



**Lake Stevens City Council Regular Meeting Agenda**

**November 10, 2014**

- |                                  |    |                                                                                                                                  |       |
|----------------------------------|----|----------------------------------------------------------------------------------------------------------------------------------|-------|
|                                  | *A | Public Hearing in consideration of Code Amendment re Traffic Impact Fees                                                         | Becky |
|                                  | *B | Public Hearing in consideration of first reading of Ordinance No. 925, proposed 2015 Budget and property tax levy certification. | Barb  |
| <b>ACTION ITEMS:</b>             | *A | First and final reading of Ordinance No. 926, setting property tax levy and collection for 2015.                                 | Barb  |
|                                  | *B | Salary Commission Appointments                                                                                                   | Steve |
|                                  | *C | Interlocal Agreement with Snohomish County for Jail Services                                                                     | Dan   |
|                                  | D  | Engagement Letter with Keating, Bucklin & McCormack                                                                              | Jan   |
| <b>DISCUSSION ITEMS</b>          | *A | Subarea Code Amendments                                                                                                          | Becky |
| <b>COUNCIL PERSON'S BUSINESS</b> |    |                                                                                                                                  |       |
| <b>MAYOR'S BUSINESS</b>          |    |                                                                                                                                  |       |
| <b>STAFF REPORTS</b>             |    |                                                                                                                                  |       |
| <b>EXECUTIVE SESSION</b>         |    | Potential Litigation – RCW 42.30.110(1)(i)                                                                                       |       |
| <b>ADJOURN</b>                   |    |                                                                                                                                  |       |

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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**THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact 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	1031/2014	\$124,884.78
Payroll Checks	37600-37601	\$4,549.40
Tax Deposit(s)	10/31/2014	\$48,357.22
Electronic Funds Transfers	ACH	\$150,023.91
Claims	37602-37680	\$545,518.94
Void Checks		
Total Vouchers Approved:		\$873,334.25

**This 10th day of November 2014:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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**Accounts Payable Checks and EFTs for period of 10/28/2014 to 11/10/2014**

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>AFLAC</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$1,495.80</b>
10/31/14	001-000-284-00-00-00	Payroll Liability Other	Employee paid Insurance Prem	\$1,495.80	
<b>Assoc of Washington Cities EFT</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$85,404.42</b>
11/2014	001-000-283-00-00-00	Payroll Liability Medical	Medical Premiums - Nov 2014	\$85,404.34	
11/2014	001-013-518-30-20-00	GG-Benefits	Medical Premiums - Nov 2014	\$0.08	
<b>Dept of Retirement PERS LEOFF</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$54,437.87</b>
10/31/14	001-000-282-00-00-00	Payroll Liability Retirement	PERS LEOFF Employee & Employer paid Contributions 10/31/14	\$54,437.87	
<b>Nationwide Retirement Solution</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$1,150.00</b>
10/31/14	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,150.00	
<b>Standard Insurance Company</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$5,128.36</b>
11/2014	001-000-284-00-00-00	Payroll Liability Other	LTD and Life Insurance Premiums - Nov 2014	\$104.50	
11/2014	001-002-513-11-20-00	AD-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$67.74	
11/2014	001-003-514-20-20-00	CC-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$97.61	
11/2014	001-004-514-23-20-00	FI-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$122.52	
11/2014	001-005-518-10-20-00	HR-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$78.54	
11/2014	001-006-518-80-20-00	IT-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$158.44	
11/2014	001-007-558-50-20-00	PL-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$356.17	
11/2014	001-007-559-30-20-00	PB-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$147.88	
11/2014	001-008-521-20-20-00	LE-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$2,558.88	
11/2014	001-010-576-80-20-00	PK-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$10.71	
11/2014	001-013-518-30-20-00	GG-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$15.86	
11/2014	101-016-542-30-20-00	ST-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$700.24	
11/2014	401-070-535-10-20-00	SE-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$75.06	
11/2014	410-016-531-10-20-00	SW-Benefits	LTD and Life Insurance Premiums - Nov 2014	\$634.21	

Invoice	AccountCode	Account Description	Item Description	Page	Amount
<b>Washington State Support Registry</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$402.46</b>
10/31/14	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Child Support		\$402.46
<b>EFTPS Electronic Federal Tax Pmt System</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$48,357.22</b>
10/31/14	001-000-281-00-00-00	Payroll Liability Taxes	Federal Payroll Tax Payment for 10/31/2014		\$48,357.22
<b>Dept of Retirement (Deferred Comp)</b>			<b>Check 0</b>	<b>11/10/2014</b>	<b>\$2,005.00</b>
10/31/14	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre		\$2,005.00
<b>3M</b>			<b>Check 37602</b>	<b>11/10/2014</b>	<b>\$403.82</b>
94844364	001-008-521-20-31-01	LE-Operating Costs	Sound device calibration		\$403.82
<b>Ace Hardware</b>			<b>Check 37603</b>	<b>11/10/2014</b>	<b>\$622.39</b>
44146	001-008-521-20-31-01	LE-Operating Costs	Paint for Commanders office		\$104.22
44136	001-008-521-20-31-01	LE-Operating Costs	***Supplies for repair to Chiefs office		\$91.16
44200	001-008-521-20-31-01	LE-Operating Costs	***Supplies for Police Front office repair		\$69.48
44176	001-008-521-20-31-01	LE-Operating Costs	Vehicle maint supplies		\$15.18
44170	001-008-521-20-31-01	LE-Operating Costs	***Supplies for repairs to Police Front office		\$98.39
44120	001-008-521-20-31-01	LE-Operating Costs	***Supplies for repair to Chiefs office		\$27.43
44192	001-008-521-20-31-01	LE-Operating Costs	Keys copied		\$8.64
44162	001-008-521-20-31-01	LE-Operating Costs	***Supplies for repairs to Police Front office		\$23.87
44129	001-008-521-20-31-01	LE-Operating Costs	***Supplies for repair to Chiefs office		\$127.03
44236	101-016-544-90-31-02	ST-Operating Cost	Light for shop		\$19.81
44200	101-016-544-90-31-02	ST-Operating Cost	Storage hooks for shop		\$8.69
44200	410-016-531-10-31-02	SW-Operating Costs	Storage hooks for shop		\$8.68
44236	410-016-531-10-31-02	SW-Operating Costs	Light for shop		\$19.81
<b>ACES</b>			<b>Check 37604</b>	<b>11/10/2014</b>	<b>\$329.00</b>
10341GR	001-005-517-60-31-00	HR-Safety Program	Safety mtg: Flu Season		\$75.66
10341GR	101-016-517-60-31-00	ST-Safety Program	Safety mtg: Flu Season		\$126.67
10341GR	410-016-517-60-31-00	SW-Safety Program	Safety mtg: Flu Season		\$126.67
<b>Advantage Building Services</b>			<b>Check 37605</b>	<b>11/10/2014</b>	<b>\$651.70</b>

Invoice	AccountCode	Account Description	Item Description	Page	Amount
1114	001-007-558-50-41-00	PL-Professional Servic	Janitorial Services		\$27.31
1114	001-007-559-30-41-00	PB-Professional Srv	Janitorial Services		\$27.31
1114	001-008-521-20-41-00	LE-Professional Services	Janitorial Services		\$285.00
1114	001-010-576-80-41-00	PK-Professional Services	Janitorial Services		\$18.20
1114	001-012-575-50-41-00	CS-Community Center - Cleaning	Janitorial Services		\$109.25
1114	001-013-518-20-41-00	GG-Professional Service	Janitorial Services		\$148.20
1114	101-016-542-30-41-02	ST-Professional Service	Janitorial Services		\$18.21
1114	410-016-531-10-41-01	SW-Professional Services	Janitorial Services		\$18.22
<b>Alexander Printing</b>			<b>Check 37606</b>	<b>11/10/2014</b>	<b>\$87.36</b>
40216	101-016-544-90-31-02	ST-Operating Cost	Business cards - Wells/Emerson		\$43.68
40216	410-016-531-10-31-02	SW-Operating Costs	Business cards - Wells/Emerson		\$43.68
<b>Alpine Fire and Safety Sys Inc</b>			<b>Check 37607</b>	<b>11/10/2014</b>	<b>\$244.80</b>
19074	001-008-521-20-31-01	LE-Operating Costs	First aid supplies		\$168.66
19043	101-016-544-90-31-02	ST-Operating Cost	First aid supplies		\$38.07
19043	410-016-531-10-31-02	SW-Operating Costs	First aid supplies		\$38.07
<b>Assoc of Washington Cities</b>			<b>Check 37608</b>	<b>11/10/2014</b>	<b>\$1,491.90</b>
11/2014	001-008-521-20-20-00	LE-Benefits	Medical Insurance - COBRA Nov 2014		\$745.95
10/2014	001-008-521-20-20-00	LE-Benefits	Medical Insurance - COBRA Oct 2014		\$745.95
<b>Bank of New York Mellon</b>			<b>Check 37609</b>	<b>11/10/2014</b>	<b>\$291,974.38</b>
10202014-228918	210-000-591-75-71-00	2008 Bond Princp Pymt - GG	LAKSGOREF08A Series 2008A		\$130,032.40
10202014-228918	210-000-592-18-83-00	2008 Bond Interest Payment	LAKSGOREF08A Series 2008A		\$47,400.17
10202014-228918	210-070-591-35-71-00	2008 Bond Principal - Sewer	LAKSGOREF08A Series 2008A		\$94,967.60
10202014-228918	210-070-592-35-83-00	2008 Bond Interest Payment	LAKSGOREF08A Series 2008A		\$19,574.21
<b>Bank of New York Mellon</b>			<b>Check 37610</b>	<b>11/10/2014</b>	<b>\$87,709.38</b>

Invoice	AccountCode	Account Description	Item Description	Amount
10202014-228916	206-008-591-21-71-00	LTGO 2004 Princp Pymt - PD	LAKSTELTGO04 Serries 2004	\$70,000.00
10202014-228916	206-008-592-21-83-00	LTGO 2004 Interest Pymt - PD	LAKSTELTGO04 Serries 2004	\$17,709.38
<b>Big O Tires</b>			<b>Check 37611</b>	<b>11/10/2014</b>
1-37617	101-016-542-30-48-00	ST-Repair & Maintenance	Repair PW14 Brakes/bearings/shocks/cylinders	\$404.14
1-37617	410-016-531-10-48-00	SW-Repairs & Maintenance	Repair PW14 Brakes/bearings/shocks/cylinders	\$404.13
<b>Blumenthal Uniforms</b>			<b>Check 37612</b>	<b>11/10/2014</b>
98892	001-008-521-20-26-00	LE-Clothing	Boots/belt/pants-Anderson	\$170.39
97143	001-008-521-20-26-00	LE-Clothing	Uniform pants/shirts/alterations-Heinemann	\$703.95
96615	001-008-521-20-26-00	LE-Clothing	Uniform pants/shirts/alterations-Kilroy	\$703.95
96615-01	001-008-521-20-26-00	LE-Clothing	Uniform shirts/alterations-Kilroy	\$193.20
98892-01	001-008-521-20-26-00	LE-Clothing	Boots-Anderson	\$106.96
98489	001-008-521-20-26-00	LE-Clothing	Duty Belt/belt attachments-Kilroy	\$246.40
<b>Cascade Collision Center Inc</b>			<b>Check 37613</b>	<b>11/10/2014</b>
3712	001-008-521-20-48-00	LE-Repair & Maintenance	Repair Damage to PT55	\$1,608.30
<b>Cashmere Valley Bank</b>			<b>Check 37614</b>	<b>11/10/2014</b>
11/14 133357	212-016-591-48-71-00	2010A Bond Principal - PW shop	2010 Series A Bond Pmt	\$31,035.43
11/14 133357	212-016-592-48-83-00	2010A Bond Interest - PW Shop	2010 Series A Bond Pmt	\$6,046.66
<b>Cashmere Valley Bank</b>			<b>Check 37615</b>	<b>11/10/2014</b>
11/14 133358	212-000-592-18-83-00	2010B Bond Interest - Civic	2010 Series B Bond Pmt	\$10,374.00
<b>CDW Government Inc</b>			<b>Check 37616</b>	<b>11/10/2014</b>
QK00732	510-006-518-80-31-00	Purchase Computer Equipment	Replacement Firewall	\$2,975.66
<b>City of Everett</b>			<b>Check 37617</b>	<b>11/10/2014</b>
I14002546	001-008-554-30-51-00	LE-Environmental-Animal Contro	Animal Shelter services Sept 2014	\$775.00
I14002499	410-016-531-10-31-02	SW-Operating Costs	Lab analysis	\$210.00
<b>City of Lake Stevens</b>			<b>Check 37618</b>	<b>11/10/2014</b>
				<b>\$34.30</b>

Invoice	AccountCode	Account Description	Item Description	Page	Amount
1114	001-007-558-50-41-00	PL-Professional Servic	Retainage - Advantage Bldg Svc		\$1.44
1114	001-007-559-30-41-00	PB-Professional Srv	Retainage - Advantage Bldg Svc		\$1.44
1114	001-008-521-20-41-00	LE-Professional Services	Retainage - Advantage Bldg Svc		\$15.00
1114	001-010-576-80-41-00	PK-Professional Services	Retainage - Advantage Bldg Svc		\$0.96
1114	001-012-575-50-41-00	CS-Community Center - Cleaning	Retainage - Advantage Bldg Svc		\$5.75
1114	001-013-518-20-41-00	GG-Professional Service	Retainage - Advantage Bldg Svc		\$7.80
1114	101-016-542-30-41-02	ST-Professional Service	Retainage - Advantage Bldg Svc		\$0.96
1114	410-016-531-10-41-01	SW-Professional Services	Retainage - Advantage Bldg Svc		\$0.95
<b>City of Marysville</b>			<b>Check 37619</b>	<b>11/10/2014</b>	<b>\$17,808.35</b>
POLIN11-0470	001-008-523-60-51-00	LE-Jail	Prisoner Housing & Medical Sept 2014		\$3,937.50
POLIN11-0463	001-008-523-60-51-00	LE-Jail	Prisoner Housing Sept 2014		\$10,695.35
POLIN11-0468	001-008-523-60-51-00	LE-Jail	Prisoner Housing Sept 2014 Yakima		\$3,175.50
<b>CO Locksmiths LLC</b>			<b>Check 37620</b>	<b>11/10/2014</b>	<b>\$479.61</b>
2402	001-008-521-20-48-00	LE-Repair & Maintenance	Door repair - evidence room		\$479.61
<b>Code Publishing Co</b>			<b>Check 37621</b>	<b>11/10/2014</b>	<b>\$242.60</b>
47998	001-003-514-20-41-00	CC-Professional Services	Municipal Code update with Ord 916-921		\$242.60
<b>Comcast</b>			<b>Check 37622</b>	<b>11/10/2014</b>	<b>\$88.96</b>
10/14 0692756	001-008-521-20-42-00	LE-Communication	Internet connection - Market Pl		\$88.96
<b>Comcast</b>			<b>Check 37623</b>	<b>11/10/2014</b>	<b>\$88.96</b>
10/14 0810218	001-008-521-20-42-00	LE-Communication	Internet connection - Lakeshore Dr		\$88.96
<b>Comcast</b>			<b>Check 37624</b>	<b>11/10/2014</b>	<b>\$28.57</b>
10/14 0808840	001-010-576-80-42-00	PK-Communication	Internet services - City Shop		\$28.57
<b>Comcast</b>			<b>Check 37625</b>	<b>11/10/2014</b>	<b>\$134.08</b>
10/14 0827887	101-016-542-64-47-00	ST-Traffic Control -Utility	Traffic signal control		\$134.08
<b>Comcast</b>			<b>Check 37626</b>	<b>11/10/2014</b>	<b>\$28.57</b>
10/14 0808840	101-016-543-30-42-00	ST-Communications	Internet services - City Shop		\$28.57

Invoice	AccountCode	Account Description	Item Description	Page	Amount
<b>Comcast</b>			<b>Check 37627</b>	<b>11/10/2014</b>	<b>\$28.57</b>
10/14 0808840	101-016-543-30-42-00	ST-Communications	Internet services - City Shop		\$28.57
<b>Comdata Corporation</b>			<b>Check 37628</b>	<b>11/10/2014</b>	<b>\$318.83</b>
20216041	001-008-521-20-32-00	LE-Fuel	Fuel		\$247.92
20216041	001-008-521-21-32-00	LE-Boating-Fuel	Fuel		\$70.91
<b>Concrete Norwest</b>			<b>Check 37629</b>	<b>11/10/2014</b>	<b>\$3,245.41</b>
989834	101-016-542-66-31-00	ST-Snow & Ice - Sply	Restock Sand for winter		\$3,245.41
<b>Corporate Office Supply</b>			<b>Check 37630</b>	<b>11/10/2014</b>	<b>\$1,777.84</b>
155659i	001-003-514-20-31-00	CC-Office Supply	Binder		\$7.49
155522i	001-004-514-23-31-00	FI-Office Supplies	Ink rollers/paper/USB drive		\$31.17
155522i	001-005-518-10-31-00	HR-Office Supplies	File folders		\$46.06
155679	001-005-518-10-31-00	HR-Office Supplies	Return File Backs		(\$46.06)
155659i	001-005-518-10-31-00	HR-Office Supplies	Legal folders		\$27.14
155728	001-007-558-50-31-00	PL-Office Supplies	Return Tape cartridge		(\$36.47)
155710	001-007-558-50-31-01	PL-Operating Costs	Marking tags		\$27.10
155833i	001-008-521-20-31-00	LE-Office Supplies	Paper		\$277.68
155493i	001-008-521-20-31-00	LE-Office Supplies	Tissue		\$81.40
155438i	001-008-521-20-31-00	LE-Office Supplies	Labels/cd rom mailers/business card magnets/tissue		\$172.34
155322i	001-008-521-20-31-00	LE-Office Supplies	Cds/Wireless Wave MK550		\$501.12
155522i	001-013-518-20-31-00	GG-Operating	Paper		\$222.99
155659i	001-013-518-20-31-00	GG-Operating	Paper/Business card holder		\$18.83
154405i	101-016-544-90-31-01	ST-Office Supplies	Folders/Binder		\$12.89
154433i	101-016-544-90-31-01	ST-Office Supplies	Stamp		\$23.86
154381i	101-016-544-90-31-01	ST-Office Supplies	Folders/paper/labels/stamp/binders/legal pads		\$141.55
154666i	101-016-544-90-31-01	ST-Office Supplies	Binders/Post its		\$22.67
154889i	101-016-544-90-31-01	ST-Office Supplies	Tape/soap/pens		\$20.41

Invoice	AccountCode	Account Description	Item Description	Amount	
154914i	101-016-544-90-31-02	ST-Operating Cost	Soap	\$2.15	
154405i	410-016-531-10-31-01	SW-Office Supplies	Folders/Binder	\$12.89	
154889i	410-016-531-10-31-01	SW-Office Supplies	Tape/soap/pens	\$20.41	
154381i	410-016-531-10-31-01	SW-Office Supplies	Folders/paper/labels/stamp/binders/legal pads	\$141.55	
154433i	410-016-531-10-31-01	SW-Office Supplies	Stamp	\$23.87	
154666i	410-016-531-10-31-01	SW-Office Supplies	Binders/Post its	\$22.66	
154914i	410-016-531-10-31-02	SW-Operating Costs	Soap	\$2.14	
<b>Daily Journal of Commerce</b>			<b>Check 37631</b>	<b>11/10/2014</b>	<b>\$237.30</b>
3293577	101-016-542-30-41-01	ST-Advertising	20th Street SE Phase II	\$237.30	
<b>Dataquest LLC</b>			<b>Check 37632</b>	<b>11/10/2014</b>	<b>\$70.50</b>
20141031	001-005-518-10-41-00	HR-Professional Services	New Hire Background check	\$70.50	
<b>Dell Marketing LP</b>			<b>Check 37633</b>	<b>11/10/2014</b>	<b>\$1,197.94</b>
XJK4N2644	510-006-518-80-31-00	Purchase Computer Equipment	OptiPlex 9020 9J3YN22	\$1,197.94	
<b>Dicks Towing</b>			<b>Check 37634</b>	<b>11/10/2014</b>	<b>\$147.42</b>
147461	101-016-544-90-31-02	ST-Operating Cost	Tow PW42 to County shop	\$73.71	
147461	410-016-531-10-31-02	SW-Operating Costs	Tow PW42 to County shop	\$73.71	
<b>Electronic Business Machines</b>			<b>Check 37635</b>	<b>11/10/2014</b>	<b>\$152.79</b>
103775	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maintenance	\$37.45	
104801	001-007-558-50-48-00	PL-Repairs & Maint.	Copier maintenance	\$38.94	
103775	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance	\$18.72	
104801	101-016-542-30-48-00	ST-Repair & Maintenance	Copier maintenance	\$19.48	
104801	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance	\$19.48	
103775	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier maintenance	\$18.72	
<b>Everett Stamp Works</b>			<b>Check 37636</b>	<b>11/10/2014</b>	<b>\$223.88</b>
13867	001-007-558-50-31-01	PL-Operating Costs	Nameplates	\$161.21	
13867	001-007-559-30-31-01	PB-Operating Cost	Nameplates	\$41.00	
13867	101-016-544-90-31-02	ST-Operating Cost	Nameplates	\$10.84	

Invoice	AccountCode	Account Description	Item Description	Amount
13867	410-016-531-10-31-02	SW-Operating Costs	Nameplates	\$10.83
<b>Evergreen Security Systems</b>			<b>Check 37637</b>	<b>11/10/2014</b>
52096	001-008-521-80-47-00	LE-Evidence Room-Alarm	L&I Electrical permit	\$12.40
<b>Feldman and Lee</b>			<b>Check 37638</b>	<b>11/10/2014</b>
Oct 2014	001-011-515-91-41-00	LG-General Indigent Defense	Public Defender services Oct 2014	\$6,982.50
<b>Grainger</b>			<b>Check 37639</b>	<b>11/10/2014</b>
9574755626	001-010-576-80-31-00	PK-Operating Costs	Heavy duty cleaner	\$27.29
9570930645	001-010-576-80-31-00	PK-Operating Costs	Synthetic 2 cycle engine oil	\$31.63
9577806343	001-010-576-80-31-00	PK-Operating Costs	Disposable Nitrile Gloves	\$7.53
9570930637	001-010-576-80-31-00	PK-Operating Costs	Coated Gloves	\$13.04
9577806335	001-010-576-80-31-00	PK-Operating Costs	Ergonomic 9 piece file set	\$27.15
9572021070	001-013-518-20-31-00	GG-Operating	Light bulbs - City wide use	\$61.25
9570930637	101-016-544-90-31-02	ST-Operating Cost	Coated Gloves	\$13.03
9574755626	101-016-544-90-31-02	ST-Operating Cost	Heavy duty cleaner	\$27.29
9570930645	101-016-544-90-31-02	ST-Operating Cost	Synthetic 2 cycle engine oil	\$31.62
9577806343	101-016-544-90-31-02	ST-Operating Cost	Disposable Nitrile Gloves	\$7.54
9577806335	410-016-531-10-31-02	SW-Operating Costs	Ergonomic 9 piece file set	\$27.16
9570930637	410-016-531-10-31-02	SW-Operating Costs	Coated Gloves	\$13.03
9570930645	410-016-531-10-31-02	SW-Operating Costs	Synthetic 2 cycle engine oil	\$31.62
9577806343	410-016-531-10-31-02	SW-Operating Costs	Disposable Nitrile Gloves	\$7.54
9577806335	410-016-531-10-31-02	SW-Operating Costs	Ergonomic 9 piece file set	\$27.15
9574755626	410-016-531-10-31-02	SW-Operating Costs	Heavy duty cleaner	\$27.30
<b>Industrial Supply Inc</b>			<b>Check 37640</b>	<b>11/10/2014</b>
544287	001-010-576-80-31-00	PK-Operating Costs	Nylon slings	\$16.81
544287	101-016-544-90-31-02	ST-Operating Cost	Nylon slings	\$16.82
544287	410-016-531-10-31-02	SW-Operating Costs	Nylon slings	\$16.82
<b>Lake Industries LLC</b>			<b>Check 37641</b>	<b>11/10/2014</b>

Invoice	AccountCode	Account Description	Item Description	Amount
264976	410-016-531-10-31-02	SW-Operating Costs	1 1/4 inch Minus Crushed Rock	\$261.54
264958	410-016-531-10-31-02	SW-Operating Costs	1 1/4 inch Minus Crushed Rock	\$166.33
264948	410-016-531-10-31-02	SW-Operating Costs	1 1/4 inch Minus Crushed Rock	\$84.95
<b>Lake Stevens Fire</b>			<b>Check 37642</b>	<b>11/10/2014</b>
8097	633-013-586-00-00-07	Fire Dept Fee Remittance	Q3 2014 Fire Fees	\$2,125.00
<b>Lake Stevens Journal</b>			<b>Check 37643</b>	<b>11/10/2014</b>
2819	001-007-558-50-41-03	PL-Advertising	Associate Planner	\$35.00
2527	001-007-558-50-41-03	PL-Advertising	Council Mthg-Transportation Improvement plan	\$28.13
2821	001-007-558-50-41-03	PL-Advertising	Permit Specialists	\$34.00
2820	101-016-542-30-41-01	ST-Advertising	PW Admin Assist	\$14.25
2499	101-016-542-30-41-01	ST-Advertising	Civil Engineer	\$17.57
2820	410-016-531-10-41-05	SW-Advertising	PW Admin Assist	\$14.25
2499	410-016-531-10-41-05	SW-Advertising	Civil Engineer	\$17.58
<b>Lake Stevens Police Guild</b>			<b>Check 37644</b>	<b>11/10/2014</b>
10/31/14	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,017.50
<b>Lambier Jeff</b>			<b>Check 37645</b>	<b>11/10/2014</b>
10/17 exp rpt	001-008-521-20-43-00	LE-Travel & Meetings	Food during Investigation	\$30.00
10/17 exp rpt	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem-Plano TX	\$275.75
<b>Law Offices of Weed Graafstra</b>			<b>Check 37646</b>	<b>11/10/2014</b>
131	001-011-515-30-41-00	LG-Professional Service	Legal services Oct 2014	\$7,131.25
131	001-011-515-30-43-00	LG-Travel & Meetings	WSAMA Conference registration fee and half hotel	\$63.64
<b>Lowes Companies</b>			<b>Check 37647</b>	<b>11/10/2014</b>
920514	001-008-521-20-31-01	LE-Operating Costs	Lights for PD	\$62.18
920515	001-012-569-00-31-00	CS-Aging Services-Supplies	3 Outside Light fixtures for Senior Center	\$210.49
920379	001-013-524-60-31-01	GG-Protectective Insp Enforce	Materials to secure City Property	\$92.68
<b>Monroe Correctional Complex</b>			<b>Check 37648</b>	<b>11/10/2014</b>
MCC1409-105	101-016-542-30-48-00	ST-Repair & Maintenance	Work crew - Sept 2014	\$159.14

Invoice	AccountCode	Account Description	Item Description	Amount
MCC1409-105	410-016-531-10-48-00	SW-Repairs & Maintenance	Work crew - Sept 2014	\$151.37
<b>Morgan Mechanical Inc</b>			<b>Check 37649</b>	<b>11/10/2014</b>
14633-1	001-012-594-75-64-00	CS-Community Center - Capital	HVAC replacement Community Center	\$4,772.96
<b>Northwest Cascade Inc</b>			<b>Check 37650</b>	<b>11/10/2014</b>
2-1038816	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental - Boat Launch - Oct 2014	\$138.00
<b>Office of The State Treasurer</b>			<b>Check 37651</b>	<b>11/10/2014</b>
Oct 0214	633-007-586-00-00-02	Building - State BI	Oct 2014 State Court Fees	\$130.50
Oct 0214	633-008-586-00-00-03	Public Safety And Ed. 1986	Oct 2014 State Court Fees	\$3,618.88
Oct 0214	633-008-586-00-00-04	Public Safety And Education	Oct 2014 State Court Fees	\$2,153.17
Oct 0214	633-008-586-00-00-05	Judicial Information System-Ci	Oct 2014 State Court Fees	\$838.30
Oct 0214	633-008-586-00-00-08	Trauma Care	Oct 2014 State Court Fees	\$314.10
Oct 0214	633-008-586-00-00-10	Public Safety Ed #3	Oct 2014 State Court Fees	\$107.28
Oct 0214	633-008-586-00-00-11	Auto Theft Prevention	Oct 2014 State Court Fees	\$445.65
Oct 0214	633-008-586-00-00-12	HWY Safety Act	Oct 2014 State Court Fees	\$17.24
Oct 0214	633-008-586-00-00-13	Death Inv Acct	Oct 2014 State Court Fees	\$14.33
Oct 0214	633-008-586-00-00-14	WSP Highway Acct	Oct 2014 State Court Fees	\$81.44
<b>Partsmaster</b>			<b>Check 37652</b>	<b>11/10/2014</b>
20829978	101-016-544-90-31-02	ST-Operating Cost	Flexible Aqua Light 48 LED	\$42.91
20829978	410-016-531-10-31-02	SW-Operating Costs	Flexible Aqua Light 48 LED	\$42.97
<b>Perteet Engineering Inc</b>			<b>Check 37653</b>	<b>11/10/2014</b>
20110012.008-1	001-007-558-50-41-01	PL-CA-Developer Reimb	Pacific Ridge Homes	\$1,101.00
<b>Public Safety Testing</b>			<b>Check 37654</b>	<b>11/10/2014</b>
PSTI 14-182	001-008-521-20-41-00	LE-Professional Services	New officer background checks	\$4,865.92
<b>Puget Sound Energy</b>			<b>Check 37655</b>	<b>11/10/2014</b>
10/14 24316495	001-010-576-80-47-00	PK-Utilities	Natural gas-Sept 2014	\$11.70
10/14 24316495	101-016-543-50-47-00	ST-Utilities	Natural gas-Sept 2014	\$11.70
10/14 24316495	410-016-531-10-47-00	SW-Utilities	Natural gas-Sept 2014	\$11.69

Invoice	AccountCode	Account Description	Item Description	Page	Amount
<b>Puget Sound Energy</b>			<b>Check 37656</b>	<b>11/10/2014</b>	<b>\$76.58</b>
10/14 3723810	001-008-521-50-47-00	LE-Utilities	Natural gas-Sept 2014		\$76.58
<b>R&amp;R Industries Inc</b>			<b>Check 37657</b>	<b>11/10/2014</b>	<b>\$75.75</b>
459917	101-016-542-90-31-01	ST-Clothing	Rain pants and jacket		\$37.88
459917	410-016-531-10-31-00	SW-Clothing	Rain pants and jacket		\$37.87
<b>Republic Services 197</b>			<b>Check 37658</b>	<b>11/10/2014</b>	<b>\$357.04</b>
10/14 0807731	101-016-542-30-45-00	ST-Rentals-Leases	Dumpster Rental - City Shop		\$7.65
10/14 0807731	101-016-544-90-31-02	ST-Operating Cost	Dumpster services - City Shop		\$170.87
10/14 0807731	410-016-531-10-31-02	SW-Operating Costs	Dumpster services - City Shop		\$170.87
10/14 0807731	410-016-531-10-45-00	SW-Equipment Rental	Dumpster Rental - City Shop		\$7.65
<b>Republic Services 197</b>			<b>Check 37659</b>	<b>11/10/2014</b>	<b>\$121.99</b>
10/14 5541269	001-013-518-20-31-00	GG-Operating	Dumpster services - City Hall		\$107.84
10/14 5541269	001-013-518-20-45-00	GG-Equipment Rental	Dumpster rental - City Hall		\$14.15
<b>Republic Services 197</b>			<b>Check 37660</b>	<b>11/10/2014</b>	<b>\$257.17</b>
10/14 0805898	001-010-576-80-31-00	PK-Operating Costs	Dumpster svcs - Lundeen Park		\$243.97
10/14 0805898	001-010-576-80-45-00	PK-Equipment Rental	Dumpster rental - Lundeen Park		\$13.20
<b>Rescue Towing</b>			<b>Check 37661</b>	<b>11/10/2014</b>	<b>\$912.24</b>
15058	001-008-521-20-31-01	LE-Operating Costs	Towing case 14-2617		\$304.08
15074	001-008-521-20-31-01	LE-Operating Costs	Towing evidence		\$304.08
15008	001-008-521-20-31-01	LE-Operating Costs	***Towing-Patroll car to County shop		\$304.08
<b>S Morris Co</b>			<b>Check 37662</b>	<b>11/10/2014</b>	<b>\$39.48</b>
153063	101-016-542-30-41-02	ST-Professional Service	Dead animal disposal		\$39.48
<b>Safeguard Pest Control Inc</b>			<b>Check 37663</b>	<b>11/10/2014</b>	<b>\$104.96</b>
43424	001-013-518-20-48-00	GG-Repair & Maintenance	Pest Control Family Center/Permit Center		\$104.96
<b>Setina Mfg Co Inc</b>			<b>Check 37664</b>	<b>11/10/2014</b>	<b>\$1,251.83</b>
89690	520-008-594-21-63-00	Capital Equipment	Partitions and Panels to outfit PT56 & PT57		\$1,251.83

Invoice	AccountCode	Account Description	Item Description	Page	Amount
<b>Sirchie Finger Print</b>			<b>Check 37665</b>	<b>11/10/2014</b>	<b>\$212.81</b>
0183605-IN	001-008-521-20-31-01	LE-Operating Costs	Evid strips		\$51.47
0183570-IN	001-008-521-20-31-01	LE-Operating Costs	Boot covers/Biohazard gloves		\$161.34
<b>Snohomish County PUD</b>			<b>Check 37666</b>	<b>11/10/2014</b>	<b>\$4,404.67</b>
130747918	001-010-576-80-47-00	PK-Utilities	203531959		\$72.24
134031381	001-010-576-80-47-00	PK-Utilities	201513934		\$32.03
127428880	001-012-575-30-47-00	CS-Historical-Utilities	202289237		\$16.02
100149922	001-012-575-50-47-00	CS-Community Center-Utilities	200860922		\$428.73
127428880	001-012-575-51-47-00	CS-Grimm House Expenses	202289237		\$16.01
114167189	001-013-518-20-47-00	GG-Utilities	200245215		\$217.19
160178926	101-016-542-63-47-00	ST-Lighting - Utilities	202988481		\$376.90
127439365	101-016-542-63-47-00	ST-Lighting - Utilities	202670725		\$1,128.33
124129808	101-016-542-63-47-00	ST-Lighting - Utilities	201595113		\$331.19
127439364	101-016-542-63-47-00	ST-Lighting - Utilities	202648101		\$1,011.47
143874682	101-016-542-63-47-00	ST-Lighting - Utilities	202648705		\$90.53
150466832	101-016-542-63-47-00	ST-Lighting - Utilities	200363505		\$131.13
117498503	101-016-542-63-47-00	ST-Lighting - Utilities	201973682		\$43.12
104230512	101-016-542-63-47-00	ST-Lighting - Utilities	201860178		\$322.94
137257330	101-016-542-63-47-00	ST-Lighting - Utilities	204719074		\$16.57
127428540	410-016-531-20-47-00	SW-Aerator Utilities	202150405		\$170.27
<b>Snohomish County PW S</b>			<b>Check 37667</b>	<b>11/10/2014</b>	<b>\$3,671.14</b>
1000367941	101-016-542-64-48-00	ST-Traffic Control - R&M	Signal repair Sept 2014		\$849.79
1000367871	410-016-531-20-41-00	SW-Aerator Monitori	Q3 2014 Monitoring and Gaging		\$2,821.35
<b>Snohomish County PW V</b>			<b>Check 37668</b>	<b>11/10/2014</b>	<b>\$14,993.66</b>
1000367887	001-008-521-20-48-00	LE-Repair & Maintenance	Vehicle Repair and Maintenance Sept 2014		\$4,327.06
1000367887	001-008-521-21-48-00	LE-Boating Repair & Maint	Boat Repair and Maintenance Sept 2014		\$2,231.37
1000367887	101-016-542-30-48-00	ST-Repair & Maintenance	Vehicle Repair and Maintenance Sept 2014		\$2,867.32

Invoice	AccountCode	Account Description	Item Description	Amount
1000367887	410-016-531-10-48-00	SW-Repairs & Maintenance	Vehicle Repair and Maintenance Sept 2014	\$5,567.91
<b>Snohomish County Sherrifs Office</b>			<b>Check 37669</b>	<b>11/10/2014</b>
2014-2218	001-008-523-60-51-00	LE-Jail	Prisoner Housing Aug 2014	\$1,265.97
<b>Snohomish County Treasurer</b>			<b>Check 37670</b>	<b>11/10/2014</b>
Oct 2014	633-008-586-00-00-01	Crime Victims Compensation	Oct 2014 Crime Victims Compensation	\$140.24
<b>Sound Publishing Inc</b>			<b>Check 37671</b>	<b>11/10/2014</b>
EDH596747	001-004-514-23-41-01	FI-Advertising	Public Hearings 2015 Budget	\$29.36
EDH597651	001-004-514-23-41-01	FI-Advertising	City Council workshop 2015 Budget	\$29.36
EDH594738	001-007-558-50-41-03	PL-Advertising	Public Hearing-Traffic Impact Code Amend	\$41.40
EDH594312	001-007-558-50-41-03	PL-Advertising	Traffic Impact Fee Calc Prov Code Amend	\$80.96
EDH595976	001-007-558-50-41-03	PL-Advertising	LUA2014-0065 Knutson Short Plat	\$63.76
EDH595945	001-007-558-50-41-03	PL-Advertising	Ordinances 916-921 Comp Plan and Zoning changes	\$117.08
<b>Teamsters Local No 763</b>			<b>Check 37672</b>	<b>11/10/2014</b>
10/31/14	001-000-284-00-00-00	Payroll Liability Other	Union Dues	\$571.00
Adjustment	001-000-284-00-00-00	Payroll Liability Other	To correct overpayment made-addition error	(\$0.50)
<b>Top Notch Towing</b>			<b>Check 37673</b>	<b>11/10/2014</b>
11861	001-008-521-20-31-01	LE-Operating Costs	***Towing PT24 to County shop for repair	\$130.32
<b>United Way of Snohomish Co</b>			<b>Check 37674</b>	<b>11/10/2014</b>
10/31/14	001-000-284-00-00-00	Payroll Liability Other	Employee Contributions	\$181.68
<b>University of Washington</b>			<b>Check 37675</b>	<b>11/10/2014</b>
UWPD0084	001-008-521-20-26-00	LE-Clothing	Security vest - Heinemann	\$300.00
<b>UPS</b>			<b>Check 37676</b>	<b>11/10/2014</b>
74Y42424	001-008-521-20-42-00	LE-Communication	Evidence shipping	\$1.71
<b>Verizon Northwest</b>			<b>Check 37677</b>	<b>11/10/2014</b>
9734299216	001-001-513-10-42-00	Executive - Communication	Wireless phone services Oct 2014	\$82.24
9734299216	001-002-513-11-42-00	AD-Communications	Wireless phone services Oct 2014	\$82.24

Invoice	AccountCode	Account Description	Item Description	Amount	
9734299216	001-003-514-20-42-00	CC-Communications	Wireless phone services Oct 2014	\$16.98	
9734299216	001-005-518-10-42-00	HR-Communications	Wireless phone services Oct 2014	\$52.22	
9734299216	001-006-518-80-42-00	IT-Communications	Wireless phone services Oct 2014	\$124.44	
9734299216	001-007-558-50-42-00	PL-Communication	Wireless phone services Oct 2014	\$82.24	
9734299216	001-007-559-30-42-00	PB-Communication	Wireless phone services Oct 2014	\$104.77	
9734299216	001-008-521-20-42-00	LE-Communication	Wireless phone services Oct 2014	\$1,345.19	
9734299216	001-010-576-80-42-00	PK-Communication	Wireless phone services Oct 2014	\$114.91	
9734299216	101-016-543-30-42-00	ST-Communications	Wireless phone services Oct 2014	\$114.91	
9734299216	410-016-531-10-42-00	SW-Communications	Wireless phone services Oct 2014	\$114.90	
<b>Washington State Dept of Natural Resources</b>			<b>Check 37678</b>	<b>11/10/2014</b>	<b>\$17.40</b>
9095696	001-010-576-80-31-02	PK-Eagle Ridge Pk-Ops	Forest Land Assessment	\$17.40	
<b>Washington Teamsters Welfare Trust</b>			<b>Check 37679</b>	<b>11/10/2014</b>	<b>\$1,308.60</b>
12/2014	001-000-283-00-00-00	Payroll Liability Medical	Teamster Dental Premiums - Nov 2014	\$1,308.60	
<b>Zachor and Thomas Inc PS</b>			<b>Check 37680</b>	<b>11/10/2014</b>	<b>\$8,580.00</b>
635	001-011-515-30-41-01	PG-Prosecutor Fees	Prosecutor services Oct 2014	\$8,580.00	
<b>Total Disbursements</b>				<b>\$743,900.07</b>	

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

Monday, October 13, 2014  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Pro Tem Kim Daughtry.

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

COUNCILMEMBERS ABSENT: John Spencer, Mayor Vern Little

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Senior Planners Russ Wright and Sally Payne, Police Commander Dennis Taylor, Human Resource Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS:

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**Excused Absence.** Councilmember Welch moved, Councilmember Holder seconded, to excuse Councilmember Spencer from the meeting. Motion passed unanimously (5-0-0-1).

Councilmember Quigley arrived at 7:03 p.m.

**Guest Business.**

Brent Kirk introduced Michael Bowers, the new Lake Stevens Sewer District General Manager. Mr. Bowers said he looks forward to opportunities for the sewer district to partner with the City.

Kirsten Reid, 3105 101<sup>st</sup> Avenue NE, Lake Stevens, commented on the fifty-five home development going in above her neighborhood. Ms. Reid said that her road is narrow and inadequate to handle the increased traffic that will result from the development. She distributed pictures, and requested the road be widened.

Virginia Seitz, 3025 101<sup>st</sup> Avenue NE, Lake Stevens, agreed with Ms. Reid's concerns.

Jeff Nelson, 1620 11<sup>th</sup> Drive SE, Lake Stevens, said that his address is not within the city limits. At a recent meeting of the Mission Ridge Homeowners Association, the members agreed that they would like to explore annexation into the City. He requested information on the annexation process.

Caitlin Bardsley, 3106 101<sup>st</sup> Avenue NE, Lake Stevens, supported widening of her road to accommodate the increased traffic created by the new development above her neighborhood.

**Consent Agenda.**

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to approve the Consent Agenda: (A) Approve 2014 vouchers [Payroll Direct Deposits 10/1/2014 for

\$116,395.57, Payroll Checks 37454-37455 for \$4,549.40, Tax Deposits 10/2/2014 of \$45,471.25, Electronic Funds Transfers ACH of \$141,942.29, Claims Check Nos. 37456-37548 for \$193,339.94, Total vouchers approved \$501,698.45], (B) Approve City Council regular meeting minutes of September 22, 2014, and (C) Approve City Council special meeting minutes of October 7, 2014, with the correction to the spelling of Councilmember Holder's name on page 1 of the September 22, 2014 minutes. Motion passed unanimously (6-0-0-1).

**Public Hearings:**

City Clerk Barb Stevens read the Public Hearing procedure for Open Record Public Hearings and noted the procedures would apply to agenda items regarding Ordinance Nos. 916, 917, 918, 919 and 920.

**Public Hearing in consideration of second reading of Ordinance No. 916, Frontage Improvements Code Update:**

Senior Planner Payne presented the staff report and reviewed that this is the second reading of Ordinance No. 916. Following the first reading of Ordinance 916 the ordinance was changed to reflect Council's direction to change the expiration of the sunset clause regarding no protest agreements to proposed local improvement districts (LID) from ten years to eight and to address corner lot circumstances. Ms. Payne also said that staff worked with the City Attorney's office on a waiver provision in the ordinance that would allow the provision to be retroactive to vested properties that have not been issued a certificate of occupancy so that those properties will be in compliance with this code amendment.

Councilmember Quigley objected to the developer being able to choose between payment of a fee in lieu of providing frontage improvements, or the no protest provision regarding any LIDs. Public Works Director Monken explained that money received as part of a fee in lieu of improvements could be applied to any sidewalk projects within the City. Councilmember Quigley also questioned the 100 foot reduction and urged a return to the 200 foot requirement for installation of sidewalks. Councilmembers Tageant, Low and Welch disagreed and said this ordinance is targeted to help people building single family residences, and not about developers.

In response to Councilmember Holder's question discussion ensued as to why the sunset clause on the LID no protest agreement was set at eight years instead of ten. Councilmember Holder wondered if paying the fee in lieu would be less of a burden to property owners, and Public Works Director Monken said this fee is fixed with no additional costs. Councilmember Holder expressed concern about creating a piecemeal situation for frontage improvements when the City is in need of more sidewalks.

Public Works Director Monken responded to Councilmember Quigley's concern regarding the exception to deviating from requiring a frontage improvement in the case where a safety issue is created when the improvement is completed.

Mayor Pro Tem Daughtry invited comments from the public, and there were none.

MOTION: Councilmember Welch moved, Councilmember Tageant seconded, to close the public comment portion of the hearing on Ordinance 916. Motion carried unanimously (6-0-0-1).

Councilmember Quigley would like more information on adding incentive language to the ordinance that would be a percentage of the estimated cost of a frontage improvement.

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to close the public hearing on Ordinance 916. Motion passed (5-1-0-1).

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to approve the second reading and adopt Ordinance 916 with the new Section 3 added, with the 100 foot waiver and with the eight year sunset clause for LID no protest agreement. Motion passed (5-1-0-1).

**Public Hearing in consideration of 2014 Comprehensive Plan Amendments and Second Reading of Ordinances 917, 918 and 919.** Senior Planner Sally Payne presented the staff report regarding the 2014 Comprehensive Plan Amendments which are City initiated, including two substantive text amendments and other minor administrative amendments to the Comprehensive Plan; additionally there are two citizen-initiated amendments to the land use map. The first reading for these items occurred at the September 22, 2014 Council meeting.

Senior Planner Wright reviewed the Kjorsvik and Huber map amendments under Ordinances 918 and 919 respectively. He said the proposed map amendments will change to commercial zoning, and reminded of possible traffic impacts and staff proposals to relieve these impacts. Mr. Wright then responded to Councilmembers' questions regarding proposed traffic impact solutions.

PUBLIC COMMENT: Henry Cussen, 5772 Vista Linda Lane, Boca Raton, Florida, a partner with the developer Mr. Kjorsvik, spoke in favor of the map amendment, Ordinance 918. The developer views this project as a good gateway project and believes the property lends itself to commercial development that will help to create job opportunities and a sustainable tax base for the City.

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to close the public comment portion of the hearing. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to close the public hearing on Ordinances 917, 918 and 919. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Welch moved, Councilmember Low seconded, to approve the second and final reading and adopt Ordinance 917, 2014 Comprehensive Plan Update. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Holder moved, Councilmember Tageant seconded, to approve the second and final reading and adopt Ordinance 918, Kjorsvik Map Amendment. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to approve the second and final reading and adopt Ordinance 919, Huber Map Amendment. Motion carried unanimously (6-0-0-1).

**Public Hearing in consideration of Kjorsvik Rezone and second and final reading of Ordinance No. 920.** Senior Planner Russ Wright presented the staff report and said that this is the second reading of Ordinance 920 regarding the Kjorsvik Rezone. He distributed a new version of Ordinance No. 920 with a minor change to the title recommended by the City Attorney's office. The first reading of Ordinance 920 was held on September 22, 2014. He then responded to questions by Councilmembers.

Mayor Pro Tem Daughtry invited Council discussion and there was none.

Mayor Pro Tem Daughtry invited public comment and there was none.

MOTION: Councilmember Welch moved, Councilmember Low seconded, to close the public comment portion of the hearing. Motion carried unanimously (6-0-0-1).

In response to Councilmember Holder's question regarding a previous developer agreement, Mr. Wright explained that the rezone will allow for a range of commercial businesses on a smaller scale in footprint and size of development. Neighbor comments regarding the proposed rezone relate to traffic, and one person stated he would like development to be high quality, similar to Mill Creek.

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to close the public hearing on Ordinance 920. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Low moved, Councilmember Welch seconded, to approve the second and final reading and adopt Ordinance 920 approving the Kjorsvik Rezone request. Motion carried unanimously (6-0-0-1).

#### **Public Meeting:**

**Snowberry Final Plat Approval:** Senior Planner Russ Wright reviewed the staff report and advised LSMC 14.18.035(a) requires that a public meeting be held and that the City Council accept the final plat known as Snowberry Court by motion. He then responded to Councilmembers' questions.

MOTION: Councilmember Tageant moved, Councilmember Welch seconded, to accept the final plat of Snowberry Court. Motion carried unanimously (6-0-0-1).

#### **Action Items:**

**Second and Final Reading of Ordinance 921, Huber Rezone.** Councilmember Low disclosed that his business has done business with one of applicant Huber's companies. .

Senior Planner Wright presented the Staff Report and said that this is the second and final reading of Ordinance 921 related to the Huber Rezone.

MOTION: Councilmember Welch moved, Councilmember Holder seconded, to approve the second and final reading and adopt Ordinance 921, related to the Huber Rezone. Motion carried unanimously (6-0-0-1).

#### **Discussion Items:**

Finance Director Barb Stevens distributed a 2015 Budget Fund Overview. She provided a preliminary budget presentation and responded to Councilmembers' questions.

**Council Person's Business:** Councilmember Tageant: Sewer Utility Committee; Councilmember Holder: Sewer Utility Committee; Councilmember Low: Health Board meeting.

**Mayor's Business:** None.

**Staff Reports:** City Administrator Berg: attended School Board meeting, met with Hans Dunshee regarding capital projects, AWC; Planning Director Ableman: updated on the Cavalero Park process; Public Works Director Monken: provided a sidewalk update for improvements between 8<sup>th</sup> and 12<sup>th</sup> along 91<sup>st</sup>, PSRC has unofficially notified of successful grant application for 20th SE between 91st & 83<sup>rd</sup> for redesign and right-of-way acquisition; Police Commander Taylor: Police Department is fully staffed; Human Resources Director Edin: updated on new staff city-wide.

**Adjourn.** Councilmember Tageant moved, Councilmember Low seconded, to adjourn the meeting at 9:02 p.m. Motion carried unanimously (6-0-0-1).

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Kim Daughtry, Mayor Pro Tem

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Kathy Pugh, Deputy City Clerk



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

Monday, October 27, 2014  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:01 p.m. by Mayor Vern Little

COUNCILMEMBERS PRESENT: Todd Welch, Suzanne Quigley, Kim Daughtry, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: Kathy Holder, Marcus Tageant

STAFF MEMBERS PRESENT: City Attorney Cheryl Beyer, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Police Lieutenant Jeff Lambier, Deputy City Clerk Kathy Pugh, City Attorney Cheryl Beyer, Civil Engineer Adam Emerson, Administrative Assistant Amanda Wells, Associate Planner Stacie Pratschner, and Permit Specialists Jill Meis and Casey Howell

OTHERS:

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**Excused Absence:** Councilmember Welch moved, Councilmember Low seconded, to excuse Councilmembers Holder and Tageant. Motion carried unanimously (5-0-0-2).

**New Employee Introductions:** Public Works Director Monken introduced new public works employees Adam Emerson, Civil Engineer, and Amanda Wells, Administrative Assistant. Planning Director Rebecca Ableman introduced new Planning Department staff Stacie Pratschner, Associate Planner, and Jill Meis and Casey Howell, Permit Specialists.

Mayor Little removed Action Item B, Professionals Services Agreement with Keating Bucklin & McCormack and the scheduled Executive Session from the agenda.

**Guest Business:** Sara Kylany and Lilly Hannigan, 8121 2<sup>nd</sup> Place SE, invited Councilmembers to participate in DECA Week of November 17-21 at Lake Stevens High School by coming to the DECA store on November 17 between 10:30 and 11:00 a.m. to see the store and the students' hard work.

Forest LaFave, 12202 #4 North Lakeshore Drive, is opposed to proposed development by Williams Investments of a large-scale project next to North Cove Park because of probable negative impacts to the adjacent salmon stream.

Kathie Edney, 12202 #3 North Lakeshore Drive, is opposed to development by Williams Investments proposed development next to North Cove Park; she is concerned about negative impacts of development to the salmon stream, the lake and the community as a whole.

Boy Scout Andrew Spangler introduced Troop 42 and said the troop is attending tonight's meeting as part of a merit badge project.

**Consent Agenda:**

There was consensus to remove (B) City Council regular meeting minutes of October 13, 2014 from the consent agenda for the purposes of discussion and possible corrections.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the Consent Agenda: (A) 2014 vouchers [Payroll Direct Deposits for 10/15/2014 of \$141,280.16, Payroll Checks 37549-37550 of \$6,541.39, Tax Deposit(s) for 10/15/2014 of \$60,210.26, Electronic Funds Transfers for ACH of \$3,684.45, Claims Checks 37551-37599 for \$32,500.75, Void Check 37307 of \$215.73, Total Vouchers Approved: \$244,001.28] and (C) Amendment No. 3 to ILA with Lake Stevens School District for School Resource Offices. Motion passed unanimously (5-0-0-2).

(B) City Council regular meeting minutes of October 13, 2014: Councilmember Low requested corrections to the minutes at pages 13 and 18 of the agenda packet; with regard to the fourth paragraph on page 18 of the agenda packet, Councilmember Quigley requested staff review the meeting recording to ensure the discussion is accurately reflected.

**Resolution 2014-8 Declaring an Emergency and Authorizing the Mayor to Enter into a Contract for the Removal of Dangerous Trees.** Public Works Director Mick Monken presented the staff report and said that Kenny Tree Inc. was retained to remove the dangerous trees. The work is scheduled for completion by October 28, 2014 for a total contract price of \$4,700. The increase in the cost is due to the contractor recommendation to remove an additional tree after viewing the site. He then responded to questions by Councilmembers.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve Resolution 2014-8 declaring an emergency exists and authorizing the Mayor to sign a contract in the amount of \$4,700 for removal of city-owned trees posing an imminent danger to private property. Motion passed unanimously (5-0-0-2).

**2014 Budget Amendment #4 – Ordinance 924.** Finance Director Barb Stevens presented the staff report and Ordinance 924 amending the 2014 budget. She then responded to Councilmembers' questions. There was consensus to place Ordinance 924 on the Consent Agenda for the November 10, 2014 Council meeting.

**2015 Preliminary Budget Presentation.** Finance Director Barb Stevens provided a preliminary budget review for fiscal year 2015 and responded to Councilmembers' questions. There was discussion regarding the 2015 staffing analysis and plan, and funding of sidewalks and parks acquisition.

**Council Person's Business:** Councilmembers reported on the following meetings: Low: Fire Commission, EASC; Councilmember Daughtry: Wellness Committee, SCCIT, SCT steering committee meeting and City of Bothell.

**Mayor's Business:** Mayor: VOA Fundraiser, Planning Commission, Transportation tour.

**Staff Reports:** Staff reported on the following: Planning Director Ableman: Meeting being scheduled with Bothell re public-private partnerships; Washington Regional Tourism Alliance, Planning Commission; Park Board, Cavalero Park Planning Committee, requests direction from Council regarding Frontier Heights Park and applying for CDBG funds to acquire or securing a

long-term lease of the park. There was consensus from Council to proceed with the CDBG grant application.

Public Works Director Monken: boat launch repair, 20<sup>th</sup> Street SE road widening project, the developer has agreed to voluntarily make improvements to 101<sup>st</sup> Avenue NE following concerns expressed by residents being impacted by the development.

**Adjourn.** Councilmember Daughtry moved, Councilmember Welch seconded, to adjourn the meeting at 8:18 p.m. Motion carried unanimously (5-0-0-2).

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Vern Little, Mayor

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Kathy Pugh, Deputy City Clerk



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

Monday, November 3, 2014

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

CALL TO ORDER: 7:00 p.m. by Council President Kim Daughtry.

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

COUNCILMEMBERS ABSENT: John Spencer, Mayor Vern Little

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Police Commander Dennis Taylor, Human Resource Director Steve Edin

OTHERS:

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Council discussed the following: 2015 budget and staffing plan.

**Adjourn.** 8:24 p.m.

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Kim Daughtry, Council President

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Barb Stevens, City Clerk



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 10, 2014

**Subject:** 2014 Budget Amendment #4

**Contact Person/Department:** Barb Stevens - Finance      **Budget Impact:** Yes

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

Approve Ordinance No. 924 Amending Budget Ordinance No. 904

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**SUMMARY/BACKGROUND:**

Throughout the year the City Council authorizes various purchase requests and agreements. At the time of authorization, the budget impact is presented to the Council as part of the information required in order for the Council to make an informed decision. The budget amendment follows to adjust the specific line items that will be affected by purchase, contract award, or staffing change. Detailed explanations of the changes requested are described below:

***No changes have been made since presented to Council on October 27th, 2014***

Capital Project Developer Contribution Fund - 301

The increase in expenditures in the amount of \$2,000 is for costs related to securing the 20<sup>th</sup> Street TIB Grant. For this project, the State is the CA agency and needs to take part in the process. This cost is for time spent by the State during the application and interviewing process. The ending fund balance reflects the changes.

Computer Equipment Fund – 510

The increase in expenditures in the amount of \$14,000 is for the Permit Center printer/copier included in the 2015 requests. The need for this item is more immediate than originally considered as it continually breaks down causing delays and additional work for the Planning and Public Works Departments. The ending fund balance reflects the changes.

Police Equipment Fund – 520

The increase in expenditures in the amount of \$20,000 is the additional amount needed in 2014 to purchase one of the three police vehicles included in the 2015 requests. Due to the recent damage of two police vehicles, the department is need of the vehicles immediately. The ending fund balance reflects the changes.

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**APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, changes in the adopted budget must be brought before the City Council.

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**BUDGET IMPACT:**

The budget ordinance will amend the beginning and ending balances, and revenues and expenditures in the funds set forth in the ordinance.

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**ATTACHMENTS:**

► Ordinance 924

**CITY OF LAKE STEVENS  
 LAKE STEVENS, WASHINGTON  
 ORDINANCE NO. 924**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2014 BUDGET AS SET FORTH IN ORDINANCE NO. 904 CONCERNING FUND BALANCES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2014.

WHEREAS, the City of Lake Stevens adopted the 2014 budget pursuant to Ordinance No. 904; and

WHEREAS, the City of Lake Stevens will incur expenditures in categories and amounts other than anticipated in the adopted 2014 budget;

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

SECTION 1. The 2014 budget, as adopted in Ordinance No. 904, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
301 - Cap. Proj - Dev. Contrib	Expenditures	\$0	\$2,000	\$2,000	Exp.
301 - Cap. Proj - Dev. Contrib	Ending Fund Balance	\$3,116,186	\$3,114,186	(\$2,000)	EndBal.
510 - Equip Fund - Computer	Expenditures	\$75,398	\$89,398	\$14,000	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$102,875	\$88,875	(\$14,000)	EndBal.
520 - Equip Fund - Police	Expenditures	\$121,700	\$141,700	\$20,000	Exp.
520 - Equip Fund - Police	Ending Fund Balance	\$266,871	\$246,871	(\$20,000)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance 904 shall remain in full force, unchanged.

SECTION 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 10th day of November, 2014.

\_\_\_\_\_  
 Kim Daughtry, Mayor Pro Tem

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
 Barb Stevens, Finance Director/City Clerk

APPROVED AS TO FORM:

First and Final Reading: November 10, 2014  
 Published:  
 Effective:

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

ORDINANCE NO. 924



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Agenda Date:** November 10, 2014

**Subject:** Ordinance No. 922 - Traffic Impact Fee Calculation Code Amendment (LUA2014-0079)

<b>Contact</b>	Rebecca Ableman	<b>Budget</b>	None at this
<b>Person/Department:</b>	<u>Planning and Community Development Director</u>	<b>Impact:</b>	<u>time</u>

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**RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL:** Hold a public hearing on November 10, 2014 and have first and final reading approving Ordinance No. 922 for Code Amendment for Traffic Impact Fee (**Exhibit 1**). NOTE: Ordinance is currently being reviewed as to form by the City Attorney's Office.

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**SUMMARY:**

Last month, Council directed staff to prepare the appropriate documents for new business incentive programs (**Exhibit 2**). The potential programs include a Traffic Impact Reduction Program and a Permit Fee Waiver program for new business development. These programs initially would be tied to job creation, substantial retail, and multifamily developments. This code amendment is required in order to implement impact fee reduction incentives. RCW 82.02.060(2) grants Council authority to adjust impact fees where there is an identified public benefit. This code amendment clarifies that authority in the City's Street System Impact Fee Calculation. Specific programs will be adopted by the City Council.

The Planning Commission held a public hearing on October 22, 2014 and recommends approval by the Council (**Exhibit 3**).

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**PROPOSED CODE AMENDMENTS:** The following code sections show the proposed code amendments using strikeouts for deletions and underlines for additions.

***LSMC 14.112.080(d) Calculation of Street System Impact Fees.***

The proposal is to add language to this section identifying the City Council's authority to adjust traffic impact fees for public benefits as allowed under RCW 82.02.060(2):

(d) The City Council shall have the authority to adjust the amount of the impact fees pursuant to RCW 82.02.060(2) to reflect other public benefits as determined by the City Council.

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**FINDINGS AND CONCLUSIONS:**

**1. Compliance with selected Transportation Goals of the Comprehensive Plan**

- Transportation Goal 6.12 – Ensure new development pays proportionate share of traffic impact fees toward transportation capacity needs outside the boundaries of the new development that benefit the contributing development.

**Compliance with Economic Development Goals of the Comprehensive Plan**

- Economic Development Goal 9.5 – Improve the city’s economic condition for a healthy, vibrant and sustainable community.

*Council has the authority to adjust fees to be competitive with other jurisdictions while ensuring new development pays appropriate impact fees when there is a public benefit. Bringing in new business will improve the city’s financial conditions overall and bring new ongoing revenues from property taxes and retail sale tax that can be put towards new infrastructure improvements.*

**Conclusions – The proposed code amendments are consistent with some Transportation and Economic Development Goals and Policies.**

**2. Compliance with the State Environmental Policy Act (SEPA)(Chapter 97-11 WAC and Title 16 LSMC)**

- Staff prepared an environmental checklist for the proposed code revisions dated October 6, 2014 (**Exhibit 4**).
- The SEPA official issued a Determination of Nonsignificance on October 8, 2014 (**Exhibit 5**).
- The city has not received any appeals related to the SEPA determination.

**Conclusions – The proposed code amendments have met local and state SEPA requirements.**

**3. Compliance with the Growth Management Act (RCW 36.70A.106)**

- The city requested expedited review from the Department of Commerce on October 10, 2014 (**Exhibit 6**).
- The Department of Commerce sent a letter of acknowledgment on October 13, 2014 and acknowledged completed review on October 28, 2014 (**Exhibit 6**).
- Staff will file the final ordinance with the Department of Commerce within 10 days of City Council action.

**Conclusions – The proposed code amendments have met Growth Management Act requirements.**

**4. Compliance with LSMC 14.16C.075 Land Use Code Amendment Decision Criteria**

- The amendment is consistent with the adopted Lake Stevens Comprehensive Plan; *Proposal meets the City’s Comprehensive Plan goals and policies described in section 1 above.*

- The amendment is in compliance with the Growth Management Act; and  
*The Proposal is in compliance with the Growth Management Act as described in section 3 above.*
- The amendment serves to advance the public health, safety and welfare.  
*The amendment serves the public health, safety and welfare by acknowledging the City Council's authority to adjust impact fees when there is a public benefit thereby supporting and promoting the public interest.*

**Conclusions – The proposed code amendments have met the decision criteria for code amendments.**

#### **5. Public Notice and Comments**

- The city posted a notice of SEPA determination on October 10, 2014 and published a notice of SEPA determination in the Everett Herald on October 16, 2014 (**Exhibit 5**).
- The city posted a notice of Public Hearing on October 13, 2014 published a notice of Public Hearing in the Everett Herald on October 17, 2014 (**Exhibit 8**).
- The city notified interested parties of the SEPA DNS and public hearing on October 10, 2014. No comments were received.
- The city published and posted a notice of the City Council Public Hearing on November 1, 2014 (**Exhibit 9**).

**Conclusions – The City has met public notice requirements per Chapter 14.16B LSMC.**

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#### **PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission recommends the City Council approve Ordinance No. 922, proposed code amendment related to Traffic Impact Fee Calculations (**Exhibit 3**).

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#### **EXHIBITS:**

- Exhibit 1: Ordinance No. 922 Proposed Code Amendment to LSMC 14.112.080
- Exhibit 2: Resolution 2014-7 Economic Development Policies and Development Incentives Handout
- Exhibit 3: Planning Commission Recommendation October 22, 2014
- Exhibit 4: Environmental Checklist dated October 6, 2014
- Exhibit 5: SEPA Determination dated October 10, 2014
- Exhibit 6: Department of Commerce Expedited Review Request dated October 10, 2014
- Exhibit 7: Department of Commerce Acknowledgement Letter dated October 13, 2014 and acknowledgement of completed review dated October 28, 2014.
- Exhibit 8: Public Hearing Notice dated October 13, 2014
- Exhibit 9: Public Hearing Notice dated November 1, 2014

**CITY OF LAKE STEVENS  
LAKE STEVENS WASHINGTON**

**ORDINANCE No. 922**

**AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON  
AMENDING LSMC CHAPTER 14.112 BY ADDING SUBSECTION  
14.112.080(d) CLARIFYING THE CITY COUNCIL'S AUTHORITY RELATED  
TO ADJUSTMENT OF TRAFFIC IMPACT FEES FOR PUBLIC BENEFIT**

WHEREAS, the City Council of the City of Lake Stevens desires to attract more employment opportunities within the City; and

WHEREAS, subject to certain limitations and qualifying conditions, RCW 82.02.050 and RCW 82.02.060 authorize counties, cities and towns planning under the Growth Management Act to enact local ordinances for the imposition of impact fees; and

WHEREAS, RCW 82.02.060(2) authorizes cities who adopt local ordinances for imposition of impact fees to provide for an exemption for development activities with broad public purposes, provided that the fees are paid from public funds other than impact fee accounts; and

WHEREAS, it is the intent of the Lake Stevens City Council in the enactment of this ordinance to establish the Council's authority to allow consideration of adjustments including reductions thereby providing incentives for business to locate in Lake Stevens but at the same time not to impose more than a proportionate share of traffic impacts on developments that do not qualify for the temporary reduction/exemption to be approved through approval of a Resolution creating an incentive program and therefore, sources of funds other than traffic impact fees will be applied to mitigate impacts of such development;

WHEREAS, the Lake Stevens City Council finds that a temporary, short term or temporary reduction/exemption in traffic impact fees for qualifying developments as set forth herein will serve the broad public purpose of making it attractive to locate in the City of Lake Stevens and will promote new jobs and growth to the local economy; and

WHEREAS, after providing notice to the public as required by law, on October 13, 2014, and October 17, 2014 the Lake Stevens Planning Commission held public hearings on proposed changes to the City's traffic impact fees and mitigation and received public input and comment on said proposed revisions; and

WHEREAS, at a public meeting on November 1, 2014, the Lake Stevens City Council reviewed and considered the proposed amendment adding a new section 14.122.045 as proposed by the Lake Stevens Planning Commission; and

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

**Section 1.** LSMC 14.112.080(d) is hereby adding as a new Subsection which shall read as follows:

**14.112.080 Calculation of Street System Impact Fees.**

(a) The traffic impact fees will be collected and spent for capacity improvements to the public street system identified in the City's capital facilities plan. In accordance with RCW 82.02.050(3), the impact fees shall only be imposed for system improvements reasonably related to development impacts and shall not exceed a proportionate share of the costs of the identified system improvements in the adopted capital facilities plan.

(b) The street system impact fee cost basis is established in the *Traffic Impact Fee Cost Basis for the City of Lake Stevens*, as amended, based on methodology consistent with the requirements of RCW 82.020.050 through .100 including, but not limited to the following:

(1) Street system capacity improvements identified in the City GMA capital facilities plan that are reasonably necessary to maintain adopted street system levels of service while accommodating the future development envisioned in the City's adopted GMA Comprehensive Plan.

(2) The costs of the needed street system capacity improvements estimated by the Public Works Director using generally-accepted engineering practices.

(3) The estimated costs adjusted (reduced) to account for portions of the identified street system improvements that will likely be constructed by new development as part of their required on-site public street improvements and/or frontage improvements.

(4) The estimated costs adjusted (reduced) to provide a credit for taxes (excluding impact fees paid under this section) paid by new development which help pay for the identified capacity improvements.

(5) The estimated costs adjusted (reduced) to account for any improvements needed to remedy any level of service deficiencies in the street system serving existing uses.

(6) The estimated costs adjusted (reduced) to reflect impacts on the capacity of the street system from new vehicle trips which have neither origin nor destination within the City of Lake Stevens (often referred to as "pass-through" trips).

(7) The final adjusted total costs of the identified improvements, as adjusted above, and aggregated for each traffic impact zone, are the cost basis of the impact fee.

(h) The number of weekday afternoon (PM) peak hour trips likely generated by existing land uses and future land uses (i.e., new development) are estimated based on

current land use data and the adopted GMA Comprehensive Plan future land use map. The total existing and new trips are aggregated into the traffic impact zones.

(9) The maximum impact fee that can legally be charged to new development for each new weekday PM peak hour trip generated equals the cost basis of the impact fee divided by the new weekday PM peak hour trips for each traffic impact zone.

(10) The actual level of impact fees as established in *Traffic Impact Fee Cost Basis for the City of Lake Stevens*, as amended, shall not exceed the maximum as calculated above.

(c) A development shall mitigate its traffic impact upon the future capacity of the street system by paying an impact fee reasonably related to the impact of the development on public streets located in the same traffic impact zone as the development. A development's street system impact fee will equal the number of new average weekday afternoon (PM) peak-hour trips generated by the development, based on the latest edition of the Institute of Traffic Engineers (ITE) Trip Generation Report, times the per trip amount identified in the currently adopted Fees Resolution, for the type and location of the development, except that the following adjustments may be made:

(1) In accordance with RCW 82.02.060(5), the Public Works Director shall have the authority to adjust the amount of the impact fee to consider unusual circumstances in specific cases, based on analysis of specific trip generating characteristics of the development (e.g., mixed-use characteristics, ridesharing programs, transit availability, etc.), to ensure that impact fees are fairly imposed; and

(2) In accordance with RCW 82.02.060(5), the Public Works Director shall have the authority to adjust the amount of the impact fee to be imposed on a particular development to reflect local information when available, including studies and data submitted by the developer.

(d) The City Council shall have the authority to adjust the amount of the impact fees pursuant to RCW 82.02.060(2) to reflect other public benefits as determined by the City Council.

**Section 2.** Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Section 3.** Effective Date. This ordinance shall be in full force and effective five (5) days from and after its passage and approval and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Lake Stevens on this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Vern Little, Mayor

ATTEST/AUTHENTICATION:

\_\_\_\_\_  
Barbara Stevens, City Clerk

APPROVED TO FORM

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

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON**

**RESOLUTION No. 2014-7**

**A RESOLUTION OF THE CITY OF LAKE STEVENS, AFFIRMING THE  
CITY COUNCIL'S ECONOMIC DEVELOPMENT POLICIES AND THE  
COUNCIL'S INTENT TO ADOPT INCENTIVE PROGRAMS TO  
STIMULATE EMPLOYMENT AND RETAIL GROWTH IN THE CITY**

WHEREAS, the City of Lake Stevens, Washington is a City in Snohomish County, Washington, planning under the Growth Management Act; and

WHEREAS, the City of Lake Stevens adopted the following Economic Development Goals and Policies in the Comprehensive Plan;

*GOAL 9.5: IMPROVE THE CITY'S ECONOMIC CONDITION FOR A HEALTHY,  
VIBRANT AND  
SUSTAINABLE COMMUNITY.*

*Policies*

- 9.5.1 Develop a comprehensive economic development strategy guiding land use planning resources that will:
  - A. Diversify sustainable revenue sources that weather swings in economic cycles.*
  - B. Promote job creation for its residents.*
  - C. Provides a strategy based on an up-to-date market analysis and forecasting.*
  - D. Identifies potential employment sectors that will flourish in the Lake Stevens environment given its location to Everett, US2, and the I-5 corridor.**
- 9.5.2 Coordinate with other appropriate regional agencies to help advance economic development goals and policies.*
- 9.5.3 Develop economic development recruitment strategies that take advantage of Lake Steven's community attributes and assets.*
- 9.5.4 Coordinate and balance the economic development strategies and techniques in growth centers that complement the existing growth centers for maximum economic benefit.;*

and

WHEREAS, in 2010, the City Council accepted a completed economic development strategy that supports measures intended to implement the Comprehensive Plan goals and policies; and

WHEREAS, the City's subarea plans support actions that promote the following objectives:

- *Promote economic development and a more positive balance of jobs and housing by providing a mixture of jobs, goods and services, housing with recreation/open space and protection of important environmental resources.*
- *Attract a variety of employers of varying sizes; and*

WHEREAS, the City is actively recruiting businesses to locate in Lake Stevens that further the goals, policies and objectives related to economic development, that support employment and retail growth and that promotes a sustainable financial condition for the City; and

WHEREAS, the City Council discussed potential development incentives for new business development on September 8, 2014; and

WHEREAS, the City Council desires to support and attract all businesses contemplating development in the City, and particularly businesses that create new jobs and employment opportunities and businesses which otherwise promote retail growth in the City; and

WHEREAS, the City recognizes that there is a competitive climate in other nearby jurisdictions to attract businesses; and

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

Section 1. Intention. The City Council recognizes the importance of attracting new business development for the overall economic sustainability of the City. As such, the Lake Stevens City Council hereby directs staff to prepare various incentive programs consistent with the Comprehensive Plan, the Subarea Plans, and the Economic Development Strategy as allowed by state law. The City Council intends to review and consider economic development incentives over the next few months including but not limited to a traffic impact fee discount program, a traffic impact fee deferral program; and a permit fee waiver or deferral program to encourage and stimulate new business development in Lake Stevens;

Section 2. Severability. If any section, sentence, clause or phrase of this Resolution should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 3. Effective Date. This Resolution shall take effect immediately upon passage by the Lake Stevens City Council.

PASSED by the City Council of the City of Lake Stevens this 7th day of October, 2014.

\_\_\_\_\_  
Vern Little, Mayor

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

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



## DEVELOPMENT PROJECT INCENTIVES

The City of Lake Stevens extends several special incentives to motivate and assist with establishing desired new businesses in the area. These incentives offer project predictability and can help reduce long and short term development costs.

### **COMPLETED Environmental Review Process**

Environmental review is complete for the 20th St. SE Corridor and Lake Stevens Center. No traffic study needed by developer. Saves time and money.

### **Pending Traffic Impact Fee Reduction Program Ordinance**

The City Council is expected to take action on a Traffic Impact Fee Reduction program within the next 30 days. Initial development cost savings. The current proposal will allow up to a 90% of traffic impact fee reduction.

### **Pending Permit Fee Waiver Program Ordinance**

The City Council is considering a Permit Fee Waiver program within the next 30 days. Initial development cost savings.

### **Permit Rapid Response Team**

The City deploys its Rapid Response Team to expedite the permit process for desired businesses to locate in Lake Stevens. Additionally, Department Directors will serve on these teams so decisions can be made quickly. Saves time and money.

### **Flexible Land Use Regulations**

Regulations and design standards offer a menu of choices to meet the City development goals. Flexibility for developers.



Jan Berg  
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jberg@lakestevenswa.gov

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1812 Main Street  
PO Box 257  
Lake Stevens, WA 98258  
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Rebecca Ableman  
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October 22, 2014

Council President Kim Daughtry  
Lake Stevens City Council  
1812 Main Street  
Lake Stevens, WA 98258

**SUBJECT:** Planning Commission Recommendation on a Proposed Code Amendment No. LUA2014-0079:

**AMENDING LSMC CHAPTER 14.112 BY ADDING SUBSECTION 14.112.080(d) CLARIFYING THE CITY COUNCIL'S AUTHORITY RELATED TO ADJUSTMENT OF TRAFFIC IMPACT FEES FOR PUBLIC BENEFIT**

Dear Council President Daughtry and Council Members:

The Lake Stevens Planning Commission held a public hearing on October 22, 2014 to discuss and make a recommendation on the proposed Code Amendment File No. LUA2014, LSMC Subsection 14.112.080(d) clarifying the City Council's authority related to adjustments of Traffic Impact Fees for public benefit. No written public comments were received prior to the public hearing.

Commissioners in attendance were Chair Gary Petershagen, Vice Chair Janice Huxford, Linda Hault, Jennifer Davis, Pamela Barnet, Tom Matlack, and Mirza Avdic.

Planning and Community Development presented the proposed ordinance and answered the Commission's questions as follows:

Staff indicated Council's intent to establish incentives including a traffic impact fee reduction program to attract business activity. The code amendment would clarify the Council's authority to adjust impact fees when there is clear public benefit pursuant to RCW 82.02.060. The primary businesses that will be targeted are expected to increase job growth and potentially sales tax revenue. Staff further explained that specific incentive programs will be proposed to Council that will likely address a scale of benefit i.e. number of jobs provided and/or tax receipts thresholds. It has been discussed with Council that programs proposals would likely contain a sunset clause of two or three years.

Commissioners asked what other jurisdictions are doing related to sliding scales and if there had been any measurements on success of these types of incentives. Staff explained that there were currently no measurements as the incentives that were looked at were fairly new. The sunset of these programs allows jurisdictions to measure whether or not desired results are being attained and to adjusted or extended if deemed appropriate. Staff described other incentives such as permit fee waivers that could also be part of incentive programs. The Planning Commissioners indicated that it might take longer to get larger business to locate in Lake Stevens and be taken into account. Staff indicated that Council would make the final determination on the extent and parameters of any programs. Planning Commissioner inquired about whether or not the programs would be structure by a timeline or by reaching a quota. Staff explained that it could be both, for example, the program could be structure to sunset after three years or when the City had attained growth of a 1,000 jobs whichever came first. The Planning Commission also asked if a proposed program would apply to single-family home projects or to projects that were already permitted. Staff indicated that there was not an indication that single-

Page 1 of 2

family home projects would receive incentives given the significant growth in the single-family home developments already occurring. The goal is to encourage what the City isn't getting. Some businesses may not qualify for the incentives based on specific parameters.

Commissioners wanted to know about the long-term financial impacts on the capital projects related to traffic mitigation funds. Staff explained that an analysis is being completed for Council review as they move through their decision process of a specific program.

The Planning Commission inquired about how traffic impact fees are calculated and if the fee is different for a warehouse versus a large box retailer. Staff indicated traffic impact fees are assessed on a project based on a set rate for each PM Peak Hour Trips generated by the type of use. Generally a warehouse use will generate less trips than large scale retail.

Planning Commission asked if there would be a Council public hearing on the specific program. Staff indicated they expected the Council will want public input.

The Commissioners expressed their support for Council encouraging incentives that will attract the right businesses for Lake Stevens by bringing living wage jobs and diversity. They suggested incentive programs be implemented in such a manner to bring the good businesses that will build attractive development and help sustain the right growth in the community.

Public Testimony

There was no public testimony.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission recommended the City Council approve Code Amendment File No. LUA2014-0079.

**MAIN MOTION PASSED**

7 FOR (Chair Petershagen, Vice Chair Huxford, Commissioners Hoult, Davis, Barnet, Matlack, and Avdic),

0 AGAINST, 0 ABSTENTIONS

The Planning Commission is satisfied that the code amendment is in compliance with, and is based on, goals and objectives contained in the Lake Stevens GMA Comprehensive Plan. There has been early and continuous public participation in the review of the proposed amendments.

Respectfully submitted,



\_\_\_\_\_  
LAKE STEVENS PLANNING COMMISSION

Chairman

Attachments



**City of Lake Stevens**  
Planning and Community Development  
1812 Main Street, PO Box 257  
Lake Stevens, WA 98258

## **CITY OF LAKE STEVENS ENVIRONMENTAL CHECKLIST**

### ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

### ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

### ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

### ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS (part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## A. BACKGROUND

1. Name of proposed project, if applicable:

Traffic Impact Fee Calculation Provisions Code Amendment 14.112.080(d)

2. Name of applicant:

City of Lake Stevens

3. Address and phone number of applicant and contact person:

Mick Monken, Public Works Director (425) 377-3237  
City of Lake Stevens, PO Box 257, Lake Stevens, WA 98258

4. Date checklist prepared:

October 6, 2014

5. Agency requesting checklist:

City of Lake Stevens

6. Proposed timing or schedule (including phasing, if applicable):

SEP Determination – October 10, 2014  
Public Hearing – October 22, 2014  
Public Hearing – November 10, 2014  
Final City Council Adoption – November 24, 2014

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Not at this time. This is a non-project action.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

This amendment will affect projects submitting applications after the effective date.

**EXHIBIT 4** Page 48

10. List any government approvals or permits that will be needed for your proposal, if known.  
Department of Commerce Review, Planning Commission Recommendation, City Council Approval

10. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Code amendments to LSMC 14.112.080(d) identifying the City Council's authority to adjust traffic impact fee for public benefits as allowed by RCW 82.02.060(2).

11. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The code amendment would be implemented citywide.

**B. ENVIRONMENTAL ELEMENTS**

**1. Earth**

a. General description of the site  
(circle one): Flat, rolling, hilly, steep slopes, mountainous,  
other \_\_\_\_\_

The City of Lake Steven's topography includes steep slopes, ravines, hilly and some flat land areas.

b. What is the steepest slope on the site (approximate percent slope)?

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

The city contains the following soil series:

- Tokul gravelly loam
- Mukilteo Muck
- Everett gravelly sandy loam
- Norma loam
- Urban Land
- Winston gravelly loam
- Bellingham silty clay loam
- McKenna gravelly silt loam
- Rober silt loam
- Pastik silt loam

- Distributed/Fill

- Terric Medisaprist

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Yes.

The Land Capability Classification from the USDA Web Soil Survey shows soil types ranging from 2e to 7e. This index rates the suitability of soil for cultivation. This means some soil types in the city are potentially unstable depending on site conditions, such as soil depth, water content and may be susceptible to erosion without proper soil management. The Tokul, Winston, and Paskit series are most susceptible to erosion. The Bellingham, McKenna, and Pilchuck series may be unstable with excessive water.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

## 2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

b. Proposed measures to reduce or control emissions or other impacts to air, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**3. Water**

a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

The city of Lake Stevens has several bodies of water including Lake Stevens, Catherine Creek, Stevens Creek, Lundeen Creek, Stitch Lake and associated wetland complexes. Catherine Creek flows into Little Pilchuck Creek.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

Yes. The city of Lake Stevens has lands with Special Flood Hazard Area Zone A, depicted on the FIRMs for Lake Stevens, WA.

**EXHIBIT 4** Page 51

- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

- 2) NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 3) Could waste materials enter ground or surface waters? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 4) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

#### 4. Plants

a. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- Orchards, vineyards or other permanent crops.
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

c. List threatened and endangered species known to be on or near the site.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

e. List all noxious weeds and invasive species known to be on or near the site.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

#### 5. Animals

a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

f. List any threatened and endangered species known to be on or near the site.

**EXHIBIT 4** Page 53

- Lake Stevens - Puget Sound Coho salmon (*O. Kisutch*) – Federal Species of Concern, and State Priority Species
- Streams - Puget Sound Steelhead (*O. mykiss*) – Federal Threatened Species
- Streams - Bull Trout (*S. Confluentus*) – Federal Threatened Species

g. Is the site part of a migration route? If so, explain.

Yes. Pacific flyway, salmonid migratory route.

h. Proposed measures to preserve or enhance wildlife, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

i. List any invasive animal species known to be on or near the site.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**6. Energy and natural resources**

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**7. Environmental health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

**EXHIBIT 4** Page 54

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 1) Describe any known or possible contamination at the site from present or past uses.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project’s development or construction, or at any time during the operating life of the project.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 4) Describe special emergency services that might be required.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?

Indicate what hours noise would come from the site.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

3) Proposed measures to reduce or control noise impacts, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**8. Land and shoreline use**

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

The city of Lake Stevens includes a variety of urban land uses including residential, commercial, office, industrial and public.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

Some parcels within the city of Lake Stevens were likely used for agriculture in the past. Currently, some larger parcels include fruit trees and may still have farm animals.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. Describe any structures on the site.

There is a mix of residential, commercial and public buildings within the City.

- d. Will any structures be demolished? If so, what?

- e. NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- f. What is the current zoning classification of the site?

The city of Lake Stevens includes a variety of urban zones including residential, commercial, office, industrial and public.

- g. What is the current comprehensive plan designation of the site?

**EXHIBIT 4** Page 56

The city of Lake Stevens includes a variety of comprehensive plan designations including residential, commercial, office, industrial and public.

- h. If applicable, what is the current shoreline master program designation of the site?

The city's Shoreline Master Program lists the following Environment Designations: Aquatic, Natural, High Intensity, Urban Conservancy, and Shoreline Residential.

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

Yes, the city of Lake Stevens includes a variety of critical areas including streams, wetlands, fish and wildlife habitat conservation areas, flood hazard areas and geologically hazardous areas.

- i. Approximately how many people would reside or work in the completed project?

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- j. Approximately how many people would the completed project displace?

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- k. Proposed measures to avoid or reduce displacement impacts, if any:

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

**9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. Proposed measures to reduce or control housing impacts, if any:

NA – this nonproject action updates the City's land use regulations pertaining to calculations and adjustments to traffic impact fees.

**10. Aesthetics**

**EXHIBIT 4** page 57

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- b. What views in the immediate vicinity would be altered or obstructed?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. Proposed measures to reduce or control aesthetic impacts, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**11. Light and glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. What existing off-site sources of light or glare may affect your proposal?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- d. Proposed measures to reduce or control light and glare impacts, if any: [help]

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity?

The city of Lake Stevens includes a variety of recreational facilities including the lake, city and county parks, schools, athletic fields, and the Centennial Trail.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe.

The WA Dept. of Archaeology and Historic Preservation database shows two historical properties adjacent to Lake Stevens including the Grimm House a nationally registered historic place.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

#### 14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The city of Lake Stevens includes several major roads including highways SR-9, SR-92, and SR-204. Major roads through the city include Vernon, Lundeen Parkways, 20<sup>th</sup> Street NE and 20<sup>th</sup> Street SE.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes.

- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**EXHIBIT 4** Page 59

f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

h. Proposed measures to reduce or control transportation impacts, if any:

This nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees. Traffic impacts are mitigation through traffic impact fees as allowed under RCW 82.02.

**15. Public services**

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

b. Proposed measures to reduce or control direct impacts on public services, if any.

NA – this nonproject action updates the City’s land use regulations pertaining to calculations and adjustments to traffic impact fees.

**16. Utilities**

a. Circle utilities currently available at the site:

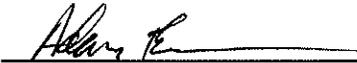
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
other \_\_\_\_\_

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

NA - this nonproject action updates the City’s land use code pertaining to warehousing space allowances in the Business District and Commercial District zones.

**C. SIGNATURE**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature:  FOR MICK MONKEN

Name of signee: Mick Monken, Public Works Director

Position and Agency/Organization: Public Works Director, City of Lake Stevens

Date Submitted: October 6, 2014

Proposed measures to protect such resources or to avoid or reduce impacts are:

Critical areas would still apply to specific projects including mitigation in accordance with LSMC 14.88 Critical Areas or the SEPA pursuant to LSMC 16. Cultural resources shall be protected in accordance with all applicable state and federal laws on a project specific basis.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal would not likely affect land and shoreline use.

Proposed measures to avoid or reduce shoreline and land use impacts are:

Future development would fall under LSMC 14.88 Critical Areas that adequately protects land and shoreline uses including avoidance and mitigation measures that will apply to specific project.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

It is not likely the proposal will increase demands on transportation or public services and utilities.

Proposed measures to reduce or respond to such demand(s) are:

The proposed code revision is only changing the City Council's authority to make adjustments to impact fees as allowed under RCW 82.02.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposal creates no known conflicts with local and state law. It is consistent with the *City of Lake Stevens Comprehensive Plan*, the Growth Management Act (Chapter 36.70A RCW) and Chapter 314-55 WAC.

## D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposal is not likely to increase discharge to water discharge; air emissions; production, storage, or release of toxic or hazardous substances, or production of noise.

Proposed measures to avoid or reduce such increases are:

The proposal would likely have no affect on discharge to water; emissions to the air; production, storage, or release of toxic or hazardous substances; or production of noise.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal is not likely to affect plants, animals, fish, or marine life.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Impacts to plants, animals, fish or marine life would remain unchanged as a result of the increase in allowable warehouse space within a proposed building. Critical area regulations will still apply and any adverse impact to critical areas must be avoided or adequately mitigated on a project specific basis.

3. How would the proposal be likely to deplete energy or natural resources?

The proposal would not be likely to deplete energy resources. All new development would be subject to the International Energy Code and all municipal code requirements.

Proposed measures to protect or conserve energy and natural resources are:

The proposal would remain unchanged as the regulations only affect how a building is used and does not waive requirements to protect or conserve energy and natural resources.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposal would have no additional impacts to environmentally sensitive areas or areas designated for governmental protection as critical area regulations would apply to any specific project.



## DETERMINATION OF NONSIGNIFICANCE

**Issuance Date:** October 10, 2014

**Project Name (No.):** Traffic Impact Fee Calculation Provisions Code Amendment  
14.112.080(d)

**Proponent:** City of Lake Stevens

**Applicants:** City of Lake Stevens

**Description of Proposal:** The proposal is to amend LSMC 14.112.080(d) identifying the City Council's authority to adjust traffic impact fee for public benefits as allowed by RCW 82.02.060(2).

**Project Location (including street address, if any):** Within City Limits of Lake Stevens

**Contact Person:** Mick Monken, Public Works Director

**Phone:** (425) 377-3237

**Threshold Determination:** The City of Lake Stevens, acting as lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request. This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance.

**SEPA Responsible Official:**

Rebecca Ableman, Planning Director, City of Lake Stevens

**Comments on the Threshold Determination:** If you would like to comment on this Threshold Determination, your written comments should be sent to the address below by October 23, 2014. The Responsible Official may incorporate any substantial comments into the DNS. If the DNS is substantially modified, it will be reissued for further public review.

**Appeals:** You may appeal this determination of non-significance by submitting an appeal to the address below no later than 5:00 PM, October 23, 2014. The appeal must be in written form, contain a concise statement of the matter being appealed and the basic rationale for the appeal. A fee is required per the City's Fee Resolution. Please note that failure to file a timely and complete appeal shall constitute a waiver of all rights to an administrative appeal under City code. All comments or appeals are to be directed to City Hall, Attn: Mick Monken, P.O. Box 257, Lake Stevens, WA, 98258.



# Department of Commerce

Innovation is in our nature.

## Notice of Proposed Amendment Request for Expedited Review

Pursuant to RCW 36.70A.106(3)(b), the following jurisdiction provides notice of a proposed development regulation amendment and requests expedited state agency review under the Growth Management Act.

**\*\*Under statute, proposed amendments to comprehensive plans are not eligible for expedited review. The expedited review period is 10 business days (14 calendar days).**

*(If needed, you may expand this form and the fields below, but please try to keep the entire form under two pages in length.)*

<b>Jurisdiction:</b>	City of Lake Stevens
<b>Mailing Address:</b>	1812 Main St. PO Box 257 Lake Stevens, WA 98258
<b>Date:</b>	10-10-14

<b>Contact Name:</b>	Rebecca Ableman
<b>Title/Position:</b>	Planning and Community Development Director
<b>Phone Number:</b>	(425) 377-3229
<b>E-mail Address:</b>	Bableman@lakestevenswa.gov

<b>Brief Description of the Proposed/Draft Development Regulations Amendment:</b> <i>(40 words or less)</i>	<i>Example:</i> Proposed amendment to _____  Code amendments to LSMC 14.112.080(d) identifying the City Council's authority to adjust traffic impact fee for public benefits as allowed by RCW 82.02.060(2).
<b>Public Hearing Date:</b>	Planning Board/Commission: October 22, 2014 Council/County Commission: November 10, 2014
<b>Proposed Adoption Date:</b>	November 24, 2014

**REQUIRED:** Attach or include a copy the proposed amendment text.

**Becky Ableman**

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**From:** COM GMU Review Team <reviewteam@commerce.wa.gov>  
**Sent:** Tuesday, October 28, 2014 3:31 PM  
**To:** Becky Ableman  
**Cc:** Andersen, Dave (COM)  
**Subject:** 20699, City of Lake Stevens, Expedited Review Granted, DevRegs

Dear Ms. Ableman:

The City of Lake Stevens has been granted expedited review for the: Proposed code amendments to LSMC 14.112.080(d) identifying the City Council's authority to adjust traffic impact fee for public benefits as allowed by RCW 82.02.060(2). This proposal was submitted for the required state agency review under RCW 36.70A.106.

As of receipt of this email, the City of Lake Stevens has met the Growth Management Act notice to state agency requirements in RCW 36.70A.106 for this submittal. For the purpose of documentation, please keep this email as confirmation.

If you have any questions, please contact Paul Johnson at 360.725.3048 or by email at [paul.johnson@commerce.wa.gov](mailto:paul.johnson@commerce.wa.gov)

Thank you.

Review Team, Growth Management Services  
Department of Commerce  
P.O. Box 42525  
Olympia WA 98504-2525  
(360) 725-3000  
FAX (360) 664-3123



## AMENDED 10-17-14 NOTICE OF PUBLIC HEARING Lake Stevens Planning Commission

### **Traffic Impact Fee Calculation Provisions Code Amendment Lake Stevens Municipal Code Section 14.112.080(d)**

The Lake Stevens Planning Commission is scheduled to conduct a public hearing on Wednesday, October 22, 2014 at 7:00 PM in the Lake Stevens School District Educational Services Center (Admin Building) 12309 22<sup>nd</sup> Street NE, Lake Stevens to consider code amendments Traffic Impact Fee Calculation Provisions Code Amendment Lake Stevens Municipal Code Section 14.112.080(d).

The code amendments are available for review at the Permit Center at 1812 Main Street, Lake Stevens or by requesting from the contact below. ADA information may be found at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

Comments regarding the proposed code amendments may be submitted orally during the hearing or in writing any time prior to the hearing by sending them to City Hall, attn: Rebecca Ableman, PO Box 257, Lake Stevens, WA 98258 or by email at [bableman@lakestevenswa.gov](mailto:bableman@lakestevenswa.gov). For questions, contact Rebecca Ableman at 425-377-3229.



## NOTICE OF PUBLIC HEARING Lake Stevens City Council

### **Traffic Impact Fee Calculation Provisions Code Amendment Lake Stevens Municipal Code Section 14.112.080(d)**

The Lake Stevens City Council is scheduled to conduct a public hearing on Monday, November 10, 2014 at 7:00 PM in the Lake Stevens School District Educational Services Center (Admin Building) 12309 22<sup>nd</sup> Street NE, Lake Stevens to consider code amendments Traffic Impact Fee Calculation Provisions Code Amendment Lake Stevens Municipal Code Section 14.112.080(d).

The code amendments are available for review at the Permit Center at 1812 Main Street, Lake Stevens or by requesting from the contact below. ADA information may be found at [www.lakestevenswa.gov](http://www.lakestevenswa.gov).

Comments regarding the proposed code amendments may be submitted orally during the hearing or in writing any time prior to the hearing by sending them to City Hall, attn: Rebecca Ableman, PO Box 257, Lake Stevens, WA 98258 or by email at [bableman@lakestevenswa.gov](mailto:bableman@lakestevenswa.gov). For questions, contact Rebecca Ableman at 425-377-3229.

The  
**CITY OF LAKE STEVENS**

Washington

2015 Proposed Annual Budget



One Community Around the Lake

Vern Little  
Mayor

## City Officials

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Vern Little  
*Mayor*

Kim Daughtry  
*Council President*

Suzanne Quigley  
*Council Vice President*

Kathy Holder  
*Councilmember*

Sam Low  
*Councilmember*

John Spencer  
*Councilmember*

Marcus Tageant  
*Councilmember*

Todd Welch  
*Councilmember*

### **City Staff**

City Administrator  
Finance Director/City Clerk  
Police Chief  
Public Works Director/Engineer  
Planning Director  
Human Resources Director

Jan Berg  
Barbara Stevens  
Dan Lorentzen  
Mick Monken  
Becky Ableman  
Steve Edin, MPA

City of Lake Stevens  
2015 Proposed Annual Budget

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**October 31, 2014**

**Honorable Council President Kim Daughtry and City Council members of the City of Lake Stevens, Washington**

I am pleased to present you with the 2015 Preliminary Budget for the City of Lake Stevens. The 2015 Preliminary Budget is balanced and represents our continued commitment to provide prudent fiscal management, exceptional service delivery, and the highest quality of life for our citizens.

I would also like to remind you that the annual City Budget is the Council's primary tool for policy-making. It defines the levels of services, programs and projects that you would like to fund during the coming year.

**2015 HIGHLIGHTS**

Preparing a balanced budget for 2015 continued to be a challenging process due to the sluggish recovery of the economy and government mandated expenditures. Our duty is to manage these expenses wisely, within the resources made available under our state's municipal financing system. Despite these ongoing fiscal challenges and an increasing demand on our tax base, the City remains economically viable, thanks in part to the focus on the multiyear forecasting. This allows the City to build and refine its financial projections for 2015 and beyond.

The Preliminary 2015 Budget includes an estimated increase in revenues in all funds of 2% from the 2014 Budget. The Preliminary 2015 budget includes a 16% increase in expenditures in all funds to \$18.2 million, which includes increased debt service payments, park acquisition, and capital expenditures.

In this fiscal environment, department requests were limited and prioritized based on necessity. Our priorities this year are to continue to maintain the high quality of services provided by city staff, streamline processes, and continue our focus on economic development. Quality development will provide a path to greater financial stability. The solution to our current financial challenges is to continue to focus on essential expenditures while identifying and promoting economic development opportunities in order to broaden our tax base.

City staff has worked diligently and were able to find budgetary savings through:

- Applying conservative fiscal management consistently, regardless of economic conditions

- Leveraging of City resources through grant funding
- Medical/dental insurance savings due to the City's continued participation in the AWC Wellness program
- Utilizing Volunteers, Interns, Seasonal Parks Workers, and contract services

Additionally, the City has been able to receive and offer assistance to other agencies and take advantage of monetary savings by entering into interlocal agreements and utilizing cooperative purchasing agreements such as:

- Lake Stevens Fire District for IT Services
- Lake Stevens School District for SRO Services
- Lake Stevens School District for Fuel
- Department of Enterprise Services – Cooperative Purchasing
- U.S. General Services Administration – Police Cars and IT Products/Services

Some new projects and purchases included in this 2015 Preliminary Budget are:

- Digital Evidence Software
- North Cove Pier Resurfacing
- Floating Dock Access Ramp Replacement
- Lundeen House Upgrades/Repairs
- Roundabout Art and Landscaping
- Information Technology – Software Upgrades
- Information Technology – Hardware Upgrades/Replacements
- Information Technology – Records Content Management Program
- Law Enforcement Vehicle Replacements
- Administration Vehicle Replacements
- Public Works Asset Management System
- Stand-on Mower
- One Ton Truck with Dump and Plow
- Compact Excavator and Compactor
- Install Water Service at Decant Facility

Additionally, various projects and programs span multiple years or are funded on ongoing bases such as computer replacements, street overlays, sidewalk repairs, crosswalk safety, tree safety, and milfoil and alum treatments of the lake. These expenditure requests have also been evaluated and included in this 2015 Preliminary Budget.

My goal and intent with regard to organizational structure is to align city staff positions with the Council's long-term goals and strategic plans.

The City is in the process of analyzing staffing needs throughout the Law Enforcement, Public Works, and Planning Departments in order to ensure current resources are being spent on top priority activities and to identify current and future staffing needs. Organization structural changes are likely to occur and require revisions to the budget once completed.

We must create the most efficient and effective organizational structure possible to balance the needs of the community and organization as a whole. Management will continue to review the

needs of all city departments in order to achieve and maintain this objective.

## **CONCLUSION**

We are continuing to put a great deal of emphasis on forecasting for the future of the City beyond 2015. We are challenged with increasing demands on our tax base but we are rising to the challenge. This City is well managed and our staff is highly motivated. We will continue to use our greatest talents to put our scarce resources to their best use.

In presenting this information, I welcome any comments, questions, or recommendations to the Budget. It is important to remember that State law requires adoption of a balanced budget. If a majority of the Council wishes to increase expenditures for a certain program, we may also need a corresponding decrease in expenditures in another program. Ultimately, the final outcome of any revisions to this preliminary budget must still be a balanced budget.

I would like to thank the Department Directors who worked diligently to produce their departmental budgets and offered reductions wherever possible. The teamwork from our dedicated staff has contributed significantly to our City's healthy and stable finances.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vern Little", with a stylized flourish at the end.

Vern Little, Mayor

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 925

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF LAKE STEVENS,  
WASHINGTON, FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2015

WHEREAS, the Mayor of the City of Lake Stevens, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the moneys required to meet the public expenses including salaries and benefits of City employees, bond retirement and interest, reserve funds and expenses of government of said City for the fiscal year ending December 31, 2015, and a notice was published that the Council of said City would meet for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of said City an opportunity to be heard upon said budget, and

WHEREAS, the said City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, notices were published in the official newspaper of the City, that the Council of said City would meet on the 10th day of November and the 24th day of November, 2014, at the hour of 7:00 P.M., at the City Council Chambers in the Lake Stevens School District Educational Service Center of said City for the purpose of receiving public testimony in a public hearing as to the matter of said proposed budget; and

WHEREAS, the said City Council did meet at said dates, times, and place and did receive public testimony during a public hearing as to the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Lake Stevens for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Lake Stevens do ordain as follows:

Section 1. The budget for the City of Lake Stevens, Washington, for the year 2015 is hereby adopted in its final form and content as set forth in the document entitled City of Lake Stevens 2015 Annual Budget, 1 copy of which is on file in the Office of the Clerk.

Section 2. Totals for all such funds combined, for the year 2015 are set forth in summary form below, and are hereby appropriated for expenditure during the year 2015 as set forth below:

Fund #	Fund Name	Estimated Beg. Bal.	Resources	Expenditures	End. Bal.
001	General	\$ 6,396,195	\$ 9,225,643	\$ 9,372,916	\$ 6,248,922
002	Contingency Reserve	\$ 2,602,192	\$ 803,100	\$ 8,050	\$ 3,397,242
101	Street	\$ 3,308,278	\$ 2,155,451	\$ 1,932,978	\$ 3,530,751
103	Street Reserve	\$ 1,524	\$ 2	\$ -	\$ 1,526
111	Drug Seizure & Forfeiture	\$ 31,091	\$ 2,205	\$ 200	\$ 33,096
112	Municipal Arts Fund	\$ 1,323	\$ 20,120	\$ 21,443	\$ -
205	PWTF Loan 2002	\$ -	\$ 89,119	\$ 89,119	\$ -
206	Police Station LTGO 2004	\$ -	\$ 102,532	\$ 102,532	\$ -
207	PWTF 2006	\$ -	\$ 434,112	\$ 434,112	\$ -
208	PWTF 2005	\$ -	\$ 64,211	\$ 64,211	\$ -
209	PWTF 2008	\$ -	\$ 591,903	\$ 591,903	\$ -
210	2008 Bonds	\$ -	\$ 351,424	\$ 351,424	\$ -
211	PWTF 2010	\$ -	\$ 939	\$ 939	\$ -
212	2010 LTGO Bonds	\$ -	\$ 539,539	\$ 539,539	\$ -
301	Cap. Proj.-Dev. Contrib.	\$ 3,627,182	\$ 314,500	\$ 190,388	\$ 3,751,294
303	Cap. Imp.-REET	\$ 941,185	\$ 402,640	\$ 811,002	\$ 532,823
304	Cap. Improvements	\$ 1,970,482	\$ 401,000	\$ 74,164	\$ 2,297,318
305	Downtown Redevelopment	\$ 1,640	\$ -	\$ 1,640	\$ -
309	Sidewalk Capital Project	\$ 507,540	\$ 500	\$ 223,000	\$ 285,040
401	Sewer	\$ 268,834	\$ 1,387,691	\$ 1,388,027	\$ 268,498
406	Sewer Reserve	\$ -	\$ -	\$ -	\$ -
410	Storm and Surface Water	\$ 1,616,472	\$ 1,544,743	\$ 1,501,015	\$ 1,660,200
501	Unemployment	\$ 107,743	\$ -	\$ 30,000	\$ 77,743
510	Equipment Fund	\$ 89,544	\$ 272,317	\$ 297,483	\$ 64,378
520	Equipment Fund-Police	\$ 252,604	\$ 168,400	\$ 80,000	\$ 341,004
530	Equipment Fund-PW	\$ 221,352	\$ 156,225	\$ 215,400	\$ 162,177
540	Aerator Equipment Repl.	\$ 109,159	\$ 10,175	\$ -	\$ 119,334
621	Refundable Deposits	\$ 19,036	\$ 50,000	\$ 69,036	\$ -
633	Treasurer's Trust	\$ 6,957	\$ 200,000	\$ 206,957	\$ -
	<b>Total</b>	<b>\$ 22,080,333</b>	<b>\$ 19,288,491</b>	<b>\$ 18,597,478</b>	<b>\$ 22,771,346</b>

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. A summary of this ordinance consisting of the title shall be published in the official City newspaper. This ordinance shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Vern Little, Mayor

## **About the Budget and the Budget Process**

The budget is a requirement of State law and constitutes the legal authority for expenditures. Although the City's budget document includes line item detail, the City's budget ordinance is proposed at the fund level so expenditures may not legally exceed appropriations at the fund level of detail.

The budget includes the financial planning and legal authority to obligate public funds. Additionally, the budget provides significant policy direction from the City Council to the Mayor, City staff and the community. As a result, the City Council, Mayor, staff, and public are involved in establishing the budget for the City of Lake Stevens.

The budget process affords both an interesting and challenging opportunity to reassess plans or legislative policies and the means for accomplishing them. It's through this effort that the budget becomes the single most important policy document produced each year.

### **Budgetary Functions:**

#### **A Policy Document**

The budget functions as a policy document in that the decisions made within the budget are designed to "reflect the Major Themes & Policies that guide the actions taken for the future." As a policy document, the budget makes specific attempts to link desired themes and policy direction to the actual day-to-day activities of the City staff.

#### **An Operational Tool**

The budget details all of the operations of the City. Activities of each City function and organization have been planned, debated, formalized, and described in the following sections. This process will help to maintain an understanding of the various operations of the City and how they relate to each other and to the attainment of the Major Themes & Policy issues of the City Council.

#### **A Link with the General Public**

The budget provides a unique opportunity to allow and encourage public review of City operations. The budget describes the activities of the City, the reason or cause for those activities, future implications, and the direct relationship to the citizenry.

#### **A Legally Required Financial Planning Tool**

The budget is a financial planning tool, which has been its most traditional use. In this light, the budget is a State law requirement of all cities, as stated in Title 35A RCW. The budget must be a balanced budget and must be in place prior to the expenditure of any City funds. The budget is the legal authority to expend public monies and controls those expenditures by limiting the amount of the appropriation at the fund level. The revenues of the City are estimated, along with available cash carry-forward, to indicate funds available. The staff's requests for appropriations comprise the disbursement side of the preliminary budget.

## **Budgetary Process:**

The Budget process for the City of Lake Stevens is, in some respects, an on-going, year-round activity. The formal budget planning begins in the summer, with discussions between the Mayor, City Administrator, departments, and the City Council about status of on-going programs, and new policies and objectives for the future which result from the legislative retreat and priority setting process.

The budget and its policies are implemented through the individual departments and the accounting controls of the Finance Department. The budget is monitored by a reporting system consisting of monthly reports to the department heads. Financial reports are issued by the Finance Department which compares actual expenditures and revenues with the budget. In these reports, financial data is presented at the same level of detail as the final budget document. Financial reports are reported to the City Council in summary on a quarterly basis.

Budget preparation actually begins in late spring and early summer with the completion and Council's subsequent review of the six-year financial forecast. Then typically in August, the budget process kicks off with the budget call letter which requests all department heads to complete their departmental expenditure requests.

The City's budget and accounting structure uses funds as a means to collect and record all the revenues and expenditures associated with different departments, areas of service, grants, and other projects. There are three primary funds utilized to track a majority of the City's activities. The first is the General Fund which is responsible for a majority of all departments and general operations of the City. The second fund is the Street Fund which supports a variety of activities associated with building, maintaining, and planning for the City's transportation network. The third fund is the Storm and Surface Water Fund which provides maintenance and operations of the City's storm drainage system and lake restoration efforts.

### **Preliminary Budget**

In September the budget is ready for the Mayor and City Administrator's review. The preliminary budget is prepared and available for City Council and citizen review in November. The Council holds formal hearings on the preliminary budget and conducts a series of workshops to examine the budget in detail during October and November. Final action on the budget usually occurs in late November or early December.

### **Final Budget**

The final budget is issued as a formal published document in the same format as the preliminary budget, but as modified by the City Council. The actual appropriations implementing and amending the budget are contained in the budget ordinance by the City Council.

### **Amending the Budget**

The budget can be amended at anytime during the budget year. If the amendment consists of just the movement or adjustment of budget within a single fund without increasing or decreasing the budget grand total for that fund, it may be adjusted with just administrative approval. However if the amendment changes the grand total for that fund or creates or deletes a fund, the amendment must be approved by the city council in the form a budget amendment ordinance.

## City of Lake Stevens 2015 Budget Calendar

Budget Instructions to Department Heads (deadline 9/8/2014)	August 1, 2014
Budget Revenue & Expenditure Estimates Filed w/City Clerk (deadline 9/22/2013)	August 15, 2014
Estimates Presented to City Administrator & Mayor (deadline 10/1/2014)	August 20, 2014
Department Heads Meet w/City Administrator & Mayor	August 25 – September 5, 2014
Budget Subcommittee Meeting	September 15, 2014
Budget Subcommittee Meeting	September 22, 2014
Budget Subcommittee Meeting	September 29, 2014
Estimated Revenues & Preliminary Budget Provided to Legislative Body (deadline 10/6/2014)	October 6, 2014
Council Meeting	October 13, 2014
Council Meeting	October 27, 2014
Notice of Public Hearing (submit 10/22/14)	October 29, 2014
Preliminary Budget and Budget Message Filed w/City Clerk (deadline 10/31/2014)	October 31, 2014
Copies of Preliminary Budget Made Available to the Public (deadline 11/20/2014)	October 31, 2014
Council Workshop	November 3, 2014
Notice of Public Hearing	November 5, 2014
Public Hearing #1 (Property Tax Levy – Nov 28 <sup>th</sup> )	November 10, 2014
Final Public Hearing and Budget Adoption (Budget adoption deadline 12/31/2014)	November 24, 2014
Final Public Hearing (continuation) and Budget Adoption (if needed)	December 8, 2014

**2015 Proposed Budget  
All Funds  
Summary of Revenues**

<b>Fund #</b>	<b>Fund Name</b>	<b>2014 Budgeted Revenues</b>	<b>2014 Estimated Revenues</b>	<b>2015 Budget Revenues</b>	<b>% Change (2014 vs. 2015 Budget)</b>	<b>% Change (2014 Est vs. 2015 Budget)</b>
001	General Fund	\$8,293,331	\$8,994,069	\$9,225,643	11%	3%
002	Reserve Fund	\$503,100	\$502,222	\$803,100	60%	60%
101	Street	\$2,226,042	\$2,230,490	\$2,155,451	-3%	-3%
103	Street Reserve	\$3	\$2	\$2	-33%	0%
111	Drug Seizure & Forfeiture	\$22,205	\$5,530	\$2,205	-90%	-60%
112	Municipal Arts Fund	\$2	\$1	\$20,120	>100%	>100%
205	PWTF Loan 2002	\$89,548	\$89,548	\$89,119	0%	0%
206	Police Station LTGO 2004	\$105,769	\$105,769	\$102,532	-3%	-3%
207	PWTF 2006	\$436,160	\$436,160	\$434,112	0%	0%
208	PWTF 2005	\$65,264	\$65,264	\$64,211	-2%	-2%
209	PWTF 2008	\$594,669	\$594,669	\$591,903	0%	0%
210	2008 Bonds	\$359,299	\$359,299	\$351,424	-2%	-2%
211	PWTF 2010	\$958	\$958	\$939	-2%	-2%
212	2010 LTGO Bonds	\$95,613	\$95,613	\$539,539	464%	464%
301	Cap. Proj.-Dev. Contrib.	\$231,900	\$744,896	\$314,500	36%	-58%
303	Cap. Imp.-REET	\$301,000	\$485,315	\$402,640	34%	-17%
304	Cap. Improvements	\$301,000	\$484,780	\$401,000	33%	-17%
305	Downtown Redevelopment	\$2	\$2	\$0	-100%	-100%
309	Sidewalk Capital Project	\$205,550	\$205,223	\$500	-100%	-100%
401	Sewer	\$1,407,294	\$1,406,064	\$1,387,691	-1%	-1%
406	Sewer Reserve	\$33,230	\$33,174	\$0	-100%	-100%
410	Storm and Surface Water	\$1,434,794	\$1,519,028	\$1,544,743	8%	2%
501	Unemployment	\$8,146	\$6,095	\$0	-100%	-100%
510	Equipment Fund	\$82,317	\$82,317	\$272,317	231%	231%
520	Equipment Fund-Police	\$167,400	\$173,180	\$168,400	1%	-3%
530	Equipment Fund-PW	\$52,289	\$52,154	\$156,225	199%	200%
540	Aerator Equipment Replacement	\$8,175	\$8,112	\$10,175	24%	25%
621	Refundable Deposits	\$22,316	\$18,753	\$50,000	124%	167%
633	Treasurer's Trust	\$300,000	\$150,000	\$200,000	-33%	33%
	<b>Total</b>	<b>\$17,347,376</b>	<b>\$18,848,687</b>	<b>\$19,288,491</b>	<b>11%</b>	<b>2%</b>

## REVENUE ASSUMPTIONS

### GENERAL FUND

The General Fund provides general purpose governmental services to the citizens. The City's General Fund receives a wide variety of revenue. This section of the budget will discuss the assumption affecting the revenue for 2015.

The 2015 Budgeted General Fund revenues of \$9,225,643 are \$231,574 more than estimated to be received in 2014.

Anticipated major revenue sources are: Taxes (80%), Licenses and Permits (7%), Grants & State Remitted Revenue (6%), Charges for Services (4%), Fines and Forfeitures (2%), Miscellaneous Revenues (1%), and Other Sources (0%).

#### GENERAL FUND REVENUE BY SOURCE

Source	Estimated 2014	% of Total	2015 Budget	% of Total
Taxes	7,120,774	79%	7,425,804	80%
Licenses and Permits	622,877	7%	666,500	7%
Grants & State Shared Revenue	603,132	7%	518,822	6%
Charges For Services	417,415	5%	393,223	4%
Fines And Forfeits	152,506	2%	167,600	2%
Miscellaneous Revenue	68,260	1%	53,294	1%
Non- Revenue	8357	0%	100	0%
Other Financing Sources	747	0%	300	0%
<b>Total Revenue</b>	<b>8,994,068</b>	<b>100%</b>	<b>9,225,643</b>	<b>100%</b>

### GENERAL FUND REVENUE ASSUMPTIONS

Property tax receipts in the General Fund are budgeted at \$3,046,238. The allocation remains at 72% to the General Fund and 28% to the Street Fund. Assessed values of property within the City of Lake Stevens has increased approximately 14% over 2014, this allows the City to utilize additional "banked capacity" in 2015 as done in 2014. Banked capacity occurs when a jurisdiction is unable to levy the highest amount allowed due to statutory caps. The City of Lake Stevens fell under this cap during 2012 and 2013 resulting in nearly \$583,000 of lost receipts.

The 2015 levy rate falls below the cap of \$3.60 per \$1,000 of assessed value. This rate is shared with the Lake Stevens Fire District who is able to levy up to \$1.50, and the Sno Isle Library District that is allowed to levy up to \$0.50. When the junior taxing districts levy their entire amount allowed, the City is capped at \$1.60. If they do not levy the entire amount, the City is able to utilize any unused portion. This City's estimated levy rate for 2015 is \$1.57.

Sales tax receipts are budgeted at \$2,208,000. This is an assumed 1% increase overall. Additionally State Law & Justice receipts correlate with sales tax receipts so a 1% is expected here as well.

Utility taxes are levied on the gross operating revenue that private utilities earn from operations within the boundaries of the City. Electric utility tax will continue to be split 50% General Fund and 50% Street Fund and are anticipated to increase slightly with cost increases. Although building permits are anticipated to

increase slightly, zoning & subdivision fees will likely fall due to less available land.

Liquor Excise tax are anticipated to remain fairly consistent. Liquor Board Profits (revenues replacing board profits) are anticipated to remain constant as Cities are to remain "whole", at the same revenue level as 2011, according to the Liquor Initiative.

## **NON GENERAL FUND REVENUE ASSUMPTIONS**

### *Street Fund*

The Street Fund is allocated 28% of property tax receipts which equates to \$1,184,648 in 2015. Electric utility tax will continue to be split 50% General Fund and 50% Street Fund and are anticipated to increase slightly with cost increases. Additionally, the State of Washington provides a state-collected gasoline tax that is shared with cities. This tax is distributed to the City for the construction, improvement, chip sealing, seal coating and repair of arterial highways and city streets. Receipts are anticipated to remain fairly consistent at \$558,913 in 2015.

### *Sewer Fund*

In June of 2005 the City of Lake Stevens and the Lake Stevens Sewer District entered into an interlocal agreement to allow the Sewer District to be the sole provider of sewer service within the Lake Stevens Community. To set rates and charges for the combined system, the Sewer Utility Committee was formed consisting of members from the City Council and the Sewer District Commission.

The 2015 Budget reflects the fees charged per the operating agreement between the Sewer District and the City for the entire combined sewer utility and will remain unchanged from prior year.

### *Storm/Surface Water Fund*

The City imposes a storm/surface water charge for the maintenance and operation of the storm drainage system. No increases have been budgeted for 2015 and the total receipts are anticipated to remain fairly consistent. Additionally, the City receives contributions from Snohomish County to perform milfoil and alum treatments on the lake. This budget assumes the contribution will remain 11% of the total costs.

The 2015 Proposed Budget includes various Department of Ecology Grants. These include a Capacity grant, a Milfoil grant that continues through June 2015, and a Low Impact Development (LID) grant that has been extended through June 2015 as well.

## **MISCELLANEOUS REVENUES**

### *Real Estate Excise Tax*

This tax is imposed on sales of real property within the City upon transfer of title. One  $\frac{1}{4}$  of one percent of the selling prices is paid to the City. By local option, an additional one  $\frac{1}{4}$  of one percent is also levied by the City. This revenue is restricted by law to be spent on specific capital projects.

### *Impact Fees*

Mitigation impact fees are assessed to developers when properties are developed. Impact fees are assessed for such things as traffic and parks. The fees are held until a project is started that matches the purpose of the contributed funds and are then used to help fund that project.

The City recently transitioned to Growth Management Act (GMA) based planning for traffic mitigation including creating three distinct traffic impact zones (TIZ). The TIZ's in the two subarea plans were

combined to allow the funds collected to be utilized within the two subarea plans. This will allow for simplified project budgeting for developers as well as increased accessibility of funds for infrastructure related capital projects.

#### *Issuance of Debt Proceeds*

One method of funding large projects or purchases is by issuing debt. The City has developed a central Civic Center "Mainstreet" plan. In order to accomplish this plan, certain properties must be purchased. Some of the properties were purchased in 1995, 1996, and 2008. The 2015 Budget reflects the debt service payments for these properties. These councilmanic bonds were issued to finance major sewer projects as well as repayment of interfund loans for the purchase of this property. The term general obligation debt means that bonds or some other type of debt instrument are authorized by the Council, and are paid from general revenues already established and collected, not an additional levy of property tax.

The remaining amount of the 1997 bonds was refunded into the 2008 series A bonds. The issuance of the 2008 bonds includes a portion of the 1997 bonds that is reimbursed by the Sewer District. The additional issuance is backed by the general revenues of the City but will be paid from real estate excise revenues and sewer rates and charges.

In 2010, the 2008 series B bonds were refunded into the 2010 series B bonds, the principle of which will come due in 2015. The remainder of the 2010 bond, or series A bonds, were used for the purchase of the City Shop. The additional issuance is backed by the general revenues of the City but will be paid from real estate excise revenues.

In 2002, the City received a \$1,692,900 Public Works Trust Fund Loan to construct sewer projects within the City limits. Currently, \$1,626,040 of this loan has been drawn upon. Following the transfer of the sewer utility to the Sewer District, the associated debt service is reimbursed to the City by the Sewer District.

The City issued \$1,340,000 in 2004 for the construction of a new Police Station to replace the old house the department was previously located in. This debt service is being paid from real estate excise tax collections.

In 2005, the City received a \$1,000,000 Public Works Trust Fund Loan to construct the Sunnyside Waste Water Treatment Facility within the City limits. Following the transfer of the sewer utility to the Sewer District, the associated debt service is reimbursed to the City by the Sewer District.

In 2006, the City received an additional \$7,000,000 Public Works Trust Fund Loan for the construction of the Sunnyside Waste Water Treatment Facility. The debt service related to this loan is reimbursed to the City by the Sewer District.

In 2008, the City received an additional \$10,000,000 Public Works Trust Fund Loan for the construction of the Sunnyside Waste Water Treatment Facility. The debt service related to this loan is reimbursed to the City by the Sewer District.

In 2010, the City received an 80,300 Public Works Trust Fund Loan for the emergency repair of the 36<sup>th</sup> Street Bridge. Only \$12,045 of this loan was drawn upon prior to closing. The debt service related to this loan is paid by the Street Fund.

**2015 Proposed Budget  
All Funds  
Summary of Expenditures**

<b>Fund #</b>	<b>Fund Name</b>	<b>2014 Budgeted Expenditure</b>	<b>2014 Estimated Expenditure</b>	<b>2015 Budget Expenditure</b>	<b>% Change (2014 Budget vs. 2015 Budget)</b>	<b>% Change (2014 Est. vs. 2015 Budget)</b>
001	General Fund	\$8,610,767	\$8,435,775	\$9,372,916	9%	11%
002	Reserve Fund	\$8,050	\$0	\$8,050	0%	>100%
101	Street	\$1,899,969	\$1,692,597	\$1,932,978	2%	14%
103	Street Reserve	\$0	\$0	\$0	0%	0%
111	Drug Seizure & Forfeiture	\$7,800	\$2,031	\$200	-97%	-90%
112	Municipal Arts Fund	\$0	\$0	\$21,443	0%	>100%
205	PWTF Loan 2002	\$89,548	\$89,548	\$89,119	0%	0%
206	Police Station LTGO 2004	\$105,769	\$105,769	\$102,532	-3%	-3%
207	PWTF 2006	\$436,160	\$436,160	\$434,112	0%	0%
208	PWTF 2005	\$65,264	\$65,264	\$64,211	-2%	-2%
209	PWTF 2008	\$594,669	\$594,669	\$591,903	0%	0%
210	2008 Bonds	\$359,299	\$359,299	\$351,424	-2%	-2%
211	PWTF 2010	\$958	\$958	\$939	-2%	-2%
212	2010 LTGO Bonds	\$95,613	\$95,613	\$539,539	464%	464%
301	Cap. Proj.-Dev. Contrib.	\$2,000	\$2,000	\$190,388	9419%	9419%
303	Cap. Imp.-REET	\$374,668	\$374,668	\$811,002	116%	116%
304	Cap. Improvements	\$123,696	\$74,515	\$74,164	-40%	0%
305	Downtown Redevelopment	\$0	\$0	\$1,640	0%	>100%
309	Sidewalk Capital Project	\$0	\$0	\$223,000	0%	>100%
401	Sewer	\$1,432,564	\$1,431,624	\$1,388,027	-3%	-3%
406	Sewer Reserve	\$200,814	\$200,758	\$0	-100%	-100%
410	Storm and Surface Water	\$1,327,594	\$1,177,447	\$1,501,015	13%	27%
501	Unemployment	\$24,000	\$0	\$30,000	25%	>100%
510	Equipment Fund	\$89,398	\$88,729	\$297,483	233%	235%
520	Equipment Fund-Police	\$141,700	\$141,747	\$80,000	-44%	-44%
530	Equipment Fund-PW	\$114,800	\$103,260	\$215,400	88%	109%
540	Aerator Equipment Replacement	\$0	\$0	\$0	0%	0%
621	Refundable Deposits	\$36,049	\$13,450	\$69,036	92%	413%
633	Treasurer's Trust	\$306,957	\$150,000	\$206,957	-33%	38%
	<b>Total</b>	<b>\$16,448,106</b>	<b>\$15,635,881</b>	<b>\$18,597,478</b>	<b>13%</b>	<b>19%</b>

## 2015 Expenditure Assumptions

In order to continue to meet governmental mandates and also provide essential services conservative fiscal management is applied consistently, regardless of economic conditions.

The 2015 Proposed Budget assumes general fund expenditures will increase approximately 11% between 2014 estimated ending expenditures and the 2015 Budget. The City will continue budgeting and saving for future Economic Development. This budget also includes two transfers to the reserve fund for development and infrastructure needs; one is an annual contribution in the amount of \$500,000, the additional \$300,000 is from construction related sales taxes which are considered non-recurring revenues.

The 2015 budget currently includes a cost of living increase of 2% and medical/retirement benefit increases of approximately 5%. Some assumptions may change once all collective bargaining agreements have been settled.

The 2015 Proposed Budget includes an additional position for a fully commission officer in the Police Department. The Public Works Department will add one Crew Worker I position, and one Crew Worker II position. The Planning Department includes the addition of an Economic Development staff position. The position is expected to aggressively continue toward our economic goals as well as apply for and administer grants and promote tourism.

The proposal also incorporates a reorganization of some staffing positions within the Planning & Building Department. One Senior Planner position is eliminated in order to elevate the position to a Lead function and the Building Official position description and salary range will change with the addition of supervisory functions as well.

These recommendations were made based on the results of a staffing analysis performed that evaluated the strengths, weaknesses, and needs of the included departments.

The Street fund budget includes a continuation of the annual overlay paving program in the amount of \$250,000. Additionally, the Public Works Department will be purchasing and integrating asset management software to increase efficiency and ensure proper tracking, maintenance, and replacement of City assets.

Expenditures in the Storm/Surface Water fund include continuing the annual phosphorus treatment (Alum) of the lake anticipated at \$100,000, as well as the annual milfoil eradication plan anticipated at \$45,000. Additional expenditures will continue to be reimbursed by Department of Ecology grants approved for 2015.

Below is a list of requests that have been included in the 2015 Proposed Budget as well as the Draft Organizational Chart.

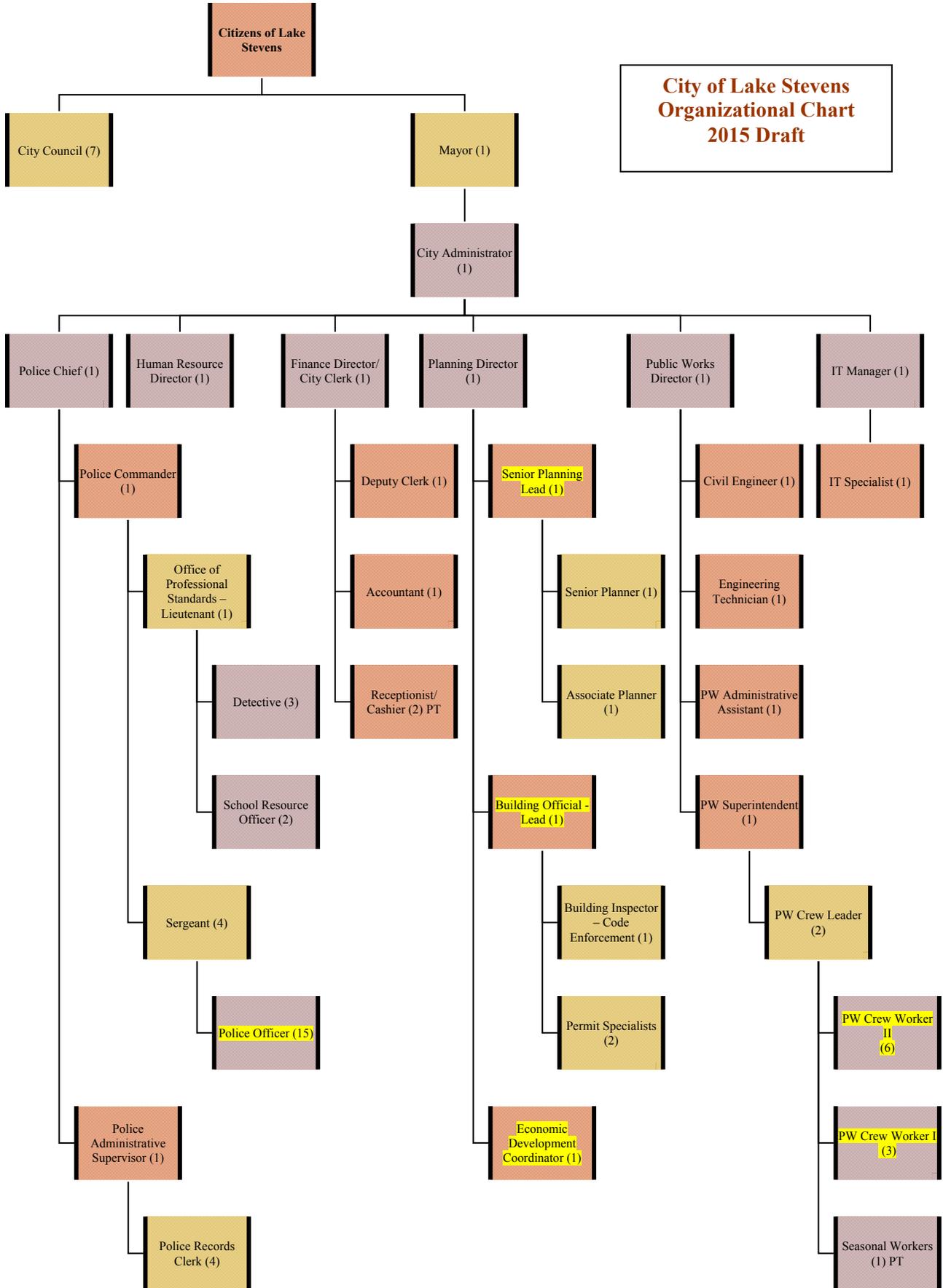
**City of Lake Stevens  
 Proposed Budget 2015**

**Budget Requests by Fund Included in Budget**

<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>2015 Budget</b>
General	Legislative	Council Retreat – RF 2014	\$5,000
General	Legislative	Tablets for Council Members	\$4,000
General	Legislative	Increase of AWC Conferences/SCC Dinners	\$2,000
General	Clerk	Code Updates	\$7,000
General	Clerk	Office Chairs & File Cabinet	\$1,750
General	Finance	Desktop Printer	\$2,050
General	Police	2 Police Vehicles	\$80,000
General	Police	Taser Replacement	\$36,600
General	Police	Training Travel & Meetings	\$15,000
General	Police	Training	\$10,332
General	Police	1 New MDT	\$5,000
General	Police	Interview Room Audio/Visual	\$5,000
General	Police	Range	\$4,300
General	Police	Binoculars (16)	\$4,000
General	Police	Evidence Software - Digital Evidence	\$3,890
General	Police	Camera Body	\$3,600
General	Police	Carpet Repair	\$3,000
General	Police	Live Scan Annual Maintenance (Fingerprint)	\$1,700
General	Police	Gun Cabinet	\$1,500
General	Police	Bike Helmets	\$1,000
General	Police	Metal Detector	\$1,000
General	Police	Accreditation	\$750
General	Police	2 Office Chairs	\$600
General	Police	Patrol Briefing TV	\$575
General	Police	Firearm Maintenance	\$500
General	Police	Range Targets	\$300
General	Parks	Rowing Dock Access Ramp	\$10,000
General	Parks	North Cove Park Resurfacing - RF 2014	\$8,000
General	Parks	Surfacing Material	\$600
General	Parks	Regulation Signage Upgrade - RF 2014	\$6,000
General	Parks	Grant Match for DFW Sign	\$5,000
General	Community	Senior Center Air Condition	\$6,000
General	Community	Aquafest Contribution	\$1,500
General	Community	Grimm House Roof Repair	\$20,000
General	Community	Library Window Replacement - RF 2014	\$5,000
General	Gen Gov't	Lundeen House Upgrades/Repairs	\$5,000
General	Gen Gov't	Contribution to Aerospace Partnership	\$1,000

Street	Street	Pavement Overlay	\$250,000
Street	Street	PW Asset Management Software	\$15,000
Street	Street	Lundeen Weed Abatement	\$12,000
Street	Street	Event Traffic Control Devices	\$10,000
Street	Street	Under Bridge Inspections	\$6,200
Street	Street	High Resolution Aerial Mapping	\$1,600
Storm	Storm	Alum Treatment of Lake	\$100,000
Storm	Storm	Milfoil Treatment of Lake	\$45,000
Storm	Storm	Water Service for Yard @ Decant Facility	\$20,000
Storm	Storm	PW Asset Management Software	\$15,000
Storm	Storm	High Resolution Aerial Mapping	\$1,600
Capital	Dev Contrib	Park Mitigation Funds	\$190,388
Capital	Sidewalk	Grant Matching	\$220,000
Capital	IT - 510	Records/Content Management	\$150,000
Capital	IT - 510	Upgrade Servers/Fiber Connection/Service	\$68,798
Capital	IT - 510	Upgrade Facility/Security of Server Room	\$28,800
Capital	IT - 510	PC Replacements (10)	\$12,000
Capital	IT - 510	Police MDT Replacement (1)	\$6,000
Capital	IT - 510	Adobe 11 Pro (Upgrade from 9 Pro)	\$2,400
Capital	IT - 510	Wireless Access Point (City Hall)	\$900
Capital	PW	One ton truck with dump and plow	\$82,000
Capital	PW	Compact Excavator	\$60,000
Capital	PW	2 City Admin Vehicle (\$19K from GF)	\$56,000
Capital	PW	Compactor for Track Hoe	\$10,000
Capital	PW	Stand on mower	\$7,400
			<b>\$1,639,633</b>

**City of Lake Stevens  
 Organizational Chart  
 2015 Draft**



<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
<b>Cash</b>	\$ 4,637,985	\$ 5,837,901	\$ 5,837,901	\$ 6,396,194
<b>General Revenue</b>		\$ -		
Real & Personal Property Tax	\$ 2,627,328	\$ 2,726,286	\$ 2,726,286	\$ 3,046,238
Local Retail Sales-Use Tax	\$ 1,846,959	\$ 1,740,851	\$ 1,896,492	\$ 1,908,000
Local Retail Sales-Use Tax (Construction)	\$ 298,173	\$ 307,209	\$ 334,675	\$ 300,000
Criminal Justice Sales-Use Tax	\$ 411,775	\$ 385,454	\$ 435,227	\$ 435,000
Other Govt Utility - Electric	\$ 352,349	\$ 350,238	\$ 375,889	\$ 380,000
Private Utility - Gas	\$ 313,255	\$ 319,734	\$ 390,433	\$ 390,000
Private Utility - Telephone	\$ 534,421	\$ 532,901	\$ 588,834	\$ 589,146
Franchise Fees	\$ 342,090	\$ 345,128	\$ 352,235	\$ 356,020
Gambling Tx - Punch-Pull Tabs	\$ 15,993	\$ 15,864	\$ 13,293	\$ 12,400
Gambling Tx - Amuse Games	\$ -	\$ -	\$ 2,363	\$ 3,500
Leasehold Excise Tax	\$ 6,256	\$ 6,500	\$ 5,047	\$ 5,500
<b>Taxes</b>	<b>\$ 6,748,600</b>	<b>\$ 6,730,165</b>	<b>\$ 7,120,774</b>	<b>\$ 7,425,804</b>
		\$ -		
Bus. Lic - Other	\$ 45,918	\$ 49,362	\$ 47,381	\$ 52,000
Building Permits	\$ 374,039	\$ 300,000	\$ 561,777	\$ 600,000
Animal Licenses	\$ 3,830	\$ 2,000	\$ 1,965	\$ 2,000
Weapon License Permit - Local	\$ 7,372	\$ 7,500	\$ 7,775	\$ 9,500
Other Non-Bus. Event Permits	\$ 1,460	\$ 3,000	\$ 3,979	\$ 3,000
<b>Licenses &amp; Permits</b>	<b>\$ 432,617</b>	<b>\$ 361,862</b>	<b>\$ 622,877</b>	<b>\$ 666,500</b>
		\$ -		
WA TSC - Police	\$ 2,450	\$ -	\$ -	\$ -
DOJ Fed Dir 16.607 BPV Grant	\$ 370	\$ 2,100	\$ 3,627	\$ 2,100
DOJ Fed Ind 16.554 NCHIP	\$ -	\$ 12,270	\$ 12,272	\$ -
DOT Fed Ind 20.609 X52 Speed	\$ -	\$ 5,000	\$ -	\$ -
Equitable Sharing - Fed Seize	\$ 1,800	\$ -	\$ 3,642	\$ -
DHS Fed Ind 97.012 Boat Safety	\$ 21,321	\$ 14,872	\$ 8,731	\$ -
L&I Stay at Work Program	\$ -	\$ -	\$ 10,000	\$ -
PUD Privilege Tax	\$ 87,626	\$ 90,886	\$ 107,791	\$ 90,000
Vessel Registration Fees	\$ 11,511	\$ 11,363	\$ 11,393	\$ 11,300
City-County Assistance	\$ 93,177	\$ 63,000	\$ 94,446	\$ 83,000
Crim Jus - Violent Crimes-Pop	\$ 6,857	\$ 6,535	\$ 7,400	\$ 6,535
Crim Jus - Special Programs	\$ 25,521	\$ 24,485	\$ 27,411	\$ 24,485
DUI & Other Crim Jus Assist	\$ 5,180	\$ 5,000	\$ 5,233	\$ 5,200
Liquor-Beer Excise Tax	\$ 19,099	\$ 42,000	\$ 53,643	\$ 42,000
Liquor Control Board Profits	\$ 256,276	\$ 247,000	\$ 257,408	\$ 254,067
Housing Authority Pay In Lieu	\$ 269	\$ 135	\$ 135	\$ 135
<b>Grants &amp; State Remits</b>	<b>\$ 531,457</b>	<b>\$ 524,646</b>	<b>\$ 603,132</b>	<b>\$ 518,822</b>
		\$ -		
Accting Srv - ILA Lobbying	\$ 20,250	\$ 20,250	\$ 5,660	\$ -
Sales of Maps-Publications	\$ -	\$ -	\$ 23	\$ -
Duplicating Srv	\$ 1,346	\$ 1,600	\$ 1,084	\$ 1,100

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
Duplicating Srv - PRR	\$ 15	\$ 30	\$ 28	\$ 35
Duplicating Srv - Laminate	\$ 1,306	\$ 1,500	\$ 1,348	\$ 1,500
Election Candidate Filing Fee	\$ 180	\$ 500	\$ -	\$ 200
Passports	\$ 44,613	\$ 56,076	\$ 55,484	\$ 60,000
Passport Photos	\$ 12,976	\$ 16,150	\$ 17,704	\$ 15,000
LE Services - Extra Duty	\$ 8,891	\$ 11,748	\$ 14,882	\$ 3,500
LE Services - SRO	\$ 138,537	\$ 133,037	\$ 133,037	\$ 144,325
LE - Fingerprinting	\$ 5,741	\$ 5,784	\$ 5,741	\$ 5,000
Protective Inspections - Fire	\$ 406	\$ 500	\$ 1,084	\$ 500
Information Srv- ILA	\$ 76,838	\$ 78,030	\$ 78,478	\$ 80,563
Zoning and Subdivision Fees	\$ 156,074	\$ 80,000	\$ 90,000	\$ 75,000
Planning - Developer Reimburse	\$ 33,280	\$ 7,000	\$ 7,618	\$ 1,500
Reimb - Sno Isle Library	\$ 5,372	\$ 5,000	\$ 5,243	\$ 5,000
Boating Safety Class	\$ -	\$ -	\$ -	\$ -
<b>Charges for Services</b>	<b>\$ 505,824</b>	<b>\$ 417,205</b>	<b>\$ 417,415</b>	<b>\$ 393,223</b>
		\$ -		
Mandatory Insurance-Admin Fee	\$ 49	\$ 100	\$ 49	\$ 100
District Court	\$ 179,721	\$ 190,878	\$ 144,811	\$ 160,000
Violations Bureau - Local	\$ 6,899	\$ 7,500	\$ 6,995	\$ 7,000
Animal Impound Fees	\$ 586	\$ 300	\$ 650	\$ 500
<b>Fines &amp; Penalties</b>	<b>\$ 187,256</b>	<b>\$ 198,778</b>	<b>\$ 152,506</b>	<b>\$ 167,600</b>
		\$ -		
Investment Interest	\$ 6,773	\$ 6,000	\$ 5,863	\$ 6,000
Real & Personal Prop Tax Int	\$ (599)	\$ -	\$ (234)	\$ -
Sales & Use Tax Interest	\$ 446	\$ 500	\$ 591	\$ 500
Leasehold Excise Tax Interest	\$ -	\$ -	\$ 1	\$ -
Special Events - Rental Reimb	\$ 1,920	\$ 1,500	\$ 2,185	\$ 1,500
Boat Launch Parking Fees	\$ 6,527	\$ 5,000	\$ 7,550	\$ 6,200
Boat Launch Closure Fees	\$ -	\$ -	\$ -	\$ -
Facilities Rental - Short Term	\$ 8,592	\$ 8,000	\$ 8,200	\$ 8,000
Lease LT - Lundeen House	\$ 7,119	\$ 8,472	\$ -	\$ -
Lease LT City Shop	\$ 25,652	\$ 14,268	\$ 24,459	\$ 24,459
Lease (LT) WWTP Property	\$ -	\$ -	\$ 10	\$ 10
Chamber Office - Other Charges	\$ 450	\$ 600	\$ 600	\$ 600
Arts Commission Donation	\$ 2,639	\$ 2,172	\$ 2,172	\$ -
Arts-Sidewalk Chalk	\$ -	\$ 125	\$ 80	\$ 125
Donation-Police Dept	\$ -	\$ 8,688	\$ 8,688	\$ -
Private Grants	\$ 183	\$ 1,050	\$ 2,265	\$ 200
Unclaimed Money & Property	\$ 301	\$ 500	\$ -	\$ -
Sale of Scrap & Junk Property	\$ 372	\$ -	\$ -	\$ -
Sale of Confiscated & Forfeite	\$ 2,472	\$ 1,000	\$ 2,034	\$ 2,000
Misc Rev. Judgment-Settlement	\$ 2,031	\$ 1,200	\$ 2,530	\$ 2,500
Employee Reimb Contrib- Guns	\$ 1,565	\$ -	\$ -	\$ -

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
Cash Adjustments	\$ 20	\$ -	\$ (25)	\$ -
Miscellaneous Revenue -Other	\$ 874	\$ 1,200	\$ 1,292	\$ 1,200
Misc - Minor GL Corrections	\$ -	\$ -	\$ -	\$ -
<b>Misc Revenues</b>	<b>\$ 67,340</b>	<b>\$ 60,275</b>	<b>\$ 68,260</b>	<b>\$ 53,294</b>
		\$ -		
Refundable Customer Deposits	\$ -	\$ 200	\$ 400	\$ 200
Seizure -State Remit Portion	\$ 275	\$ 100	\$ 347	\$ 100
<b>Agency Deposits</b>	<b>\$ 275</b>	<b>\$ 300</b>	<b>\$ 747</b>	<b>\$ 300</b>
		\$ -		
Refunds or Overpayments	\$ 1,829	\$ 100	\$ 340	\$ 100
Insurance Recoveries	\$ 729		\$ 608	
Sale of Capital Assets			\$ 7,409	
<b>Non Revenues</b>	<b>\$ 2,558</b>	<b>\$ 100</b>	<b>\$ 8,357</b>	<b>\$ 100</b>
		\$ -		
<b>Revenue</b>	<b>\$ 8,475,926</b>	<b>\$ 8,293,331</b>	<b>\$ 8,994,069</b>	<b>\$ 9,225,643</b>
		\$ -		
<b>Expense</b>				
Legislative & Executive				
Legislative - Salaries	\$ 30,050	\$ 42,000	\$ 31,867	\$ 42,000
Legislative - Social Security	\$ 2,299	\$ 3,213	\$ 2,438	\$ 3,213
Legislative - Workmans Compen	\$ 56	\$ -	\$ 80	
Legislative - Operating Costs	\$ 157	\$ 300	\$ 229	\$ 300
Operating Costs - Tablets		\$ -	\$ -	\$ 4,000
Legislative - Travel & Mtgs	\$ 1,113	\$ 1,000	\$ 1,907	\$ 2,000
Legislative - Rentals	\$ 1,236	\$ 1,000	\$ 833	\$ 1,000
Legislative - Prof. Developmen	\$ 620	\$ 600	\$ 1,273	\$ 1,200
Legislative-C.C.Retreat	\$ -	\$ 2,500	\$ -	\$ 5,000
Legislative- Elections Cost	\$ -	\$ 10,000	\$ 6,803	\$ -
Legislative-Voter Reg Fees	\$ 38,640	\$ 39,722	\$ 32,352	\$ 40,000
<b>Legislative</b>	<b>\$ 74,170</b>	<b>\$ 100,335</b>	<b>\$ 77,780</b>	<b>\$ 98,713</b>
		\$ -		
Executive - Salaries	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
Executive - Social Security	\$ 1,102	\$ 1,457	\$ 1,102	\$ 1,383
Executive - Workmans Comp	\$ 89	\$ -	\$ 73	
Executive - Supplies	\$ -	\$ -	\$ 99	\$ 100
Executive - Communication	\$ 1,006	\$ 1,050	\$ 1,060	\$ 1,050
Executive - Travel & Mtgs	\$ 475	\$ 1,000	\$ 1,000	\$ 1,000
Executive - Miscellaneous	\$ 12	\$ 100	\$ 5	\$ 100
Executive - Prof. Development	\$ 310	\$ 500	\$ 500	\$ 500
Executive - Board Appreciation	\$ -	\$ 200	\$ 200	\$ 200
<b>Executive</b>	<b>\$ 17,393</b>	<b>\$ 18,707</b>	<b>\$ 18,437</b>	<b>\$ 18,733</b>
		\$ -		
Administration				

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
AD-Salaries	\$ 67,366	\$ 92,448	\$ 93,049	\$ 113,620
AD-Benefits	\$ 10,062	\$ 30,403	\$ 31,113	\$ 37,582
AD-Social Security	\$ 4,772	\$ -		
AD-Retirement	\$ 5,401	\$ -		
AD-Workmans Compensation	\$ 173	\$ -		
AD-Office Supply	\$ 145	\$ 250	\$ 250	\$ 150
AD-Professional Services	\$ 150	\$ -		\$ -
AD-Communications	\$ 1,233	\$ 1,241	\$ 1,213	\$ 1,250
AD-Travel & Meetings	\$ 1,073	\$ 700	\$ 700	\$ 1,000
AD-Repair & Maintenance	\$ -	\$ -	\$ -	\$ -
AD-Staff Development	\$ 850	\$ 500	\$ 100	\$ 600
AD-Miscellaneous	\$ 100	\$ 250	\$ 250	\$ 250
<b>Administration</b>	<b>\$ 91,325</b>	<b>\$ 125,792</b>	<b>\$ 126,675</b>	<b>\$ 154,452</b>
		\$ -		
City Clerk				
CC-Salaries	\$ 58,991	\$ 88,355	\$ 77,861	\$ 102,554
CC-Overtime	\$ -	\$ -		
CC-Benefits	\$ 10,865	\$ 34,657	\$ 32,884	\$ 37,119
CC-Social Security	\$ 4,609	\$ -		
CC-Retirement	\$ 4,937	\$ -		
CC-Workmans Compensation	\$ 263	\$ -		
CC-Office Supply	\$ 1,937	\$ 750	\$ 900	\$ 1,750
CC-Professional Services	\$ 3,859	\$ 3,000	\$ 10,000	\$ 7,000
CC-Communications	\$ 769	\$ 744	\$ 633	\$ 750
CC-Travel & Meetings	\$ 46	\$ 922	\$ 500	\$ 984
CC-Repair & Maintenance	\$ -	\$ -		\$ -
CC-Miscellaneous	\$ 245	\$ 255	\$ 100	\$ 200
CC-Misc CC Fees DOL	\$ 642	\$ 700	\$ 569	\$ -
CC-Staff Development	\$ -	\$ 1,150	\$ 500	\$ 900
<b>City Clerk</b>	<b>\$ 87,162</b>	<b>\$ 130,533</b>	<b>\$ 123,948</b>	<b>\$ 151,257</b>
Finance				
FI-Salaries	\$ 76,943	\$ 113,596	\$ 117,126	\$ 118,076
FI-Benefits	\$ 12,350	\$ 40,278	\$ 40,875	\$ 40,488
FI-Social Security	\$ 5,843	\$ -		
FI-Retirement	\$ 6,330	\$ -		
FI-Workmans Comp	\$ 294	\$ -		
FI-Office Supplies	\$ 1,391	\$ 1,800	\$ 2,554	\$ 2,050
FI-Professional Service	\$ 25,386	\$ 1,000	\$ -	\$ 30,000
FI-Advertising	\$ 178	\$ 200	\$ 100	\$ 200
FI-Communications	\$ 371	\$ 390	\$ 382	\$ 400
FI-Travel & Meetings	\$ 82	\$ 1,425	\$ 1,000	\$ 1,575
FI-Insurance	\$ 122	\$ 135	\$ 127	\$ 127

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
FI-Software Maint	\$ 83,594	\$ 29,553	\$ 29,614	\$ 10,000
FI-Miscellaneous	\$ 105	\$ 300	\$ 100	\$ 300
FI-Staff Development	\$ 665	\$ 1,225	\$ 595	\$ 1,225
FI-Banking Services	\$ 687	\$ 1,500	\$ 648	\$ 1,500
<b>Finance</b>	<b>\$ 214,339</b>	<b>\$ 191,402</b>	<b>\$ 193,120</b>	<b>\$ 205,941</b>
		\$ -		
Human Resources				
HR-Safety Program	\$ 1,252	\$ 1,250	\$ 1,250	\$ 1,250
HR-Wellness Program	\$ 1,128	\$ 1,000	\$ 1,000	\$ 1,000
HR-Salaries	\$ 50,140	\$ 70,541	\$ 73,593	\$ 76,613
HR-Benefits	\$ 5,681	\$ 20,200	\$ 20,716	\$ 22,703
HR-Soc Security	\$ 3,805	\$ -		
HR-Retirement	\$ 4,115	\$ -		
HR-Workmans Compensation	\$ 182	\$ -		
HR-Office Supplies	\$ 165	\$ 350	\$ 172	\$ 350
HR-Operating Cost	\$ -	\$ 800	\$ 800	\$ 150
HR-Professional Services	\$ 276	\$ 420	\$ 1,446	\$ 720
HR-Communications	\$ 831	\$ 871	\$ 815	\$ 871
HR-Travel & Meetings	\$ 253	\$ 300	\$ 300	\$ 900
HR-Miscellaneous	\$ 482	\$ 500	\$ 629	\$ 500
HR - Staff Development	\$ 100	\$ 450	\$ 270	\$ 625
HR-Civil - Professional Srv	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
<b>Human Resources</b>	<b>\$ 70,109</b>	<b>\$ 98,382</b>	<b>\$ 102,691</b>	<b>\$ 107,382</b>
		\$ -		
Information Technology				
IT-Salaries	\$ 112,778	\$ 138,037	\$ 140,734	\$ 136,867
IT-Overtime	\$ 610	\$ 1,200	\$ 500	\$ 500
IT-Benefits	\$ 29,150	\$ 59,611	\$ 60,067	\$ 60,898
IT-Soc Security	\$ 8,525	\$ -		
IT-Retirement	\$ 9,293	\$ -		
IT-Workmans Compensation	\$ 442	\$ -		
IT-Office Supplies	\$ 279	\$ 600	\$ 600	\$ 600
IT-Fuel	\$ 296	\$ 450	\$ 100	\$ 450
IT-Communications	\$ 2,007	\$ 1,987	\$ 1,808	\$ 1,987
IT-Travel & Meetings	\$ -	\$ 250	\$ -	\$ 600
IT-Repair & Maintenance	\$ -	\$ 300	\$ -	\$ 300
IT-Miscellaneous	\$ -	\$ 100	\$ 100	\$ 100
IT-Staff Development	\$ 2,500	\$ 2,500	\$ -	\$ 250
<b>Information Technology</b>	<b>\$ 165,881</b>	<b>\$ 205,035</b>	<b>\$ 203,909</b>	<b>\$ 202,552</b>
		\$ -		
Planning & Community Develop				
PL-Salaries	\$ 331,077	\$ 319,495	\$ 291,472	\$ 397,432
PL-Overtime	\$ -	\$ -	\$ 211	

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
PL-Benefits	\$ 75,272	\$ 128,156	\$ 123,849	\$ 157,707
PL-Social Security	\$ 24,817	\$ -		
PL-Retirement	\$ 26,463	\$ -		
PL-Workmans Comp	\$ 1,302	\$ -		
Pension and Other Benefits	\$ -	\$ -	\$ 13,512	\$ -
PL-Office Supplies	\$ 1,770	\$ 2,300	\$ 1,618	\$ 2,300
PL-Operating Costs	\$ 1,468	\$ 1,500	\$ 1,424	\$ 1,500
PL-Small Tools	\$ -	\$ 1,200	\$ -	\$ 1,200
PL-Professional Serv	\$ 5,669	\$ 4,000	\$ 2,591	\$ 4,000
PL-CA-Developer Reimb	\$ 29,471	\$ 7,000	\$ 14,195	\$ 7,000
PL-Software Maint.	\$ -	\$ 5,430	\$ 5,430	\$ 5,430
PL-Advertising	\$ 7,532	\$ 8,000	\$ 7,853	\$ 8,000
PL-Communication	\$ 3,570	\$ 2,881	\$ 3,045	\$ 2,881
PL-Travel & Mtgs	\$ 1,185	\$ 1,500	\$ 1,000	\$ 1,840
PL-Repairs & Maint.	\$ 1,047	\$ 1,400	\$ 500	\$ 1,400
PL-Miscellaneous	\$ 74	\$ 150	\$ 200	\$ 200
PL-Staff Development	\$ 1,600	\$ 2,350	\$ 1,916	\$ 2,150
PL-Printing and Bindin	\$ 461	\$ 500	\$ 165	\$ 1,000
PL-Prof Serv-Hearing E	\$ 8,691	\$ 7,500	\$ 7,500	\$ 7,500
PL-GIS Mapping	\$ -	\$ -	\$ -	\$ -
PL-Commision - Travel & Mtgs	\$ -	\$ -	\$ -	\$ -
PL-Commission - Misc	\$ 24	\$ 100	\$ 100	\$ 100
PL-Economic Devel	\$ 26,304	\$ 495,000	\$ 495,000	\$ 300,000
PL-Capital Outlay	\$ 5,430	\$ -		\$ -
<b>Planning &amp; Community Develop</b>	<b>\$ 553,226</b>	<b>\$ 988,462</b>	<b>\$ 971,580</b>	<b>\$ 901,640</b>
		\$ -		
PB-Salaries	\$ 132,502	\$ 185,019	\$ 183,018	\$ 231,625
PB-Overtime	\$ -	\$ -		
PB-Benefits	\$ 32,904	\$ 95,376	\$ 95,038	\$ 93,648
PB-Social Security	\$ 9,914	\$ -		
PB-Retirement	\$ 10,786	\$ -		
PB-Workmans Comp	\$ 2,279	\$ -		
PB-Office Supplies	\$ 1,151	\$ 2,200	\$ 776	\$ 2,200
PB-Operating Cost	\$ 672	\$ 550	\$ 740	\$ 550
PB-Fuel	\$ 1,212	\$ 1,200	\$ 1,564	\$ 1,200
PB-Professional Srv	\$ 4,151	\$ 4,500	\$ 2,500	\$ 6,500
PB-Advertising	\$ -	\$ -	\$ 900	\$ 500
PB-Communication	\$ 159	\$ 275	\$ 1,111	\$ 1,175
PB-Travel & Mtgs	\$ 154	\$ 450	\$ 150	\$ 800
PB-Repair & Maintenance	\$ 564	\$ 500	\$ -	\$ 1,200
PB-Miscellaneous	\$ 280	\$ 500	\$ 220	\$ 670
PB-Staff Development	\$ 737	\$ 1,200	\$ 1,200	\$ 700
PB-Capital Outlay	\$ -	\$ -		\$ -

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
<b>Building</b>	<b>\$ 197,466</b>	<b>\$ 291,770</b>	<b>\$ 287,217</b>	<b>\$ 340,768</b>
		\$ -		
Law Enforcement				
LE-Salaries	\$ 2,131,224	\$ 2,288,846	\$ 2,113,790	\$ 2,388,367
LE-Salaries Extra Duty	\$ 9,189	\$ 10,000	\$ 10,000	\$ 10,000
LE-Holiday Cashout	\$ -	\$ 85,000	\$ 85,000	\$ -
LE-Boating Salaries Local	\$ 8,550	\$ 10,353	\$ 7,054	\$ 10,353
LE-Boating - Other Salaries	\$ 5,593	\$ 6,160	\$ 3,107	\$ -
LE-Overtime	\$ 209,309	\$ 200,000	\$ 309,074	\$ 200,000
LE-Benefits	\$ 501,439	\$ 949,743	\$ 905,167	\$ 1,081,581
LE-Social Security	\$ 178,252	\$ -		\$ -
LE-Retirement	\$ 124,710	\$ -		\$ -
LE-Workmans Compensation	\$ 52,862	\$ -		\$ -
LE-Clothing	\$ 28,992	\$ 38,000	\$ 38,000	\$ 31,600
LE- Boating Benefit Local	\$ 2,297	\$ 4,193	\$ 3,050	\$ 4,193
LE-Boat Other Benefits	\$ 938	\$ 2,640	\$ 830	\$ -
LE-Boating Clothing	\$ 194	\$ 800	\$ 500	\$ 500
LE-Office Supplies	\$ 17,989	\$ 20,000	\$ 20,000	\$ 20,000
Accreditation		\$ -		\$ 750
Office Sup - 2 -Chairs		\$ -		\$ 600
LE-Operating Costs	\$ 25,007	\$ 58,123	\$ 58,123	\$ 48,400
LE - OP - Range Targets		\$ -		\$ 300
LE - OP - Firearm Maint		\$ -		\$ 500
Evidence Software - Digital Evidence		\$ -		\$ 3,890
Binoculars (16)		\$ -		\$ 4,000
Training Guns		\$ -		\$ -
RedMan DT Suit		\$ -		\$ -
Gun Cabinet		\$ -		\$ 1,500
Patrol Briefing TV		\$ -		\$ 575
Security Fencing		\$ -		\$ -
LE- Ops NW Computers	\$ 13,283	\$ 15,940	\$ 3,056	\$ 5,000
LE- Exp Helmets	\$ -	\$ -	\$ -	\$ 1,000
LE-Fuel	\$ 70,065	\$ 83,769	\$ 85,281	\$ 83,769
LE-Boating Operating	\$ 714	\$ 3,400	\$ 3,400	\$ 200
LE-Boating-Fuel	\$ 579	\$ 1,000	\$ 1,000	\$ 1,200
LE-Investigations-Operating	\$ 1,176	\$ 2,925	\$ 2,925	\$ -
Investigations - Metal Detector		\$ -		\$ 1,000
Investigations - Camera Body		\$ -		\$ 3,600
LE-Traffic Policing-Grants	\$ -	\$ -	\$ -	\$ -
LE-Domestic Violence	\$ -	\$ -		\$ -
LE-Professional Services	\$ 45,986	\$ 35,000	\$ 35,000	\$ 35,000
LE - Prof Srv - Carpet Repair		\$ -		\$ 3,000
LE - Prof Srv - Live Scan Maint		\$ -		\$ 1,700

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
LE-Prof Serv-Lexipol	\$ 4,450	\$ 4,450	\$ 4,450	\$ 7,300
LE-Professional Srv-Legal	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
LE-Advertising	\$ 269	\$ -	\$ 1,058	\$ 1,000
LE-Communication	\$ 29,658	\$ 33,000	\$ 33,000	\$ 33,000
LE-Travel & Meetings	\$ 9,704	\$ 7,326	\$ 7,326	\$ 15,000
LE-Insurance	\$ 124,804	\$ 96,940	\$ 96,940	\$ 145,422
LE-Repair & Maintenance	\$ 66,269	\$ 75,000	\$ 70,138	\$ 75,000
LE-Miscellaneous	\$ 1,966	\$ 2,000	\$ 2,000	\$ 2,000
LE - Misc Investigations	\$ 624	\$ 5,000	\$ 5,000	\$ 5,000
LE-Boating-Travel	\$ -	\$ 1,100	\$ 350	\$ 2,050
LE-Boating Repair & Maint	\$ 1,105	\$ 2,000	\$ 2,000	\$ 2,000
LE-Investigations Misc	\$ -	\$ 1,000	\$ 1,000	\$ -
LE-Staff Development	\$ 8,870	\$ 14,125	\$ 14,125	\$ 10,332
LE-Staff Development - Range	\$ 1,955	\$ 2,200	\$ 2,200	\$ 4,300
LE-Boating-Staff Development	\$ -	\$ -	\$ -	\$ -
LE-Utilities	\$ 13,880	\$ 11,171	\$ 12,601	\$ 13,800
LE-Evidence Room-Alarm	\$ 919	\$ 2,000	\$ 2,000	\$ 2,000
LE-Drug Task Force	\$ 7,256	\$ 7,500	\$ 7,500	\$ 7,500
LE-Jail	\$ 286,401	\$ 300,000	\$ 288,865	\$ 300,000
LE-Snopac Dispatch	\$ 436,829	\$ 388,000	\$ 388,000	\$ 395,000
LE-Environmental-Animal Control	\$ 24,904	\$ 30,000	\$ 13,880	\$ 20,000
LE-Capital Equipment	\$ -	\$ 26,020	\$ 26,946	\$ -
EOC Equipment		\$ -		\$ -
Interview Room Audio/Visual		\$ -		\$ 5,000
Taser Replacement		\$ -		\$ 36,600
3 vehicles in the Equipment Fund		\$ -		\$ -
LE-Seizure-Forfeit-State Remit	\$ -	\$ 1,000	\$ 500	\$ 1,000
GG-Contrib Police Capital Fund	\$ 108,000	\$ 160,000	\$ 160,000	\$ 160,000
LE-Transfers Out Boat	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
<b>Law Enforcement</b>	<b>\$ 4,556,213</b>	<b>\$ 5,013,724</b>	<b>\$ 4,852,236</b>	<b>\$ 5,213,882</b>
		\$ -		
Parks				
PK-Salaries	\$ 50,297	\$ 10,597	\$ 10,823	\$ 17,585
PK-Seasonal Salaries	\$ -	\$ 20,000	\$ 12,000	\$ 12,000
PK-Overtime	\$ 495	\$ -	\$ 2,000	\$ 2,000
PK-Benefits	\$ 8,703	\$ 4,366	\$ 4,400	\$ 9,236
PK-Seasonal Benefits	\$ -	\$ 8,000	\$ 1,500	\$ 2,000
PK-Social Security	\$ 4,411	\$ -		
PK-Retirement	\$ 4,066	\$ -		
PK-Workmans Compensation	\$ 2,061	\$ -		
PK-Operating Costs	\$ 8,957	\$ 17,300	\$ 10,171	\$ 11,800
PK-Grant Match for DFW sign		\$ -		\$ 5,000
PK-Ops-Clothing	\$ 2,024	\$ 2,600	\$ 500	\$ 2,600

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
PK-Eagle Ridge Pk-Ops	\$ 102	\$ 500	\$ 500	\$ 500
PK-Lundeen-Op Costs	\$ 5,633	\$ 4,000	\$ 2,000	\$ 4,000
PK-North Cove Park Ops	\$ -	\$ 1,200	\$ 100	\$ 1,200
PK-Swim Beach Ops	\$ -	\$ -	\$ -	\$ 600
PK - Boat Launch Expense	\$ 352	\$ 400	\$ 400	\$ 400
PK-Fuel Costs	\$ 298	\$ 500	\$ 500	\$ 500
PK-Professional Services	\$ 77	\$ 500	\$ 566	\$ 500
PK-Communication	\$ 1,571	\$ 1,920	\$ 1,854	\$ 1,920
PK-Travel & Meetings	\$ -	\$ 200	\$ 200	\$ 200
PK-Equipment Rental	\$ 3,222	\$ 3,000	\$ 2,876	\$ 3,000
PK-Insurance	\$ 3,044	\$ 3,196	\$ 3,174	\$ 3,460
PK-Utilities	\$ 7,600	\$ 10,000	\$ 9,176	\$ 10,000
PK-Storm Drainage	\$ 2,432	\$ 2,432	\$ 2,432	\$ 2,432
PK-Repair & Maintenance	\$ 5,154	\$ 6,000	\$ 3,533	\$ 6,000
PK-Lundeen-Repair & Maint	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
PK-Miscellaneous	\$ -	\$ 150	\$ 150	\$ 150
PK-Staff Development	\$ 50	\$ 250	\$ 250	\$ 250
PK-Park Board-Miscellaneous	\$ -	\$ 150	\$ 16	\$ 150
PK-Capital Outlay	\$ -	\$ 14,000	\$ -	\$ 14,000
PK-Capital Outlay - Rowing Dock ramp approach	\$ -	\$ -		\$ 10,000
<b>Parks</b>	<b>\$ 110,548</b>	<b>\$ 112,461</b>	<b>\$ 70,321</b>	<b>\$ 122,683</b>
		\$ -		
Legal				
LG-Professional Service	\$ 79,029	\$ 70,000	\$ 147,035	\$ 70,000
PG-Prosecutor Fees	\$ 98,275	\$ 102,000	\$ 102,960	\$ 102,000
LG-General Indigent Defense	\$ 72,985	\$ 175,000	\$ 89,730	\$ 175,000
<b>Legal</b>	<b>\$ 250,288</b>	<b>\$ 347,000</b>	<b>\$ 339,725</b>	<b>\$ 347,000</b>
		\$ -		
Community				
CS-Visitor Center	\$ 778	\$ 750	\$ 750	\$ 750
CS-Aging Services-Supplies	\$ -	\$ -	\$ 6,679	\$ 250
Senior Center - Carpet small back Room		\$ -		\$ -
Senior Center - Air Conditioner in kitchen		\$ -		\$ 6,000
Senior Center - Additional Power Service		\$ -		\$ -
Senior Center - Adtl Power Outlets Dining Area		\$ -		\$ -
CS-Library-Office & Operating	\$ 4,090	\$ 2,000	\$ 1,578	\$ 2,000
CS-Arts Commission	\$ 4,825	\$ 4,603	\$ 4,954	\$ 2,500
CS-Community Activity-Aquafest	\$ 1,801	\$ 2,000	\$ 3,106	\$ 2,500
CS-Community Center-Ops	\$ 1,766	\$ 1,900	\$ 1,577	\$ 1,900
CS-Aging Services-Utilities	\$ 1,697	\$ 1,500	\$ 282	\$ 1,500
CS-Special Event-Eqp Rent	\$ 1,492	\$ 1,500	\$ 500	\$ 1,500
CS-Library-Professional Svc	\$ -	\$ -	\$ -	\$ -
CS-Library-Utilities	\$ 5,243	\$ 6,761	\$ 6,479	\$ 7,000

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
CS-Library Storm Drainage	\$ 562	\$ 563	\$ 563	\$ 563
CS-Library-Repair & Maint.	\$ 1,554	\$ 8,000	\$ 8,813	\$ 500
CS-Historical-Communications	\$ 159	\$ 288	\$ 162	\$ 288
CS-Historical-Utilities	\$ 414	\$ 830	\$ 1,013	\$ 830
CS-Community Center - Cleaning	\$ 1,193	\$ 1,200	\$ 1,380	\$ 1,200
CS-Community Center - Comm	\$ 159	\$ 172	\$ 162	\$ 172
CS-Community Center-Utilities	\$ 3,797	\$ 4,407	\$ 4,935	\$ 5,000
CS-Community Center - R & M	\$ 1,071	\$ 700	\$ 409	\$ 700
CS-Grimm House Expenses	\$ 330	\$ 566	\$ 589	\$ 566
Roof Repair		\$ -		\$ 20,000
Exterior Repair & painting		\$ -		\$ -
CS-Library - Capital Outlay - Windows	\$ -	\$ 5,000	\$ -	\$ 5,000
Parking Lot Reconstruction		\$ -		\$ -
Lighting & minor Electrical		\$ -		\$ -
Exterior Painting		\$ -		\$ -
HVAC		\$ -		\$ -
CS-Community Center - Capital	\$ -	\$ 10,000	\$ 10,000	\$ -
<b>Community</b>	<b>\$ 30,930</b>	<b>\$ 52,740</b>	<b>\$ 53,930</b>	<b>\$ 60,719</b>
		\$ -		
General Government				
GG-Salaries Regular	\$ 2,371	\$ 14,423	\$ 14,540	\$ 20,894
GG-Pollution Earthday Salaries	\$ 358	\$ 800	\$ -	\$ 800
GG-Salaries Overtime	\$ -	\$ -	\$ -	
GG-Benefits	\$ 347	\$ 6,141	\$ 3,428	\$ 10,563
GG-Social Security	\$ 175	\$ -	\$ 1,158	
GG-Retirement	\$ 195	\$ -	\$ 1,411	
GG-Workers Compensation	\$ 6	\$ -	\$ 277	
GG-Pollution Earthday Benefits	\$ -	\$ 400	\$ -	\$ 400
GG-Operating	\$ 9,669	\$ 7,000	\$ 10,359	\$ 7,000
Lundeen House Upgrade/Repairs		\$ -		\$ 5,000
GG-Fuel	\$ 105	\$ 200	\$ 96	\$ 200
GG-Protectective Insp Enforce	\$ -	\$ 1,000	\$ -	\$ 1,000
GG-Pollution Earthday Supplies	\$ 18	\$ 300	\$ 27	\$ 300
GG-Advisory Srv-Lobbying-Hwy9	\$ 30,000	\$ 27,000	\$ 9,071	\$ -
GG-Advisory Srv - Lobbying	\$ 15,120	\$ 62,000	\$ 59,745	\$ 62,000
GG-Municipal Court Fees	\$ 78,875	\$ 100,000	\$ 70,304	\$ 100,000
GG-Professional Service	\$ 1,841	\$ 6,550	\$ 5,605	\$ 6,550
GG-Communication	\$ 4,064	\$ 4,000	\$ 3,712	\$ 4,000
GG-Equipment Rental	\$ 1,501	\$ 1,625	\$ 1,516	\$ 1,625
GG-Insurance	\$ 41,431	\$ 4,110	\$ 5,424	\$ 4,247
GG-Utilities	\$ 14,374	\$ 16,816	\$ 15,629	\$ 16,816
GG-Storm Drainage	\$ 2,881	\$ 2,881	\$ 2,881	\$ 3,198
GG-Repair & Maintenance	\$ 5,137	\$ 3,000	\$ 4,813	\$ 3,000

<b>001- General Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
GG-Miscellaneous	\$ 625	\$ 2,500	\$ 2,108	\$ 2,500
GG-Advertising	\$ 504	\$ 300	\$ 605	\$ 300
GG-PRR - Print-Copy	\$ -	\$ -	\$ -	\$ -
GG-PSRC	\$ 8,271	\$ 8,300	\$ 8,252	\$ 8,300
GG-Chamber of Commerce	\$ -	\$ -	\$ -	\$ -
GG - WA Aerospace Partnership		\$ -		\$ 1,000
GG-Economic Alliance	\$ 3,000	\$ 4,000	\$ 3,000	\$ 4,000
GG-Visitor Center	\$ -	\$ -	\$ 770	\$ 770
GG-AWC	\$ 19,287	\$ 19,683	\$ 19,683	\$ 20,027
GG-SnoCo Tomorrow	\$ 5,083	\$ 5,225	\$ 5,093	\$ 5,225
GG-Excise Tax	\$ 1,619	\$ 1,868	\$ 2,182	\$ 2,500
GG-Judgments & Settlements	\$ 15,598	\$ -	\$ 137,500	\$ 110,000
GG-Emergency	\$ 31,706	\$ 32,566	\$ 32,566	\$ 33,670
GG-Air Pollution	\$ 12,854	\$ 12,769	\$ 12,769	\$ 12,769
GG-Liquor Tax to SnoCo	\$ 5,503	\$ 6,000	\$ 6,215	\$ 6,000
GG-Refunds	\$ 1,793	\$ 500	\$ 1,000	\$ 500
<b>General Government</b>	<b>\$ 314,312</b>	<b>\$ 351,957</b>	<b>\$ 441,740</b>	<b>\$ 455,154</b>
		\$ -		
GG-Contrib PW Cap (1/3 x 2 Admin Vehicles)				\$ 19,040
GG-Contrib to Unemployment	\$ 9,677	\$ 3,787	\$ 3,787	\$ -
GG-Contrib to Treas Trust	\$ -	\$ 10,000	\$ -	\$ -
GG-Contrib to Equip Rep Comp	\$ 33,032	\$ 68,680	\$ 68,680	\$ 153,000
GG-Trsfr to Cum Res Fund 002	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
GG - Transfer of Construction Sales Tax to reserve	\$ -			\$ 300,000
GG - Transfer to Municipal Arts	\$ -	\$ -		\$ 20,000
GG-Trsfr to Library Annex Fund	\$ 500,000	\$ -	\$ -	
<b>Interfund Transfers Out</b>	<b>\$ 542,709</b>	<b>\$ 582,467</b>	<b>\$ 572,467</b>	<b>\$ 992,040</b>
		\$ -		
<b>General Fund Expense</b>	<b>\$ 7,276,072</b>	<b>\$ 8,610,767</b>	<b>\$ 8,435,775</b>	<b>\$ 9,372,916</b>
<b>General Fund Ending Cash</b>	<b>\$ 5,837,839</b>	<b>\$ 5,520,465</b>	<b>\$ 6,396,194</b>	<b>\$ 6,248,921</b>
<b>Reserve Percentage</b>	69%	67%	71%	68%

<b>002 - General Fund Reserve</b>	<b>As of YE 2013</b>	<b>2014 Current Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Base REQUESTS</b>
<b>Beginning Balance</b>	\$ 1,597,267	\$ 2,099,970	\$ 2,099,970	\$ 2,602,172
<b>Revenues</b>				
Investment Interest	\$ 2,703	\$ 3,000	\$ 2,102	\$ 3,000
Uncashed Checks	\$ -	\$ 100	\$ 100	\$ 100
Transfer In	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
<i>Construction Sales Tax</i>				\$ 300,000
<b>Total Revenue</b>	<b>\$ 502,703</b>	<b>\$ 503,100</b>	<b>\$ 502,202</b>	<b>\$ 803,100</b>
Unclaimed Checks Paid	\$ -	\$ 8,050	\$ -	\$ 8,050
Transfer Out	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 8,050</b>	<b>\$ -</b>	<b>\$ 8,050</b>
<b>Ending Balance</b>	<b>\$ 2,099,970</b>	<b>\$ 2,595,020</b>	<b>\$ 2,602,172</b>	<b>\$ 3,397,222</b>

<b>101 - Street Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
<b>Street</b>				
<b>Cash</b>	\$ 2,274,508	\$ 2,770,385	\$ 2,770,385	\$ 3,308,278
Revenue				
Real & Personal Property Tax	\$ 1,021,739	\$ 1,060,222	\$ 1,060,222	\$ 1,184,648
Other Govt Utility - Electric	\$ 352,349	\$ 350,238	\$ 375,889	\$ 380,000
<b>Taxes</b>	<b>\$ 1,374,088</b>	<b>\$ 1,410,460</b>	<b>\$ 1,436,111</b>	<b>\$ 1,564,648</b>
Other Non-Bus. ROW Permits	\$ 19,750	\$ 15,049	\$ 24,221	\$ 15,049
<b>License &amp; Permits</b>	<b>\$ 19,750</b>	<b>\$ 15,049</b>	<b>\$ 24,221</b>	<b>\$ 15,049</b>
WA TSC - School Zone	\$ -	\$ 23,850	\$ 23,850	
MVFT - City Streets	\$ 589,383	\$ 560,941	\$ 585,581	\$ 558,913
WA TIB - Arterial Preservation	\$ -	\$ 203,901	\$ 137,116	
<b>Grants</b>	<b>\$ 589,383</b>	<b>\$ 788,692</b>	<b>\$ 746,547</b>	<b>\$ 558,913</b>
Street - PW Services	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Street - Plan Checking Service	\$ 100	\$ -		\$ -
<b>Charges for Services</b>	<b>\$ 100</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
Investment Interest	\$ 3,664	\$ 3,341	\$ 2,873	\$ 3,341
Street Op Special Assessment	\$ 2,710	\$ 500	\$ 6,432	\$ 500
Sale of Scrap & Junk Property	\$ -	\$ -	\$ -	\$ -
Misc Rev. Judgment-Settlement	\$ 2,100	\$ 500	\$ 595	\$ 500
Miscellaneous Revenue - Other	\$ 1,016	\$ 500	\$ 462	\$ 500
<b>Misc Revenues</b>	<b>\$ 9,490</b>	<b>\$ 4,841</b>	<b>\$ 10,363</b>	<b>\$ 4,841</b>
Insurance Recoveries - Capital	\$ 2,867	\$ -	\$ 10,314	\$ 5,000
Insurance Recoveries - Non Cap	\$ 21,505	\$ 5,000	\$ 934	\$ 5,000
<b>Other Sources</b>	<b>\$ 24,372</b>	<b>\$ 5,000</b>	<b>\$ 11,248</b>	<b>\$ 10,000</b>
<b>Street Revenue</b>	<b>\$ 2,017,183</b>	<b>\$ 2,226,042</b>	<b>\$ 2,230,490</b>	<b>\$ 2,155,451</b>
Expense				
ST-Salaries	\$ 535,305	\$ 572,170	\$ 562,392	\$ 657,058
ST-Overtime	\$ 13,786	\$ 20,000	\$ 20,000	\$ 20,000
ST-Benefits	\$ 129,874	\$ 258,968	\$ 258,058	\$ 309,202
ST-Social Security	\$ 43,776	\$ -		
ST-Retirement	\$ 46,643	\$ -		\$ -
ST-Workmans Compensation	\$ 11,804	\$ -		\$ -
ST- Clothing & Boot Allowance		\$ 2,340	\$ 2,340	\$ 2,860
<b>Salaries &amp; Benefits</b>	<b>\$ 781,188</b>	<b>\$ 851,138</b>	<b>\$ 840,450</b>	<b>\$ 989,120</b>
ST-Safety Program	\$ 2,355	\$ 2,028	\$ 2,028	\$ 2,100
ST-Fuel	\$ 22,021	\$ 20,000	\$ 16,111	\$ 15,000

<b>101 - Street Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
ST-Sidewalk Repair Supply	\$ 517	\$ 9,000	\$ 42	\$ 9,000
ST-Traffic Control - Supply	\$ 8,195	\$ 48,000	\$ 26,618	\$ 66,000
ST - Event Traffic Control Supply		\$ -		\$ 10,000
ST-Snow & Ice - Sply	\$ 9,030	\$ 12,000	\$ 12,000	\$ 12,000
ST-Roadside - Supply	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
ST-Clothing	\$ 2,474	\$ 1,160	\$ 132	\$ 1,160
ST-Office Supplies	\$ 1,736	\$ 2,250	\$ 377	\$ 2,250
ST-Operating Cost	\$ 28,828	\$ 35,400	\$ 29,779	\$ 30,000
Op - PW Asset Management Software				\$ 15,000
Op - High Resolution Aerial Map		\$ -		\$ 1,600
<b>Supplies</b>	<b>\$ 75,156</b>	<b>\$ 132,838</b>	<b>\$ 90,086</b>	<b>\$ 167,110</b>
ST-Overlays	\$ 277,753	\$ 462,000	\$ 362,000	\$ 250,000
ST-Advertising	\$ 171	\$ 3,000	\$ 1,269	\$ 3,000
ST-Professional Service	\$ 20,280	\$ 34,649	\$ 34,649	\$ 24,000
Prof Srv - Under Bridge Inspect		\$ -		\$ 6,200
Prof Srv - Lundeen Weed Abate		\$ -		\$ 12,000
ST-Rentals-Leases	\$ 732	\$ 1,399	\$ 1,092	\$ 1,300
ST-Repair & Maintenance	\$ 51,176	\$ 50,000	\$ 38,553	\$ 50,000
ST-Miscellaneous	\$ 977	\$ 1,000	\$ 1,025	\$ 1,000
ST-Staff Development	\$ 684	\$ 800	\$ 800	\$ 1,058
ST-Lighting - Utilities	\$ 151,335	\$ 158,910	\$ 154,603	\$ 158,910
ST-Lighting - R&M	\$ 1,700	\$ 2,000	\$ 2,000	\$ 2,000
ST-Traffic Control -Utility	\$ 1,775	\$ 2,000	\$ 2,722	\$ 2,000
ST-Traffic Control - R&M	\$ 18,345	\$ 12,000	\$ 16,861	\$ 12,000
ST-Traf Control - Guardrail	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
ST-Street Cleaning	\$ 13,355	\$ 20,000	\$ 20,000	\$ 20,000
ST-Roundabout Landscape	\$ -	\$ 4,000	\$ -	\$ 4,000
ST-Prof Srv - Legal	\$ 133	\$ 2,750	\$ 2,125	\$ 2,750
ST-Software Maint & Support	\$ 1,208	\$ 1,200	\$ 518	\$ 1,200
ST-Communications	\$ 4,348	\$ 3,860	\$ 3,316	\$ 3,860
ST-Travel & Meetings	\$ 154	\$ 800	\$ 800	\$ 980
ST-Insurance	\$ 22,765	\$ 44,173	\$ 44,057	\$ 51,055
ST-Utilities	\$ 1,903	\$ 2,432	\$ 2,688	\$ 2,432
ST-Facilities R&M	\$ -	\$ 2,000	\$ 2,000	
<b>Services</b>	<b>\$ 568,792</b>	<b>\$ 811,973</b>	<b>\$ 694,078</b>	<b>\$ 612,745</b>
ST-Storm Drainage	\$ 2,455	\$ 2,455	\$ 2,455	\$ 2,455
ST - SWM Debt Srv Chrg	\$ 6,608	\$ 6,608	\$ 6,608	\$ 6,608
<b>Inter Govt Expenditures</b>	<b>\$ 9,063</b>	<b>\$ 9,063</b>	<b>\$ 9,063</b>	<b>\$ 9,063</b>
ST-Capital Purchases	\$ 15,873	\$ 10,500	\$ 10,500	\$ -
ST-Sidewalk Capital Project	\$ -	\$ -		\$ -

<b>101 - Street Fund</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
ST-36th Street Bridge Repair	\$ -	\$ -		\$ -
ST-Cap Proj-Mini Roundabouts	\$ -	\$ 43,000	\$ -	\$ -
ST-Traffic Control-Capital	\$ 23,876	\$ -		\$ -
<b>Capital Outlays</b>	<b>\$ 39,749</b>	<b>\$ 53,500</b>	<b>\$ 10,500</b>	<b>\$ -</b>
ST-Street Fund-Contr Computer	\$ 2,915	\$ 5,660	\$ 5,660	\$ 58,500
ST-Contribution To Equip Fund	\$ 39,900	\$ 41,097	\$ 39,900	\$ 95,480
ST-Contrib To Unemployment	\$ 3,817	\$ 1,900	\$ 1,900	\$ -
ST-Transfer Out-PWTF Loan Fund	\$ 976	\$ 960	\$ 960	\$ 960
<b>Interfund Transfers Out</b>	<b>\$ 47,608</b>	<b>\$ 49,617</b>	<b>\$ 48,420</b>	<b>\$ 154,940</b>
<b>Street Expenditures</b>	<b>\$ 1,521,556</b>	<b>\$ 1,908,129</b>	<b>\$ 1,692,597</b>	<b>\$ 1,932,978</b>
<b>Ending Cash</b>	<b>\$ 2,770,135</b>	<b>\$ 3,088,298</b>	<b>\$ 3,308,278</b>	<b>\$ 3,530,751</b>

<b>303 - REET I</b>	<b>As of</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b>Line Item Description</b>	<b>YE 2013</b>	<b>Current Budget</b>	<b>Estimated Ending</b>	<b>EXEC. REQUESTS</b>
<b>REET Funds</b>				
Estimated Beginning Fund Balance	794,467	830,538	830,538	941,185
Real Estate Excise Taxes	410,999	300,000	484,461	400,000
Grade Rd Basin Charge	-		-	
<b>TOTAL Charges for service</b>	<b>410,999</b>	<b>300,000</b>	<b>484,461</b>	<b>400,000</b>
Investment Interest	1,230	1,000	854	1,000
Transfer in from 305				1,640
Prior Period Adjustment	-			
<b>TOTAL Miscellaneous Revenue</b>	<b>1,230</b>	<b>1,000</b>	<b>854</b>	<b>2,640</b>
<b>TOTAL REVENUES</b>	<b>412,228</b>	<b>301,000</b>	<b>485,315</b>	<b>402,640</b>
<b>TOTAL RESOURCES</b>	<b>1,206,695</b>	<b>1,131,538</b>	<b>1,315,853</b>	<b>1,343,825</b>
Police Station Debt - 2004	103,320	105,769	105,769	102,532
Debt Pmt - Prop Purch 2008 (1997 ref)	229,472	225,183	225,183	220,478
Debt Pmt - 2010A (City Shop)	-		-	
Debt Pmt - 2010 B ( Ref)	20,748	21,098	21,098	465,374
<b>Total Operating Transfers</b>	<b>353,540</b>	<b>352,050</b>	<b>352,050</b>	<b>788,384</b>
800 Mhz Capital	22,618	22,618	22,618	22,618
<b>Total Public Safety</b>	<b>22,618</b>	<b>22,618</b>	<b>22,618</b>	<b>22,618</b>
<b>TOTAL USES</b>	<b>376,158</b>	<b>374,668</b>	<b>374,668</b>	<b>811,002</b>
<b>Ending Fund Balance</b>	<b>830,538</b>	<b>756,870</b>	<b>941,185</b>	<b>532,823</b>
<b>304 - REET II</b>				
<b>Line Item Description</b>	<b>As of</b>	<b>2014</b>	<b>2014</b>	<b>2014</b>
<b>Line Item Description</b>	<b>YE 2013</b>	<b>Current Budget</b>	<b>Estimated Ending</b>	<b>EXEC. REQUESTS</b>
<b>REET Funds</b>				
Estimated Beginning Fund Balance	1,221,432	1,560,217	1,560,217	1,970,482
Real Estate Excise Taxes	410,999	300,000	483,207	400,000
Grade Rd Basin Charge	-		-	
<b>TOTAL Charges for service</b>	<b>410,999</b>	<b>300,000</b>	<b>483,207</b>	<b>400,000</b>
Investment Interest	1,951	1,000	1,573	1,000
<b>TOTAL Miscellaneous Revenue</b>	<b>1,951</b>	<b>1,000</b>	<b>1,573</b>	<b>1,000</b>
<b>TOTAL REVENUES</b>	<b>412,949</b>	<b>301,000</b>	<b>484,780</b>	<b>401,000</b>
<b>TOTAL RESOURCES</b>	<b>1,634,381</b>	<b>1,861,217</b>	<b>2,044,997</b>	<b>2,371,482</b>
Cap - ROW		49,181		
Debt Pmt - 2010 A ( City Shop)	74,164	74,515	74,515	74,164
<b>Total Operating Transfers</b>	<b>74,164</b>	<b>123,696</b>	<b>74,515</b>	<b>74,164</b>
<b>TOTAL USES</b>	<b>74,164</b>	<b>123,696</b>	<b>74,515</b>	<b>74,164</b>
<b>Ending Fund Balance</b>	<b>1,560,217</b>	<b>1,737,521</b>	<b>1,970,482</b>	<b>2,297,318</b>



<b>401 - Sewer Fund</b>	<b>As of</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b>Line Item Description</b>	<b>YE 2013</b>	<b>Budget</b>	<b>Estimated Ending</b>	<b>Budget</b>
Sewer Fund - Operating				
Estimated Operating Beginning Fund Balance	310,473	294,394	294,394	268,834
Operating Agreement with District	109,980	109,980	85,600	77,040
<b>Total Charges for service</b>	<b>109,980</b>	<b>109,980</b>	<b>85,600</b>	<b>77,040</b>
Investment Interest-Operating	564	600	350	350
Lease (LT) WWTP Property	10	10	10	10
Prior Year's Correction (PPA)	0		0	
Reimb from Sewer Dist Debt Service	1,326,760	1,320,104	1,320,104	1,310,291
Misc revenue	0			
<b>Total Miscellaneous Revenue</b>	<b>1,327,335</b>	<b>1,320,714</b>	<b>1,320,464</b>	<b>1,310,651</b>
Total Operating Revenues	1,437,315	1,430,694	1,406,064	1,387,691
Total Resources	1,747,788	1,725,088	1,700,458	1,656,525
Operating Expenditures:				
Sewer Fund - Salaries	85,158	74,653	74,755	48,000
Sewer Fund - Benefits	31,844	28,421	27,379	20,000
<b>Total Salaries &amp; Benefits</b>	<b>117,003</b>	<b>103,074</b>	<b>102,134</b>	<b>68,000</b>
Storm Drainage - Sewer Properties	9,329	9,736	9,736	9,736
Sewer Fund - Travel & meetings	27			
Sewer Fund - Professional Services	274			
<b>Total Services &amp; Charges</b>	<b>9,630</b>	<b>9,736</b>	<b>9,736</b>	<b>9,736</b>
2008 Debt Service Transfer	136,976	134,116	134,116	130,946
PWTF Debt Service	1,189,784	1,185,638	1,185,638	1,179,345
<b>Total Other Expenditures</b>	<b>1,326,760</b>	<b>1,319,754</b>	<b>1,319,754</b>	<b>1,310,291</b>
Total Operating Expenditures	1,453,393	1,432,564	1,431,624	1,388,027
<b>Operating Net Income</b>	<b>294,394</b>	<b>292,524</b>	<b>268,834</b>	<b>268,498</b>

<b>410 - Storm &amp; Surface Water</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
<b>Storm &amp; Surface Water</b>				
<b>Cash</b>	<b>\$ 945,999</b>	<b>\$ 1,274,891</b>	<b>\$ 1,274,891</b>	<b>\$ 1,616,473</b>
WA DOE - Capacity	\$ 59,257	\$ 50,000	\$ 10,000	\$ 50,000
WA DOE - LID - G1100280	\$ 80	\$ 28,000	\$ 10,000	
WA DOE - Milfoil G1300127	\$ -	\$ 20,440	\$ 24,356	\$ -
<b>State Grant</b>	<b>\$ 59,337</b>	<b>\$ 98,440</b>	<b>\$ 44,356</b>	<b>\$ 50,000</b>
		\$ -		
Storm Drainage Charges	\$ 1,397,591	\$ 1,319,751	\$ 1,463,035	\$ 1,478,140
SnoCo Aerator Contrib	\$ 574	\$ 200	\$ 200	\$ 200
SnoCo Weed Abate Contrib.	\$ 8,283	\$ 15,088	\$ 10,238	\$ 15,088
<b>Charges for Services</b>	<b>\$ 1,406,448</b>	<b>\$ 1,335,039</b>	<b>\$ 1,473,473</b>	<b>\$ 1,493,428</b>
		\$ -		
Investment Interest	\$ 1,388	\$ 1,315	\$ 1,200	\$ 1,315
Storm Misc Revenues	\$ 370	\$ -	\$ -	\$ -
<b>Misc Revenues</b>	<b>\$ 1,758</b>	<b>\$ 1,315</b>	<b>\$ 1,200</b>	<b>\$ 1,315</b>
<b>Storm &amp; Surface Water Revenue</b>	<b>\$ 1,502,430</b>	<b>\$ 1,434,794</b>	<b>\$ 1,519,028</b>	<b>\$ 1,544,743</b>
<b>Expense</b>				
SW-Salaries	\$ 525,828	\$ 471,716	\$ 465,159	\$ 566,545
SW-Overtime		\$ 2,500	\$ 728	\$ 2,500
SW-Benefits	\$ 138,577	\$ 219,894	\$ 219,133	\$ 276,280
SW-Social Security	\$ 35,155	\$ -		\$ -
SW-Retirement	\$ 38,300	\$ -		\$ -
SW-Workmans Compensation	\$ 8,631	\$ -		\$ -
SW-Clothing & Boot Allowance	\$ 1,900	\$ 2,340	\$ 2,340	\$ 2,860
SW-Aerator - Salaries	\$ -	\$ -	\$ -	\$ -
SW-Aerator - Benefits	\$ -	\$ -	\$ -	\$ -
<b>Salaries &amp; Benefits</b>	<b>\$ 748,390</b>	<b>\$ 696,450</b>	<b>\$ 687,360</b>	<b>\$ 848,185</b>
SW-Safety Program	\$ 1,698	\$ 2,028	\$ 2,028	\$ 2,100
SW-Clothing	\$ 38	\$ 1,160	\$ 100	\$ 1,160
SW-Office Supplies	\$ 515	\$ 2,250	\$ 1,225	\$ 2,250
SW-Operating Costs	\$ 19,314	\$ 34,000	\$ 25,748	\$ 30,000
Op - PW Asset Management Software				\$ 15,000
Op - High Resolution Aerial Map		\$ -	\$ -	\$ 1,600
SW-Fuel	\$ 3,795	\$ 20,000	\$ 13,577	\$ 15,000
SW-Small Tools	\$ 716	\$ -	\$ 922	\$ -
SW-Aerator O & M	\$ -	\$ -	\$ -	\$ -
<b>Supplies</b>	<b>\$ 26,075</b>	<b>\$ 59,438</b>	<b>\$ 43,600</b>	<b>\$ 67,110</b>
SW-Professional Services	\$ 14,854	\$ 12,500	\$ 9,657	\$ 12,500
SW-Milfoil Treatment	\$ -	\$ -	\$ -	\$ 45,000
SW-Street Cleaning	\$ 5,857	\$ 20,000	\$ 20,000	\$ 20,000

<b>410 - Storm &amp; Surface Water</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
SW-Software Maint & Support	\$ -	\$ 1,200	\$ -	\$ 1,200
SW-Advertising	\$ 844	\$ 1,200	\$ 960	\$ 1,200
SW-Communications	\$ 4,307	\$ 3,558	\$ 3,329	\$ 3,558
SW-Travel & Meetings	\$ 15	\$ 500	\$ -	\$ 600
SW-Excise Taxes	\$ 23,180	\$ 26,045	\$ 25,251	\$ 26,045
SW-Equipment Rental	\$ 82	\$ 2,500	\$ 1,000	\$ 2,500
SW-Rentals-Leases	\$ -	\$ 100	\$ -	\$ 100
SW-Insurance	\$ 21,826	\$ 79,155	\$ 79,037	\$ 59,112
SW-Utilities	\$ 1,903	\$ 2,026	\$ 1,842	\$ 2,026
SW-Drainage	\$ 2,455	\$ 2,455	\$ 2,455	\$ 2,455
SW-Repairs & Maintenance	\$ 10,028	\$ 50,000	\$ 29,088	\$ 50,000
SW-Miscellaneous	\$ 193	\$ 300	\$ 123	\$ 300
SW-Staff Development	\$ 496	\$ 400	\$ -	\$ 300
SW-Water/Soil-Contract R&M Op	\$ 101,507	\$ 100,000	\$ 95,680	\$ 100,000
SW-Aerator Monitori	\$ 24,911	\$ 10,000	\$ 12,733	\$ 10,000
SW-Aerator Utilities	\$ 2,597	\$ 2,000	\$ 2,225	\$ 2,000
SW-Aerator Repairs	\$ -	\$ -	\$ -	
<b>Services</b>	<b>\$ 215,055</b>	<b>\$ 313,939</b>	<b>\$ 283,380</b>	<b>\$ 338,896</b>
		\$ -		
DOE G1100060 Capacity Sal	\$ 184	\$ 8,000	\$ -	
DOE G1100280 LID Grant Sal	\$ -	\$ 2,000	\$ 254	
DOE G1100060 Capacity Ben	\$ 27	\$ 2,000	\$ -	
DOE G1100280 LID Benefit	\$ -	\$ 1,000	\$ -	
DOE - Capacity G1100060 Exp	\$ 31,199	\$ 40,000	\$ -	
DOE - G1100280 LID Exp	\$ 2,100	\$ 25,000	\$ 22,605	
DOE FY14 Milfoil Grant	\$ 32,474	\$ 27,250	\$ 27,250	
DOE G1400295 - Capacity Exp	\$ -	\$ -	\$ 10,000	\$ 40,000
<b>Grants</b>	<b>\$ 65,985</b>	<b>\$ 105,250</b>	<b>\$ 60,109</b>	<b>\$ 40,000</b>
SW-Customer Billing	\$ 29,239	\$ 30,000	\$ 30,784	\$ 34,000
SW-DOE Annual Permit	\$ 4,122	\$ 31,000	\$ 34,396	\$ 35,000
SW-Diking District Contrib	\$ 19,956	\$ 20,000		\$ -
<b>Inter Govt Expenditures</b>	<b>\$ 53,317</b>	<b>\$ 81,000</b>	<b>\$ 65,180</b>	<b>\$ 69,000</b>
SW-Parkway Crossing Det Pond	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
<b>Debt Service</b>	<b>\$ 10,700</b>	<b>\$ 10,700</b>	<b>\$ 10,700</b>	<b>\$ 10,700</b>
Water Service for Yard @ Decant Facility	\$ -	\$ -	\$ -	\$ 20,000
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
		\$ -		
SW-Contribution Cap Equip Fund	\$ 12,000	\$ 45,700	\$ 12,000	\$ 58,500
SW-Contr Computer Equip	\$ 2,915	\$ 5,660	\$ 5,660	\$ 41,480
SW-Contrib To Unemployment	\$ 3,381	\$ 2,313	\$ 2,313	\$ -

<b>410 - Storm &amp; Surface Water</b>	<b>2013 Ending Balance</b>	<b>2014 Current Budget</b>	<b>2014 Estimated Ending</b>	<b>2015 Executive Budget</b>
SW-Transfer to Aerator Equip	\$ 35,720	\$ 7,144	\$ 7,144	\$ 7,144
<b>Interfund Transfers Out</b>	<b>\$ 54,016</b>	<b>\$ 60,817</b>	<b>\$ 27,117</b>	<b>\$ 107,124</b>
<b>Storm &amp; Surface Water Expenses</b>	<b>\$ 1,173,538</b>	<b>\$ 1,327,594</b>	<b>\$ 1,177,447</b>	<b>\$ 1,501,015</b>
<b>Ending Cash</b>	<b>\$ 1,274,891</b>	<b>\$ 1,382,091</b>	<b>\$ 1,616,473</b>	<b>\$ 1,660,201</b>

510 Computer Equipment	YE 2013	2014 Amended Budget	Estimated Ending 2014	2015 EXEC REQUESTS
<b>Beginning Balance</b>	\$ 87,193	\$ 95,956	\$ 95,956	\$ 89,544
<b>Revenues</b>				
Contributed Capital	\$ 38,861	\$ 80,000	\$ 80,000	\$ 120,000
Records Content Management System Contribution				\$ 150,000
Invest Interest	\$ 137	\$ 100	\$ 100	\$ 100
Intergovernmental Shared Services	\$ 2,101	\$ 2,217	\$ 2,101	\$ 2,217
<b>Total Revenue</b>	\$ 41,100	\$ 82,317	\$ 82,317	\$ 272,317
<b>Ongoing Renewals and Maintenance</b>				
Barracuda subscription renewal	\$ 4,203	\$ 4,448	\$ 4,203	\$ 4,400
SSL Certificate Godaddy	\$ 177	\$ 180	\$ 180	\$ 200
.Gov Domain Name	\$ 125	\$ 140	\$ 140	\$ 150
Antivirus	\$ 1,260	\$ 2,000	\$ 1,807	\$ 2,000
Firewall Public Works/evidence/Fairweather	\$ 339	\$ 340	\$ 961	\$ 1,000
Website (through 2015)	\$ 10,689	\$ 10,689	\$ 11,608	\$ 3,475
Mitel Phone Support (annual renewal)	\$ 2,841	\$ 3,000	\$ 3,000	\$ 3,000
Storage Contoller Yearly Maintenance (annual renewal)	\$ 2,610	\$ 2,619	\$ 923	\$ -
Citrix - Server Cluster (annual renewal)	\$ 282	\$ 282	\$ 282	\$ 300
Dell Server Extended Support Service (2 servers) (1time)	\$ 3,842	\$ -	\$ -	\$ -
Firewall/ Subscription Renewal		\$ 3,500	\$ 3,000	\$ 1,500
Meraki Cloud Management Subscription (2 Units)				\$ 100
AppAsure Backup Yearly Maintance				\$ 2,500
Upgrade Symatec Backup Software		\$ 7,000	\$ 6,808	
Meraki MR66 Wireless Access Pt - Cloud (just PD)		\$ 1,300	\$ 1,300	
<b>Purchase Computer Equip and Software</b>				
Hardrive Purchase		\$ 600	\$ 600	\$ 600
PC Replacements - (\$1,200 ea)	\$ 5,969	\$ 6,000	\$ 7,318	\$ 12,000
Police MDC Replacements (\$3K ea)	\$ -			\$ 6,000
Upgrade Exchange Server/Windows/Office to 2013		\$ 30,300	\$ 30,259	
Fix network cabling at the PD		\$ 3,000	\$ 2,340	
Planning Printer/Copier/Scanner Replacement		\$ 14,000	\$ 14,000	
Upgrade Adobe 9 to Adobe 11 Pro (20 Licenses)				\$ 2,400
Replacement Batteries for UPS x 2				\$ 360
Meraki MR66 Wireless Access Pt - Cloud (City Hall)				\$ 900
Server Room/Hardware/Software IT Upgrades -- NW-				\$ 79,098
Secondary A/C Unit				\$ 7,500
Back up Generator				\$ 20,000
Records-Content Management System				\$ 150,000
<b>Total Expenses</b>	\$ 32,337	\$ 89,398	\$ 88,729	\$ 297,483
<b>Ending Balance</b>	\$ 95,956	\$ 88,875	\$ 89,544	\$ 64,378

<b>520 Capital Equipment - Police</b>	<b>As of YE 2013</b>	<b>2014 Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Executive Budget</b>
<b>Beginning Balance</b>	\$ 182,091	\$ 221,171	\$ 221,171	\$ 252,604
Cash/AP Correction	\$ 184			
<b>Revenues</b>				
Contributed Capital - Vehicle	\$ 100,000	\$ 160,000	\$ 160,000	\$ 160,000
Contributed Capital - Boat (VRF)	\$ 8,000	\$ 7,000	\$ 8,000	\$ 8,000
Invest Interest	\$ 313	\$ 200	\$ 229	\$ 200
Sale of Scrap/Junk	\$ 1,244	\$ 200	\$ 4,951	\$ 200
<b>Total Revenue</b>	<b>\$ 109,557</b>	<b>\$ 167,400</b>	<b>\$ 173,180</b>	<b>\$ 168,400</b>
Sonar System		\$ 1,700	\$ 1,747	
VEHICLE REPLACEMENT (2)	\$ 70,661	\$ 140,000	\$ 140,000	\$ 80,000
<b>Total Expenses</b>	<b>\$ 70,661</b>	<b>\$ 141,700</b>	<b>\$ 141,747</b>	<b>\$ 80,000</b>
<b>Ending Balance</b>	<b>\$ 221,171</b>	<b>\$ 246,871</b>	<b>\$ 252,604</b>	<b>\$ 341,004</b>
<b>530 - PUBLIC WORKS EQUIPMENT FUND</b>				
	<b>As of YE 2013</b>	<b>2014 Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Executive Budget</b>
<b>Beginning Balance</b>	\$ 224,451	\$ 272,458	\$ 272,458	\$ 221,352
<b>Revenues:</b>				
Investment Interest	\$ 363	\$ 389	\$ 253	\$ 225
Contributed Capital - Streets	\$ 39,900	\$ 39,900	\$ 39,900	\$ 95,480
Contributed Capital - SWM	\$ 12,000	\$ 12,000	\$ 12,000	\$ 41,480
Contributed Capital - GF				\$ 19,040
Sale of Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 52,263</b>	<b>\$ 52,289</b>	<b>\$ 52,153</b>	<b>\$ 156,225</b>
Deicer Tank	\$4,257			
Trailer - Backhoe Transport	\$0	\$ 32,000	\$22,574	
Attenuation Trailer		\$ 20,000	\$16,212	
1 Ton Truck with Dump Box		\$ 50,000	\$55,000	
Ditching Bucket		\$ 4,800	\$1,553	
Walk Behind Grinder		\$ 8,000	\$7,921	
Stand on mower				\$7,400
Compact Excavator				\$60,000
Compactor for Track Hoe				\$10,000
One ton truck with dump and plow				\$82,000
2 City Admin Vehicle (\$19K from GF)				\$56,000
Wide area mower				
5 CY Dump Truck with plow				
<b>Total Expenditures</b>	<b>\$ 4,257</b>	<b>\$ 114,800</b>	<b>\$ 103,260</b>	<b>\$ 215,400</b>
<b>Ending Fund Balance</b>	<b>\$ 272,458</b>	<b>\$ 209,947</b>	<b>\$ 221,352</b>	<b>\$ 162,177</b>
<b>540 - Aerator Replacement</b>				
	<b>As of YE 2013</b>	<b>2014 Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Budget</b>
<b>Beginning Balance</b>	\$ 95,751	\$ 101,047	\$ 101,047	\$ 109,159
<b>Revenues</b>				
Investment Interest	\$ 182	\$ 175	\$ 112	\$ 175
Contributed - Storm Water Fund	\$ 35,720	\$ 7,144	\$ 7,144	\$ 8,930
Contributed - Snohomish County	\$ 4,280	\$ 856	\$ 856	\$ 1,070
<b>Total Revenue</b>	<b>\$ 40,182</b>	<b>\$ 8,175</b>	<b>\$ 8,112</b>	<b>\$ 10,175</b>
Equipment Replacement	\$ -			
Transfer to 410 for Alum Treatment	\$ 34,886			
<b>Total Expenses</b>	<b>\$ 34,886</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balance</b>	<b>\$ 101,047</b>	<b>\$ 109,222</b>	<b>\$ 109,159</b>	<b>\$ 119,334</b>



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 10, 2014

**Subject:** Setting Property Tax Levy and Collection for 2015

**Contact Person/Department:** Barb Stevens - Finance Director **Budget Impact:** Yes

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

Approve Ordinance No. 926 authorizing collection of property tax levy for 2015 and setting the property tax levy.

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**SUMMARY/BACKGROUND:**

The County Assessor requires cities to submit an ordinance to them by November 30<sup>th</sup> each year authorizing the County to collect property taxes on behalf of the city. The ordinance is to state the percentage of increase requested by the City. As of this date the County has only preliminary dollar figures available for new construction and state-owned utilities so the total dollar amount levied may change. Because the City has annexed into the Library and Fire Districts, the City is capped at the “unused” portion of \$3.60. The Library is allowed up to \$0.50, the Fire District is allowed up to \$1.50, leaving the City with the remaining funds, usually \$1.60. If the other Districts do not levy the full amounts, the remaining portions can be levied by the City.

In 2012 and 2013, the assessed property values (AV) within the Lake Stevens city limits decreased significantly bringing the City’s levy rate to its cap at \$1.60/\$1,000 of AV, reducing the amount of property tax allowed to be levied and consequently, “banking capacity” to be levied at a later date. In 2014, the AV increased approximately 8% bringing the City’s levy rate below the cap and allowing for use of the “banked capacity” up to the cap. This “banked capacity” allowed the city to make-up part of lost property tax revenues from prior years. The 2015 preliminary AV shows an approximate increase of 14%, this will continue to bring down the levy rate below the cap allowing for use of the remaining “banked capacity.”

The ordinance authorizes the Snohomish County Assessor to collect property taxes on behalf of the City of Lake Stevens on properties within the city limits. The ordinance includes an estimated 16% increase over the 2014 regular levy due to the amount of banked capacity in the prior years.

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**APPLICABLE CITY POLICIES:**

Per RCW 84.52.020 and RCW 84.52.070 the legislative body must set property tax levies.

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**BUDGET IMPACT:**

The ordinance will set the 2015 property tax levy and contribute revenue to the general and street funds.

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**ATTACHMENTS:**

- ▶ Exhibit A: Ordinance No. 926

CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON

ORDINANCE NO. 926

AN ORDINANCE OF THE CITY OF LAKE STEVENS LEVYING TAXES UPON ALL PROPERTY – REAL, PERSONAL AND UTILITY, SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF LAKE STEVENS, WASHINGTON FOR THE YEAR 2015.

WHEREAS, THE CITY COUNCIL OF LAKE STEVENS DESIRES TO SET THE PROPERTY TAX LEVY FOR 2015;

WHEREAS, THE CITY COUNCIL OF LAKE STEVENS HAS GIVEN NOTICE AS REQUIRED BY LAW OF THE PUBLIC HEARING HELD NOVEMBER 10, 2014, TO CONSIDER THE CITY'S CURRENT EXPENSE BUDGET FOR THE 2015 CALENDER YEAR, PURSUANT TO RCW 84.55.120; AND

WHEREAS, THE CITY COUNCIL OF LAKE STEVENS, AFTER HEARING AND AFTER DULY CONSIDERING ALL REVELENT EVIDENCE AND TESTIMONY PRESENTED, DETERMINED THAT THE CITY OF LAKE STEVENS REQUIRES A REGULAR LEVY IN THE AMOUNT OF \$4,400,000, WHICH INCLUDES AN INCREASE IN PROPERTY TAX REVENUE FROM THE PREVIOUS YEAR, AND AMOUNTS RESULTING FROM THE ADDITION OF NEW CONSTRUCTION AND IMPROVEMENTS TO PROPERTY AND ANY INCREASE IN THE VALUE OF STATE-ASSESSED PROPERTY, AND AMOUNTS AUTHORIZED BY LAW AS A RESULT OF ANY ANNEXATIONS THAT HAVE OCCURRED, AND REFUNDS MADE, IN ORDER TO DISCHARGE THE EXPECTED EXPENSES AND OBLIGATIONS OF THE CITY AND IN ITS BEST INTEREST;

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

Section 1. An increase in the regular property tax levy is hereby authorized for the 2015 levy in the amount of \$599,374 which is a percentage increase of 16% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, and any additional amounts resulting from annexations that have occurred and refunds made as provided by RCW 84.55.010.

Section 2. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in force five (5) days after the date of publication.

PASSED by the City Council of the City of Lake Stevens this 10<sup>th</sup> day of November, 2014.

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Kim Daughtry, Mayor Pro Tem

ATTEST/AUTHENTICATION:

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Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

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Grant Weed, City Attorney

First and Final Reading: November 10, 2014

Published:

Effective Date:



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 10, 2014

**Subject:** Appointment of Salary Commissioners Duerr, Fernalld and Kirk.

**Contact Person/Department:** Steve Edin/Human Resources

**Budget Impact:** None

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

**Confirm the appointment of Mike Duerr, Sue Fernalld and Brent Kirk to the newly formed Lake Stevens Citizen's Commission on Salaries (Lake Stevens Salary Commission).**

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**SUMMARY/BACKGROUND:** On August 25, 2014, City Council passed Ordinance #914 establishing a new Salary Commission for the City of Lake Stevens. Forming the new Commission included establishing an application process for volunteers. Recruitment for volunteers started in September 2014 with three candidates applying. On October 28, 2014 and October 31, 2014, Council President Daughtry, Human Resources Director Edin and Mayor Little interviewed the candidates and found all three to bring a wealth of relevant knowledge to the Commission. Human Resources continues to recruit for the other two vacancies on the Commission.

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**APPLICABLE CITY POLICIES:** Lake Stevens Ordinance #914, Lake Stevens Municipal Code Chapter 2.51 and RCW 35.21.015.

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**BUDGET IMPACT:** None

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**ATTACHMENTS:**

- ▶ Exhibit A: Mayor's Memorandum to City Council.
- ▶ Exhibit B:
- ▶ Exhibit C:

**Office of the Mayor**  
**Vern Little**



**Memorandum**

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**Date:** November 10, 2014  
**To:** Lake Stevens Council Members  
**From:** Mayor Vern Little   
**RE:** Appointment of Salary Commissioners

City staff began seeking applicants for the newly formed Lake Stevens Citizens' Commission on Salaries back in September 2014. Three candidates have applied for the five vacant positions. On October 28, 2014 and October 31, 2014, Council President Daughtry, Human Resources Director Edin and I interviewed the three candidates. After careful consideration, it is my recommendation that the Lake Stevens City Council confirm my appointment of the following candidates:

**1. Mike Duerr**

Mr. Duerr has been a resident of the City of Lake Stevens since 2005. He currently serves in the Human Resources Department for the City of Everett. Mr. Duerr has extensive experience in classification and compensation analysis. Mr. Duerr is also a member of the Society for Human Resources Management.

**2. Sue Fernalld**

Ms. Fernalld has been a resident of the City of Lake Stevens since 2006. She is a retired Budget Analyst from Bellevue College. Ms. Fernalld has extensive experience with salary and benefit calculations for salaried positions. Ms. Fernalld has volunteered in the past with United Way of Snohomish County and Lake Stevens AquaFest.

**3. Brent Kirk**

Mr. Kirk has been a resident of the City of Lake Stevens since 2007. He currently serves as City Administrator/Public Works Director for the City of Granite Falls and has many years of experience working in the Public Sector. Mr. Kirk currently serves as a Lake Stevens Sewer District Commissioner.

All three candidates bring a wealth of relevant knowledge to this Commission. Volunteer applications are available at City Hall, if any Council Member should wish to review them.

Thank you for your consideration.

VL;sre



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

Council Agenda Date: 11/10/14

Subject: Interlocal Agreement for Jail Services (Snohomish County)

Contact Person/Department: Chief Dan Lorentzen Budget Impact: Yes

**SUMMARY:** The current agreement with the Snohomish County Jail expires on December 31, 2014. The Lake Stevens Police Department utilizes the county jail for felony offense bookings and misdemeanor offenses when the Marysville City Jail is at capacity or sentencing exceeds 30 days and subjects in custody can no longer be held at the Marysville Jail and its other contracted facilities.

This agreement includes an increase in the booking and the daily maintenance fees each year of the contract. These costs are being implemented to all cities that contract with Snohomish County for jail services, as they reflect their costs to provide the service.

The Marysville City Jail will continue to be our primary facility for misdemeanor offenses and we believe our proposed 2015 budget will be able to absorb these increases. In future budgeting we will adjust the jail budget accordingly as we monitor the costs associated with utilizing the jail services with Snohomish County.

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**ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign the Interlocal Agreement for Jail Services with Snohomish County.

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**BUDGET IMPACT: Jail Fee Comparison**

Marysville:

2014 Booking fee:	\$42.32	Daily fee: \$63.23
2015 Booking fee:	\$43.27*	Daily fee: \$64.65*
2016 Booking fee:	\$44.24*	Daily fee: \$66.10*

\*based off 2.25% increase in the ILA for each year

Snohomish Co. fees:

2015 Booking fee:	\$95.94	Daily fee: \$84.00-\$201.00
2016 Booking fee:	\$115.00	Daily fee: \$88.50-\$212.00
2017 Booking fee:	\$118.45**	Daily fee: \$93.50-\$223.25

Additional fee rates for other services are listed in this agreement

\*\*based off 3.0% maximum increase in the ILA for 2017

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**RECOMMENDATION(S):** Authorize the Mayor to sign the Interlocal Agreement for Jail Services with Snohomish County.

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**COUNCIL PROCESS/ACTION:**

- ▶ Presentation by: Chief Dan Lorentzen
  - ▶ Comments (proponent) by:
  - ▶ Comments from the audience:
  - ▶ Council Discussion/Action:
- 

**ATTACHMENTS:**

- ▶ Exhibit A: Interlocal Agreement for Jail Services.
-

## INTERLOCAL AGREEMENT FOR JAIL SERVICES BETWEEN SNOHOMISH COUNTY AND THE CITY OF LAKE STEVENS

This INTERLOCAL AGREEMENT FOR JAIL SERVICES BETWEEN SNOHOMISH COUNTY AND THE CITY OF LAKE STEVENS (this "Agreement"), is made and entered into this \_\_\_ day of \_\_\_\_\_, 2014, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County"), and the CITY OF LAKE STEVENS, a municipal corporation of the State of Washington (the "City") pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW.

### RECITALS

**A.** The County currently maintains and operates a correctional facility known as the Snohomish County Corrections Bureau (the "Jail"). In order to assist other jurisdictions, the County from time to time will enter into interlocal agreements to confine in the Jail persons from other jurisdictions.

**B.** The County and City each have the statutory power and authority to maintain and operate a correctional facility and to confine inmates therein.

**C.** The City from time to time desires to confine in the Jail persons who have been arrested, detained or convicted by the City of criminal offenses (the "City Inmates"), and the County is willing to furnish its Jail facilities and personnel in exchange for payment from the City of fees and costs, all as more fully described in this Agreement.

### AGREEMENT

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

**1. Purpose of Agreement.** This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW and Chapter 70.48 RCW. The purpose and intent of this Agreement is for the County and the City to work together efficiently and effectively in order that the County may provide the City with Jail Services (the "Services"), as defined in Section 4 below, based on the rules and conditions set forth in the Jail's policies, procedures, rules and regulations and in this Agreement and any attachments hereto.

**2. Effective Date and Duration.** This Agreement shall not take effect unless and until it has been duly executed by both Parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through December 31, 2017, unless earlier terminated pursuant to the provisions of Section 12 below, PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to two (2) additional three (3) year terms by written notice from the County to the City, PROVIDED FURTHER that each Party's obligations after December 31, 2014, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance

with applicable law.

**3. Administrators.** Each party to this Agreement shall designate an individual (an “Administrator”), who may be designated by title or position, to oversee and administer such party’s participation in this Agreement. The parties’ initial Administrators shall be the following individuals:

County’s Initial Administrator:

Rob Beidler, Corrections Bureau Chief  
Snohomish County Sheriff’s Office  
Corrections Bureau  
3000 Rockefeller Avenue M/S 509  
Everett, Washington 98201

City’s Initial Administrator:

Dennis Taylor, Commander  
Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258

Either party may change its Administrator at any time by delivering written notice of such party’s new Administrator to the other party.

**4. Scope of Services.** As described in this Section 4 and subject to the conditions set forth in Section 5 below, the County will accept City Inmates for purposes of confinement, correction, punishment and/or rehabilitation, and hold such City Inmates until such time as they are lawfully discharged from custody pursuant to law, the terms of a judicial Order of Commitment, and/or returned to the custody of the City:

4.1 Effect of Ordinance, Policies, Procedures, Rules and Regulations. The Jail will be administered by the County in accordance with the ordinance, policies, procedures, rules and regulations of the County and in accordance with the rules and regulations of any agency of the State of Washington empowered to make rules governing the administration of county jails. The City and City Inmates shall be subject to the County’s ordinances, policies, procedures, rules and regulations relating to Jail operations, including any emergency security rules imposed by the County’s Administrator, PROVIDED, HOWEVER, that nothing in this Agreement shall be construed as creating, modifying, or expanding any duty on the part of the County except as specifically provided herein. Nothing in this Agreement shall be interpreted as a delegation by the City, its judicial and law enforcement agencies, to the County of the duty of supervise City Inmates.

4.2 City Access to City Inmates. The City, its officers, employees, or agents, may interview City Inmates inside the confines of the Jail subject to necessary operational and security rules and regulations. Interview rooms will be made available on an equivalent basis to all jurisdictions with inmates in confined in the Jail.

4.3 Transport of City Inmates. The City shall provide or arrange for transportation and security of its inmates to and from the Jail except when (a) the County determines, in its sole discretion, that emergency transportation is necessary in order to secure medical and/or psychiatric evaluation or treatment, or (b) the County determines, in its sole discretion, that transportation is required to support the orderly operation of the Jail. The City

shall provide the County with at least twenty-four (24) hours' notice prior to transporting a City Inmate from the Jail.

4.4 Video Court. Upon request, the County will provide the City with use of the Jail's "Video Court" services, which include, by way of example but not by way of limitation, the following types of services: use of County video camera(s), audio technology, and the video courtroom facility; scheduling inmates for appearances by video; and transporting inmates to and from the video courtroom; PROVIDED, HOWEVER, that the County shall have no liability or obligation for the installation, operation, maintenance, inspection, repair or replacement of the Video Court equipment operated by the City on City property. Appearances made by video shall be scheduled only between the hours of 8:30 am and 4:00 pm, Monday through Friday each week. The County shall have discretion to set the date, time and duration of the City's Video Court. The County will provide the City with a Video Court Schedule no later than ten (10) days after execution of this Agreement. The County may change the City's Video Court Schedule by providing the City with at-least thirty (30) days written notice. The County will deliver the City's Inmate(s) to the video courtroom by at least thirty (30) minutes prior to the City Inmate(s) hearing time so that the City Inmate(s) may prepare for the hearing and meet with his or her respective attorney(s). The City shall provide the County with all paperwork requiring the signature of City Inmate(s) at least thirty (30) minutes before the start of the City's scheduled Video Court time. In the event of a technical problem that the Parties are unable to repair in a timely manner, the Parties shall work together to reschedule the impacted hearings to be reheard within two (2) judicial days.

4.5 Health Care of City Inmates. The County is hereby granted the authority to seek necessary medical, dental and mental health services for City Inmates without consulting with the City. The County shall notify the City prior to seeking treatment, unless immediate treatment is required, in which case, the County will notify the City as soon after the event as reasonably possible. During "Normal Business Hours, defined as Monday through Friday, from 8:00 a.m. to 5:00 p.m., the City's point of contact for City Inmate health issues will be as follows:

Commander Dennis Taylor  
Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258  
(425) 377-3200

Outside Normal Business Hours, the City's point of contact for City Inmate health issues will be as follows:

Commander Dennis Taylor  
(425) 754-2786  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any failure or error by the County to provide the City with proper notification of medical, dental and/or mental health services delivered to a City Inmate shall in no way excuse full, complete and timely payment by the City under Section 6 of this Agreement. The City and the County will comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and County policies and procedures regarding HIPAA.

4.6 Community Corrections. As provided in this Section 4.6 and the Jail's policies and procedures, City Inmates confined to the Jail may serve their time in a Community Corrections Program.

4.6.1 The term "Community Corrections Program" includes Electronic Home Detention, Work/Education Release and Work Crew, as those programs are defined in the Jail's policies and procedures.

4.6.2 Except where a City Inmate is confined in the Jail at the request of multiple jurisdictions of which not all have executed an interlocal agreement in substantially the same form as this Agreement, a City Inmate is eligible to participate in a Community Corrections Program if he or she has been (a) screened by the County and the County has found that the City Inmate meets all statutory and program eligibility requirements, and (b) ordered into a Community Corrections Program by the City's municipal court or other judicial agency.

4.6.3 A City Inmate may be terminated from a Community Corrections Program if: (a) the City municipal court or other judicial agency order the City Inmate terminated from the Program or otherwise amends its earlier order; (b) the County determines, in its sole discretion, that the City Inmate is no longer eligible for the Program, in which case the County will provide notice of such to the City and/or the City's municipal court or other judicial or law enforcement agency within twenty-four (24) hours of the termination. Upon termination from a Program, a City Inmate already in the custody of the County shall be confined in the Jail to serve the remainder of his or her term of confinement. If the City Inmate is not yet in the County's custody at termination, he or she will be the immediate responsibility of the City for all purposes, including, but not limited to, the duty to apprehend.

4.7 Administrative Booking. Upon request by the arresting officer or the City's Administrator and when not otherwise prohibited by statute, court rule or court order, the County shall administratively book and immediately release a City Inmate. The County further reserves the right to administratively book and immediately release a City Inmate when, in the sole discretion of the County's Administrator, the County is unable to accept the City's Inmate for housing and when such action is not otherwise prohibited by statute, court rule or court order.

**5. Conditions of Acceptance of City Inmates.** The County shall provide Services to the City subject to the conditions set forth in this Section 5. Should the County, in its sole discretion, decline to accept or retain custody of a City Inmate for any of the reasons identified in this Section 5, the County shall notify the arresting officer in person or the City's judicial or law enforcement agency of the non-acceptance and the reason for the non-acceptance. Notification

may be made immediately to the arresting officer in person but in any case will be provided no later than 5:00 p.m. the next business day as follows:

Commander Dennis Taylor  
Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258  
(425) 377-3200

Acceptance of a City Inmate into the Jail shall be conditioned upon the following:

5.1 Obligation to Abide by Policies and Procedures. The City, its officers, employees and agents shall follow all Jail policies and procedures.

5.2 Documentation for Legal Basis for Confinement. Absent proper documentation providing a legal basis for confining the City Inmate, the County will have no obligation to receive the City Inmate into custody. Proper documentation for purposes of this section means an arrest warrant, judicial Order of Commitment, other order of a court of competent jurisdiction, or a properly completed Notice of Arrest.

5.3 Health Care Clearance. The County will have no obligation to receive into custody or retain custody of a City Inmate absent a determination, on an ongoing basis, by Jail staff that the City Inmate (a) is medically and psychiatrically able to be housed in the Jail, and (b) does not need medical and/or psychiatric attention that would require treatment at a hospital or other type of health care facility. At all times, the County's Administrator shall have final authority to determine whether a City Inmate is medically and/or psychiatrically fit for Jail.

5.4 Population Limits. The County shall have the right to return City Inmates to City custody if the Jail reaches the maximum allowable population level (the "MAPL"). The MAPL refers to the greatest number of inmates that can be held in the Jail in a safe, secure, and humane manner. The Snohomish County Sheriff or his or her designee shall determine, in his or her sole discretion, the MAPL. Every effort will be made to manage the MAPL, including booking restrictions. In the event that the MAPL is reached and the County determines that inmates must be removed from the Jail, priority for removal shall be as follows:

- (a) Inmates from out-of-county jurisdictions in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the County; then
- (b) Inmates from in-county jurisdictions, including the City, in reverse order from the date of execution of the respective jurisdictions' interlocal agreements with the County; then
- (c) Inmates confined on Snohomish County charges or commitments.

The County's Administrator shall have final authority on MAPL reduction measures, and in the event the County determines that City Inmates shall be removed from the Jail according to this priority schedule, the County will provide the City fourteen (14) days' notice to remove City

Inmates.

5.5 Earned Early Release. The County will release City Inmates in accordance with Chapter 9.94A RCW.

**6. Payment by City.**

6.1 Proportional Billing. The County employs proportional billing practices when invoicing jurisdictions for Services. Attached hereto as Exhibit A and incorporated herein by this reference is an explanation of the County's proportional billing practices. Commensurate with these practices, the City shall be invoiced only its proportionate share of the applicable Fees and Costs, as defined in Section 6.2 below, for a City Inmate under either of the following circumstances:

6.1.1 The City Inmate (a) Is being held on criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order issued by the City's municipal court, (b) Is not being held on any active County felony charge, and (c) Cannot be removed by a Federal agency without regard to local charges; OR

6.1.2 The City Inmate is being held (a) On criminal misdemeanor or gross misdemeanor charge(s) (whether or not formally arraigned) or on a warrant or court order issued by the City's municipal court, and (b) By the State of Washington for violation of the Offender Accountability Act, and the City has declined to transfer custody to the State of Washington.

6.2 Fees and Costs.

6.2.1 The County shall invoice the City a "Booking Fee" for each City Inmate for whom the County provides Services. For purposes of this Agreement, "Booking" means the act of registering, screening, and examining inmates for confinement in the Jail; Administrative Booking pursuant to Section 4.7; inventorying and safekeeping inmates' personal property; maintaining all computerized records of arrest; performing warrant checks; and all other activities associated with processing an inmate for confinement. As of the Effective Date, the current Booking Fee is as follows:

<b>2014 Booking Fee</b>
\$95.94

Subject to any adjustments consistent with Section 6.2.3 below, the Booking Fee beginning January 1, 2015, shall increase as follows:

<b>2015 Booking Fee</b>
\$115.00

Further or additional increases in the Booking Fee beginning January 1, 2016, and each year thereafter shall be calculated pursuant to Section 6.2.3.

6.2.2 The County shall invoice the City a per calendar day “Daily Maintenance Fee” for each City Inmate for whom the County provides Services. For 2014, the Daily Maintenance Fee for all City Inmates is as follows:

<b>2014 Daily Maintenance Fee</b>
\$66.63

Beginning January 1, 2015, the Daily Maintenance Fee shall be calculated based on the housing assignment of the City Inmate as determined by Jail staff pursuant to Jail policies and procedures. Except as where otherwise provided in this Agreement, the housing assignment of a City Inmate is subject to change at any time without notice to the City. Subject to any adjustments consistent with Section 6.2.3 below, the Daily Maintenance Fee for 2015 through 2017 shall be calculated as follows:

<b>Housing Assignment</b>	<b>2015 Daily Maintenance Fee</b>	<b>2016 Daily Maintenance Fee</b>	<b>2017 Daily Maintenance Fee</b>
General Population	\$84.00	\$88.50	\$93.50
Medical and Specialty	\$132.50	\$140.00	\$147.25
Mental Health	\$201.00	\$212.00	\$223.25
Work Release/Work Crew	\$50.00	\$55.00	\$60.00
Electronic Home Detention	\$22.00	\$27.00	\$32.00

Should the parties renew this Agreement beyond December 31, 2017, additional annual increases shall be calculated pursuant to Section 6.2.3.

6.2.3 The Booking Fee and Daily Maintenance Fee shall increase on January 1 of each calendar year during the term of this Agreement by a rate equal to ninety percent (90%) of the Bureau of Labor Statistics Consumer Price Index (Urban Wage Earners) for the Seattle-Tacoma-Bremerton area, measured from June of the prior year to June of the current year, PROVIDED, HOWEVER, that in no event shall the increase be greater than three percent (3%) per calendar year. The County shall provide the City notice of the Booking Fee and Daily Maintenance Fee increases by August 1 of each year.

6.2.3 The County shall invoice the City for all costs incurred for necessary medical, dental, or mental health services to City Inmates, including, but not limited to, all medication, durable medical equipment, ambulance fees, and medical, dental, and mental health services provided outside the Jail (the “Medical Costs”). The Medical Costs do not include routine medical examinations, tests, procedures performed at the Jail by Jail staff or contractors. In addition, the Medical Costs do not include expenses not covered by the City Inmate’s health insurance and/or public assistance for injuries suffered while in the custody of the County. The County will credit amounts

received from the City Inmate's own health insurance and applicable public assistance before billing the City.

6.2.4 The County shall invoice the City a "Video Court Fee" for each scheduled hour of Video Court time. As of the Effective Date, the current Video Court Fee per hour is as follows:

<b>Video Court Fee</b>
\$115.50

The County may increase the Video Court Fee upon thirty (30) days' notice to the City.

6.3 Invoicing and Payment. The City shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the parties. Where complete payment is not tendered within thirty (30) days of the invoice date, the County may charge interest on the outstanding balance at a rate equal to the interest rate on the monthly County investment earnings. Should the City wish to dispute the amount of a particular invoice, it will (a) make complete and timely payment on the outstanding balance, and (b) deliver written notice of the dispute to the County within thirty (30) days of the invoice date. Failure to properly notify the County of any disputed amounts within thirty (30) days of the invoice shall constitute an acceptance by the City of all charges contained therein. Within fifteen (15) days of timely receipt of payment and the City's written notice of dispute, the County shall review the disputed invoice. Should the County resolve the dispute in favor of the City, the disputed amounts will be credited towards the City's next billing cycle, PROVIDED, HOWEVER, that upon termination of this Agreement, the County shall pay out to the City any such credited amounts. Withholding payment of any amount billed, regardless of whether the City has provided timely written notice of a disputed invoice, will constitute a default under Section 11 of this Agreement.

6.4 Records. Each party may examine the other party's books and records to verify charges. The County shall maintain accurate time and accounting records related to the Services for a period of three (3) years following final payment.

**7. Indemnification/Hold Harmless.**

7.1 City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.

7.2 County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.

7.3 Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

**8. Liability Related to City Ordinances, Policies, Rules and Regulations.** In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

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

**10. Compliance with Laws.** In the performance of its obligations under this Agreement, each party shall comply with all applicable federal, state, and local laws, rules and regulations.

**11. Default and Remedies.**

11.1 Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have fifteen (15) days

after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default (“Default”) under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said fifteen (15) day period, then the non-performing party shall not be in Default if it commences cure within said fifteen (15) day period and thereafter diligently pursues cure to completion.

11.2 Remedies. In the event of a party’s Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 11.1 above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity. In addition, if the City fails to make payment on an outstanding invoice within the time to cure and the City has not disputed the invoice as provided in Section 6.3, the City shall have no further right under this Agreement to deliver custody to or otherwise house City Inmates at the Jail and shall, at the County’s request, remove all City Inmates from the Jail within fourteen (14) days of notice to do so. Thereafter, the County may, in its sole discretion, accept City Inmates to the Jail if all outstanding invoices are paid.

## 12. Early Termination.

12.1 Termination by the County. Except as provided in Section 12.3 below, the County may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.2 Termination by the City. The City may terminate this Agreement at any time, with or without cause, upon not less than ninety (90) days advance written notice to the County and the Washington State Office of Financial Management. The termination notice shall specify the date on which the Agreement shall terminate, the grounds for termination, and the specific plans for accommodating the affected jail population.

12.3 Lack of Funding. This Agreement is contingent upon governmental funding and local legislative appropriations. In the event that funding from any source is withdrawn, reduced, limited, or not appropriated after the effective date of this Agreement, this Agreement may be terminated by the County immediately by delivering written notice to the City. The termination notice shall specify the date on which the Agreement shall terminate.

12.4 Calculation of Costs Due Upon Early Termination. Upon early termination of this Agreement as provided in this Section 12, the City shall pay the County for all Services performed up to the date of termination. The County shall notify the City within thirty (30) days of the date of termination of all remaining costs. No payment shall be made by the City for any expense incurred or Services performed following the effective date of termination unless authorized in writing by the City.

13. Dispute Resolution. In the event differences between the Parties should arise over the terms and conditions of this Agreement, the Parties shall use their best efforts to resolve those differences through their Administrators on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected

by the Parties. If mediation is not successful, either of the Parties may institute legal action for specific performance of this Agreement or for damages. The prevailing party in any legal action shall be entitled to a reasonable attorneys' fee and court costs.

**14. Notices.** All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

**15. Miscellaneous.**

15.1 Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

15.2 Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

15.3 Governing Law and Venue. This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

15.4 Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

15.5 Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other

persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

15.6 No Waiver. A party's forbearance or delay in exercising any right or remedy with respect to a Default by the other party under this Agreement shall not constitute a waiver of the Default at issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

15.7 No Assignment. This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

15.8 Warranty of Authority. Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

15.9 Independent Contractor. The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to ensure performance.

15.10 No Joint Venture. Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties.

15.11 No Separate Entity Necessary. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

15.12 Ownership of Property. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

15.13 No Third Party Beneficiaries. This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

15.14 Force Majeure. In the event either party's performance of any of the provisions of this Agreement become impossible due to circumstances beyond that party's control, including without limitation, force majeure, strikes, embargoes, shortages of labor or materials, governmental regulations, acts of God, war or other strife, that party will be excused

from performing such obligations until such time as the Force Majeure event has ended and all facilities and operations have been repaired and/or restored.

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

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

**COUNTY:**

**CITY:**

Snohomish County, a political subdivision  
of the State of Washington

City of Lake Stevens, a Washington  
municipal corporation

By \_\_\_\_\_  
Name: John Lovick  
Title: County Executive

By \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Approved as to Form:**

**Approved as to Form:**

\_\_\_\_\_  
Deputy Prosecuting Attorney

\_\_\_\_\_  
City Attorney

**Approved as to Indemnification and  
Insurance:**

\_\_\_\_\_  
Risk Management

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## EXHIBIT A

### Proportionate Billing

The County uses a proportional billing process to calculate fees and charges for each inmate. As a result, if multiple jurisdictions have an open charge on an individual inmate, the jurisdictions will each share equally the fees and costs as long as an open charge persists for that jurisdiction. When a contracting jurisdiction's charge is closed, that jurisdiction drops from the proportional billing process, and the proportional billing is recalculated without that jurisdiction.

Each day the County shall examine the open charges for each active booking and apply uniform rules for determining billable charges and identifying the billable jurisdiction.

The procedure employed by the County for determining the billable charges and responsible jurisdictions is outlined below and references the County's internal billing system. The procedure continues in sequence through the outlined series of steps only so far as needed to isolate a billable charge and determine the jurisdiction responsible for payment.

1. Select "All Felony Charges."
  - a. If there is more than one felony charge or if there is one felony charge and a Washington State Department of Corrections (the "DOC") hold, go to Step 2.
  - b. If there is one felony charge but no DOC hold, do not invoice.
  - c. If there are no felony charges, go to Step 3.
2. Select "Arresting Agency DOC-Parole-Olympia."
  - a. If there are no other arresting agency charges and all felony charges are with DOC, invoice DOC.
  - b. If there is a DOC hold and additional local charges (that is, charges from jurisdictions that have an interlocal agreement for jail services with the County), do not invoice.
  - c. If there is a DOC hold and non-local additional charges (that is, charges from jurisdictions that do not have an interlocal agreement for jail services with the County), invoice DOC.
3. Select "All Misdemeanor Charges."
  - a. If there is only one misdemeanor charge, invoice the charging jurisdiction.
  - b. If there is more than one misdemeanor charge from more than one jurisdiction, invoice each jurisdiction in equal shares. If a jurisdiction has multiple open misdemeanor charges, the jurisdiction is only invoiced as one element of the proportional billing process. Snohomish County shall be invoiced its proportional share where applicable.

**Example: If City A has one open misdemeanor and City B has two open misdemeanor charges, all at the same time, each city is billed for fifty percent (50%) of the Fees and Costs for that inmate.**



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 10, 2014

**Subject:** Proposed Code Amendments – Subarea Plans Chapter 14.38, Warehouse Allowance

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**Contact Person/Department:** Rebecca Ableman  
Planning and Community  
Development Director

**Budget Impact:** 0

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

This is an introduction to proposed code amendments for discussion only.

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**SUMMARY:**

Recent business recruitment efforts have alerted staff to warehouse allowance provisions that may be more limiting than originally intended in the Subareas specifically. Upon further review and analysis, a proposed amendment to code subsection 14.38.020 would adjust allowances in different zones while maintaining the overall goals and intent of bringing employment to these areas of the city. There is also a proposed amendment to 14.38.030 to correct a code citation related to warehousing.

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**BACKGROUND:**

The City Council adopted Subarea Plans including new development regulations for the 20<sup>th</sup> Street SE Corridor and the Lake Stevens Center in September 2012. These regulations include allowances for “warehousing” within a development. The primary purpose of the parameters is to avoid large buildings that contain “storage” limiting actual space for jobs. This is a typical tool used in land use codes. However, after actively working with both potential employers and property owners over the past several months, there is reason to consider an adjustment to the allowances in order to support a broader range of potential desired employers locating in Lake Stevens.

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**DISCUSSION:**

Staff reviewed the current regulations and recommends that the Council discuss and consider adjustments by zone shown in **Attachment A** to provide more flexibility in the Subareas. The basic changes include:

**14.38.020(a) – Business District (intended employment areas)**

Proposal: Remove 25 percent limitation of warehousing, storage and distribution and increase wholesale trade accessory use from 15 percent to 25 percent.

Result: Nearly doubles the allowable warehousing use but keeps warehousing as a secondary use consistent with the intent of promoting employment not just storage buildings. Increases opportunities for wholesaling.

**14.38.020(b) – Commercial District (commercial/retail areas)**

Proposal: Add warehousing, storage and distribution as a secondary use with a 25% allowance.

*Result: Allows some warehousing for retail and other potential large businesses but supports the goal of primarily retail space that is needed in the city.*

**14.38.030(b)(7) Other Use**

Proposal: Corrects citation applicable to warehousing provisions.

Result: *Clarification and correction.*

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**APPLICABLE CITY POLICIES:**

The proposal is consistent with and will further the Comprehensive Plan and Economic Development Strategy Goals, Policies and intent.

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**BUDGET IMPACT:**

There is no budget impact to this code amendment.

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**ATTACHMENTS:**

A. Draft Code Amendments LSMC Subsection 14.38.020 and 14.38.030(b)(7)

**14.38.020 Zoning Districts** – The following zoning districts implement the goals, policies and distribution of land uses set forth in the Subarea Plans.

(a) **Business District (BD)** – The purpose of this district is to promote community and regional employment and accommodate land uses such as corporate offices, general offices, research and development, medical clinics, technology, and light manufacturing and assembly. Secondary uses include warehousing, storage and distribution associated with a principal use and small-scale retail and services that support the principal uses and objectives of the district. This district should be located in areas with direct access to highways and arterials in addition to transit facilities, adequate public services and traffic capacity.

(1) Principal Uses

- (i) Educational services (colleges and or technical schools);
- (ii) Finance and insurance;
- (iii) Health care services;
- (iv) Light manufacturing and assembly;
- (v) Management of companies and enterprises;
- (vi) Professional, scientific, and technical services; and
- (vii) Transit-Oriented Development (including transit facilities/stops).

(2) Secondary Uses

- (i) Food services;
- (ii) Information services;
- (iii) Personal services
- (iv) Retail trade;
- (v) Wholesale trade; and
- (vi) Warehousing, storage and distribution.

(3) Special Regulations

- (i) Secondary service uses and retail trade shall not exceed 5,000 gross square feet;
- (ii) Wholesale trade accessory to the principal use shall not exceed ~~15-25~~ percent of the gross floor area of individual structures;
- ~~(iii) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures;~~
- ~~(iv)~~(iii) Places of Worship over 10,000 gross square feet require a Conditional Use Permit per Section 14.16C.045; and
- ~~(iv)~~(iv) Wireless and cellular communications facilities require an Administrative Conditional Use Permit per Section 14.16C.015.

(b) **Commercial District (CD)** – The purpose of this district is to accommodate the high-intensity retail needs of the community and regional market by attracting a mix of large to small format retail stores and restaurants to create a vibrant and unified regional shopping center. Transportation

accessibility, exposure to highways and arterials with adequate public services and traffic capacity characterize this district.

(1) Principal Uses

- (i) Accommodation services;
- (ii) Arts and entertainment;
- (iii) Food services;
- (iv) Retail trade; and
- (v) Transit-Oriented Development (including transit facilities/stops).

(2) Secondary Uses

- (i) Amusement and recreation industries;
- (ii) Commercial parking structures/lots;
- (iii) Educational services (colleges and/or technical schools);
- (iv) Finance and insurance;
- (v) Health care services;
- (vi) Information services;
- (vii) Personal services;
- (viii) Professional, scientific, and technical services; ~~and~~  
(ix) Public administration; and  
~~(x) Warehousing, storage and distribution.~~

(3) Residential Uses

- (i) Mixed-use multifamily residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations

- (i) Health care, professional, scientific, and technical services require a Conditional Use Permit per Section 14.16C.045 when the structure's footprint exceeds 10,000 gross square feet;
- (ii) Places of Worship over 10,000 gross square feet require a Conditional Use Permit per Section 14.16C.045;
- ~~(iii)~~ (iii) Wireless and cellular communications facilities require an Administrative Conditional Use Permit per Section 14.16C.015;
- ~~(iv)~~ (iv) Warehousing, storage and distribution accessory to the principal use shall not exceed 25 percent of the gross floor area of individual structures; and
- ~~(v)~~ (v) Outdoor retail sales of building materials, garden equipment and supplies, and vehicles are permitted.

- (c) **Main Street District (MS)** – The purpose of this district is to provide pedestrian-oriented commercial uses that serve the community and region by attracting a variety of small (up to 10,000 gross square feet) to mid-sized (approximately 30,000 gross square feet) businesses along with high-density residential uses in proximity to other retail and residential areas. Building design and pedestrian-oriented features would support an active and pleasant streetscape. This district should include

enhanced sidewalks, public spaces and amenities for pedestrians and cyclists that emphasize pedestrian movement over vehicular movement.

(1) Principal Uses

- (i) Arts and entertainment;
- (ii) Food services;
- (iii) Small to mid-size retail trade; and
- (iv) Transit facilities/stops.

(2) Secondary Uses

- (i) Amusement and recreation industries
- (ii) Commercial parking structures/lots;
- (iii) Finance and Insurance;
- (iv) Health care services;
- (v) Personal services;
- (vi) Professional, scientific, and technical services;
- (vii) Public administration; and

(3) Residential Uses

- (i) Mixed-use multifamily residential units including apartments, condominiums, and live/work units, where the majority of residential units are located above commercial uses.

(4) Special Regulations

- (i) Automotive, boat, and recreational vehicle sales and services are not allowed.
- (ii) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.
- (iii) Theaters and performing arts venues are limited to a maximum size of 500 seats.
- (iv) The footprint of small to mid-size retail trade uses, in any single-use structure, may not exceed 30,000 gross square feet.
- (v) Health care, professional, scientific, or technical service structures' footprints may not exceed 5,000 gross square feet.
- (vi) Wireless and cellular communications facilities require an Administrative Conditional Use Permit per Section 14.16C.015.

- (d) **Mixed-Use Neighborhood (MUN)** – The purpose of this district is to accommodate higher density residential development in proximity to employment and retail centers and provide basic convenience goods and services, in areas, with available public services and adequate traffic capacities. This district would have a minimum density of 15 dwelling units per acre. This district would create a transition between higher and lower intensity land uses.

(1) Principal uses

- (i) Multifamily apartments and condominiums;
- (ii) Townhomes and row houses; and

(iii) Residential over retail/office including live/work units.

(2) Secondary uses

(i) Neighborhood-oriented retail trade and personal services that meet the convenience shopping and services needs of the immediate and surrounding area.

(3) Special Regulations

(i) Mixed-use building configurations may include a vertical or horizontal stratification.

- Retail and service uses located in attached mixed-use buildings are limited to the ground level;
- Sites with retail and service uses located in detached buildings are limited to a maximum floor area of 10,000 gross square feet;
- Detached buildings with a footprint greater than 10,000 gross square feet require a Conditional Use Permit per Section 14.16C.045;
- Commercial uses should be oriented toward the primary frontage, with residential uses behind.

(ii) In the 20<sup>th</sup> Street SE Corridor, the district will allow innovative housing options per Chapter 14.46 LSMC.

(iii) Automotive, boat, and recreational vehicle sales and services are not allowed.

(iv) Drive-through uses are not allowed between the building and right-of-way and are subject to screening requirements found in the applicable design guidelines.

(v) Wireless and cellular communications facilities require an Administrative Conditional Use Permit per Section 14.16C.015.

(e) **Neighborhood Business (NB)** – The purpose of this district is to provide convenience goods, services, and opportunities for smaller scale shopping centers near neighborhoods that cater to pedestrians and commuters. This district should be located in areas with available public services, transportation accessibility to arterials and adequate traffic capacities.

(1) Principal Uses

- (i) Arts and entertainment;
- (ii) Food services;
- (iii) Personal services;
- (iv) Small retail trade; and
- (v) Transit facilities/stops.

(2) Secondary Uses

- (i) Amusement and recreation industries;
- (ii) Finance and insurance;
- (iii) Professional, scientific, and technical services; and
- (iv) Public administration.

(3) Special Regulations

(i) Automotive, boat, and recreational vehicle sales are not allowed.

- (ii) Drive-through uses are subject to screening requirements found in the applicable design guidelines.
  - (iii) The footprint of any single structure may not exceed 10,000 gross square feet.
  - (iv) Wireless and cellular communications facilities require an Administrative Conditional Use Permit per Section 14.16C.015.
- (f) **Other Zones** – The subareas may also contain the Urban Residential (UR), High Urban Residential (HUR), and Public / Semi-Public (PSP) zoning districts, as described in Chapter 14.36 LSMC or as modified below.
- (1) **High Urban Residential (HUR)** – Within the subareas, the purpose of the HUR district is to accommodate higher-density residential uses that may include multifamily condominiums, apartments, townhouses and row houses, as well as any small lot single-family residential units or innovative housing options per Chapter 14.46 LSMC in areas served by public water and sewer facilities, as well as the other uses described in Table 14.40-I of Chapter 14.40 LSMC.
  - (2) **Public / Semi-Public (P/SP)** – Within the subareas, the purpose of P/SP district is to accommodate public and semi-public uses, such as schools, government facilities, public utilities, community facilities, parks, etc., as well as the other uses described in Table 14.40-I of Chapter 14.40 LSMC.

#### 14.38.030 Other Uses

The intent of all of the subarea zoning districts is to encourage a wide range of uses, while restricting uses that do not support the primary purpose of the zoning district. The identified uses are derived from the *North American Industry Classification System (NAICS)*.

- (a) **Director's Authority** – The Director has the authority to determine if uses comply with the intent of the zoning district and support the principal uses and objectives of the district following the methodology described in Section 14.40.040(a) and based on a review of specific use categories defined in the NAICS.
- (b) **Prohibited Uses within the subarea districts:**
  - (1) Adult entertainment;
  - (2) Construction facilities;
  - (3) Industrial uses ,except as allowed in Section 14.38.020;
  - (4) Mining, quarrying, and oil and gas extraction;
  - (5) Waste management and remediation services;
  - (6) Uses involving outdoor sales and storage of inventory, equipment, vehicles, or materials, including towing, wrecking, and impound lots, except as allowed in Section 14.38.020(b); and
  - (7) Warehousing, storage and distribution, except as allowed in Section 14.38.020(ad) and (b).