



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 REMOTE ACCESS ONLY

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TO LISTEN TO THE MEETING PLEASE DIAL IN TO 253 215 8782

Meeting ID #893 8492 7686

Tuesday, July 7, 2020 – 7:00 p.m.

CALL TO ORDER	7:00 p.m.	Mayor
PLEDGE OF ALLEGIANCE		Mayor
ROLL CALL		
APPROVAL OF AGENDA		Council President
COUNCIL BUSINESS		Council President
MAYOR'S BUSINESS		
CITY DEPARTMENT REPORT	Update	
ACTION ITEMS:		
	*A Reclassification of Human Resources Specialist	Anya
	B Mayor's Position – Full Time vs. Part Time	Council
DISCUSSION ITEMS:		
	*C Code Enforcement-Abatement	Russ/Greg
	D Chapel Hill / Civic Center Complex RFP Update	Russ
	*E 18th (Festival) Street/North Cove Park Phase II	Gene
EXECUTIVE SESSION:	Personnel Matter with Possible Action to Follow re Police Chief's Contract	
ADJOURN		

* ITEMS ATTACHED

** ITEMS PREVIOUSLY DISTRIBUTED

ITEMS TO BE DISTRIBUTED

Lake Stevens City Council Special Meeting Agenda

July 7, 2020

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 REGULAR MEETING July 7, 2020

IT/Public Works – Update

New Police Department:

- The City will be placing the order for the new data center rack solution for the new Police Department from CDWG in the amount of \$32,700.
- The City will be spending \$60,505.20 for the installation of the new Police buildings structured network cabling to CDK Construction.

These purchases are included in the approved project budget for the new Police Station. If there are any unforeseen costs not included in the project budget a future budget amendment will be made as this project continues to proceed

Community Development – Update

- Issued the Certificate of Occupancy for I-Spa and Beauty located in Suite 106 at 901 Frontier Circle E
- Poke Me food truck received permit for operation at Lake Stevens Brewery Saturday June 27th
- Intake for the decant facility building permit processed June 26th



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: July 7, 2020

Subject: Reclassification of HR Specialist/Executive Assistant position

Contact

Person/Department: Anya Warrington/Human Resources

Budget

Impact: See Below

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Authorize the reclassification of the HR Specialist/Executive Assistant position to a Sr. HR Specialist and salary placement of the same, effective July 1, 2020.

SUMMARY/BACKGROUND:

The HR Specialist/Executive Assistant position was created in February 2018 with the intention supporting the HR Director 75% of the time and Mayor, Council and City Administrator 25% of the time. The latter was primarily designed to provide continuity of communication. Since the creation of this position, the demand of complex HR services (i.e. recruitment, employee development) has steadily increased and the duties of executive assistant have decreased over time. This has caused the current reality of this position to be performing duties for HR nearly 99% of the time. It is staff's recommendation to remove executive assistant duties from the HR position in order to reflect the true work the incumbent is performing and move Council communication responsibilities to the Clerk's Office. To achieve this, a reclassification of the HR position is necessary.

Position reclassifications are primarily used to correct inequities due to changes in duties, responsibilities and scope. Significant changes constitute a position classification review and alignment. During this process an internal and external review was conducted. Feedback on the position description was gathered from the incumbent, the City Administrator and the Mayor.

When reviewing the proper compensation for this reclassified position a market survey was conducted. Comparable cities used in market surveys are determined by similar population estimates and assessed value as well as an in-depth look at direct position matches. In order to be competitive with the current market of substantially similar positions, it is recommended Lake Stevens' Sr. Human Resource Specialist be placed in salary range NRE54 \$6968-\$8817, an overtime exempt position, which is 2.4% above the market average.

RECOMMENDATION:

Recommending reclassification of HR Specialist/Executive Assistant position to Senior HR Specialist, range NRE54.

APPLICABLE CITY POLICIES: Employee Handbook policy 4.08 *Position Reclassifications*

BUDGET IMPACT:

The current incumbent has 20 years of HR experience and is currently at step 7 in her range. It is staff's recommendation to place her in the new range, NRE54, at step 7, which would approximately equate to an additional \$34,444 per year for salary and benefits and \$17,222 for the remainder of 2020.

ATTACHMENTS:

- ▶ Exhibit A: Draft Sr. HR Specialist Position Description
- ▶ Exhibit B: Current HR Specialist/Executive Assistant Position Description
- ▶ Exhibit C: Survey Information

ATTACHMENT A

CITY OF LAKE STEVENS POSITION DESCRIPTION

POSITION TITLE:	Senior Human Resources Specialist
DEPARTMENT:	Human Resources
REPORTS TO:	Human Resources Director
CLASSIFICATION:	Non-Union/Exempt
SALARY RANGE:	NRE54
EFFECTIVE DATE:	February 13, 2018
REVISION DATE:	July 1, 2020

POSITION PURPOSE:

This position performs a full range of complex administrative, technical and professional human resources functions. Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, risk management, and compliance with state and federal laws and regulations. Exercising a substantial amount of independence, judgement and initiative, actions can have a significant effect upon city operations.

Works independently with minimal supervision; exercises independent judgment by applying human resources policies and procedures, laws and regulations, and preserving confidential and sensitive material and information. A critical function of this position is the ability to handle sensitive and delicate internal and public relations situations with a high degree of firmness and cordiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs comprehensive human resources functions including benefits administration, classification and compensation, employee relations, employee development, wage and salary administration, recruitment and selection, leave administration, labor relations, and monitoring for legal compliance.
- Conducts research and performs analysis regarding administration of classification and salary plans; conduct classification/reclassification reviews and salary surveys as assigned; performs job audits and analysis of individual positions; recommends reclassifications; develops new and revised job classifications.
- Administers policies, procedures, programs, contracts, collective bargaining agreements, and drug and alcohol testing program assuring compliance with applicable Federal, State and local laws, rules, and regulations.
- Participates in the development, implementation, administration, and review of policies, procedures, programs, and practices to ensure compliance with regulations and consistent with City Council directives; monitor for legal compliance with applicable federal, state and local laws and regulations.

- Prepares and maintains a variety of records, files, and reports relative to human resource functions; establishes and maintains confidential employee records; purges and archives files and documents per RCW and WAC retention schedules.
- Prepares and processes personnel actions and other human resource forms.
- Collects, prepares and analyzes a variety of human resource data; prepares statistical, budgetary and narrative graphs and reports as required.
- Assists with compliance with federal, state and local laws regarding personnel practices, including affirmative action/equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, and Americans with Disabilities Act requirements, etc.
- Processes workers' compensation program including claims, reimbursements, and light duty.
- Advises departments regarding a variety of matters including staffing and organization, employee development, risk management, disability accommodations, investigations and disciplinary matters, recommending discipline, policy and contract interpretation, and employment law.
- Assists in planning, developing and maintaining the City's risk management program; serves as initial insurance liability claims contact; processes liability claims as assigned.
- Assists in the development and administration of the human resources department budget, departmental goals and objectives.
- Coordinates, maintains and educates employees on benefit programs including health, life, and long-term disability insurance; HSA; HRA VEBA; and pension programs; administers the city annual open enrollment process.
- Performs employee recruitment and selection processes including advertising vacancies; conducts preliminary evaluation of applications; creates, prepares and administers examinations and interview questions; conducts background checks; and makes recommendations regarding hiring, advancement and promotions.
- Serves as Civil Service Chief Examiner/Secretary; develops and administers recruiting, interviewing and testing processes; develops and administers Civil Service budget.
- Develops, implements and monitors complex records and tracking systems related to employee leave benefits; maintains knowledge of applicable local, state and federal laws and regulations; ensures compliance with federal, state and local laws, regulations, policies and procedures.
- Conducts employee orientation and exit interviews; educates employees regarding available benefit programs and required documents; audits and completes employment documents, ensuring legal compliance.
- Participates in labor negotiations; provides research, analysis and costing of contracts in support of negotiations; prepares and maintains documentation and files; drafts collective bargaining agreements; participates in labor/management activities as assigned.
- Responds to public records requests.
- Participates in Wellness Committee and Safety Committee; serves as staff liaison to various committees as assigned.
- Coordinates tuition reimbursement requests; plans and monitors budget and responds to employee requests ensuring eligibility criteria are met.
- Updates the City website human resources department page; posts communication on social media as necessary.
- Develops and coordinates human resources sponsored training and development programs as assigned; assists with conducting needs and assessments and making

training recommendations; communicates new training opportunities to city staff; maintains training records, certificates and curriculum.

PERIPHERAL DUTIES

- May attend City Council meetings as necessary.
- Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel; talk; and hear. The incumbent frequently is required to sit for extended periods of time and type on a keyboard for extended periods of time. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Work is performed in a typical office environment subject to working outside of normal working hours to meet critical timelines or to provide support in department emergency response events. While performing the duties of this position, the incumbent is subject to multiple interruptions by telephones and walk-ins by employees and citizens; may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

Typical business office machinery and equipment include, but not limited to, personal computer including database program, spreadsheet and word processing software, printer, telephone, scanning equipment, fax machine, copy machine, calculator and projector.

Evening or variable hours to attend meetings is required.

QUALIFICATIONS:

Education, Training and Experience Guidelines

EDUCATION: Bachelor's degree in Business Administration, Public Administration, Human Resources, or related field; and

EXPERIENCE: Five (5) years increasingly responsible professional experience in Human Resources including but not limited to recruitment, classification/compensation, benefits administration, employee relations, labor relations, or related experience;

OR: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples include:

Knowledge of:

- Principles, practices, and techniques of public sector human resource administration including recruitment and staffing, benefits administration, classification and compensation, union contracts, budgeting principles and processes, and labor relations
- Pertinent federal, state and local laws, rules and regulations related to human resources management, including FLSA, leave laws, ADA(AA), and others
- Insurance and benefit program contracts, terminology, and practices
- Technical record-keeping techniques and requirements
- Research methods, data collection, and statistical analysis
- Effective recruitment, testing and selection practices
- Job analysis methods and techniques
- Knowledge and expertise with MS Office products including Outlook, Word, Excel, and PowerPoint; knowledge of human resources information systems (HRIS).

Skilled in:

- Effective, professional and positive interactions with difficult individuals
- Interpersonal behavior, using tact, patience and courtesy
- Embracing change and providing positive solutions regarding change management
- Conducting analysis and implementation of wage and salary administration
- Assisting with the development, implementation and day-to-day administration of personnel policies, programs and projects
- Advising departments concerning a variety of personnel matters
- Providing technical information and assistance to others concerning employment policies and personnel transactions
- Collecting, compiling, analyzing and tabulating statistical data
- Analyzing personnel situations accurately and adopting an effective course of action
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives
- Preparing, maintaining and reviewing human resource records, reports and documentation
- Being organized, detail orientated and efficient with daily work
- Preparing and proofreading professional correspondence with proper grammar, spelling and tone.
- Assisting with departmental budget and expense records
- Using research and analytical methods, practices, and procedures to compile information, define and resolve issues, and recommend solutions
- Effective conflict resolution and problem-solving strategies

Ability to:

- Work independently with little direction
- Be a good role model, exhibit leadership and good decision-making
- Contribute to a positive work environment and advise strategies to enhance staff morale and City workplace culture
- Read, interpret, apply and explain rules, regulations, contract provisions, policies and procedures
- Respond to, advise and resolve a variety of Human Resources or Risk Management issues, inquiries or complaints from managers, supervisors, employees, agencies, or the public

- Provide technical information and assistance to others concerning employee benefits, wage and salary administration, employment policies, and personnel transactions
- Establish and maintain trust, confidence, cooperative and effective working relationships with co-workers, elected officials, managers, supervisors, employees and the public
- Interpret, apply and explain rules, regulations, policies, and procedures
- Administer recruitment and selection processes
- Communicate effectively both orally and in writing
- Maintain regular and reliable attendance
- Direct and implement the operations, services and activities of the Human Resources department
- Maintain confidentiality of sensitive information
- Facilitate meetings and training
- Multitask and work in an environment with frequent interruptions

LICENSE, CERTIFICATION or OTHER REQUIREMENTS:

- Professional Human Resources (PHR) or SHRM-CP certification preferred
- Public sector experience preferred
- Civil Service Examiner experience preferred
- Completion of position-relevant background check

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (Printed)

EMPLOYEE SIGNATURE

____/____/____
DATE

ATTACHMENT B

**CITY OF LAKE STEVENS
POSITION DESCRIPTION**

POSITION TITLE:	Human Resources Specialist-Executive Assistant
DEPARTMENT:	Human Resources
REPORTS TO:	Human Resources Director
CLASSIFICATION:	Non-Union/Non-Exempt
SALARY RANGE:	NR23
EFFECTIVE DATE:	February 13, 2018

POSITION PURPOSE:

This position performs as an HR Specialist 75% of the time and as an Executive Assistant to the City Administrator, Mayor and City Council 25% of the time. A critical function of this position is the ability to handle sensitive and delicate internal and public relations situations with a high degree of firmness and cordiality. The incumbent is required to exercise a substantial amount of tact, independence, judgement and initiative.

As an HR Specialist work is characterized by technical and administrative support duties in the following areas: benefits administration; leave of absences in compliance with state and federal laws and regulations; recruitment, selection and onboarding processes; participation in labor negotiations and assistance with contract administration; maintenance of the city's classification and compensation system; performance management system; conducting research across the human resources spectrum and providing recommendations; and providing internal human resources consultation services to employees. The incumbent chairs the wellness and safety committees.

As an Executive Assistant work is characterized by a high degree of complex, specialized and confidential administrative support to the executive and elected officials and in collaboration with the City Clerk. The incumbent acts as liaison between City Administrator, Mayor, City Council, city management team and city departments, and the public. The incumbent coordinates scheduling to ensure that the City Administrator, Mayor and City Council are kept informed of matters requiring attention.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

Human Resources Specialist

- Perform a variety of technical and administrative activities associated with the delivery of human resources services, such as recruitment and selection, benefits administration and performance evaluations; explain city programs, policies and procedures to employees, applicants and the public; respond to inquiries regarding application and employment processes, employee benefits and general human resources policies, procedures and regulations; assists with forms completion and answers questions.
- Partner with hiring managers as assigned to develop and conduct employee recruitment and selection processes, including creation of job announcements, sourcing, advertisements, interview questions, selection tests, supplemental application materials, and rating forms; maintain website to assure accurate information is available to

prospective candidates and the public; actively source candidates; train oral interview panels, communicate with applicants; administer and proctor examinations at designated locations; update data and generate reports, records, forms, and other data to keep recruitment on schedule; and ensure legal compliance in all hiring practices.

- Conduct new hire orientations and exit interviews in compliance with benefit contracts and state and/or federal laws.
- Review benefits enrollment and change forms for accuracy, completeness, timeliness and required documentation; process enrollment and change data.
- Support payroll coordination of benefits and personnel actions, process and procedures; assist with the city's open enrollment process.
- Maintain records and prepare summaries of required employee training and certifications; notify managers and employees of upcoming training or certification requirements.
- Provide data input for all personnel actions; maintain confidential personnel records, selection documentation and specialized human resources programs and civil service files; compile statistical and other data and prepare reports.
- Collect, compile and analyze data. Prepare a variety of statistical, budgetary and narrative graphs and reports as required.
- Provide administrative support in labor negotiations, participate in contract negotiations; establish and maintain trust and positive relations with employees and labor groups.
- Review job descriptions through multiple methods (interviews, documentation, job analysis, and research; provide recommendations on changes and revise job descriptions as authorized.
- Provide internal consulting services, as authorized, relating to employee relations and performance; assist with employee investigations.
- Act as chairperson for assigned committees.

Executive Assistant

- Provide confidential administrative support to the Mayor and City Administrator, exercising considerable discretion in the protection and release of confidential information; maintain extreme confidentiality and handle confidential information discreetly and appropriately.
- Ensure that the City Administrator, Mayor, and City Council are kept up to date on meeting times, locations, agendas and items of importance so that the city can be properly represented.
- Assist the City Administrator and City Clerk in support of the Mayor and City Council, including coordinating activities and providing information to council members. Assist the City Administrator with projects and activities that might include working with the Mayor, Council members, administrative staff, citizens and other officials.
- Meet with the City Administrator and Mayor as often as is necessary to keep well everyone informed of the status and results of assigned projects and tasks.
- Maintain a highly cooperative, positive working relationship with the City Administrator and Mayor. Establish and maintain effective working relationships with City Council members, department directors and others within the organization, the public, and representatives of other jurisdictions, the community and general public, and with other agencies.
- Update the city website; maintain a positive and factual presence for the city on social media outlets and other interactions with the public.
- Exercise independent judgment to research and prepare administrative reports, correspondence, arrange meetings and appointments, and other official material.

- Provide administrative support to council, committees, boards, and departments of the City as assigned.

PERIPHERAL DUTIES

- o Perform the duties of other department personnel as directed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Evening or variable hours to attend meetings may be required.

QUALIFICATIONS:

Education, Training and Experience Guidelines

EDUCATION: Associate's degree in human resources, business administration, labor relations, organizational development or related field; and

EXPERIENCE: Minimum of two years of human resources experience, preferably in a unionized environment;

OR: Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples include:

Knowledge of:

- Human resources programs, terminology, and practices.
- Principles and procedures of human resources programs.
- Municipal government policies, procedures, and, structure; and applicable local, state, and federal laws, codes, regulations, and ordinances.
- Current literature, trends, and developments in the field of human resources management and organizational development.
- Principles and practices of governmental budgeting, accounting, and purchasing including preparation, management, monitoring, transfers, and reporting.
- Software evaluation and implementation as it applies to area of responsibility.
- Principles, policies, and procedures of development and maintenance of citywide personnel records.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Use Microsoft Office products, including Excel, Word, Outlook, PowerPoint, and Access to perform and present information and analyses.
- Obtain and verify data, perform analysis and make recommendations.
- Maintain sustained attention to detail and accuracy and to work under the pressure of rigid deadlines.

- Communicate detailed information clearly and concisely.
- Work independently and make decisions within established guidelines; prioritize work to meet deadlines, while effectively managing multiple projects.
- Organize work for maximum efficiency.
- Participate as a contributing member of a service-oriented team.
- Establish and maintain effective working relationships using tact, patience and courtesy with co-workers, elected officials, other agency staff, vendors, and the general public.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Maintain confidentiality.
- Respond quickly and professionally to inquiries and issues.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Apply common sense in solving problems, including those where limited standardization exists.
- Compose, proofread, and edit correspondence, reports, contracts, grievance responses, personnel policies, procedures, etc.
- Read, analyze, and interpret relevant publications, media information and other forms of information.
- Add, subtract, multiply, divide; compute fractions, ratios, percentages, proportions; draw and interpret graphs and charts; and apply these concepts to practical situations.
- Speak effectively and present information before groups of employees, managers, or officials.

LICENSE, CERTIFICATION or OTHER REQUIREMENTS:

- o Valid Washington State Driver's License.
- o Professional Human Resources (PHR) or SHRM-CP certification, preferred.
- o Bachelor's degree in human resources, business administration, labor relations, organizational development, preferred.
- o Completion of position-relevant background check.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE NAME (Printed)

EMPLOYEE SIGNATURE

_____/_____/_____
DATE

ATTACHMENT C

Position Title: Senior HR Specialist

Salary Data Source 2019 AWC Survey and City Websites

Degree of Match:	1. Substantially less duties and responsibilities (NOT USED)
	2. Less duties and responsibilities
	3. Good match
	4. Greater duties and responsibilities
	5. Substantially greater duties and responsibilities (NOT USED)

JURISDICTION	POSITION TITLE	MATCH	2019 ANNUAL BASE SALARY		2020 ANNUAL BASE SALARY		COMMENTS
			Minimum	Maximum /Flat Rate	Minimum	Maximum /Flat Rate	
Anacortes	Human Resource Generalist	2	\$ 4,823	\$ 5,428			
Arlington	City Clerk/Human Resources Analyst	NM			\$ 5,421	\$ 7,008	Postion is not comparable
Burien	Human Resources Technician	1	\$ 4,918	\$ 5,978	\$ 5,002	\$ 6,079	
Lynnwood	Senior Human Resources Analyst	3			\$ 5,991	\$ 7,940	
Marysville	Human Resource Analyst	3	\$ 6,943	\$ 8,710	\$ 7,151	\$ 8,971	
Mill Creek							Information not available
Monroe							No HR psotion comparable
Mount Vernon	Human Resources Generalist	2	\$ 4,542	\$ 5,568			
Mountlake Terrace	Management Analyst	1	\$ 5,009	\$ 6,732			Postion is not comparable
Mukilteo	HR Coordinator	2			\$ 4,801	\$ 5,836	
SeaTac	HR Analyst	3			\$ 6,750	\$ 8,640	
Tukwila	HR Analyst	4	\$ 7,283	\$ 8,745	\$ 7,397	\$ 8,883	

AVERAGE of Market	\$ 5,898	\$ 7,113	\$ 6,822	\$ 8,609
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					Assumes 30% benefit amount:		% Difference from Average	
Lake Stevens	2019 Salary	\$ 5,144	\$ 6,508	\$ 6,687	\$ 8,460	-14.7%	-9.3%	
	Current 2020 Salary	\$ 5,223	\$ 6,608	\$ 6,790	\$ 8,590	-30.6%	-30.3%	
	Proposed Salary Range 2020 = NRE54	\$ 6,968	\$ 8,817	\$ 9,059	\$ 11,462	2.1%	2.4%	

Current Incumbent	Current Salary	Current Salary & Benefits	Proposed Salary at NRE54	New Benefits	\$ Difference per mo	% Difference	\$ Difference Per Year	\$ Cost for remainder of 2020
	\$ 6,609	\$ 8,592	\$ 8,817	\$ 11,462	\$ 2,870	25.0%	\$ 34,444	\$ 17,222



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council

Agenda Date: July 7, 2020

Subject: Code Enforcement Process

Contact

Person/Department:

Planning and Community Development

City Attorney

Budget

Impact:

\$0

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Discuss code enforcement process.

SUMMARY/BACKGROUND:

Planning and Community Development oversee the code enforcement efforts for the city. The city's primary code enforcement inspector shares this duty with other building inspection duties. Other inspectors, the building official, planners, public works and police staff also participate in code enforcement activities depending on the individual case. The administrative authority for code enforcement is provided in Title 17 as well as Title 14. The city has also adopted the International Property Maintenance Code. Typical code enforcement cases vary from public nuisances to violations of the city's building code or zoning code. Most complaints are received through an online citizen portal. If egregious or continued violations are observed, city staff will initiate investigations.

Over the last three years, the city has averaged 175 complaints a year. Year to date the city has received 64 complaints. Most complaints are resolved in a relatively short time frame. The standard process is attached as Exhibit A. Most cases do not proceed past the voluntary correction phase. Even fewer go into a penalty phase after a Notice of Violation is issued. A few cases every year take a longer time to resolve due to a lack of willingness by the responsible party to correct. Abatement is reserved (the city corrects the violation) for extremely serious cases.

NEXT STEPS

The city attorney has recommended the following changes to our code to help with a smoother process:

- Amend 17.20.015 by deleting the requirement for separate notices of violation for each day or portion thereof in which the violation continues a separate offense and clarify the civil penalty amount of up to \$250 for each separate offense.
- Amend Ch. 17.20 to provide for the statutory notice requirements required by more recent legislation for cost recovery by the City for the abatement of nuisances and to establish a lien priority for abatement costs above existing liens of equal rank with state, county, and municipal taxes.

He has also suggested that staff begin contacting the mortgage holder as another avenue to gain compliance in some cases where the responsible party is not cooperative. In the case of "zombie properties" where the property is apparently abandoned and no signs of occupancy to utilize the statutory procedures in RCW 7.100 to put pressure on the mortgage servicer to abate the nuisance.

Finally, the city attorney has cautioned staff to observe the property owners constitutional rights and due process, particularly in the making of inspections and in the consideration of using city employees or a city contractor to go on the property to abate the nuisance without securing the property owner's permission.

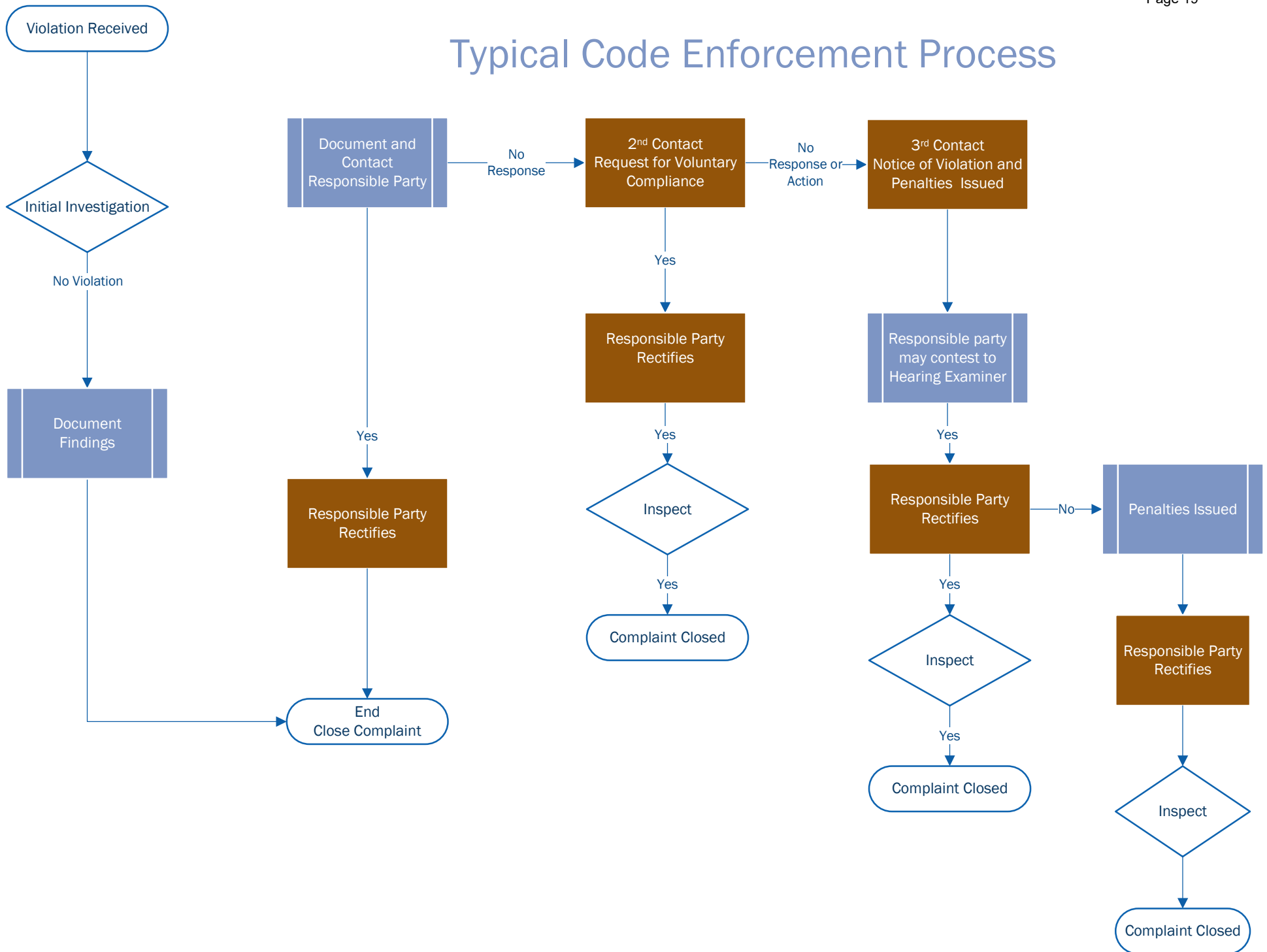
APPLICABLE CITY POLICIES:

BUDGET IMPACT: None

ATTACHMENTS:

- ▶ Exhibit A: Code Enforcement Process

Typical Code Enforcement Process





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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda

Date: July 7, 2020

Subject: 18th (Festival Street) Update

Contact

Person/Department: Gene Brazel, City Administrator

Budget

Impact: TBD

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Project Update and Discussion

SUMMARY/BACKGROUND: The City previously contracted with LDC to provide a 60% design for the City of Lake Stevens Festival Street. Attached are conceptual drawings at 60% together with the Engineer's 60% estimate of costs. The design phase of this project is funded through a grant. Funding will need to be identified for actual construction of the project.

As the project moves forward, staff proposes renaming the street and will bring forward suggested names reflecting the history of the area. The current in-house working name is "Festival Street" and "Timber Lane" has also been proposed. The City does not have a policy for naming streets.

Staff is bringing the 60% design forward for Council discussion and input.

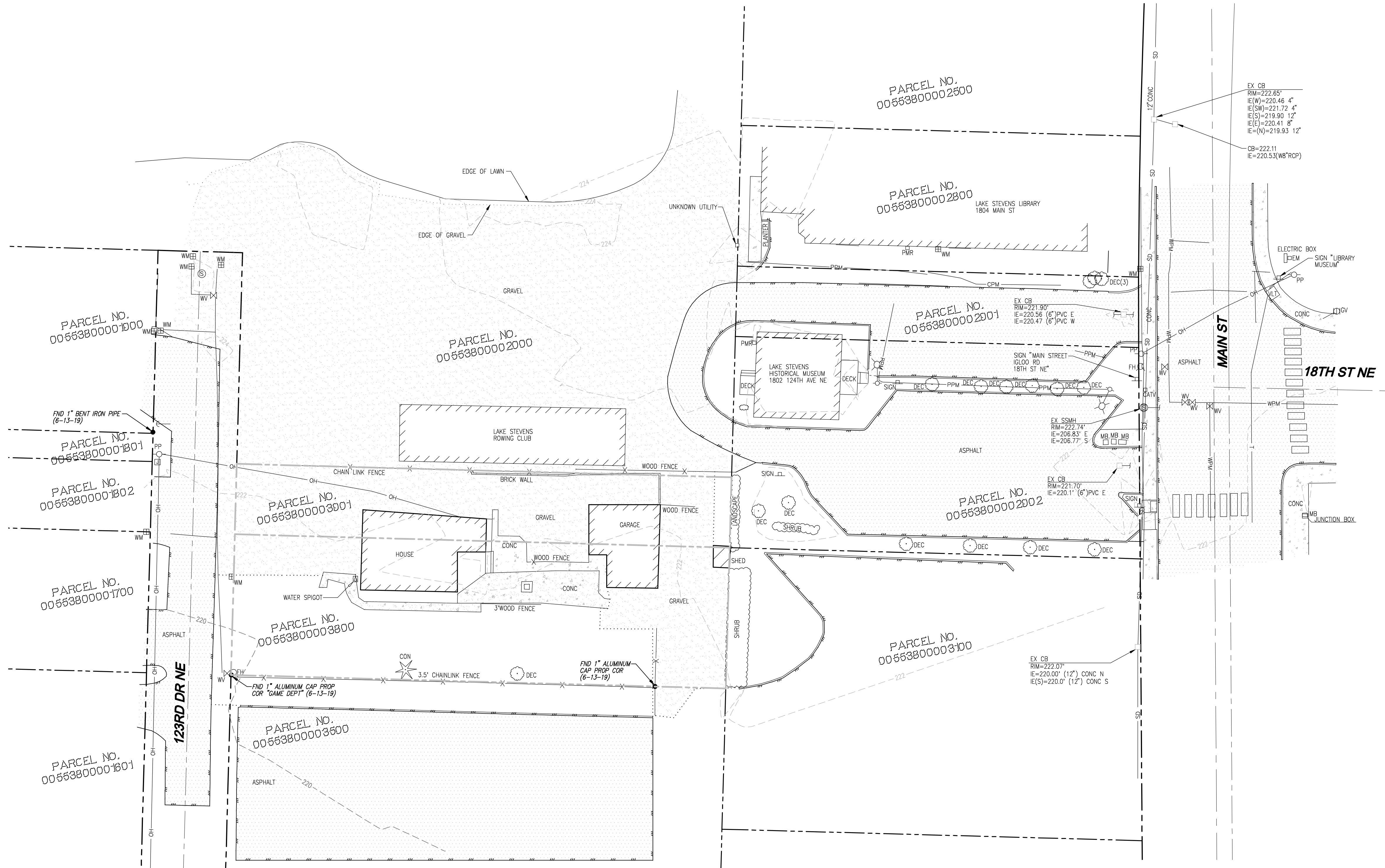
APPLICABLE CITY POLICIES: N/A

BUDGET IMPACT: TBD

ATTACHMENTS:

- A. 60% Design Drawings
- B. Engineer's Estimate

A PORTION OF THE SE 1/4 OF THE NW 1/4 OF SEC 8, TWN 29 N, RGE 6 E, W.M., SNOHOMISH, WASHINGTON



SURVEY INFORMATION

LEGAL DESCRIPTION

(POSSESSION AND USE AGREEMENT)
AFN NO. 201812170528

PARCEL NO. 29060800300600
ALL THAT PORTION OF GOVERNMENT LOT 2, SECTION 8, TOWNSHIP 29 NORTH, RANGE 6 EAST, W.M., RECORDS OF SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:
COMMENCING AT THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 2;
THENCE WEST ON THE NORTH LINE THEREOF, 113 FEET;
THENCE SOUTH 2°49' WEST 166 FEET SOUTH SIDE OF DITCH, THE TRUE POINT OF BEGINNING;
THENCE SOUTH 2°49' WEST 222 FEET;
THENCE NORTH 88°54' WEST 158.5 FEET, MORE OR LESS, TO THE SHORE OF LAKE STEVENS;
THENCE NORTH 44°54' WEST 95 FEET, ALONG THE SHORE OF LAKE STEVENS, TO THE SOUTH SIDE OF DITCH;
THENCE NORTHEASTERLY ALONG THE SOUTH SIDE OF DITCH TO POINT OF BEGINNING;
TOGETHER WITH SHORELANDS OF THE SECOND CLASS, AS CONVEYED BY STATE OF WASHINGTON, SITUATED IN FRONT OF, ADJACENT TO PRE-ABUTTING THEREON.

PARCEL NO. 0553800002100
LOT 21, RENAS ADDITION TO LAKE STEVENS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 12 OF PLATS, PAGE 8, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.
ALL SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

VERTICAL DATUM

NORTH AMERICAN VERTICAL DATUM-1988.

HORIZONTAL DATUM

NAD 83/91
WASHINGTON STATE COORDINATES-NORTH ZONE

BASIS OF BEARING

GEODETIC BEARING BASED ON GPS OBSERVATION
WASHINGTON STATE PLANE, NORTH ZONE, NAD 83

EQUIPMENT & PROCEDURES

METHOD OF SURVEY:
SURVEY PERFORMED BY FIELD TRAVERSE
INSTRUMENTATION:
LEICA MS-50 ROBOTIC TOTAL STATION WITH DATA COLLECTOR AND
LEICA GS-14 GPS. MAINTAINED IN ADJUSTMENT TO MANUFACTURER'S SPECIFICATIONS AS REQUIRED BY WAC 332-130-100
PRECISION:
MEETS OR EXCEEDS STATE STANDARDS WAC 332-130-090

REFERENCES

- (R1) RENAS ADDITION TO LAKE STEVENS, VOLUME 12, PAGE 8 OF PLATS (AF. NO. 787533)
(R2) RECORD OF SURVEY (AF. NO. 201409235002)
(R3) RECORD OF SURVEY (AF. NO. 200208275007)

SURVEY NOTES

1. THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF PARTIES WHOSE NAMES APPEAR HEREON ONLY, AND DOES NOT EXTEND TO ANY UNNAMED THIRD PARTIES WITHOUT EXPRESS RECERTIFICATION BY THE LAND SURVEYOR.

LEGEND AND ABBREVIATIONS

EXISTING SYMBOLS	DESCRIPTION	ABBREVIATIONS
●	MONUMENT	CB CATCH BASIN
●	FND IRON PIPE	CL CENTERLINE
○	STORM CLEANOUT	CMP CORRUGATED METAL PIPE
○ _{pp}	POWER POLE	CP CONCRETE PIPE
★	GUY ANCHOR	EL ELEVATION
★	DECIDUOUS TREE	EXIST. EXISTING
★	CONIFEROUS TREE	FL FLOWLINE
★	STUMP	IE INVERT ELEVATION
■	RETAINING WALL	LCPE LINED CORRUGATED POLYETHYLENE PIPE
		PL PROPERTY LINE
		PP POWER POLE
		PVC POLYVINYL CHLORIDE PIPE
		R/W RIGHT-OF-WAY
		STA STATION
		SD STORM DRAIN
		SS SANITARY SEWER
		SSMH SANITARY SEWER MANHOLE
		SWPE SOLID WALL POLYETHYLENE PIPE
		TYP TYPICAL
		TBR TO BE REMOVED

UTILITY NOTE

THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION. AGENCIES INVOLVED SHALL BE NOTIFIED WITHIN A REASONABLE TIME PRIOR TO THE START OF CONSTRUCTION.

DISCLAIMER

THE TOPOGRAPHIC SURVEY WAS PERFORMED BY LDC, INC. IN JUNE 2019. ANY CHANGES TO THE SITE AFTER THIS DATE WILL NOT BE REFLECTED IN THE PLANS. ANY DISCREPANCIES FOUND BETWEEN WHAT IS SHOWN ON THE PLANS AND WHAT IS NOTED IN THE FIELD SHOULD BE BROUGHT IMMEDIATELY TO THE ATTENTION OF THE ENGINEER.



Call 2 Business Days Before You Dig
811 or 1-800-424-5555
Utilities Underground Location Center

CITY PROJECT #: _____

**CITY OF LAKE STEVENS
SECTION 10 CONSTRUCTION DRAWING REVIEW ACKNOWLEDGMENT**

THIS PLAN SHEET HAS BEEN REVIEWED AND EVALUATED FOR GENERAL COMPLIANCE WITH THE APPLICABLE CITY OF LAKE STEVENS CODES AND ORDINANCES. CONFORMANCE OF THIS DESIGN WITH ALL APPLICABLE LAWS AND REGULATIONS IS THE FULL AND COMPLETE RESPONSIBILITY OF THE LICENSED DESIGN ENGINEER, WHOSE STAMP AND SIGNATURE APPEAR ON THIS SHEET. ACKNOWLEDGMENT OF CONSTRUCTION DRAWING REVIEW DOES NOT IMPLY CITY APPROVAL FOR CONSTRUCTION ACTIVITIES THAT REQUIRED OTHER COUNTY, STATE OR FEDERAL PERMIT REVIEW AND APPROVAL. THE PROPERTY OWNER AND LICENSED DESIGN ENGINEER SHALL BE RESPONSIBLE FOR THE ACQUISITION AND COMPLIANCE OF ALL APPLICABLE PERMITS OR AUTHORIZATIONS THAT MAY INCLUDE, BUT ARE NOT LIMITED TO, WDFW HYDRAULIC PROJECT APPROVAL (HPA), WASHINGTON STATE ECOLOGY'S NOTICE OF INTENT (NOI), NPDES CONSTRUCTION STORMWATER GENERAL PERMIT, ALL U.S. ARMY CORPS OF ENGINEERS FILL PERMITS, AND THE REQUIREMENTS OF THE ENDANGERED SPECIES ACT.

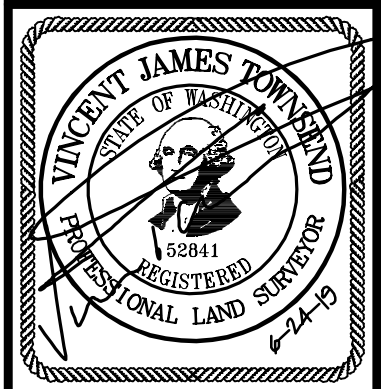
THIS _____ DAY OF _____, 20____
BY: _____
PUBLIC WORKS DIRECTOR

REVISIONS	DESCRIPTION
NO.	DATE

LDC | Surveying
Engineering
Planning

Kent
1851 Central Pl. S., #101
Woodinville, WA 98030
T 425.806.1869 F 425.882.2893
www.LDCcorp.com

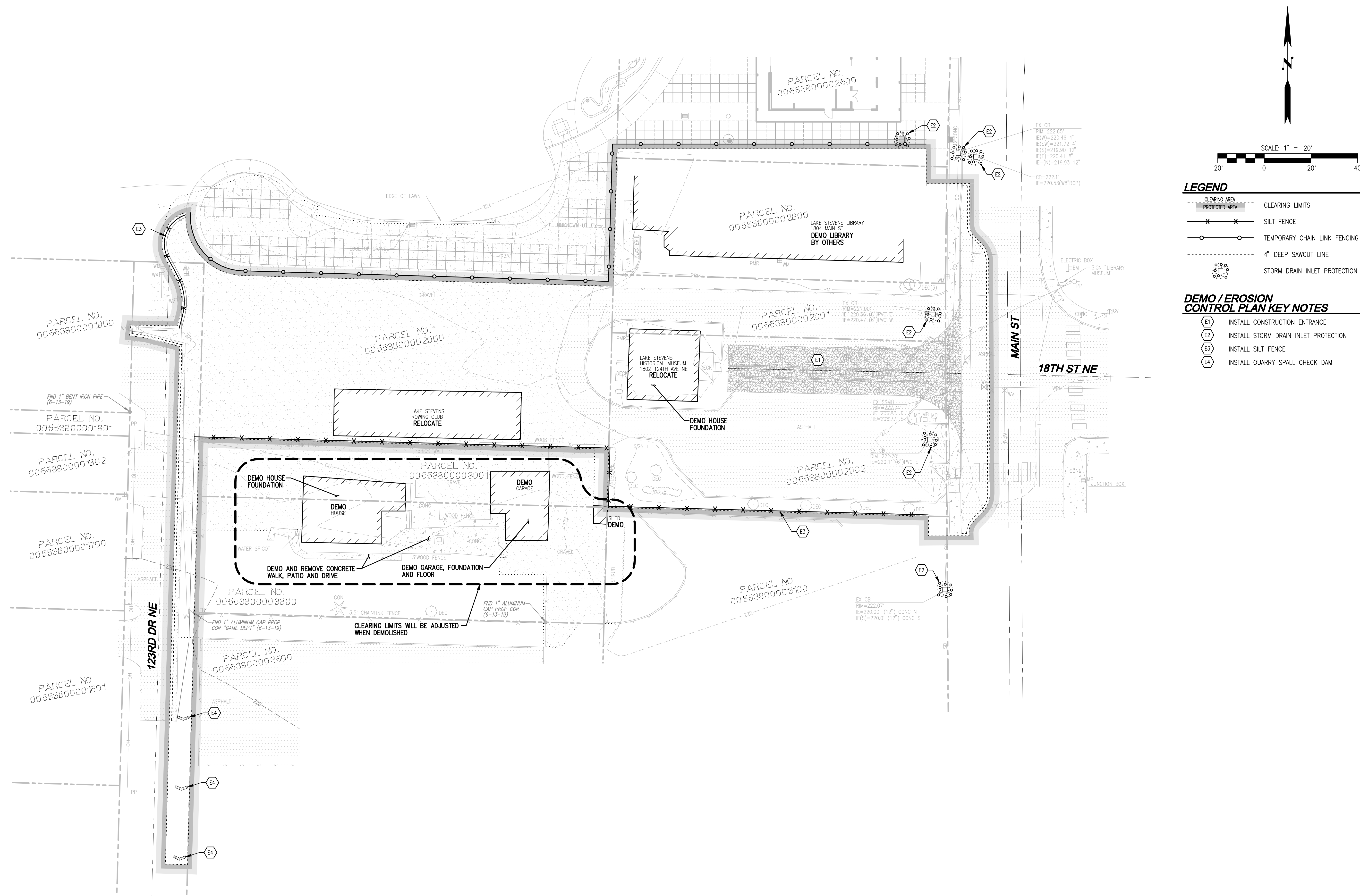
CITY OF LAKE STEVENS
FESTIVAL STREET
EXISTING CONDITIONS MAP



JOB NUMBER: C20-122
DRAWING NAME: C20122C-TO-PL
DESIGNER: DCS
DRAFTING BY: BJN
DATE: 5-22-20
SCALE: 1"=20'
JURISDICTION: LAKE STEVENS

TO-01
SHEET 2 OF 18

A PORTION OF THE SE 1/4 OF THE NW 1/4 OF SEC 8, TWN 29 N, RGE 6 E, W.M., SNOHOMISH, WASHINGTON



UTILITY NOTE

UTILITY NOTE
THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION. AGENCIES INVOLVED SHALL BE NOTIFIED WITHIN A REASONABLE TIME PRIOR TO THE START OF CONSTRUCTION.

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 Utilities Underground Location Center

CITY PROJECT #: _____

CITY OF LAKE STEVENS
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THIS _____ DAY OF _____, 20____

BY: _____
PUBLIC WORKS DIRECTOR

DESCRIPTION

[illegible]

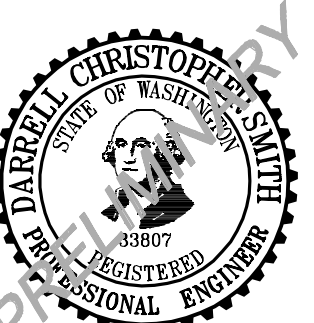
Surveying
Engineering
Planning

LDC

CITY OF LAKE STEVENS

FESTIVAL STREET

DEMO / EROSION CONTROL PLAN



B NUMBER: C20-122

DRAWING NAME: C20122C-ER-PU

DESIGNER: DCS

DRAFTING BY: BJM

DATE: 5-22-20

SCALE: $1''=20'$

JURISDICTION: LAKE STEVENS

ER-01

ER-01

SHEET 3 OF 18

City of Lake Stevens Festival Street	LDC Surveying Engineering Planning
Engineer's Estimate: 60% Estimate	Tel: (425) 806-1869

Project Name: Lake Stevens Festival Street
Description: 60% Estimate

Project No.: C20-122
Date: 6/19/2020
Calc. By: CJD/DS

SCHEDULE A - FESTIVAL STREET (STATE SALES TAX - RULE 170 APPLIES)						
Item #	SPEC. SECTION	ITEM	UNITS	QUANTITY	UNIT PRICE	AMOUNT
PREPARATION						
A1	SP 1-04.4 (1)	Minor Change	EST	1	\$ 25,000.00	\$ 25,000.00
A2	SP 1-05-9	Construction Surveying	LS	1	\$ 15,000.00	\$ 15,000.00
A3	SP 1-05.18	Record Drawings	LS	1	\$ 2,000.00	\$ 2,000.00
A4	STD 1-07.15	SPCC Plan	LS	1	\$ 1,500.00	\$ 1,500.00
A5	SP 1-08.3	Type B progress Schedule	LS	1	\$ 2,000.00	\$ 2,000.00
A6	STD 1-09.7	Mobilization	LS	1	\$ 140,000.00	\$ 140,000.00
A7	SP 2-02	Removal of Structures and Obstructions	LS	1	\$ 10,000.00	\$ 10,000.00
A8	SP 2-02.3	Saw cutting	LF	345	\$ 3.00	\$ 1,035.00
A9	SP 2-02.3	Removing Cement Conc. Curb & Gutter	LF	150	\$ 5.00	\$ 750.00
A10	SP 2-02.3	Removing Cement Conc. Sidewalk	SY	67	\$ 17.00	\$ 1,139.00
A11	SP 2-02.3	Removing Asphalt Conc. Pavement	SY	1223	\$ 10.00	\$ 12,230.00
A12	STD 2-11	Trimming and Cleanup	LS	1	\$ 8,500.00	\$ 8,500.00
A13	SP 2-05	Site Grading	LS	1	\$ 30,000.00	\$ 30,000.00
A14	SP 2-06	Roadway Excavation Incl. Haul	CY	1791	\$ 20.00	\$ 35,820.00
DRAINAGE						
A15	STD 2-09.3 (2)	Structure Excavation Cl. B Incl. Haul	CY	1245	\$ 32.00	\$ 39,840.00
A16	STD 2-09.3 (3) D	Shoring or Extra Excavation Cl. B	SF	3000	\$ 3.00	\$ 9,000.00
A17	STD 7-04	Storm Sewer Pipe 6 in. Diam	LF	50	\$ 35.00	\$ 1,750.00
A18	STD 7-04	Storm Sewer Pipe 8 in. Diam	LF	150	\$ 45.00	\$ 6,750.00
A19	STD 7-04	Storm Sewer Pipe 12 in. Diam	LF	500	\$ 60.00	\$ 30,000.00
A20	STD 7-05	Catch Basin Type 1	EA	10	\$ 1,200.00	\$ 12,000.00
A21	SP 7-05	ADA Grate For Rectangular Frames	EA	10	\$ 600.00	\$ 6,000.00
A22	SP 7-06	Detention System	LS	1	\$ 200,000.00	\$ 200,000.00
SURFACING						
A23	STD 4-04	Crushed Surfacing Base Course	TON	900	\$ 60.00	\$ 54,000.00
A24	STD 4-04	Concrete Paving	SY	1316	\$ 120.00	\$ 157,920.00
HOT MIX ASPHALT						
A25	STD 5-04	HMA Cl. 1/2 in. PG. 64-22	TON	55	\$ 126.00	\$ 6,930.00
EROSION CONTROL AND PLANTING						
A26	SP 8-01	Erosion/Water Pollution Control	EST	1	\$ 25,000.00	\$ 25,000.00
A27	STD 8-01	ECS Lead	Day	60	\$ 100.00	\$ 6,000.00

City of Lake Stevens Festival Street	LDC Surveying Engineering Planning
Engineer's Estimate: 60% Estimate	Tel: (425) 806-1869

Project Name: Lake Stevens Festival Street
Description: 60% Estimate

Project No.: C20-122
Date: 6/19/2020
Calc. By: CJD/DS

A28	STD 8-01	Inlet Protection	EA	5	\$ 105.00	\$ 525.00
A29	STD 8-01	High Visibility Silt Fence	LF	100	\$ 5.00	\$ 500.00
A30	STD 8-02	Fine Compost	CY	45	\$ 50.00	\$ 2,250.00
A31	SP 8-02	Topsoil Type A	CY	70	\$ 58.00	\$ 4,060.00
TRAFFIC						
A32	SP 1-10	Project Temporary Traffic Control	LS	1	\$ 30,000.00	\$ 30,000.00
A33	STD 8-04	Curbless Gutter Flowline	LF	1120	\$ 27.00	\$ 30,240.00
A34	SP 8-14	Cement Conc. Sidewalk	SY	1229	\$ 100.00	\$ 122,900.00
A35	STD 8-14	ADA Tactile Surface	SF	820	\$ 40.00	\$ 32,800.00
A36	SP 8-20	Illumination System Complete	LS	1	\$ 200,000.00	\$ 200,000.00
A37		Hanging Festival Street Lighting	LF	800	\$ 10.00	\$ 8,000.00
A38		2" Diam Spare Conduit	LF	800	\$ 8.00	\$ 6,400.00
A39		4" Diam Spare Conduit	LF	1200	\$ 10.00	\$ 12,000.00
A40	STD 8-21	Permanent Signing	LS	1	\$ 9,000.00	\$ 9,000.00
A41	STD 8-22	Paint Line	LF	330	\$ 5.00	\$ 1,650.00
A42	STD 8-22	Plastic ADA Symbol	EA	2	\$ 120.00	\$ 240.00
OTHER ITEMS						
A43		Gateway Monument Sign	LS	1	\$ 85,000.00	\$ 85,000.00
A44		Festival Street Gates	EA	4	\$ 8,000.00	\$ 32,000.00
A45	SP 8-31	Final Cleaning	LS	1	\$ 8,000.00	\$ 8,000.00
A46	SP 8-30	Single Unit Bike Rack	EA	8	\$ 500.00	\$ 4,000.00
A47	SP 8-02	PSIPE Plantings	LS	1	\$ 40,000.00	\$ 40,000.00
A48		Sewer Man Hole	EA	2	\$ 2,000.00	\$ 4,000.00
A49		8" PVC Sanitary Sewer Pipe	LF	346	\$ 45.00	\$ 15,570.00
A50		6" Ductile Iron Water Main	LF	341	\$ 60.00	\$ 20,460.00
A51		1" Water Service Connection	EA	4	\$ 1,700.00	\$ 6,800.00
A52	SP 7-16	1" Diam. Water Line	LF	400	\$ 12.00	\$ 4,800.00
A53	SP 8-03	Irrigation System Complete	LS	1	\$ 20,000.00	\$ 20,000.00
A54	SP 8-03	Irrigation 4" Diameter Sleeve	LF	600	\$ 20.00	\$ 12,000.00
A55		Removable Bollards	EA	20	\$ 700.00	\$ 14,000.00
A56		4'x8' Modular Bench	EA	4	\$ 1,000.00	\$ 4,000.00
			SCHEDULE A SUBTOTAL			\$ 1,571,359.00
			SCHEDULE A 9.0% SALES TAX			\$ 141,422.31
			BID PACKAGE TOTAL			\$ 1,712,781.31
			CONTINGENCY 25%			\$ 428,195.33
			GRAND TOTAL			\$ 2,140,976.64