29/2019

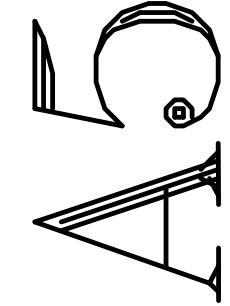
REVISIONS		Doug Williams - Designer
		391 Iranistan Ave, Bridgeport, Ct 06604
		425 530 - 1042
		dougwilliams444@gmail.com

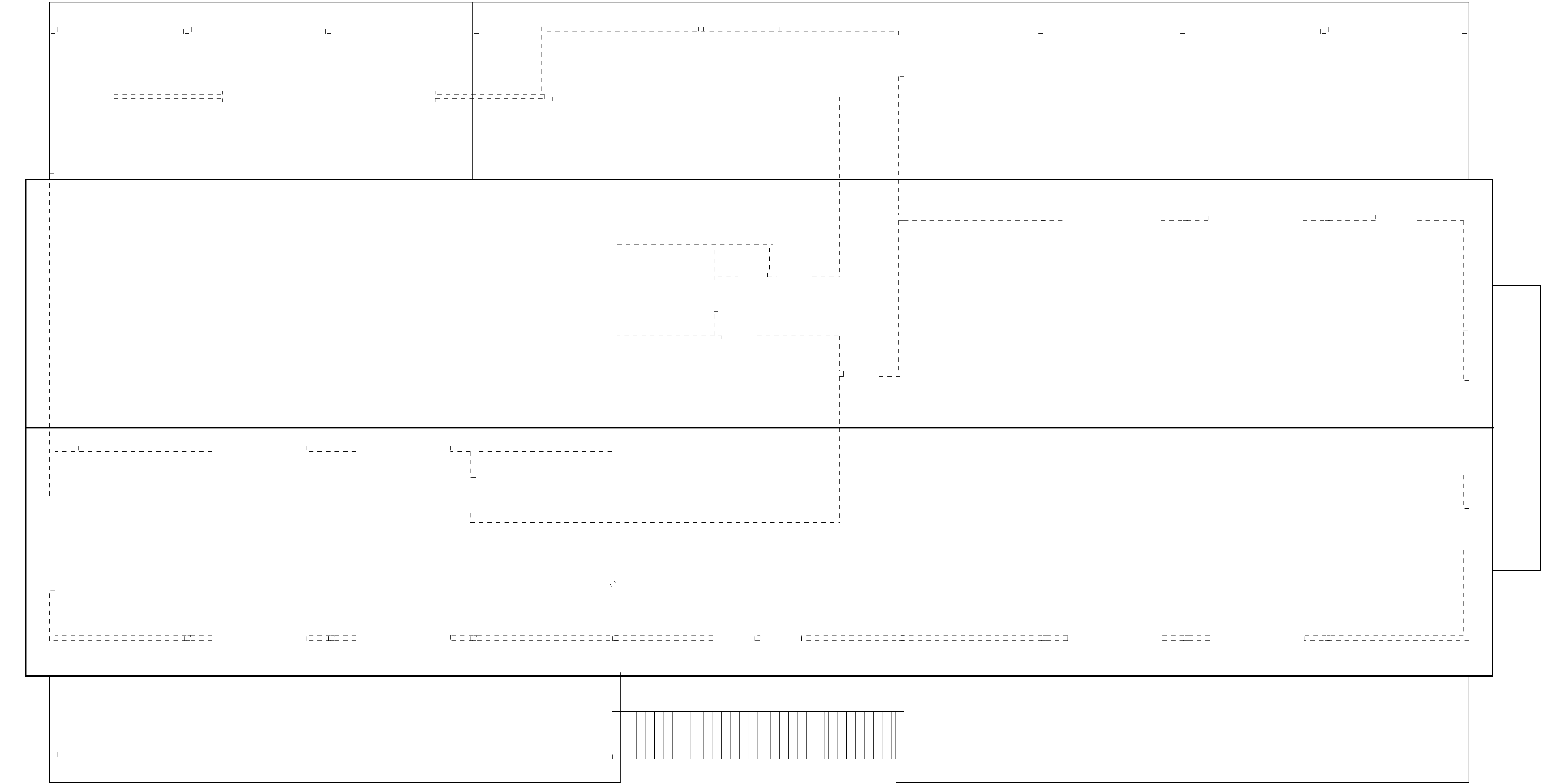
A



PLAN VIEW

REVISIONS	
	Doug Williams - Designer





ROOF PLAN

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