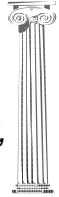


City of Lake Stevens Vision Statement

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



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

Monday, May 12, 2014 - 7:00 p.m.

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

CALL TO ORDER: 7:00 p.m.
Pledge of Allegiance

ROLL CALL:

GUEST BUSINESS:

CONSENT AGENDA:	*A Approve 2014 vouchers.	Barb
	*B Approve Council regular meeting minutes of April 28, 2014	Barb

DISCUSSION ITEMS:	*A Shoulder Mowing Level of Service Update	Mick
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INFORMATIONAL REPORT:	#A Economic Development Market Reports (Quick & Burke)	Becky
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ACTION ITEMS:	*A Professional Services Agreement with Roger Brooks International, Inc for Branding	Becky
	*B 2014 Overlay Contract Award	Mick

COUNCIL PERSON'S BUSINESS:

MAYOR'S BUSINESS:

STAFF REPORTS:

EXECUTIVE SESSION:	A Litigation
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ADJOURN:

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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Lake Stevens City Council Regular Meeting Agenda

May 12, 2014

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Steve Edin, City of Lake Stevens ADA Coordinator, (425) 377-3227, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

NOTICE:

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

BLANKET VOUCHER APPROVAL
2014

We, the undersigned Council members of the City of Lake Stevens, Snohomish County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the following vouchers have been approved for payment:

Payroll Direct Deposits	5/1/2014	\$116,076.94
Payroll Checks	36790-36791	\$4,440.53
Electronic Funds Transfers	ACH	\$143,366.18
Claims	36792-36865	\$277,916.33
Void Checks	36656	(\$208.06)
Tax Deposit(s)	5/1/2014	\$45,209.88
Total Vouchers Approved:		\$586,801.80

This 12th day of May 2014:

Mayor

Councilmember

Finance Director

Councilmember

Councilmember

Councilmember



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Accounts Payable Checks and EFTs for period of 04/29/2014 - 05/12/2014

Invoice	AccountCode	Account Description	Item Description	Amount
AFLAC				
			Check 0	5/1/2014
				\$1,495.80
	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00001.04.2014 Aflac After Tax	\$374.56
	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00001.04.2014 Aflac PreTax	\$373.34
460137	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Aflac After Tax	\$374.56
460137	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Aflac PreTax	\$373.34
Assoc of Washington Cities EFT				
			Check 0	5/12/2014
				\$82,426.79
May-14	001-002-513-11-20-00	AD-Benefits	Insurance Premiums	\$1,169.24
May-14	001-013-518-30-20-00	GG-Benefits	Insurance Premiums	\$233.71
May-14	401-070-535-10-20-00	SE-Benefits	Insurance Premiums	\$973.10
May-14	101-016-542-30-20-00	ST-Benefits	Insurance Premiums	\$9,510.73
May-14	001-010-576-80-20-00	PK-Benefits	Insurance Premiums	\$173.85
May-14	001-007-559-30-20-00	PB-Benefits	Insurance Premiums	\$2,921.27
May-14	001-007-558-50-20-00	PL-Benefits	Insurance Premiums	\$4,795.06
May-14	001-008-521-20-20-00	LE-Benefits	Insurance Premiums	\$43,949.48
May-14	001-006-518-80-20-00	IT-Benefits	Insurance Premiums	\$2,757.74
May-14	001-005-518-10-20-00	HR-Benefits	Insurance Premiums	\$574.41
May-14	001-003-514-20-20-00	CC-Benefits	Insurance Premiums	\$890.33
May-14	410-016-531-10-20-00	SW-Benefits	Insurance Premiums	\$9,116.02
May-14	001-000-283-00-00-00	Payroll Liability Medical	PR Batch 00002.04.2014 Medical PreTax Deduction	\$2,211.79
	001-000-283-00-00-00	Payroll Liability Medical	PR Batch 00001.04.2014 Medical PreTax Deduction	\$2,211.79
May-14	001-004-514-23-20-00	FI-Benefits	Insurance Premiums	\$938.27
Dept of Retirement PERS LEOFF				
			Check 0	5/12/2014
				\$52,964.16
	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00001.04.2014 PERS2 Deduction	\$3,908.60
05/01/14 DC	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 Deferred Comp State Deduction	\$1,850.00

Invoice	AccountCode	Account Description	Item Description	Amount
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 LEOFF2 Employee Deductiion	\$6,517.22
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 LEOFF2 Employer Paid	\$4,052.95
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 PERS2 Deduction	\$3,871.74
	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00001.04.2014 PERS3 Deduction	\$1,010.78
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 PERS2 Employer Contribution	\$8,399.58
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 PERS3 Deduction	\$921.28
	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00001.04.2014 PERS2 Employer Contribution	\$8,596.42
	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00001.04.2014 LEOFF2 Employee Deductiion	\$8,530.59
	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00001.04.2014 LEOFF2 Employer Paid	\$5,305.00
Nationwide Retirement Solution			Check 0	5/1/2014
				\$1,125.00
5/1/2014	001-000-282-00-00-00	Payroll Liability Retirement	PR Batch 00002.04.2014 Deferred Comp Nationwide Ded	\$1,125.00
Standard Insurance Company			Check 0	5/1/2014
				\$4,951.97
05/14 479646	001-000-284-00-00-00	Payroll Liability Other	Disability Insurance Deduction PR Batch 00002.04.2014	\$104.50
05/14 479646	001-013-518-30-20-00	GG-Benefits	Disability Insurance	\$15.64
05/14 479646	401-070-535-10-20-00	SE-Benefits	Disability Insurance	\$71.55
05/14 479646	101-016-542-30-20-00	ST-Benefits	Disability Insurance	\$614.16
05/14 479646	001-010-576-80-20-00	PK-Benefits	Disability Insurance	\$10.59
05/14 479646	001-007-559-30-20-00	PB-Benefits	Disability Insurance	\$280.00
05/14 479646	001-007-558-50-20-00	PL-Benefits	Disability Insurance	\$252.04
05/14 479646	001-008-521-20-20-00	LE-Benefits	Disability Insurance	\$2,556.72
05/14 479646	001-006-518-80-20-00	IT-Benefits	Disability Insurance	\$158.44
05/14 479646	001-005-518-10-20-00	HR-Benefits	Disability Insurance	\$78.54
05/14 479646	001-004-514-23-20-00	FI-Benefits	Disability Insurance	\$121.62
05/14 479646	001-003-514-20-20-00	CC-Benefits	Disability Insurance	\$40.30

Invoice	AccountCode	Account Description	Item Description	
05/14 479646	001-002-513-11-20-00	AD-Benefits	Disability Insurance	\$67.74
05/14 479646	410-016-531-10-20-00	SW-Benefits	Disability Insurance	\$580.13
Washington State Support Registry			Check 0	5/1/2014
				\$402.46
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Child Support	\$402.46
EFTPS Electronic Federal Tax Pmt System			Check 0	5/1/2014
				\$45,209.88
74350734	001-000-281-00-00-00	Payroll Liability Taxes	PR Batch 00002.04.2014 Medicare Employer Portion	\$2,468.18
74350734	001-000-281-00-00-00	Payroll Liability Taxes	PR Batch 00002.04.2014 Medicare Employee Portion	\$2,468.18
74350734	001-000-281-00-00-00	Payroll Liability Taxes	PR Batch 00002.04.2014 FICA Employer Portion	\$10,553.46
74350734	001-000-281-00-00-00	Payroll Liability Taxes	PR Batch 00002.04.2014 FICA Employee Portion	\$10,553.46
74350734	001-000-281-00-00-00	Payroll Liability Taxes	PR Batch 00002.04.2014 Federal Income Tax	\$19,166.60
Natalie Quick Consulting			Check 36788	4/29/2014
				\$650.00
Mar-14	001-007-558-70-41-00	PL-Economic Devel	Professional Services	\$650.00
Snohomish County Conservation Dist			Check 36789	4/29/2014
				\$696.70
Q4.2013 addl	410-016-531-10-41-01	SW-Professional Services	Q4.2013 Surface Water Education Services	\$696.70
Lake Stevens Police Guild			Check 36792	5/1/2014
				\$1,083.00
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Police Guild Deduction	\$923.00
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 WACOPS Deduction	\$110.00
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Guild Initiation Fees	\$50.00
Teamsters Local No 763			Check 36793	5/1/2014
				\$554.00
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 Teamster Union Dues	\$277.00
	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00001.04.2014 Teamster Union Dues	\$277.00
United Way of Snohomish Co			Check 36794	5/1/2014
				\$231.68
5/1/2014	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00002.04.2014 United Way	\$115.84
	001-000-284-00-00-00	Payroll Liability Other	PR Batch 00001.04.2014 United Way	\$115.84
Washington Teamsters Welfare Trust			Check 36795	5/1/2014
				\$1,308.60

Invoice	AccountCode	Account Description	Item Description	Amount
105988E042014	410-016-531-10-20-00	SW-Benefits	Insurance Premiums	\$625.22
105988E042014	001-010-576-80-20-00	PK-Benefits	Insurance Premiums	\$58.16
105988E042014	101-016-542-30-20-00	ST-Benefits	Insurance Premiums	\$625.22
Ace Hardware		Check 36796	5/12/2014	\$287.69
41966	001-012-575-50-31-00	CS-Community Center-Ops	Key-Lock Ease lube	\$1.90
41957	001-008-521-20-31-01	LE-Operating Costs	Drill bits	\$19.53
41951	001-013-518-20-31-00	GG-Operating	Fasteners-lever-key	\$33.58
41815	001-007-559-30-31-01	PB-Operating Cost	Vinyl-Cell phone holder	\$17.30
42048	101-016-544-90-31-02	ST-Operating Cost	Bark	\$91.09
42031	410-016-531-10-31-02	SW-Operating Costs	Concrete brick	\$25.41
41971	410-016-531-10-31-02	SW-Operating Costs	Fasteners-Utility knife	\$21.94
41966	001-013-518-20-31-00	GG-Operating	Key-Lock Ease lube	\$1.89
41957	101-016-544-90-31-02	ST-Operating Cost	Drill bits	\$19.53
41951	001-012-575-50-31-00	CS-Community Center-Ops	Fasteners-lever-key	\$33.57
41971	101-016-544-90-31-02	ST-Operating Cost	Fasteners-Utility knife	\$21.95
Advantage Building Services		Check 36797	5/12/2014	\$651.71
14-0193	410-016-531-10-41-01	SW-Professional Services	Janitorial Services	\$18.23
14-0193	101-016-542-30-41-02	ST-Professional Service	Janitorial Services	\$18.21
14-0193	001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services	\$109.25
14-0193	001-013-518-20-41-00	GG-Professional Service	Janitorial Services	\$148.20
14-0193	001-010-576-80-41-00	PK-Professional Services	Janitorial Services	\$18.20
14-0193	001-008-521-20-41-00	LE-Professional Services	Janitorial Services	\$285.00
14-0193	001-007-559-30-41-00	PB-Professional Srv	Janitorial Services	\$27.31
14-0193	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services	\$27.31
Alexander Printing		Check 36798	5/12/2014	\$535.64
38351	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Stormwater Atlas Books	\$216.22
37624	001-013-518-20-31-00	GG-Operating	Letterhead	\$191.10

Invoice	AccountCode	Account Description	Item Description	Amount
38219	001-001-513-10-31-00	Executive - Supplies	Business Cards-Mayor	\$64.16
38111	001-007-559-30-31-00	PB-Office Supplies	Business Cards-Eric Carter	\$64.16
Assoc of Snoh Co Cities and Towns			Check 36799	5/12/2014
2014	001-013-518-20-49-00	GG-Miscellaneous	2014 Dues	\$150.00
Barmon Door and Plywood Inc			Check 36800	5/12/2014
A65766	001-012-575-50-31-00	CS-Community Center-Ops	Community Ctr restroom door parts	\$539.87
Barnes James			Check 36801	5/12/2014
May training	001-008-521-20-43-00	LE-Travel & Meetings	Training travel	\$61.00
Blumenthal Uniforms			Check 36802	5/12/2014
66717	001-008-521-20-26-00	LE-Clothing	Shoes-Lorentzen	\$84.65
60817	001-008-521-20-26-00	LE-Clothing	Uniform-Wells	\$1,522.68
60837	001-008-521-20-26-00	LE-Clothing	Uniform jumpsuit - Wells	\$596.70
60849	001-008-521-20-26-00	LE-Clothing	Armoured vest - Wells	\$971.97
Carquest Auto Parts Store			Check 36803	5/12/2014
2421-204583	410-016-531-10-31-02	SW-Operating Costs	Pocketscan	\$18.10
2421-204583	001-010-576-80-31-00	PK-Operating Costs	Pocketscan	\$18.09
2421-204583	101-016-544-90-31-02	ST-Operating Cost	Pocketscan	\$18.10
2421-204582	101-016-544-90-31-02	ST-Operating Cost	Belt	\$52.84
Cascade Builders NW			Check 36804	5/12/2014
BLD2014-0137	001-000-322-10-00-00	Building Permits	Refund remainder fee-application withdrawn review complete	\$54.48
Cashmere Valley Bank			Check 36805	5/12/2014
05/14 133358	212-000-592-18-83-00	2010B Bond Interest - Civic	2010 Series B Bond Pmt	\$10,374.00
05/14 133357	212-016-591-48-71-00	2010A Bond Principal - PW shop	2010 Series A Bond Pmt	\$31,822.24
05/14 133357	212-016-592-48-83-00	2010A Bond Interest - PW Shop	2010 Series A Bond Pmt	\$5,259.85
CDW Government Inc			Check 36806	5/12/2014
KZ60743	520-008-594-21-63-00	Capital Equipment	Telescope and swing arm for PT55	\$445.27

Invoice	AccountCode	Account Description	Item Description	Amount
LJ28388	520-008-594-21-63-00	Capital Equipment	Port-base-Dock screen PT55	\$867.12
City of Everett			Check 36807	5/12/2014
				\$830.00
I14000866	001-008-554-30-51-00	LE-Environment-Animal Control	Animal shelter services-March 2014	\$620.00
I14000954	410-016-531-10-41-01	SW-Professional Services	Lab analysis	\$210.00
City of Lake Stevens			Check 36808	5/12/2014
				\$34.30
14-0193	001-013-518-20-41-00	GG-Professional Service	Retainage-Advantage	\$7.80
14-0193	001-012-575-50-41-00	CS-Community Center - Cleaning	Retainage-Advantage	\$5.75
14-0193	410-016-531-10-41-01	SW-Professional Services	Retainage-Advantage	\$0.95
14-0193	001-010-576-80-41-00	PK-Professional Services	Retainage-Advantage	\$0.96
14-0193	001-008-521-20-41-00	LE-Professional Services	Retainage-Advantage	\$15.00
14-0193	001-007-559-30-41-00	PB-Professional Srv	Retainage-Advantage	\$1.44
14-0193	001-007-558-50-41-00	PL-Professional Servic	Retainage-Advantage	\$1.44
14-0193	101-016-542-30-41-02	ST-Professional Service	Retainage-Advantage	\$0.96
City of Marysville			Check 36809	5/12/2014
				\$8,329.15
POLIN11-0407	001-008-523-60-51-00	LE-Jail	Prison Medical March 2014	\$185.00
14-007	001-013-512-50-41-00	GG-Municipal Court Fees	Court Citations April 2014	\$8,144.15
Comcast			Check 36810	5/12/2014
				\$497.19
04/14 0808840	101-016-543-30-42-00	ST-Communications	Internet service - Shop	\$28.57
04/14 0443150	001-005-518-10-42-00	HR-Communications	Internet services - all city	\$2.40
04/14 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control	\$120.80
04/14 0808840	001-010-576-80-42-00	PK-Communication	Internet service - Shop	\$28.57
04/14 0808840	410-016-531-10-42-00	SW-Communications	Internet service - Shop	\$28.57
04/14 0443150	001-010-576-80-42-00	PK-Communication	Internet services - all city	\$3.19
04/14 0810218	001-008-521-20-42-00	LE-Communication	Internet services - all city	\$85.71
04/14 0443150	001-002-513-11-42-00	AD-Communications	Internet services - all city	\$2.40
04/14 0443150	001-003-514-20-42-00	CC-Communications	Internet services - all city	\$7.19
04/14 0443150	001-006-518-80-42-00	IT-Communications	Internet services - all city	\$4.79

Invoice	AccountCode	Account Description	Item Description	Amount
04/14 0443150	001-007-558-50-42-00	PL-Communication	Internet services - all city	\$19.16
04/14 0443150	001-004-514-23-42-00	FI-Communications	Internet services - all city	\$4.79
04/14 0443150	001-008-521-20-42-00	LE-Communication	Internet services - all city	\$69.46
04/14 0692756	001-008-521-20-42-00	LE-Communication	Internet services - all city	\$85.21
04/14 0443150	101-016-543-30-42-00	ST-Communications	Internet services - all city	\$3.19
04/14 0443150	410-016-531-10-42-00	SW-Communications	Internet services - all city	\$3.19
Comdata Corporation			Check 36811	5/12/2014
				\$378.03
20210771	001-008-521-20-32-00	LE-Fuel	Fuel	\$314.24
20210771	001-004-514-23-43-00	FI-Travel & Meetings	Fuel-to Springbrook Conference	\$63.79
Corporate Office Supply			Check 36812	5/12/2014
				\$13.02
149802i	001-007-559-30-31-00	PB-Office Supplies	Calendar	\$13.02
Crystal and Sierra Springs			Check 36813	5/12/2014
				\$261.56
5.24984E+12	001-013-518-20-31-00	GG-Operating	Bottled water	\$52.87
5.24984E+12	101-016-544-90-31-02	ST-Operating Cost	Bottled water	\$79.51
5.24984E+12	410-016-531-10-31-02	SW-Operating Costs	Bottled water	\$79.50
5.24984E+12	001-007-558-50-31-01	PL-Operating Costs	Bottled water	\$24.84
5.24984E+12	001-007-559-30-31-01	PB-Operating Cost	Bottled water	\$24.84
Day Wireless Systems 16			Check 36814	5/12/2014
				\$135.41
359624	001-008-521-20-48-00	LE-Repair & Maintenance	Calibrate Tuning forks	\$135.41
Diamond Concrete Products LLC			Check 36815	5/12/2014
				\$332.38
42531	410-016-531-50-31-06	DOE - G1100280 LID Exp	Wheel Stop	\$332.38
Edin Steven			Check 36816	5/12/2014
				\$152.42
4/28/2014	001-013-518-20-31-00	GG-Operating	Employee Appreciation Awards 2014	\$87.31
5/5/2014	001-005-517-90-41-00	HR-Wellness Program	AWC Tasty Twist supplies	\$65.11
Electronic Business Machines			Check 36817	5/12/2014
				\$401.48
98173	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier repair and maint	\$15.45
98290	001-008-521-20-48-00	LE-Repair & Maintenance	Copier repair and maint	\$72.86

Invoice	AccountCode	Account Description	Item Description	Amount
98173	101-016-542-30-48-00	ST-Repair & Maintenance	Copier repair and maint	\$15.46
99279	001-008-521-20-48-00	LE-Repair & Maintenance	Copier repair and maint	\$266.80
98173	001-007-558-50-48-00	PL-Repairs & Maint.	Copier repair and maint	\$30.91
Evergreen Security Systems			Check 36818	5/12/2014
47043	001-008-521-20-31-01	LE-Operating Costs	Keyfobs	\$85.79
Evergreen State Heat			Check 36819	5/12/2014
24761	001-008-521-20-48-00	LE-Repair & Maintenance	HVAC repair	\$432.23
Feldman and Lee			Check 36820	5/12/2014
43014	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender	\$6,982.50
Forensic Video Solutions			Check 36821	5/12/2014
2188	001-008-521-20-49-01	LE - Misc Investigations	Image Examination-reporting-archiving-processing	\$3,500.00
Foster Press			Check 36822	5/12/2014
33021	001-012-573-20-31-00	CS-Arts Commission	Arts Commission Bookmarks	\$50.00
Frontier			Check 36823	5/12/2014
4/14 4253340835	410-016-531-10-42-00	SW-Communications	Telephone service	\$35.44
4/14 4253340835	001-013-518-20-42-00	GG-Communication	Telephone service	\$35.44
4/14 4253340835	101-016-543-30-42-00	ST-Communications	Telephone service	\$35.44
Grainger			Check 36824	5/12/2014
9415281840	001-007-559-30-31-01	PB-Operating Cost	First aid kit	\$35.48
9424183318	410-016-531-10-31-02	SW-Operating Costs	Battery Pack	\$26.76
9424183318	101-016-544-90-31-02	ST-Operating Cost	Battery Pack	\$26.77
9418600327	001-010-576-80-31-00	PK-Operating Costs	Water Nozzle	\$12.61
9418600327	101-016-544-90-31-02	ST-Operating Cost	Water Nozzle	\$12.60
9415281840	410-016-531-10-31-02	SW-Operating Costs	First aid kit	(\$27.58)
9415281840	101-016-544-90-31-02	ST-Operating Cost	First aid kit	(\$27.57)
9415281840	001-007-559-30-31-01	PB-Operating Cost	First aid kit	(\$35.48)
9415281840	101-016-544-90-31-02	ST-Operating Cost	First aid kit	\$17.74

Invoice	AccountCode	Account Description	Item Description	Amount
9426119880	101-016-544-90-31-02	ST-Operating Cost	Diaphragm Pump	\$53.06
9424183318	001-010-576-80-31-00	PK-Operating Costs	Battery Pack	\$26.77
9415281840	410-016-531-10-31-02	SW-Operating Costs	First aid kit	\$17.73
9426119880	410-016-531-10-31-02	SW-Operating Costs	Diaphragm Pump	\$53.06
9418600327	410-016-531-10-31-02	SW-Operating Costs	Water Nozzle	\$12.60
HB Jaeger Co LLC		Check 36825	5/12/2014	\$979.24
147380	410-016-531-10-31-02	SW-Operating Costs	Concrete basin-reduction slab-jet set	\$484.90
147598/1	410-016-531-10-31-02	SW-Operating Costs	Double wall CPEP pipe	\$294.52
147599/1	410-016-531-10-31-02	SW-Operating Costs	Jet set	\$199.82
IMSA		Check 36826	5/12/2014	\$80.00
96975	101-016-542-30-49-01	ST-Staff Development	IMSA dues	\$80.00
Integra Telecom Inc		Check 36827	5/12/2014	\$927.77
11914402	001-007-558-50-42-00	PL-Communication	Telephone services	\$88.69
11914402	410-016-531-10-42-00	SW-Communications	Telephone services	\$78.48
11914402	101-016-543-30-42-00	ST-Communications	Telephone services	\$78.49
11914402	001-012-575-50-42-00	CS-Community Center - Comm	Telephone services	\$13.64
11914402	001-013-518-20-42-00	GG-Communication	Telephone services	\$54.55
11914402	001-012-565-10-49-00	CS-Human Services	Telephone services	\$13.64
11914402	001-007-559-30-42-00	PB-Communication	Telephone services	\$13.64
11914402	001-004-514-23-42-00	FI-Communications	Telephone services	\$27.28
11914402	001-006-518-80-42-00	IT-Communications	Telephone services	\$40.91
11914402	001-005-518-10-42-00	HR-Communications	Telephone services	\$13.64
11914402	001-003-514-20-42-00	CC-Communications	Telephone services	\$27.28
11914402	001-002-513-11-42-00	AD-Communications	Telephone services	\$13.64
11914402	001-008-521-20-42-00	LE-Communication	Telephone services	\$463.89
Lake Industries LLC		Check 36828	5/12/2014	\$160.00
27900	410-016-531-10-48-00	SW-Repairs & Maintenance	Dump fees	\$120.00

Invoice	AccountCode	Account Description	Item Description	Amount
27898	410-016-531-10-48-00	SW-Repairs & Maintenance	Dump fees	\$40.00
Lake Stevens Fire		Check 36829	5/12/2014	\$105.00
7763	001-012-575-50-48-00	CS-Community Center - R & M	Annual fire inspection-Comm Ctr	\$105.00
Lake Stevens School District		Check 36830	5/12/2014	\$7,272.02
859	001-010-576-80-32-00	PK-Fuel Costs	Fuel	\$76.70
859	001-007-559-30-32-00	PB-Fuel	Fuel	\$165.12
860	001-008-521-20-32-00	LE-Fuel	Fuel	\$5,389.05
859	101-016-542-30-32-00	ST-Fuel	Fuel	\$745.84
859	410-016-531-10-32-00	SW-Fuel	Fuel	\$895.31
Lake Stevens Sewer District		Check 36831	5/12/2014	\$766.91
14-May	001-013-518-20-47-00	GG-Utilities	Sewer services	\$340.85
14-May	001-012-572-20-47-00	CS-Library-Utilities	Sewer services	\$85.22
14-May	001-010-576-80-47-00	PK-Utilities	Sewer services	\$170.42
14-May	001-008-521-50-47-00	LE-Utilities	Sewer services	\$170.42
Law Offices of Weed Graafstra		Check 36832	5/12/2014	\$7,311.10
125	001-011-515-30-41-00	LG-Professional Service	Legal services	\$7,311.10
Lexis Nexis		Check 36833	5/12/2014	\$53.85
1.4207E+14	001-008-521-20-41-00	LE-Professional Services	Data searches	\$53.85
Marysville Printing		Check 36834	5/12/2014	\$141.53
15593	001-008-521-20-31-00	LE-Office Supplies	Quarantine Notice	\$141.53
Northwest Cascade Inc		Check 36835	5/12/2014	\$515.11
1-896757	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental	\$76.00
1-896523	001-012-571-20-45-00	CS-Special Event-Eqp Rent	Honeybucket rental Rowing Club event	\$439.11
Office of The State Treasurer		Check 36836	5/12/2014	\$9,545.25
Apr-14	633-008-586-00-00-14	WSP Highway Acct	April 2014 State Court Fees	\$269.93
Apr-14	633-008-586-00-00-13	Death Inv Acct	April 2014 State Court Fees	\$47.61

Invoice	AccountCode	Account Description	Item Description	Amount
Apr-14	633-008-586-00-00-08	Trauma Care	April 2014 State Court Fees	\$259.76
Apr-14	633-008-586-00-00-03	Public Safety And Ed. 1986	April 2014 State Court Fees	\$4,652.07
Apr-14	633-007-586-00-00-02	Building - State BI	April 2014 State Court Fees	\$139.50
Apr-14	633-008-586-00-00-05	Judicial Information System-Ci	April 2014 State Court Fees	\$789.08
Apr-14	633-008-586-00-00-12	HWY Safety Act	April 2014 State Court Fees	\$70.82
Apr-14	633-008-586-00-00-09	School Zone Safety	April 2014 State Court Fees	\$5.92
Apr-14	633-008-586-00-00-11	Auto Theft Prevention	April 2014 State Court Fees	\$353.81
Apr-14	633-008-586-00-00-10	Public Safety Ed #3	April 2014 State Court Fees	\$238.98
Apr-14	633-008-586-00-00-04	Public Safety And Education	April 2014 State Court Fees	\$2,717.77
Outcomes by Levy LLC			Check 36837	5/12/2014
				\$5,013.18
2014-04-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Lobbying services April 2014	\$5,013.18
Peace of Mind Office Support			Check 36838	5/12/2014
				\$100.00
4/28 mtg	001-003-514-20-41-00	CC-Professional Services	4/28 City Council mtg minutes	\$100.00
Pitney Bowes			Check 36839	5/12/2014
				\$112.27
9619164-AP14	001-013-518-20-45-00	GG-Equipment Rental	Postage machine rental	\$112.27
Public Safety Testing			Check 36840	5/12/2014
				\$5,416.11
2014-5463	001-005-521-11-41-00	HR-Civil - Professional Srv	Q1.2014 recruiting assistance	\$425.00
PSTI 14-107	001-008-521-20-41-00	LE-Professional Services	New hire Background investigations	\$4,991.11
Purchase Power			Check 36841	5/12/2014
				\$350.00
4/24/2014	001-013-518-20-42-00	GG-Communication	Postage	\$295.73
4/24/2014	001-007-558-50-42-00	PL-Communication	Postage	\$49.41
4/24/2014	101-016-543-30-42-00	ST-Communications	Postage	\$2.43
4/24/2014	410-016-531-10-42-00	SW-Communications	Postage	\$2.43
Republic Services 197			Check 36842	5/12/2014
				\$737.02
0197-001702672	001-013-518-20-45-00	GG-Equipment Rental	Dumpster services	\$14.15
0197-001702672	001-013-518-20-31-00	GG-Operating	Dumpster services	\$108.66
0197-001702100	101-016-544-90-31-02	ST-Operating Cost	Dumpster services	\$170.87

Invoice	AccountCode	Account Description	Item Description	Amount
0197-001701912	001-010-576-80-45-00	PK-Equipment Rental	Dumpster services	\$13.20
0197-001702100	410-016-531-10-45-00	SW-Equipment Rental	Dumpster services	\$7.65
0197-001701912	001-010-576-80-31-00	PK-Operating Costs	Dumpster services	\$243.97
0197-001702100	101-016-542-30-45-00	ST-Rentals-Leases	Dumpster services	\$7.65
0197-001702100	410-016-531-10-31-02	SW-Operating Costs	Dumpster services	\$170.87
Robinson Noble		Check 36843	5/12/2014	\$941.78
14-348	101-016-542-30-41-02	ST-Professional Service	Geotechnical Engineer consultations	\$941.78
Sherwin-Williams Co		Check 36844	5/12/2014	\$40.82
2685-7	001-013-518-20-31-00	GG-Operating	Paint	\$40.82
Shred It Western Washington		Check 36845	5/12/2014	\$55.69
9403538822	001-008-521-20-31-01	LE-Operating Costs	Shredding services	\$55.69
Snohomish County Cities		Check 36846	5/12/2014	\$140.00
5/15/14 mtg	001-001-513-10-43-00	Executive - Travel & Mtgs	May 15 SCC mtg	\$35.00
5/15/14 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	May 15 SCC mtg	\$105.00
Snohomish County Conservation Dist		Check 36847	5/12/2014	\$253.68
1412	410-016-531-50-11-06	DOE G1100280 LID Grant Sal	Q1.2014 Sal and Benifits	\$253.68
Snohomish County PUD		Check 36848	5/12/2014	\$13,046.40
117428281	101-016-542-63-47-00	ST-Lighting - Utilities	204719074	\$16.57
153689578	101-016-542-63-47-00	ST-Lighting - Utilities	201973682	\$43.12
133977066	101-016-542-63-47-00	ST-Lighting - Utilities	201595113	\$331.19
133975934	101-016-542-63-47-00	ST-Lighting - Utilities	202988481	\$392.45
127371785	101-016-542-63-47-00	ST-Lighting - Utilities	202670725	\$1,128.33
127371783	101-016-542-63-47-00	ST-Lighting - Utilities	202624367	\$9,209.70
117422953	410-016-531-10-47-00	SW-Utilities	203599006	\$249.57
117422953	101-016-542-63-47-00	ST-Lighting - Utilities	203599006	\$249.57
117422953	001-010-576-80-47-00	PK-Utilities	203599006	\$249.57
117422953	410-016-531-20-47-00	SW-Aerator Utilities	202150405	\$324.57

Invoice	AccountCode	Account Description	Item Description	
127371784	101-016-542-63-47-00	ST-Lighting - Utilities	202648101	\$851.76
Snohomish County PW S			Check 36849	5/12/2014
				\$2,050.57
I000356832	410-016-531-20-41-00	SW-Aerator Monitori	Aerator monitoring & gaging Q1.2014	\$2,050.57
Snohomish County PW V			Check 36850	5/12/2014
				\$13,385.57
I000355570	001-008-521-20-48-00	LE-Repair & Maintenance	Vehicle repairs	\$9,658.86
I000355570	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign repairs	\$36.83
I000356688	410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle repairs	\$419.86
I000356688	101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle repairs	\$419.86
I000356688	001-008-521-20-48-00	LE-Repair & Maintenance	Vehicle repairs	\$2,070.48
I000356688	101-016-542-64-31-00	ST-Traffic Control - Supply	Sign repairs	\$779.68
Snohomish County Treasurer			Check 36851	5/12/2014
				\$197.25
Apr-14	633-008-586-00-00-01	Crime Victims Compensation	April 2014 Crime Victims Comp	\$197.25
Snopac			Check 36852	5/12/2014
				\$26,039.54
6668	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,039.54
Sonsray Machinery LLC			Check 36853	5/12/2014
				\$342.47
608243	101-016-544-90-31-02	ST-Operating Cost	Parts for Shoulder Mower PW45	\$99.40
732156	101-016-544-90-31-02	ST-Operating Cost	Parts for Shoulder Mower PW45	\$243.07
Stanwood Redi Mix Inc			Check 36854	5/12/2014
				\$1,629.00
45171	410-016-531-50-31-06	DOE - G1100280 LID Exp	Ecology Blocks	\$1,629.00
Stericycle Inc			Check 36855	5/12/2014
				\$10.36
3002629941	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36
Summit Law Group			Check 36856	5/12/2014
				\$81.00
67060	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal services	\$81.00
Tacoma Screw Products Inc			Check 36857	5/12/2014
				\$92.93
30516698	001-010-576-80-31-00	PK-Operating Costs	Hex washers-cable tie-shrink tube	\$22.73
30516698	410-016-531-10-31-02	SW-Operating Costs	Hex washers-cable tie-shrink tube	\$22.73

Invoice	AccountCode	Account Description	Item Description	Amount
30516698	101-016-544-90-31-02	ST-Operating Cost	Hex washers-cable tie-shrink tube	\$22.73
30513547	410-016-531-10-31-02	SW-Operating Costs	Self Drilling screws	\$5.43
30513547	101-016-544-90-31-02	ST-Operating Cost	Self Drilling screws	\$5.44
3517275	101-016-544-90-31-02	ST-Operating Cost	Safety Glasses	\$4.62
3517275	410-016-531-10-31-02	SW-Operating Costs	Safety Glasses	\$4.62
3517275	001-010-576-80-31-00	PK-Operating Costs	Safety Glasses	\$4.63
The Bank of New York			Check 36858	5/12/2014
				\$84,683.76
5/1/2014-204766	210-000-592-18-83-00	2008 Bond Interest Payment	LAKSGOREF08A Series 2008A	\$66,974.38
5/1/2014-204764	206-008-592-21-83-00	LTGO 2004 Interest Pymt - PD	LAKSTELTGO04 Series 2004	\$17,709.38
The Watershed Co			Check 36859	5/12/2014
				\$2,445.00
2014-0326	001-007-558-50-41-00	PL-Professional Servic	Environmenta consulting March 2014	\$2,445.00
UPS			Check 36860	5/12/2014
				\$26.69
74Y42174	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$26.69
Verizon Northwest			Check 36861	5/12/2014
				\$2,253.30
9724063871	001-006-518-80-42-00	IT-Communications	Wireless phone service	\$104.54
9724063871	001-002-513-11-42-00	AD-Communications	Wireless phone service	\$82.29
9724063871	001-007-558-50-42-00	PL-Communication	Wireless phone service	\$220.20
9724063871	001-008-521-20-42-00	LE-Communication	Wireless phone service	\$1,302.41
9724063871	410-016-531-10-42-00	SW-Communications	Wireless phone service	\$130.76
9724063871	101-016-543-30-42-00	ST-Communications	Wireless phone service	\$130.76
9724063871	001-003-514-20-42-00	CC-Communications	Wireless phone service	\$17.02
9724063871	001-005-518-10-42-00	HR-Communications	Wireless phone service	\$52.27
9724063871	001-010-576-80-42-00	PK-Communication	Wireless phone service	\$130.76
9724063871	001-001-513-10-42-00	Executive - Communication	Wireless phone service	\$82.29
Washington State Dept of Enterprise Svcs			Check 36862	5/12/2014
				\$227.15
73119276	001-008-521-20-31-00	LE-Office Supplies	Envelopes	\$185.89
73119768	001-008-521-20-31-00	LE-Office Supplies	O/R Prt Online 2014 pg 10	\$41.26

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Invoice	AccountCode	Account Description	Item Description	Amount	
Washington State Treas Office			Check 36863	5/12/2014	\$149.70
Jan-Mar 2014	001-008-586-00-00-00	LE-Seizure-Forfeit-State Remit	Forfeiture - seizures		\$149.70
WMCA			Check 36864	5/12/2014	\$75.00
1008	001-003-514-20-49-00	CC-Miscellaneous	2014-2015 Membership dues		\$75.00
Zachor and Thomas Inc PS			Check 36865	5/12/2014	\$8,580.00
629	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services		\$8,580.00
Total Disbursements					\$466,492.39



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

Monday, April 28, 2014
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E., Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Kim Daughtry, Suzanne Quigley, Marcus Tageant, Kathy Holder, Todd Welch, John Spencer, Sam Low

COUNCILMEMBERS ABSENT: None

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director Barb Stevens, Interim Police Chief Dan Lorentzen, Human Resources Director Steve Edin, City Attorney Cheryl Beyer, Senior Planner Russ Wright

OTHERS: None

Guest Business. None

Employee Appreciation. Years of Service Awards were presented to Craig Valvick and Trevor Mann.

Proclamation. Letter Carriers' Food Drive Day. Mayor Little read the Proclamation.

Consent Agenda.

A correction was noted in the April 14 Regular Meeting minutes on page 20 of the packet. Under Update of City Vision/Strategic Planning, the last sentence should be corrected to read: *Additional topics for discussion included ~~RUDA, expansion~~ RUTA expansion . . .*

MOTION: Councilmember Spencer moved, Councilmember Tageant seconded, to approve the Consent Agenda (A. Approve 2014 Vouchers [Payroll Direct Deposits 4/15/2014 for \$128,050.23, Payroll Checks 36731-36732 for \$5,732.49, Electronic Funds Transfers ACH for \$24,780.93, Claims 36492, 36628, 36733-36787 for \$64,607.88, Void Checks, Tax Deposit(s) 4/15/2014 for \$53,419.83, Total Vouchers Approved: \$276,591.36], B. Approve Joint City Council and Planning Commission workshop minutes April 14, 2014, C. Approve Council Regular Meeting Minutes of April 14, 2014 as amended). Motion passed unanimously (7-0-0-0).

Action Items.

Amendment No. 1 to ILA for Interjurisdictional Coordination Relating to Affordable Housing within Snohomish County. Planning Director Becky Ableman reviewed this item.

MOTION: Councilmember Holder moved to authorize the Mayor to sign the Interlocal Agreement Amendment No. 1 to the Alliance for Housing Affordability adding the City of Arlington, seconded by Councilmember Tageant. Motion passed unanimously (7-0-0-0).

Professional Services Agreement with Robert Brooks International, Inc. for Branding – moved below to Discussion Items

Ordinance 911 Amending LSMC 2.23 – related to Code Enforcement

Commissions. Interim Police Chief Dan Lorentzen explained that this Amendment allows the Police Chief to grant special limited commission to the Code Compliance Officers (the Building Official and the Building Inspector) to be able to enforce to certain civil codes.

MOTION: Councilmember Tageant moved to authorize Ordinance 911 amending the Lake Stevens Municipal Code, Chapter 2.23, entitled “Police Department” relating to commissions; seconded by Councilmember Spencer. Motion passed unanimously (7-0-0-0).

Discussion Items.

2013 Police Annual Report. Interim Police Chief Dan Lorentzen reviewed the PowerPoint Presentation regarding the 2013 Police Annual Report which was distributed to the Council.

2014 Comprehensive Plan Docket Introduction. Senior Planner Russ Wright reviewed the 2014 Docket including two citizen-initiated map amendments and four city-initiated amendments as contained in the Council's packet.

Professional Services Agreement with Roger Brooks International, Inc. for Branding. Becky Ableman introduced the topic of branding and discussed what the consultant would do for the City. Roger Brooks is a well-known local consultant who was recommended by the City of Everett. Director Ableman stated she would be bringing back a potential contract extension for Natalie Quick in addition to the market report. Councilmembers expressed concern about spending more money on rebranding and not getting a report on work already completed. Director Ableman will bring the reports as well as the consultants to Council soon. Members of the Council expressed interest in having an opportunity to ask questions of Roger Brooks and getting quotes from another company.

Council Persons' Business. Councilmembers reported on the following meetings: Welch – Fire Commission, Arts Commission; Low – Oso tour, Snohomish County Cities dinner, State of the Station.

Mayor's Business. Mayor Little said he attended State of the Station too. He also gave a presentation to the House Finance Committee on issues the City faces.

Staff Reports. City Administrator Jan Berg stated that invitations will be sent out for the memorial sign dedication for May 30 from 10 to 10:30. Movie in the Park will be facilitated by the Arts Commission and is set for August 23. She gave an update on a dispute between citizens about a cross being displayed for Molly Conley by her family. Staff is working with both parties to resolve the situation. - Planning Director Becky Ableman attended the State of the Station address. At the Park Board meeting last week she gave an update on the Cavalero Park planning process. She stated the need for the Council to appoint a member to the ad hoc planning committee for that group as well as determine the process for selecting the member at large. Councilmember Low was appointed as the Council representative with Councilmember Spencer as an alternate. The Planning Commission open house for the Comprehensive Plan update will be held May 7 from 7 to 9 p.m. Director Ableman gave an update on the Hanson building permit. Any councilmembers interested in attending the PSRC General Assembly on May 29 in Seattle should let her know. - Human Resource Director Steve Edin gave an update on Public Records Act requirements. A regional training will be hosted by the City and is tentatively scheduled for the evening of June 26.

Adjourn.

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to adjourn the meeting at 8:57 p.m. Motion passed unanimously (7-0-0-0)

Vern Little, Mayor

Finance Dir. /City Clerk, Barb Stevens



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 12 May 2014

Subject: Level of Service - Vegetation Control for Right-of-Ways– Refresher Overview

Contact Mick Monken
Person/Department: Public Works

Budget Impact: NA

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: **Discussion Item – Staff will present a refresher of the Level of Service for Vegetation Control for Right-of-Ways**

SUMMARY/BACKGROUND: Since 2010, the Council has adopted a number of key maintenance and operation plans and level of service. These include the Snow and Ice Control Plan, Street Sweeping Plan, and Park Facilities Maintenance and Operation Plan. The first plan to be developed was setting the Level of Service (LOS) for Vegetation Control for Right-of-Way (ROW). This covered activities related to public roadway edges in non-manicured locations (landscape strips, planters, and private frontage vegetation extending into the ROW).

This LOS difference from a Plan in that the LOS does not contain policies but strictly presents key maintenance areas and frequency guidelines. This LOS serves as a guide document and is considered a living document subject to changes and revisions.

The City Council was presented with this LOS in April 2010 but this was not formally adopted. It was implemented in May 2010. Since its creations there have been no administrative updates to service frequency.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: NA

ATTACHMENTS:

- Exhibit A: Vegetation Control – Right-of-Way

EXHIBIT A

LEVEL OF SERVICE

Vegetation Control - Right-of-Way

Definition: Services provided to perform maintenance for non-cosmetic vegetation control for the purpose of providing safety and drainage flow. Manicured right-of-way mowing is not performed within the Vegetation Control - Right-of-Way. Vegetation control is not performed on undeveloped/unimproved right-of-way.

Locations: Typically performed within public right-of-way and may also include public easements, native growth protection areas, and in the event where it's necessary to perform emergency services to protect the general public the City may maintain private property.

Equipment: Boom mower, tractor mower, walk behind mower, and weed whacker.

Service	Description	Areas	Frequency	Level of Service
SIGHT DISTANCE	Provide a clear line of sight for potential conflict points of vehicular and pedestrian movement.	• Key identified location with known sight distance conditions • As reported or observed	As needed when identified	• Width specific to obtain line of sight • 6 inch height
SHOULDER MOWING	Performed along roadways where an improved shoulder section exists, that can include both paved and gravel shoulders, to control vegetation from encroaching into the shoulder area.	• State routes • Roadway with improved shoulder not located along developed property frontage • Roadway with improved shoulder with a drainage ditch at least 10 feet in width	3 times per year for state routes and 5 times per year for all other routes	• 6 foot width from edge of improved shoulder • 24 inch max height • 6 inch min height
EDGE MOWING	Performed along roadway where the edge of pavement has no improved shoulder	• Roadways not located along developed property frontage	5 times per year	• 3 foot width from edge of pavement • 24 inch max height • 6 inch min height

PEDESTRIAN WAYS	Provide unobstructed pedestrian movement.	• Sidewalk • Pathways/Trails • Paved shoulder	3 times per year or as needed when identified for unobstructed usage	• 1 foot width from edge of walkway • 24 inch max height • 6 inch min height
OVERHEAD AND INTRUSIONS	Provide clearance from overhead and side intrusions of vegetation that interfere with operation of public equipment and buses.	• Public right-of-ways • Public easement	As needed when identified	• 14 foot height • 3 foot width
LIGHTING	Provide distribution of lighting for coverage of public improvements and bus stops	• Roadways • Pedestrian facilities • Bus stops • Other public improvements	As needed when identified	• Removal to provide full light spread within public improved area
HAZARDOUS TREE	Removal of trees that present a hazard to public safety	• Right of Way • NGPA • Private land (emergency only)	As needed when identified	• Trim or removal as eliminate hazardous condition

Note: Frequency shown on this LOS is a target and may vary each year. Actual frequency is dependent on the City's ability to complete safety and drainage LOS first.

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LAKE STEVENS CITY COUNCIL
STAFF REPORT

**Council Agenda
Date:**

May 12, 2014

Subject: Economic Development
Professional Services Agreement –Branding – Roger Brooks International

Contact	Rebecca Ableman	Budget	\$90,000
Person/Department:	Planning and Community Development Director	Impact	

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Authorize the Mayor to enter into a Professional Services Agreement with Roger Brooks International for the Lake Stevens Branding Project to begin September 2, 2014. Staff, the Consultant and City Attorney are currently working through final contract language. The recommendations is for Council to authorize the Mayor.

SUMMARY:

The Mayor and staff met with Roger Brooks and John Kelsh of Roger Brooks International to discuss a Branding Project for Lake Stevens on March 22nd. This meeting was followed by a scope of work and project schedule for completing this effort. The June 2nd date has been moved to September 2 because of the short timing between potential contract approval and the original start date.

BACKGROUND:

Since 2009, the City Council has taken active steps towards achieve long term financial stability through a number of efforts including Economic Development actions. The first activity was an Economic and Fiscal Analysis completed in 2010 resulting in a list of further recommended implementation measures. The analysis has guided the City through the two subarea plans and Planned Action Ordinances, business recruitment activities, and developer outreach. The next recommended phase is for the City to engage in a Branding and Wayfinding program that will help create the larger picture identity of the Lake Stevens community for use in the continuation of marketing efforts for both attracting more commercial and employment development in the City.

Branding is intended to create and showcase a identity that separates a community from all the other communities. Wayfinding is also important and is informed by the branding community assessment and graphics for the brand. **Attachment A** is an introduction to branding a community including background information and the purposes of branding.

DISCUSSION:

Staff researched different branding approaches and received a good recommendation for Roger Brooks International's (RBI) branding program. The Mayor and staff met with RBI representatives on March 22nd where RBI reviewed what a program for Lake Stevens would encompass. They presented a program that includes brand development, brand feasibility testing, and building community enthusiasm around a brand. Their process has been used in several places both domestically and internationally. A few advantages besides the wealth of

experience are the firm is located in the Puget Sound Region so they are familiar with our area and there will not be out of state travel expenses. Their Statement of Qualifications was presented to the Council on April 24 and described their approach to branding; the branding process; example jurisdictions; and what the plan includes.

Specifically for Lake Stevens the schedule generally would be as follows (Proposed contract including Scope of Services in **Attachment B**):

- The first step is to form the Lake Stevens Brand Development Committee (BDC)
- RBI reviews summaries of past plans and studies, marketing materials, lodging tax information, etc.
- RBI then create a survey and sends a link for placing on the City's website
- RBI performs a Marketing assessment
- On-site Assessment of Lake Stevens and a presentation of the assessment findings. In addition Roger Brooks presents his branding workshop and announce the online survey, followed by a meeting with the BDC. (tentatively scheduled for the week of June 2 with the workshop on Thursday, June 5.)
- John Kelsh of RBI will conduct stakeholder interviews
- Research, demographic, etc. analyzed by RBI
- There will be a number of Skype meetings with the BDC to discuss survey results, etc.
- BrandCamp week (four days - Tuesday-Friday. Tentatively scheduled for the week of September 1.)

The specific products from the branding contract that will be provided to the City are listed in the Step #8 Professional Brand Graphics Section and the Final Deliverable Section.

Finally, Staff will provide the information requested by Council at the meeting regarding the Enumclaw experience with RBI and findings about Northstar Branding Company.

For more information about RBI, access the website at www.rogerbrooksinternational.com.

APPLICABLE CITY POLICIES:

The proposal is consistent with and will further the Economic Development Strategy Goals.

BUDGET IMPACT:

The proposed budgeted amount for the Roger Brooks International PSA is \$90,000. The budget will be taken from the Economic Development line item. Branding and Wayfinding has been shown on the Economic Development work items for 2014 for a combined \$85,000. The total Economic Development budget is \$495,000. Currently, a small portion of Natalie Quick's consulting contract is remaining and staff expects to bring back an addendum to continue with some further focused business recruitment efforts for Council's consideration. Additional committed budget items are \$11,000 with Berk and Associates for the Marketing and Development analysis is expected to be presented to Council on May 12th so budget is available.

ATTACHMENTS:

- A. The Art of Branding a Community EBook - RBI
- B. Roger Brooks International Scope of Services for Professional Services Agreement



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 12 May 2014

Subject: 2014 Pavement Overlay – Award of Contract

Contact	Mick Monken	Budget Impact:	\$421,590.36
Person/Department:	<u>Department of Public Works</u>		<u>Incl. Conting.</u>

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Award the 2014 Pavement Overlay to Granite Construction Company in an amount of \$371,590.36 and authorized an administrative contingency of \$50,000.

SUMMARY/BACKGROUND: Asphalt pavement overlay is a regular part of street surface preservation and an amount of \$500,000 was included for this work in the 2014 budget. This year's overlay project includes 2 road sections: 1) 20th Street NE from east side of Pilchuck Elementary School to the Centennial Trail; and 2) on 20th Street SE from east of 79th to 88th Avenue SE. Site one was selected to complete the sidewalk project performed last year and site two was part of an interagency agreement with the Lake Stevens Sewer District to perform the pavement resurfacing following the completion of the Southwest Interceptor sewer main project (complete in May 2014).

On 7th May 2014, the City opened bids for this project. A total of three bids were received and the results are included in Exhibit A. Granite Construction Company came in as the low responsive bidder. (In 2012, Granite performed very well for the City overlay program). The Engineer's Estimate, shown on the bid tabulation, is based on WSDOT bid unit prices. The administrative contingency of \$50,000 will be used where possible to expand logical paving limits (length and widths) and to cover unexpected costs.

The contractor is for 45 working days, which allow for the pavement work to be performed while school is out. Along 20th Street SE, it is expected that the detour that was used for the SW Interception construction will be used. At both sites, the pavement will be ground down to remove help even the surface and to allow for better adhesion with the new asphalt overlay. If all goes well, all work should be completed before school reopens this fall. As with all work, weather is a condition that can results in delays.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: Funding is included in the 2014 budget. Total project budget is \$421,590.36 including the administrative contingency

ATTACHMENTS:

- ▶ Exhibit A: Bid Summary Table
- ▶ Exhibit B: Project Locations

EXHIBIT A

City of Lake Stevens
2014 Pavement Overlay
BID TABULATION
Bid Opening: 7 May 2014 @ 10:30 AM

BASE BID					Engineer's Estimate		Granite Construction		Lakeside Industries		Cemex	
#	Item	Std BI #	Est Qty	Unit	Unit \$	Total	Unit \$	Total	Unit \$	Total	Unit \$	Total
1	Mobilization		1	LS	20,000.00	20,000.00	30,000.00	30,000.00	30,000.00	30,000.00	31,000.00	31,000.00
2	Temporary Traffic Control	6971	1	LS	18,000.00	18,000.00	39,000.00	39,000.00	50,000.00	50,000.00	34,500.00	34,500.00
3	Planing Bituminous Pavement	5711	21,333	SY	6.00	127,998.00	2.00	42,666.00	3.00	63,999.00	3.00	63,999.00
4	TESC (inlet protection as directed)	NA	44	EA	150.00	6,600.00	24.00	1,056.00	77.00	3,388.00	65.00	2,860.00
5	HMA Cl. 1/2 In PG 64-22	5767	2,489	Tons	100.00	248,900.00	84.00	209,076.00	82.00	204,098.00	90.00	224,010.00
6	Temp Pavement Marking	6888	1	LS	4,000.00	4,000.00	3,500.00	3,500.00	3,600.00	3,600.00	5,500.00	5,500.00
7	4" Paint Line	6806	16,642	LF	0.50	8,321.00	0.28	4,659.76	0.26	4,326.92	0.40	6,656.80
8	6" Thermoplastic Line	6828	298	LF	5.00	1,490.00	3.00	894.00	2.75	819.50	2.75	819.50
9	Thermoplastic Stop Bar	6859	318	SF	10.00	3,180.00	5.00	1,590.00	5.00	1,590.00	5.50	1,749.00
10	Thermoplastic Cross Walk	6857	860	SF	10.00	8,600.00	5.00	4,300.00	5.00	4,300.00	5.50	4,730.00
11	Raised Pavement Markers	6884	10	Hund	500.00	4,800.00	416.00	3,993.60	385.00	3,696.00	495.00	4,752.00
12	Thermoplastic Arrows	6833	9	EA	500.00	4,500.00	95.00	855.00	88.00	792.00	110.00	990.00
13	Force Account		1	FA	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Sub-total						486,389.00		371,590.36		400,609.42		411,566.30
WSST - Exempt												
TOTAL PROJECT COST ESTIMATE						486,389.00		371,590.36		400,609.42		411,566.30

EXHIBIT B

Project Vicinity Map

NTS

