

**CITY COUNCIL WORKSHOP MEETING AGENDA**  
**Lake Stevens School District Educational Service Center (Admin. Bldg.)**  
**12309 22<sup>nd</sup> Street NE, Lake Stevens**

**Monday, November 24, 2014 – 6:00 p.m.**

***WELCOME TO A CITY COUNCIL WORKSHOP SESSION***

Council Workshops are designed to allow Councilmembers to gather information in preparation for making a decision on various community issues. Usually, City of Lake Stevens staff members, or occasionally an outside expert, present Councilmembers with information in response to their questions.

Brett Neissen / Community Oriented Public Health Practice Program – Student Interviews re Marijuana Laws

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

**Monday, November 24, 2014 – 7:00 p.m.**

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

**CALL TO ORDER:** 7:00 P.M.  
Pledge of Allegiance

**ROLL CALL:**

**GUEST BUSINESS:** Certificate of Appreciate: Diana Borges, Library Board Vern

**CONSENT AGENDA:** \*A Approve 2014 vouchers. Barb  
\*B Approve Council Regular Meeting Minutes of Barb  
November 10, 2014

**PUBLIC HEARING:** PUBLIC HEARING FORMAT:  
1. Open Public Hearing  
2. Staff presentation  
3. Council's questions of staff

4. Proponent's comments
5. Comments from the audience
6. Close public comments portion of hearing
7. Discussion by City Council
8. Re-open the public comment portion of the hearing for additional comments (optional)
9. Close Hearing
10. COUNCIL ACTION:
  - a. Approve
  - b. Deny
  - c. Continue

- |    |   |       |
|----|---|-------|
| *A | Public Hearing in consideration of Ordinance No. 922 re Temporary Economic Development Traffic Impact Fee Reduction – continued from November 10, 2014 City Council meeting | Becky |
| *B | Public Hearing in consideration of second reading and adoption of Ordinance No. 925, 2015 Budget  | Barb  |

**ACTION ITEMS:**

- |    |   |       |
|----|---|-------|
| *A | Boards and Commissions Reappointments to Planning Commission, Library Board and Arts Commission | Mayor |
| *B | Resolution 2014-9 re Frontier Heights Park CDBG Grant Application                               | Sally |
| *C | PropertyRoom, Inc. Contract   | Dan   |
| *D | ILA with Snohomish County re Fiber  | Jan   |
| *E | 2015 Legislative Priorities   | Jan   |

**DISCUSSION ITEMS**

- |    |                                |      |
|----|--------------------------------|------|
| *A | 2015 Comprehensive Plan Update | Russ |
|----|--------------------------------|------|

**COUNCIL PERSON'S BUSINESS**

**MAYOR'S BUSINESS**

**STAFF REPORTS**

**EXECUTIVE SESSION**

Property Acquisition

**ADJOURN**

* 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**



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**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	11/14/2014	\$146,971.45
Payroll Checks	37683-37684	\$5,989.97
Tax Deposit(s)	11/14/2014	\$62,269.95
Electronic Funds Transfers	ACH	\$5,152.98
Claims	37681-37682, 37685-37737	\$124,184.70
Void Checks	37270, 37608, 37645	(\$1,889.40)
<b>Total Vouchers Approved:</b>		<b>\$342,679.65</b>

**This 24th day of November 2014:**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Councilmember

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

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember

\_\_\_\_\_  
 Councilmember



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**Accounts Payable Checks and EFTs for period of 11/11/2014 to 11/24/2014**

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Dept of Licensing</b>			<b>Check 0</b>	<b>11/24/2014</b>	<b>\$1,317.00</b>
938-1017	633-008-586-00-00-00	Gun Permit - State Remittance	Weapons permits	\$1,317.00	
<b>Dept of Revenue</b>			<b>Check 0</b>	<b>11/24/2014</b>	<b>\$278.52</b>
10/2014	001-013-518-90-49-06	GG-Excise Tax	October 2014 Excise Taxes	\$127.66	
10/2014	410-016-531-10-44-00	SW-Excise Taxes	October 2014 Excise Taxes	\$150.86	
<b>Nationwide Retirement Solution</b>			<b>Check 0</b>	<b>11/24/2014</b>	<b>\$1,150.00</b>
11/14/14	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-Nationwide	\$1,150.00	
<b>Washington State Support Registry</b>			<b>Check 0</b>	<b>11/24/2014</b>	<b>\$402.46</b>
11/14/14	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>11/24/2014</b>	<b>\$62,269.95</b>
11/14/14	001-000-281-00-00-00	Payroll Liability Taxes	Federal Tax Payment 11/14/2014	\$62,269.95	
<b>Dept of Retirement (Deferred Comp)</b>			<b>Check 0</b>	<b>11/24/2014</b>	<b>\$2,005.00</b>
11/14/14	001-000-282-00-00-00	Payroll Liability Retirement	Employee Portion-State Deferre	\$2,005.00	
<b>Jamison Julie</b>			<b>Check 37681</b>	<b>11/7/2014</b>	<b>\$1,491.90</b>
Oct/Nov 2014	001-008-521-20-20-00	LE-Benefits	Medical Insurance-COBRA Oct and Nov 2014	\$1,491.90	
<b>Lambier Jeff</b>			<b>Check 37682</b>	<b>11/7/2014</b>	<b>\$305.75</b>
10/17 exp rpt	001-008-521-20-43-00	LE-Travel & Meetings	Food during Investigation	\$30.00	
10/17 exp rpt 2	001-008-521-20-43-00	LE-Travel & Meetings	Per Diem-Plano TX	\$275.75	
<b>Lake Stevens Police Guild</b>			<b>Check 37685</b>	<b>11/12/2014</b>	<b>\$1,042.50</b>
11/14/14	001-000-284-00-00-00	Payroll Liability Other	Employee Paid Union Dues	\$1,042.50	
<b>SCCFOA</b>			<b>Check 37686</b>	<b>11/12/2014</b>	<b>\$18.00</b>
11/20/14 mtg	001-004-514-23-43-00	FI-Travel & Meetings	SCCFOA mtg-BARS & Online Filing	\$18.00	
<b>Snohomish County Cities</b>			<b>Check 37687</b>	<b>11/12/2014</b>	<b>\$105.00</b>
11/13/14 mtg	001-001-511-60-43-00	Legislative - Travel & Mtgs	SCC/ACC Joint Legislative mtg	\$105.00	

Invoice	AccountCode	Account Description	Item Description	Check 37688	11/19/2014	Amount
<b>Business Card</b>						<b>\$3,567.75</b>
11/14 2772	001-001-513-10-43-00	Executive - Travel & Mtgs	LS Chamber of Commerce mtg			\$10.00
11/14 2772	001-002-513-11-43-00	AD-Travel & Meetings	Sewer meeting			\$25.43
11/14 4268	001-004-514-23-49-01	FI-Staff Development	SEC MCDC Initiative-Update Q&A			\$50.00
11/14 1324	001-007-558-50-31-01	PL-Operating Costs	Cannon digital camera			\$132.04
11/14 4268	001-007-558-50-31-01	PL-Operating Costs	Name badge refills			\$48.12
11/14 4268	001-007-558-50-31-01	PL-Operating Costs	ID card-Pratschner			\$19.00
11/14 4268	001-007-558-50-31-01	PL-Operating Costs	ID cards-Howell/Meis			\$30.66
11/14 1324	001-007-558-50-41-03	PL-Advertising	Knutson Short Plat			\$12.33
11/14 1324	001-007-558-50-41-03	PL-Advertising	Willows Road Short Plat			\$14.45
11/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Parking - Sno Co			\$3.00
11/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Parking - Sno Co			\$3.00
11/14 1324	001-007-558-50-43-00	PL-Travel & Mtgs	Planning Committee mtg supplies			\$10.37
11/14 1324	001-007-559-30-31-01	PB-Operating Cost	Cannon digital camera			\$33.01
11/14 4268	001-007-559-30-41-01	PB-Advertising	Help wanted-Bldg code inspector			\$25.00
11/14 0979	001-008-521-20-26-00	LE-Clothing	2 Tactical Flashlights			\$279.90
11/14 8877	001-008-521-20-31-00	LE-Office Supplies	Holiday cards			\$117.95
11/14 8877	001-008-521-20-31-01	LE-Operating Costs	***Animal transport cage			\$210.67
11/14 4183	001-008-521-20-31-01	LE-Operating Costs	Norpoint-Duty rounds			\$254.02
11/14 8877	001-008-521-20-31-01	LE-Operating Costs	Halloween event supplies			\$71.94
11/14 4183	001-008-521-20-31-01	LE-Operating Costs	GMR transcription			\$33.00
11/14 8877	001-008-521-20-31-01	LE-Operating Costs	Frames for Chiefs office			\$19.54
11/14 8877	001-008-521-20-41-00	LE-Professional Services	LexisNexis-Data searches			\$107.70
11/14 8877	001-008-521-20-43-00	LE-Travel & Meetings	LEIRA canf meal-Ubert/Anderson			\$14.73
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-meal			\$5.57
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-meal			\$5.48
11/14 8877	001-008-521-20-43-00	LE-Travel & Meetings	Training-meals-New World			\$36.20

Invoice	AccountCode	Account Description	Item Description	Amount	
11/14 0979	001-008-521-20-43-00	LE-Travel & Meetings	Oral Board supplies	\$16.24	
11/14 8877	001-008-521-20-43-00	LE-Travel & Meetings	LEIRA conf - hotel	\$183.44	
11/14 0979	001-008-521-20-43-00	LE-Travel & Meetings	Oral Board supplies	\$15.99	
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-parking	\$62.94	
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-meal	\$10.81	
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-meal	\$5.48	
11/14 4183	001-008-521-20-43-00	LE-Travel & Meetings	Lambier-training-airfare	\$344.20	
11/14 8877	001-008-521-20-43-00	LE-Travel & Meetings	LEIRA conf - ferry	\$5.50	
11/14 8877	001-008-521-40-49-01	LE-Staff Development	Conf Registration-Internal Affairs	\$750.00	
11/14 1324	101-016-543-30-43-00	ST-Travel & Meetings	Chamber Mtg-Monken	\$10.00	
11/14 2772	101-016-543-30-43-00	ST-Travel & Meetings	Sewer meeting	\$12.72	
11/14 7750	101-016-543-30-43-00	ST-Travel & Meetings	ICC parking	\$6.00	
11/14 7750	101-016-544-90-31-01	ST-Office Supplies	Ink Cartridges/pens/tape/ergonomic items	\$63.47	
11/14 7750	101-016-544-90-31-01	ST-Office Supplies	Ink Cartridges/pens/tape/ergonomic items	\$31.36	
11/14 7750	101-016-544-90-31-01	ST-Office Supplies	Epson ink cartridges	\$19.99	
11/14 2772	101-016-544-90-31-02	ST-Operating Cost	ID card-Emerson	\$19.00	
11/14 4268	101-016-544-90-31-02	ST-Operating Cost	ID card-A Wells	\$7.67	
11/14 0979	111-008-521-20-31-00	Drug Seize - Op Supplies	Scale for evidence room	\$254.67	
11/14 7750	410-016-531-10-31-01	SW-Office Supplies	Ink Cartridges/pens/tape/ergonomic items	\$63.46	
11/14 7750	410-016-531-10-31-01	SW-Office Supplies	Epson ink cartridges	\$20.00	
11/14 7750	410-016-531-10-31-01	SW-Office Supplies	Ink Cartridges/pens/tape/ergonomic items	\$31.36	
11/14 4268	410-016-531-10-31-02	SW-Operating Costs	ID card-A Wells	\$7.67	
11/14 2772	410-016-531-10-43-00	SW-Travel & Meetings	Sewer meeting	\$12.72	
11/14 7750	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Video & DSLR LED light	\$39.95	
<b>Ace Hardware</b>			<b>Check 37689</b>	<b>11/24/2014</b>	<b>\$543.23</b>
44249	001-008-521-20-31-01	LE-Operating Costs	Masking Tape/Wallplate/sandpaper	\$39.66	
43533	001-008-521-20-31-01	LE-Operating Costs	Car washing supplies	\$25.48	

Invoice	AccountCode	Account Description	Item Description	Amount	
42122	001-008-521-20-31-01	LE-Operating Costs	Car washing supplies	\$10.79	
44266	001-008-521-20-31-01	LE-Operating Costs	Spray texture	\$60.77	
43719	001-010-576-80-31-00	PK-Operating Costs	Supplies to repair Dock	\$18.45	
43679	001-010-576-80-31-00	PK-Operating Costs	Supplies to repair Dock	\$54.29	
43749	001-010-576-80-31-00	PK-Operating Costs	Supplies to repair Dock	\$23.13	
43760	001-010-576-80-31-00	PK-Operating Costs	Supplies to repair Dock	\$7.59	
44391	001-012-572-20-31-00	CS-Library-Office & Operating	Screws for library door repair	\$7.48	
44396	001-013-518-20-31-00	GG-Operating	Replace floodlights outside City Hall	\$28.23	
44359	001-013-518-20-31-00	GG-Operating	Hose bib covers city wide	\$24.27	
44385	001-013-518-20-31-00	GG-Operating	Mouse traps & Bait	\$20.60	
43259	101-016-542-64-31-00	ST-Traffic Control - Supply	No Parking signs	\$17.29	
44296	101-016-544-90-31-02	ST-Operating Cost	Compound Miter Saw	\$43.44	
44341	101-016-544-90-31-02	ST-Operating Cost	Light fixture and bulbs for shop	\$59.16	
44296	410-016-531-10-31-02	SW-Operating Costs	Compound Miter Saw	\$43.43	
44341	410-016-531-10-31-02	SW-Operating Costs	Light fixture and bulbs for shop	\$59.17	
<b>Alexander Printing</b>			<b>Check 37690</b>	<b>11/24/2014</b>	<b>\$131.04</b>
40317	001-007-558-50-31-01	PL-Operating Costs	Business Cards-Howell/Meis/Pratschner	\$65.52	
40317	001-007-559-30-31-01	PB-Operating Cost	Business Cards-Howell/Meis/Pratschner	\$65.52	
<b>Auto Additions Inc</b>			<b>Check 37691</b>	<b>11/24/2014</b>	<b>\$739.35</b>
IN0012823	520-008-594-21-63-00	Capital Equipment	Modified Consoles PT56 & PT57	\$739.35	
<b>Blumenthal Uniforms</b>			<b>Check 37692</b>	<b>11/24/2014</b>	<b>\$1,389.65</b>
104133	001-008-521-20-26-00	LE-Clothing	Armoured vest - Nelson	\$989.35	
97143-01	001-008-521-20-26-00	LE-Clothing	Uniform - Heinemann	\$234.47	
103267	001-008-521-20-31-01	LE-Operating Costs	Drug Kits	\$165.83	
<b>Brown Kandy</b>			<b>Check 37693</b>	<b>11/24/2014</b>	<b>\$3.25</b>
11/13 exp rpt	001-008-521-20-31-01	LE-Operating Costs	Boating award frame	\$3.25	
<b>Carquest Auto Parts Store</b>			<b>Check 37694</b>	<b>11/24/2014</b>	<b>\$617.21</b>

Invoice	AccountCode	Account Description	Item Description	Amount	
2421-213195	101-016-544-90-31-02	ST-Operating Cost	Motor oil and filters	\$17.83	
2421-213887	101-016-544-90-31-02	ST-Operating Cost	Motor oil/filters/Coolant	\$269.53	
2421-213226	101-016-544-90-31-02	ST-Operating Cost	Motor oil	\$21.25	
2421-213226	410-016-531-10-31-02	SW-Operating Costs	Motor oil	\$21.26	
2421-213887	410-016-531-10-31-02	SW-Operating Costs	Motor oil/filters/Coolant	\$269.52	
2421-213195	410-016-531-10-31-02	SW-Operating Costs	Motor oil and filters	\$17.82	
<b>CHS Engineers LLC</b>			<b>Check 37695</b>	<b>11/24/2014</b>	<b>\$3,964.49</b>
371408	101-016-542-30-41-02	ST-Professional Service	Engineer Services-Dynasty Homes-LUA2013-0060	\$1,579.37	
371409	101-016-542-30-41-02	ST-Professional Service	Engineer Services-Arcadia-LUA2014-0082	\$2,094.48	
371407	101-016-542-30-41-02	ST-Professional Service	Engineer Services - 102nd Ave ROW	\$290.64	
<b>City of Everett</b>			<b>Check 37696</b>	<b>11/24/2014</b>	<b>\$210.00</b>
I14002688	410-016-531-10-41-01	SW-Professional Services	Lab Analysis	\$210.00	
<b>City of Marysville</b>			<b>Check 37697</b>	<b>11/24/2014</b>	<b>\$22,329.74</b>
POLIN11-0479	001-008-523-60-51-00	LE-Jail	Prisoner Medical October 2014	\$42.50	
POLIN11-0472	001-008-523-60-51-00	LE-Jail	Prisoner housing Oct 2014	\$15,888.13	
14-019	001-013-512-50-41-00	GG-Municipal Court Fees	October 2014 Court fees	\$6,399.11	
<b>Comcast</b>			<b>Check 37698</b>	<b>11/24/2014</b>	<b>\$123.01</b>
11/14 0443150	001-002-513-11-42-00	AD-Communications	Internet Service - All City	\$2.46	
11/14 0443150	001-003-514-20-42-00	CC-Communications	Internet Service - All City	\$7.38	
11/14 0443150	001-004-514-23-42-00	FI-Communications	Internet Service - All City	\$4.92	
11/14 0443150	001-005-518-10-42-00	HR-Communications	Internet Service - All City	\$2.46	
11/14 0443150	001-006-518-80-42-00	IT-Communications	Internet Service - All City	\$4.92	
11/14 0443150	001-007-558-50-42-00	PL-Communication	Internet Service - All City	\$19.68	
11/14 0443150	001-008-521-20-42-00	LE-Communication	Internet Service - All City	\$71.35	
11/14 0443150	001-010-576-80-42-00	PK-Communication	Internet Service - All City	\$3.28	
11/14 0443150	101-016-543-30-42-00	ST-Communications	Internet Service - All City	\$3.28	
11/14 0443150	410-016-531-10-42-00	SW-Communications	Internet Service - All City	\$3.28	

Invoice	AccountCode	Account Description	Item Description		Amount
<b>Corporate Office Supply</b>			<b>Check 37699</b>	<b>11/24/2014</b>	<b>\$1,042.68</b>
154381i	001-007-558-50-31-00	PL-Office Supplies	Labels/folders/paper cutter/paper/binders		\$265.78
155774	001-007-558-50-31-00	PL-Office Supplies	Lamination pouches		\$86.83
156158i	001-008-521-20-31-00	LE-Office Supplies	Markers/toner/binder clips		\$153.85
155875i	001-008-521-20-31-00	LE-Office Supplies	Paper		\$178.06
154381i	101-016-544-90-31-01	ST-Office Supplies	Paper		\$8.66
156213i	101-016-544-90-31-02	ST-Operating Cost	Restroom supplies for shop		\$170.42
154381i	410-016-531-10-31-01	SW-Office Supplies	Paper		\$8.66
156213i	410-016-531-10-31-02	SW-Operating Costs	Restroom supplies for shop		\$170.42
<b>Crystal and Sierra Springs</b>			<b>Check 37700</b>	<b>11/24/2014</b>	<b>\$407.85</b>
52498441100114	001-007-558-50-31-01	PL-Operating Costs	Bottled Water		\$40.67
52498441100114	001-007-559-30-31-01	PB-Operating Cost	Bottled Water		\$40.66
52498441100114	001-013-518-20-31-00	GG-Operating	Bottled Water		\$109.24
52498441100114	101-016-544-90-31-02	ST-Operating Cost	Bottled Water		\$108.64
52498441100114	410-016-531-10-31-02	SW-Operating Costs	Bottled Water		\$108.64
<b>Dept of Revenue</b>			<b>Check 37701</b>	<b>11/24/2014</b>	<b>\$167.31</b>
3109-2014-Q3	001-003-514-20-49-01	CC-Misc CC Fees DOL	Q3 2014 credit card fees		\$167.31
<b>Electronic Business Machines</b>			<b>Check 37702</b>	<b>11/24/2014</b>	<b>\$1,034.45</b>
106464	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Maintenance		\$147.62
105968	001-007-558-50-48-00	PL-Repairs & Maint.	Copier Maintenance		\$27.71
105968	001-007-559-30-48-00	PB-Repair & Maintenance	Copier Maintenance		\$27.71
106305	001-008-521-20-48-00	LE-Repair & Maintenance	Copier Maintenance		\$480.79
106464	001-013-518-20-48-00	GG-Repair & Maintenance	Copier Maintenance		\$147.61
105968	101-016-542-30-48-00	ST-Repair & Maintenance	Copier Maintenance		\$27.70
106464	101-016-542-30-48-00	ST-Repair & Maintenance	Copier Maintenance		\$147.61
105968	410-016-531-10-48-00	SW-Repairs & Maintenance	Copier Maintenance		\$27.70
<b>Evergreen State Heat</b>			<b>Check 37703</b>	<b>11/24/2014</b>	<b>\$228.06</b>

Invoice	AccountCode	Account Description	Item Description	Amount
26437	001-012-569-00-31-00	CS-Aging Services-Supplies	HVAC repair	\$228.06
<b>Frontier</b>			<b>Check 37704</b>	<b>11/24/2014</b>
				<b>\$85.59</b>
10/14 425334083	001-013-518-20-42-00	GG-Communication	Telephone service	\$28.53
10/14 425334083	101-016-543-30-42-00	ST-Communications	Telephone service	\$28.53
10/14 425334083	410-016-531-10-42-00	SW-Communications	Telephone service	\$28.53
<b>Grainger</b>			<b>Check 37705</b>	<b>11/24/2014</b>
				<b>\$31.60</b>
9591633897	101-016-544-90-31-02	ST-Operating Cost	Map book	\$15.80
9591633897	410-016-531-10-31-02	SW-Operating Costs	Map book	\$15.80
<b>Great Floors</b>			<b>Check 37706</b>	<b>11/24/2014</b>
				<b>\$1,307.87</b>
612185	001-008-521-20-31-01	LE-Operating Costs	Carpet for Commanders and Chiefs offices	\$1,307.87
<b>Group Health Coop</b>			<b>Check 37707</b>	<b>11/24/2014</b>
				<b>\$1,360.00</b>
74007441	001-008-521-20-41-00	LE-Professional Services	New Employee Physicals	\$1,360.00
<b>IMSA</b>			<b>Check 37708</b>	<b>11/24/2014</b>
				<b>\$85.00</b>
96975	101-016-542-30-49-00	ST-Miscellaneous	IMSA membership - J Evans	\$85.00
<b>Integra Telecom Inc</b>			<b>Check 37709</b>	<b>11/24/2014</b>
				<b>\$917.16</b>
12510266	001-002-513-11-42-00	AD-Communications	Telephone Service	\$13.48
12510266	001-003-514-20-42-00	CC-Communications	Telephone Service	\$26.96
12510266	001-004-514-23-42-00	FI-Communications	Telephone Service	\$26.96
12510266	001-005-518-10-42-00	HR-Communications	Telephone Service	\$13.48
12510266	001-006-518-80-42-00	IT-Communications	Telephone Service	\$40.45
12510266	001-007-558-50-42-00	PL-Communication	Telephone Service	\$87.68
12510266	001-007-559-30-42-00	PB-Communication	Telephone Service	\$13.49
12510266	001-008-521-20-42-00	LE-Communication	Telephone Service	\$458.58
12510266	001-012-575-30-42-00	CS-Historical-Communications	Telephone Service Museum	\$13.48
12510266	001-012-575-50-42-00	CS-Community Center - Comm	Telephone Service Senior Ctr	\$13.49

Invoice	AccountCode	Account Description	Item Description	Amount
12510266	001-013-518-20-42-00	GG-Communication	Telephone Service	\$53.93
12510266	101-016-543-30-42-00	ST-Communications	Telephone Service Shop	\$77.59
12510266	410-016-531-10-42-00	SW-Communications	Telephone Service Shop	\$77.59
<b>Johns Cleaning Service</b>			<b>Check 37710</b>	<b>11/24/2014</b>
1457	001-008-521-20-26-00	LE-Clothing	Uniform cleaning	\$176.02
<b>Knock Out Specialties</b>			<b>Check 37711</b>	<b>11/24/2014</b>
42168	001-008-521-20-31-00	LE-Office Supplies	Erasers	\$261.22
<b>Lake Stevens Fire</b>			<b>Check 37712</b>	<b>11/24/2014</b>
8183	001-013-518-20-31-00	GG-Operating	Fire inspection-City Hall	\$95.00
<b>Lake Stevens School District</b>			<b>Check 37713</b>	<b>11/24/2014</b>
111314	001-001-511-60-45-01	Legislative - Rentals	Room rental for Council meetings	\$75.00
111314	001-007-558-61-49-00	PL-Commission - Misc	Room rental for Planning Commission meetings	\$37.50
955	001-008-521-20-32-00	LE-Fuel	Fuel - Sept 2014	\$6,515.39
<b>Lake Stevens Sewer District</b>			<b>Check 37714</b>	<b>11/24/2014</b>
11/2014	001-008-521-50-47-00	LE-Utilities	Sewer - Police Station	\$77.00
11/2014	001-008-521-50-47-00	LE-Utilities	Sewer - N Lakeshore Dr	\$77.00
11/2014	001-010-576-80-47-00	PK-Utilities	Sewer - Lundeen Park	\$154.00
11/2014	001-012-572-20-47-00	CS-Library-Utilities	Sewer - Library	\$77.00
11/2014	001-013-518-20-47-00	GG-Utilities	Sewer - City Hall	\$154.00
11/2014	001-013-518-20-47-00	GG-Utilities	Sewer - Family Center	\$77.00
11/2014	001-013-518-20-47-00	GG-Utilities	Sewer - Permit Center	\$77.00
11/2014	101-016-543-50-47-00	ST-Utilities	Sewer - 99th Ave SE Property	\$77.00
<b>Northwest Cascade Inc</b>			<b>Check 37715</b>	<b>11/24/2014</b>
2-1064896	001-010-576-80-45-00	PK-Equipment Rental	Honeybucket rental at Boat Launch	\$138.00
<b>Outcomes by Levy LLC</b>			<b>Check 37716</b>	<b>11/24/2014</b>
2014-10-LS	001-013-511-20-41-02	GG-Advisory Srv - Lobbying	Lobbying services Oct 2014	\$5,079.02

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Partsmaster</b>			<b>Check 37717</b>	<b>11/24/2014</b>	<b>\$55.92</b>
20814840	101-016-544-90-31-02	ST-Operating Cost	Flexi-Kote		\$27.96
20814840	410-016-531-10-31-02	SW-Operating Costs	Flexi-Kote		\$27.96
<b>Puget Sound Energy</b>			<b>Check 37718</b>	<b>11/24/2014</b>	<b>\$136.21</b>
11/14 3723810	001-008-521-50-47-00	LE-Utilities	Natural Gas Oct 2014		\$101.12
11/14 24316495	001-010-576-80-47-00	PK-Utilities	Natural Gas Oct 2014		\$11.70
11/14 24316495	101-016-543-50-47-00	ST-Utilities	Natural Gas Oct 2014		\$11.70
11/14 24316495	410-016-531-10-47-00	SW-Utilities	Natural Gas Oct 2014		\$11.69
<b>Safeguard Pest Control Inc</b>			<b>Check 37719</b>	<b>11/24/2014</b>	<b>\$104.96</b>
43808	001-013-518-20-31-00	GG-Operating	Pest Control		\$104.96
<b>Shred It Western Washington</b>			<b>Check 37720</b>	<b>11/24/2014</b>	<b>\$91.58</b>
9404424355	001-008-521-20-31-01	LE-Operating Costs	Shredding services Nov 2014		\$91.58
<b>Smith Deborah</b>			<b>Check 37721</b>	<b>11/24/2014</b>	<b>\$100.24</b>
11/14 exp	001-005-517-90-41-00	HR-Wellness Program	Wellness event supplies		\$100.24
<b>Snohomish County Conservation Dist</b>			<b>Check 37722</b>	<b>11/24/2014</b>	<b>\$7,451.37</b>
781	410-016-531-50-31-14	DOE G1400295 - Capacity Exp	Q3 2014 Expenses		\$7,451.37
<b>Snohomish County PUD</b>			<b>Check 37723</b>	<b>11/24/2014</b>	<b>\$11,412.06</b>
124132403	001-008-521-50-47-00	LE-Utilities	202766820		\$1,260.60
140574226	001-008-521-50-47-00	LE-Utilities	203033030		\$197.37
117503230	001-010-576-80-47-00	PK-Utilities	203599006		\$113.76
130753866	001-010-576-80-47-00	PK-Utilities	200493443		\$31.50
127439363	101-016-542-63-47-00	ST-Lighting - Utilities	202624367		\$9,358.80
137260752	101-016-542-63-47-00	ST-Lighting - Utilities	205320781		\$102.62
153739580	101-016-542-63-47-00	ST-Lighting - Utilities	205338056		\$119.89
117503230	101-016-543-50-47-00	ST-Utilities	203599006		\$113.76
117503230	410-016-531-10-47-00	SW-Utilities	203599006		\$113.76

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Snohomish County Sherrifs Office</b>			<b>Check 37724</b>	<b>11/24/2014</b>	<b>\$695.61</b>
2014-2282	001-008-523-60-51-00	LE-Jail	Prisoner Housing Sept 2014	\$562.35	
2014-2303	001-008-523-60-51-00	LE-Jail	Prisoner Housing Oct 2014	\$133.26	
<b>Snopac</b>			<b>Check 37725</b>	<b>11/24/2014</b>	<b>\$26,039.54</b>
7043	001-008-528-00-51-00	LE-Snopac Dispatch	Dispatch services	\$26,039.54	
<b>Sonsray Machinery LLC</b>			<b>Check 37726</b>	<b>11/24/2014</b>	<b>\$17,259.68</b>
W00082-09	101-016-542-30-48-00	ST-Repair & Maintenance	Repair PW34 Backhoe	\$2,937.13	
W00087-09	101-016-542-30-48-00	ST-Repair & Maintenance	Repair PW34 Backhoe	\$3,164.49	
P00005-09	101-016-544-90-31-02	ST-Operating Cost	Cab filter	(\$20.96)	
P00054-09	101-016-544-90-31-02	ST-Operating Cost	Cab filter	\$24.23	
P00005-09	410-016-531-10-31-02	SW-Operating Costs	Cab filter	(\$20.97)	
R00129-08	410-016-531-10-31-02	SW-Operating Costs	Delivery charge-Front End Loader	\$434.40	
P00054-09	410-016-531-10-31-02	SW-Operating Costs	Cab filter	\$24.22	
R00125-08	410-016-531-10-45-00	SW-Equipment Rental	Rental-Front End Loader	\$4,615.50	
W00082-09	410-016-531-10-48-00	SW-Repairs & Maintenance	Repair PW34 Backhoe	\$2,937.14	
W00087-09	410-016-531-10-48-00	SW-Repairs & Maintenance	Repair PW34 Backhoe	\$3,164.50	
<b>Sound Publishing Inc</b>			<b>Check 37727</b>	<b>11/24/2014</b>	<b>\$277.76</b>
EDH597604	001-004-514-23-41-01	FI-Advertising	Public Hearing-Proposed 2015 Budget	\$58.72	
EDH596687	001-007-558-50-41-03	PL-Advertising	Road closure-Family Safe Halloween Event	\$22.48	
EDH593961	001-007-558-50-41-03	PL-Advertising	LUA2014-0073 Lee Hinds Short Plat	\$63.76	
EDH597980	001-007-558-50-41-03	PL-Advertising	Public Hearing-TIF Code Amendment	\$43.12	
EDH597036	001-007-558-50-41-03	PL-Advertising	LUA2013-0107 Willow Road Short Plat	\$60.32	
EDH600249	001-013-518-30-41-01	GG-Advertising	Ordinance 926 Levying taxes for 2015	\$29.36	
<b>Stericycle Inc</b>			<b>Check 37728</b>	<b>11/24/2014</b>	<b>\$10.36</b>
3002819062	001-008-521-20-41-00	LE-Professional Services	Hazardous waste disposal	\$10.36	
<b>Summit Law Group</b>			<b>Check 37729</b>	<b>11/24/2014</b>	<b>\$1,931.44</b>
69691	001-008-521-20-41-02	LE-Professional Srv-Legal	Legal services - union negotiations	\$1,931.44	

Invoice	AccountCode	Account Description	Item Description	Amount	
<b>Tackitt Billy</b>			<b>Check 37730</b>	<b>11/24/2014</b>	<b>\$400.00</b>
LUA2014-0076	001-000-345-81-00-00	Zoning and Subdivision Fees	Refund land use app-withdrawn		\$400.00
<b>Terra Staffing Group</b>			<b>Check 37731</b>	<b>11/24/2014</b>	<b>\$884.00</b>
14-09736	001-007-558-50-41-00	PL-Professional Servic	Temporary office help-permit center		\$442.00
14-09736	001-007-559-30-41-00	PB-Professional Srv	Temporary office help-permit center		\$442.00
<b>The Seattle Times</b>			<b>Check 37732</b>	<b>11/24/2014</b>	<b>\$200.00</b>
479726	001-007-559-30-41-01	PB-Advertising	Job Posting-Building/Code Compliance Inspector		\$200.00
<b>Wachtveitl Jerad</b>			<b>Check 37733</b>	<b>11/24/2014</b>	<b>\$39.93</b>
10/30/14 exp	001-008-521-20-31-00	LE-Office Supplies	File Organizers/file coding stickers		\$39.93
<b>Washington State Crime Prevention</b>			<b>Check 37734</b>	<b>11/24/2014</b>	<b>\$50.00</b>
Membership	001-008-521-20-49-00	LE-Miscellaneous	WSCPA membership-Lorentzen		\$50.00
<b>Washington State Criminal Justice</b>			<b>Check 37735</b>	<b>11/24/2014</b>	<b>\$150.00</b>
20114208	001-008-521-40-49-01	LE-Staff Development	FTO Training-Hingtgen/Planalp		\$150.00
<b>Washington State Dept of Enterprise Svcs</b>			<b>Check 37736</b>	<b>11/24/2014</b>	<b>\$163.95</b>
73126920	001-008-521-20-31-00	LE-Office Supplies	Business cards-Kilroy/Wells/mycrimereport.us		\$163.95
<b>Washington State Patrol</b>			<b>Check 37737</b>	<b>11/24/2014</b>	<b>\$333.50</b>
I15002602	001-013-518-20-41-00	GG-Professional Service	Background checks		\$20.00
I15003213	633-008-586-00-00-06	Gun Permit - FBI Remittance	Background checks-weapons permits		\$313.50
<b>Total Disbursements</b>					<b>\$191,607.63</b>



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

Monday, November 10, 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, Sam Low and John Spencer

COUNCILMEMBERS ABSENT: Mayor Vern Little, Councilmember Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Jan Berg, Planning Director Becky Ableman, Finance Director/City Clerk Barb Stevens, Public Works Director Mick Monken, Human Resource Director Steve Edin, Police Chief Dan Lorentzen, Deputy City Clerk Kathy Pugh, and City Attorney Cheryl Beyer

OTHERS:

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Mayor Pro Tem Daughtry thanked veterans for their service.

**Excused Absence.** Moved by Councilmember Spencer, seconded by Councilmember Low, to excuse Councilmember Tageant from the meeting. Motion carried unanimously (6-0-0-1).

**Guest Business.**

Denise Evans, 3112 134<sup>th</sup> Avenue NE, said she is the owner of Cannablyss and asked that the Council consider allowing a medical marijuana shop next to Cannablyss.

Ed Klep, 12012 29<sup>th</sup> Place NE, said he enjoys doing volunteer work and would like to use his street legal quad to commute because it is less expensive to run than a car; he asked that Council consider making it legal to use street legal quads for transportation on city streets.

Mayor Pro Tem Daughtry announced that Action Item D regarding an Engagement Letter with Keating, Bucklin & McCormack will be moved on the agenda to follow the executive session.

**Consent Agenda.**

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to approve the Consent Agenda: (A) Approve 2014 vouchers [Payroll Direct Deposits 10/31/2014 of \$124,884.78, Payroll Checks 37600-37601 in the amount of \$4,549.40, Tax Deposit(s) 10/31/2014 of \$48,357.22, Electronic Funds Transfers (ACH) of \$150,023.91, Claims Checks 37602-37680 in the amount of \$150,023.91, Total Vouchers Approved: \$873,334.25], (B) Approve City Council regular meeting minutes of October 13, 2014, (C) Approve City Council regular meeting minutes of October 27, 2014, (D) Approve City Council workshop meeting minutes of November 3, 2014, and (E) Approve 2014 Budget Amendment #4 – Ordinance No. 924. 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 both the public hearing in consideration of Code Amendment re Traffic Impact Fees Ordinance 922 and the public hearing in consideration of first reading of Ordinance 925, proposed 2015 Budget and property tax levy certification.

**Public Hearing in consideration of Code Amendment re Traffic Impact Fees Ordinance 922:** Planning Director Becky Ableman presented the staff report and said that staff is still working with the City Attorney on the form of the ordinance, and also staff wishes to provide Council with specific suggestions as to how the traffic impact fee program would work. She requested Council move ahead with the public hearing this evening and then continue it to the November 24, 2014 Council meeting. She then responded to Councilmembers' questions.

Mayor Pro Tem Daughtry invited public comments on the proposed code amendment and there were none.

MOTION: Councilmember Holder moved, Councilmember Welch seconded, moved to continue the public hearing, including the public comments portion of the public hearing, in consideration of Code Amendment re Traffic Impact Fees to the November 24, 2014 council meeting. Motion carried unanimously (6-0-0-1).

Mayor Pro Tem Daughtry requested Council's indulgence to move Action Item B, Salary Commission appointments, ahead in the agenda as a courtesy to those waiting in the audience.

**Salary Commission Appointments:** Human Resources Director Steve Edin presented the staff report with recommendation to appoint Mike Duerr, Sue Fernalid and Brent Kirk to the salary commission. Director Edin will continue to recruit for the remaining two vacancies on the commission.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to authorize the Mayor to appoint Mike Duerr, Sue Fernalid and Brent Kirk to the Lake Stevens Citizen's Commission on Salaries. Motion carried unanimously (6-0-0-1).

**Public Hearing in consideration of First Reading of Ordinance No. 925, proposed 2015 Budget and property tax levy certification:** Finance Director Barb Stevens presented the staff report and reviewed the proposed 2015 budget and property tax certification, and responded to councilmembers' questions.

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

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

MOTION: Councilmember Welch moved, Councilmember Holder seconded, to close the public hearing in consideration of the first reading of Ordinance No. 925, proposed 2015 Budget and property tax levy certification. Motion carried unanimously (6-0-0-1).

MOTION: Councilmember Welch moved, Councilmember Spencer seconded, to approve the first reading of Ordinance 925, proposed 2015 Budget and property tax levy. Motion carried unanimously (6-0-0-1).

**Action Items:**

**First and Final Reading of Ordinance No. 926, setting property tax levy and collection for 2015.** Finance Director Stevens presented the staff report and responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to approve Ordinance No. 926 setting property tax levy and collection for 2015. Motion carried unanimously (6-0-0-1).

**Interlocal Agreement with Snohomish County for Jail Services:** Police Chief Dan Lorentzen reviewed the staff report and said the ILA for 2015 shows increased costs but that he believes the Police Department budget can absorb these increases. He then responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to authorize the Mayor to enter into the Interlocal Agreement for Jail Services with Snohomish County. Motion carried unanimously (6-0-0-1).

**Discussion Items:**

**Subarea Code Amendments:** Planning Director Ableman presented the staff report and said staff is seeking Council's direction on whether to proceed with the suggested subarea code amendments to modify the warehousing restrictions on SE 20<sup>th</sup> Street. Council directed staff to move ahead with the suggested amendments.

**Council Person's Business:** Councilmembers reported on the following meetings:  
Councilmember Holder: Sewer Utility; Councilmember Welch: Fire Commission,  
Councilmember Spencer: Sewer Utility; Councilmember Low: Fire District, Cavalero Park, Health Board; Councilmember Daughtry: Family Center, Citizens Action Board for Snohomish County Tomorrow, Community Transit.

**Mayor's Business:** None.

**Staff Reports:** Staff reported on the following: City Administrator Berg: Met with Michael Bowers of the Sewer District; Planning Director Ableman: Frontier Heights Park CDBG grant application, Cavalero Park, distributed letter from Frontier Heights residents regarding code enforcement issues; Public Works Director Monken: developer of Whispering Meadows plat has agreed to widen shoulder of the existing road, meeting with residents just south of 101<sup>st</sup> between Norm's Market and 30<sup>th</sup> regarding changing road to a one-way road; boat launch repair update; Police Commander Lorentzen: distributed the 3<sup>rd</sup> quarter report for Council information; Human Resources Director Edin: provided hiring update.

**Executive Session:** Mayor Pro Tem Daughtry recessed the meeting, and entered into executive session at 8:48 p.m. for ten minutes to discuss potential litigation and, current litigation, with potential action to follow on the Engagement Letter with Keating, Bucklin & McCormack. Executive session concluded at 8:58 p.m.

**Engagement Letter with Keating, Bucklin & McCormack:**

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to authorize the Mayor to enter into an engagement letter with Keating, Bucklin & McCormack. Motion carried unanimously (6-0-0-1).

**Adjourn.** Councilmember Welch moved, Councilmember Low seconded, to adjourn the meeting at 8:59 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



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Agenda Date:** November 24, 2014

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

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

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**RECOMMENDATION(S)/ACTION REQUESTED OF CITY COUNCIL:** Hold first and final reading of Ordinance No. 922 Code Amendment for Traffic Impact Fee Calculation (**Exhibit 1**).

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**SUMMARY:**

Council held their first public hearing on November 10, 2014 to consider Ordinance No. 922 regarding calculations of Traffic Impact Fees related to potential development incentives. This amendment supports Council’s direction to further the City’s Economic Development goals consistent with Resolution 2014-7 (**Exhibit 2**) Staff has prepared an assertive incentive programs and financial impact analysis for job and retails sales tax growth for Council’s discussion. These programs would be adopted by Council Resolutions. Incentive programs for permit fee waivers and to encourage multifamily development will be brought forward separately for Council discussion following enactment of these programs. A revised ordinance containing criteria for considering fee adjustments is included based on this information and discussions with the City Attorney.

The Planning Commission held a public hearing on October 22, 2014 and recommends approval by the Council (**Exhibit 3**). Council held the first public hearing on November 10, 2014 and took an action to continue the hearing to November 24, 2014.

**PROPOSED CODE AMENDMENTS:** Ordinance No. 922 contains the proposed code amendments using strikeouts for deletions and underlines for additions. Note that the shaded text has been added to the November 10, 2014 version of the proposed Ordinance.

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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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**DISCUSSION**

Public Benefit

In accordance with RCW 82.02.060(2) related to assessment of development impact fees, cities:

*(2) May provide an exemption for low-income housing, **and other development activities with broad public purposes**, from these impact fees, provided that the impact fees for such development activity shall be paid from public funds other than impact fee accounts; (emphasis added).*

The City of Lake Stevens competes for economic growth with neighboring jurisdictions including the cities of Everett, Marysville, Arlington, and Snohomish. There can be a somewhat distant competition with the cities of Granite Falls and Monroe. Stimulating new job growth business development and retail sales tax growth through development incentives in order to advance several economic and community development goals and advance the City's long term financial position is an option for the Council to consider. These types of incentives have been used in other Washington State jurisdictions. Incentives include programs such as impact fee deferral and impact fee reduction/discount, and permit fee waivers. Staff will provide a more detailed list of some of these at the Council's hearing.

There are several specific public benefits from job growth and retail sales tax growth in the City including:

- Increased employment opportunities for citizens within the city limits that are not currently available
- Employees that spend money in the city contributing to increase in sales tax revenue

- Attraction of businesses that could stimulate more businesses including service sector growth
- Increased Utility Tax Revenue
- Increased property values contributing to increased property tax revenue
- Increase in retail sales tax revenue.

#### Job Growth Incentives Program

Table 1 in **Exhibit 10** shows an alternative for a job growth traffic impact fee incentive program based on a sliding scale thereby incentivizing larger over smaller job growth companies. Table 2 In **Exhibit 10** shows the potential revenue impact of a 1,000 job growth development. This analysis was developed using gross number estimates and should be used only as a guide for decision making. Development may occur differently, however, a conservative approach was used in the analysis.

To account for the job growth incentive reductions in the Traffic Mitigation Account (TMA), Council could designate a portion of the revenues directly attributed from the new development to the TMA and done over a specified period (e.g. 3 years), until the impact fee account is appropriately refunded.

#### Retail Sales Incentives Program

A proposed program for new retail sales growth was developed using a similar approach adopted by the City of Marysville. The program ties partial exemption of traffic impact fees to an actual per business retail sales tax receipt threshold. The threshold ensures a significant public purpose/benefit is gained by the City.

The proposal supports mid to large scale retail development that is lacking in Lake Stevens. The City's 2011 Retail Leakage Report identifies 5 Opportunity Industry Groups including Furniture & Home Furnishing stores, Electronic & Appliance Stores, Building Materials, Garden Equipment & Supply Stores, Gasoline Stations, and Clothing and Clothing Accessories stores. The initial program would be in effect for 3 years. The retail sales growth program components are as follows:

- Applies to "new commercial retail business"
- Must demonstrate by business plan that average annual City portion of sales tax revenue is at least \$100,000 based on a 3-year average (Marysville threshold \$200,000) prior to receiving approval of participation in the program
- Includes new retail in prescribed zones identified by the City
- Entitled to 50% exemption of Traffic Impact Fees
- Traffic Impact Fees are paid in full by development and the exempted portion is held in an interest bearing account by the City
- After 3 years, a qualifying development can request its identified incentive refund

- If the development fails to attain the sales tax threshold but achieves at least 75% or \$75,000 in the same period, the development/business is entitled to a reduced refund of 25%
- If development does not attain the minimum 75%, the City will retain the full Traffic Impact Fee
- The program period of 3 years can be extended if desired by the Council

Note that a large retailer could also qualify for the job growth incentive. In this case it is recommended that only one incentive program would apply, whichever is greater.

Table 3 in **Exhibit 10** uses a conservative estimated 3-year commercial development scenario for the purposes of measuring impact of the fee exemption program. This is likely the maximum new commercial development that will occur within that 3 year program timeframe. These programs will need to be closely monitored to ensure effectiveness and evaluation of impacts of more anticipated development growth than expected.

#### Impact on Six-Year Transportation Improvement Program (STIP)

The total estimated fiscal impact to the Traffic Mitigation Account (TMA) from both the job growth and retail sales tax growth programs is approximately \$2,031,000 if fully utilized over the three year program period. The transportation projects listed below are programmed into the City's STIP however, it is anticipated that the shortfall in the TMA will have very little to no effect on the timing of these project primarily due to existing account balance and other variables as described. Assuming local funds from the increase in tax revenue described in Table 2 are used to replace the uncollected impact fees, there may be only a slight delay in these projects if all other factors are realized as initially programmed.

#### Programmed Projects in 2016 – 2018

- *SR 9/4<sup>th</sup> Street NE intersection (may become part of state transportation package)*
- *90<sup>th</sup> Street NE Connector north of SR 204*
- *91<sup>st</sup> Avenue NE/SR 204 RTP northbound (may be part of transportation package)*
- *91<sup>st</sup> Avenue NE/SR 204 RTP southbound (may be part of transportation package)*
- *20<sup>th</sup> Street SE Phase 2 – Segment 1 Design and ROW (grant funded in 2015-2017)*
- *91<sup>st</sup> Avenue SE (4<sup>th</sup> to 20<sup>th</sup>) Design (pending grant funding)*
- *91<sup>st</sup> Avenue SE (Developer improvement)*
- *99<sup>th</sup> Avenue NE non motorized improvements (may be delayed)*
- *91<sup>st</sup> Avenue NE/Vernon intersection (Developer improvement)*

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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**).

**STAFF RECOMMENDATION:**

In addition to the Planning Commission's recommendation, Staff recommends inclusion of the revision as presented in revised Ordinance No. 922 (*Exhibit 1*).

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**EXHIBITS:**

- Exhibit 1: Revised 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
- Exhibit 10: Fiscal Analysis Tables including Traffic Impact Fee Cost Basis Table dated September 13, 2012

## 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 A NEW SUBSECTION 14.112.080(d) ~~CLARIFYING~~ ESTABLISHING 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, one component of the cost of construction of commercial and industrial projects which foster creation of jobs and increased retail sales tax receipts is the traffic impact fee set forth in LSMC Chapter 14.112; 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 to traffic impact fees including reductions thereby providing incentives for business to locate in Lake Stevens but at the same time ~~not~~ to impose not more than a proportionate share of traffic impacts on developments that do not qualify for the temporary reduction/exemption and therefore, sources of funds other than traffic impact fees will be applied to mitigate impacts of such development; and

WHEREAS, justification of adjustment of traffic impact fees is in part to be approved through approval of a set forth in a subsequent Resolution to be adopted demonstrating the City Council's intent to create an economic incentive program; and 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 and incentivize new business to locate in the City of Lake Stevens ~~and will that~~ promote new jobs and retail sales tax growth to the local economy; and

WHEREAS, after providing notice to the public as required by law, on October 22, 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 hearing on November 10, 2014 and November 24, 2014, the Lake Stevens City Council reviewed and considered the proposed amendment adding a new subsection 14.122.045112.080(d) to the Lake Stevens Municipal Code as proposed by the Lake Stevens Planning Commission and modified by the City Council; and

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

**Section 1.** LSMC 14.112.080(d) is hereby amended by adding a new subsection (d) 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 **resulting from proposed**

development or redevelopment as determined by the City Council. Public benefits and/or broad public purposes for adjustments primarily include the Economic development goals identified in the City's Comprehensive Plan related to job creation and growth of new retail sales tax receipts. The City Council shall identify the public funding source other than impact fees collected to compensate for any reductions in impact fees pursuant to this provision.

**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



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 Hoult, 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 adjust or extend 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

### EXHIBIT 3

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 is the fee 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,



Chairman

LAKE STEVENS PLANNING COMMISSION

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

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.

- 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.

- 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.

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?

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

- 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 Steves 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.

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.

EXHIBIT 6



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

October 13, 2014

Rebecca Ableman  
Planning Director  
City of Lake Stevens  
Post Office Box 257  
Lake Stevens, Washington 98258

Dear Ms. Ableman:

Thank you for sending the Washington State Department of Commerce (Commerce) the following materials as required under RCW 36.70A.106. Please keep this letter as documentation that you have met this procedural requirement.

**City of Lake Stevens - 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). These materials were received on October 10, 2014 and processed with the material ID # 20699. Expedited Review is requested under RCW 36.70A.106(3)(b).**

If this submitted material is an adopted amendment, then please keep this letter as documentation that you have met the procedural requirement under RCW 36.70A.106.

If you have submitted this material as a draft amendment requesting expedited review, then we have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce. Please remember to submit the final adopted amendment to Commerce within ten days of adoption.

If you have any questions, please contact Growth Management Services at [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov), or call Dave Andersen (509) 434-4491 or Paul Johnson (360) 725-3048.

Sincerely,

Review Team  
Growth Management Services

**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.

**EXHIBIT 10**  
**Traffic Impact Fee Incentive Programs**  
**Fiscal Analysis**

**TABLE 1**

<b>Job Growth Incentive Impact</b>					
Incentives available for a maximum of 1,000 jobs )equates to 24% job growth in the city based on 2012 employment)					
ITE (International Traffic Engineer) Manual – Weekday PM Peak Hour traffic trips generated by 1000 new jobs	400				
Zone 2 and 3 Per Trip Impact Fee	\$2,917				
Total Traffic Mitigation Fee Account (under existing plan)	\$1,166,800 (See total anticipated mitigation for Zones 2 & 3 attached)				
<b>Incentive Proposal</b>					
Job creation per development	<b>&lt;25</b>	<b>25-50</b>	<b>51-100</b>	<b>101-150</b>	<b>&gt;150</b>
		<b>30%</b>	<b>50%</b>	<b>60%</b>	<b>90%</b>
Per Trip Impact Fee per with reduction applied	\$2,917	\$2,042	\$1,459	\$1,167	\$292
Total Mitigation Fee Account reduction for 1,000 job growth	\$ -	\$350,000	\$583,200	\$700,000	\$1,050,000

**EXHIBIT 10**  
**Traffic Impact Fee Incentive Programs**  
**Fiscal Analysis**

**TABLE 2**  
**New Development Revenue Estimates**

Revenue Source	Low	High
REET (one-time)	\$10,662	\$22,468
Construction Sales Tax - (one-time)	<u>\$350,000</u>	<u>\$630,000</u>
	\$360,662	\$652,468
Property Tax - Manufacturing (annual)	\$78,750	\$105,000
Utility Taxes - Commercial (annual)	<u>\$33,187</u>	<u>\$33,187</u>
	\$111,937	\$138,187
<b>Manufacturing Estimated (year 1)</b>	<b>\$472,599</b>	<b>\$790,654</b>
Property Tax - Office (annual)	<u>\$105,000</u>	<u>\$144,375</u>
	-	-
<b>Office Estimated (year 1)</b>	<b>\$498,849</b>	<b>\$830,029</b>

**Assumptions**

Total number of Employees	1,000
Facility SF	350,000
Site Areas Acres	20
Site Area SF	817,000
Assessed Land Value/SF -Low - (Actual Property for Sale)	\$2.61
Assessed Land Value/SF - High (Estimated Property Price)	\$5.50
Construction Sales Tax (Conservative)	\$1.00
Construction Sales Tax (Avg. of 2 projects)	\$1.80

REET	Property Sale Price	City Revenue (1/2 %)
Property Value Low	\$2,132,370	\$10,662
Property Value High	\$4,493,500	\$22,468

Construction Sales Tax - one-time	Per SF - Conservative	Per SF – Avg.
<i>Per Avg. actual &amp; Conservative Rate</i>	\$1.00	\$1.80

Property Tax (\$1.50 Levy Rate)	Value added /SF "c"	Value added /SF "nr"
Manufacturing/Warehouse	\$150	\$200
Office	\$200	\$275

"c" - Current/ "nr" - New/Redevelopment

*Per Leland Report - pg13*

**EXHIBIT 10**  
**Traffic Impact Fee Incentive Programs**  
**Fiscal Analysis**

**TABLE 2**  
**New Development Revenue Estimates Continued**

Utility Tax	Unit per SF	Per Unit	X Utility Tax %
Gas Utility Tax Commercial - Average	.3 therms/sf/year	\$0.99	\$0.01
Electric Utility Tax Commercial - Average	20 kw/sf/year	\$0.08	\$0.08
<i>Avg per SF provided by PSE &amp; PUD</i>			\$0.09
<i>((SF X Unit Per SF)X Per Unit Cost)X Utility Tax %</i>			

	New Commercial Building- LSC	New Office/Storage Building Hartford- Area
Structure Area	15004	25000
Construction Tax	\$25,860	\$46,953
	\$1.72	\$1.88

**EXHIBIT 10**  
**Traffic Impact Fee Incentive Programs**  
**Fiscal Analysis**

**TABLE 3**  
**Traffic Impact Fee Calculation based on \$100k/3 year Sales Tax Generation**

Period	2015-2017								
Impact Fee/Trip	\$2,917								
	PM Peak per 1000 sf	Est. Dev. (SF) In next 3 years	New Trips	Calculated base fee	Pass- by % (1)	Pass-by Discount	<b>Total Traffic Fee Due</b>	<b>50% Discount</b>	
Free Standing Discount	5.43	28,000	152	\$443,501	20%	\$88,700.14	\$354,801	\$177,400.27	
Shopping Center	3.75	40,000	150	\$437,550	35%	\$153,142.50	\$284,408	\$142,203.75	
Pet Supply	4.96	11,000	55	\$159,152	35%	\$55,703.03	\$103,448	\$51,724.24	
Supermarket	10.45	50,000	523	\$1,524,133	20%	\$304,826.50	\$1,219,306	\$609,653.00	
		<b>129,000</b>	<b>880</b>	<b>Total Est. 3 year impact Fee</b>			<b>\$1,961,963</b>	<b>\$980,981.27</b>	



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 24, 2014

**Subject:** 2015 Budget Presentation

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

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

Approve Second and Final Hearing of Ordinance No. 925 and Authorizing the 2015 Budget.

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**SUMMARY/BACKGROUND**

Budgeting is an essential element of the financial planning, control, and evaluation processes of governments. The planning process involves determining the types and levels of services to be provided and allocating available resources among various departments, programs, or functions. Financial control and evaluation processes typically focus upon assuring that fixed expenditure limitations (appropriations) are not exceeded and on comparing estimated and actual revenues.

Upon adoption, the expenditure estimates are enacted into law through the passage of an appropriations ordinance. The appropriations constitute maximum expenditure authorizations during the fiscal year, and cannot legally be exceeded unless subsequently amended by the legislative body. Expenditures should be monitored through the accounting system to assure budgetary compliance. Unexpended appropriations lapse at year end.

***The following changes have been made since presented to Council on November 10, 2014***

General Fund – 001

Beginning fund balance has increased \$481,000 based on the change of the 2014 estimated total Economic Development costs. In previous years, the budget for this line item was estimated to be fully spent and any balance that remained at year end was either transferred to the reserve fund for future need, or rolled forward to the next budget year. With the inclusion of an Economic Development Coordinator position in the 2015 budget, the recommendation is not to roll the remaining budget forward at this time, but reevaluate the economic development needs once the position is filled and operational.

Some changes have been made to the future assumptions within the General Fund that although they do not affect the 2015 budget, they affect the future forecast. Based on new information regarding the State budget, we are anticipating an end to some state shared revenues including Liquor Excise Tax and Liquor Profits. The updated forecast assumes the State will keep the revenues whole for the 2015 budget year so the City's budget estimates an end in mid-2016.

Additionally, based on further research into property tax and banked capacity, it has been determined that the 2015 actual levy amount which includes all available banked capacity, will become the City's new Highest Lawful Levy (HLL). Future levy limits will be derived from the 2015 levy unless the assessed value decreases, capping the levy rate again. Because this rate will become the new HLL, the City's property tax will not decrease by the banked capacity amount in 2016. As such, we have corrected the 2016 and future property tax levy amounts to include a 1% increase per year.

Street Fund – 101

Beginning fund balance has increased \$109,233 based on the change of the 2014 estimated total Overlay costs. Additionally, the remaining 2014 budget allocated for Overlays will be applied to the 2015 budget for a total expenditure increase of \$200,000.

Sewer Fund – 401

Expenditures have increased by \$200 for incremental costs incurred for collaboration meetings.

Debt Service Funds

- Public Works Trust Fund Loan Fund 2002 - 205
- Public Works Trust Fund Loan Fund 2006 - 207
- Public Works Trust Fund Loan Fund 2005 - 208
- Public Works Trust Fund Loan Fund 2008 - 209
- Public Works Trust Fund Loan Fund 2010 - 211

These funds have been used to account for and report debt service for PWTF Loans. These funds receive “revenue” transfers-in, from other funds and then make “expenditure” payments to the holder of the loan. These transfers are an unnecessary step since the use of Debt Service Funds are only required to account for and report resources if “legally mandated.” PWTF Loans have no legal mandate. Beginning in 2015 the payments will be made directly out of either the Street Fund or Sewer Fund based on the loan.

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**APPLICABLE CITY POLICIES:**

In accordance with the Financial Management Policies, Budget Themes and Policies, and the Revised Code of Washington, the legislative body shall adopt the budget by ordinance.

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**BUDGET IMPACT:**

The budget ordinance will enact into law all approved appropriations for the 2015 calendar year.

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**ATTACHMENTS:**

- ▶ Ordinance 925

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	\$ 6,877,194	\$ 9,225,643	\$ 9,313,300	\$ 6,789,537
002	Contingency Reserve	\$ 2,602,192	\$ 803,100	\$ 8,050	\$ 3,397,242
101	Street	\$ 3,417,511	\$ 2,155,451	\$ 2,132,956	\$ 3,440,006
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	\$ -
206	Police Station LTGO 2004	\$ -	\$ 102,532	\$ 102,532	\$ -
210	2008 Bonds	\$ -	\$ 351,424	\$ 351,424	\$ -
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 I	\$ 941,185	\$ 402,640	\$ 811,002	\$ 532,823
304	Cap. Imp.-REET II	\$ 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	\$ 1,388,226	\$ 268,299
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>\$ 22,670,565</b>	<b>\$ 18,108,207</b>	<b>\$ 17,557,755</b>	<b>\$ 23,221,017</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

ATTEST:

Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

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Grant Weed, City Attorney

First Reading: November 10, 2014  
Second Reading: November 24, 2014  
Published:  
Effective:

No.	Fund Name	2015			
		2014 Ending/ 2015 Beginning Balance	Preliminary Budgeted Revenues	Preliminary Budgeted Expenditures	Preliminary Budgeted Ending Balance
001	General Fund	\$ 6,877,195	\$ 9,225,643	\$ 9,313,300	\$ 6,789,538
002	Reserve Fund	\$ 2,602,192	\$ 803,100	\$ 8,050	\$ 3,397,242
101	Street	\$ 3,417,511	\$ 2,155,451	\$ 2,132,956	\$ 3,440,006
103	Street Reserve	\$ 1,524	\$ 2	\$ -	\$ 1,526
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210	2008 Bonds	\$ -	\$ 351,424	\$ 351,424	\$ -
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304	Cap. Improvements	\$ 1,970,482	\$ 401,000	\$ 74,164	\$ 2,297,318
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309	Sidewalk Capital Project	\$ 507,540	\$ 500	\$ 223,000	\$ 285,040
401	Sewer	\$ 268,834	\$ 1,387,691	\$ 1,388,226	\$ 268,299
406	Sewer Reserve	\$ -	\$ -	\$ -	\$ -
410	Storm and Surface Water	\$ 1,616,472	\$ 1,544,743	\$ 1,501,015	\$ 1,660,200
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530	Equipment Fund-PW	\$ 221,352	\$ 156,225	\$ 215,400	\$ 162,177
540	Aerator Equipment Replacement	\$ 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 All Funds</b>	<b>\$ 22,670,566</b>	<b>\$ 18,108,207</b>	<b>\$ 17,557,755</b>	<b>\$ 23,221,018</b>

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
<b>Cash</b>	\$ 4,637,985	\$ 5,837,901	\$ 5,837,901	\$ 6,877,194
<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>
		\$ -		
Acting Srv - ILA Lobbying	\$ 20,250	\$ 20,250	\$ 5,660	\$ -
Sales of Maps-Publications	\$ -	\$ -	\$ 23	\$ -
Duplicating Srv	\$ 1,346	\$ 1,600	\$ 1,084	\$ 1,100

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
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	\$ 14,000	\$ 250,000
PL-Capital Outlay	\$ 5,430	\$ -		\$ -
<b>Planning &amp; Community Develop</b>	<b>\$ 553,226</b>	<b>\$ 988,462</b>	<b>\$ 490,580</b>	<b>\$ 851,640</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	\$ -	\$ -		\$ -

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
<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	\$ 2,378,751
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

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
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>\$ 5,204,266</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

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
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-Equip Rent	\$ 1,492	\$ 1,500	\$ 500	\$ 1,500
CS-Library-Professional Svc	\$ -	\$ -	\$ -	\$ -
CS-Library-Utilities	\$ 5,243	\$ 6,761	\$ 6,479	\$ 7,000

001 - General Fund	2013 Ending Balance	2014 Current Budget	2014 Estimated Ending	2015 Executive Budget
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>\$ 7,954,775</b>	<b>\$ 9,313,300</b>
<b>General Fund Ending Cash</b>	<b>\$ 5,837,839</b>	<b>\$ 5,520,465</b>	<b>\$ 6,877,194</b>	<b>\$ 6,789,537</b>
	69%	67%	76%	74%

<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>	\$ 502,703	\$ 503,100	\$ 502,202	\$ 803,100
Unclaimed Checks Paid	\$ -	\$ 8,050	\$ -	\$ 8,050
Transfer Out	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ -	\$ 8,050	\$ -	\$ 8,050
<b>Ending Balance</b>	\$ 2,099,970	\$ 2,595,020	\$ 2,602,172	\$ 3,397,222

<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	\$ 3,417,511
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>\$ 853,478</b>	<b>\$ 842,790</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
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

<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>
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	\$ 260,927	\$ 450,000
ST-Advertising	\$ 171	\$ 3,000	\$ 1,269.25	\$ 3,000
ST-Professional Service	\$ 20,280	\$ 24,149	\$ 24,149	\$ 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>\$ 801,473</b>	<b>\$ 582,505</b>	<b>\$ 812,745</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>
2010 PWTF Loan Principal				\$ 634
2010 PWTF Loan Interest				\$ 304
<b>Debt Service</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 938</b>
ST-Capital Purchases	\$ 15,873	\$ 10,500	\$ 10,500	\$ -
ST-Sidewalk Capital Project	\$ -	\$ -		\$ -
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 / Debt Service	\$ 976	\$ 960	\$ 960	
<b>Interfund Transfers Out</b>	<b>\$ 47,608</b>	<b>\$ 49,617</b>	<b>\$ 48,420</b>	<b>\$ 153,980</b>
<b>Street Expenditures</b>	<b>\$ 1,521,556</b>	<b>\$ 1,899,969</b>	<b>\$ 1,583,364</b>	<b>\$ 2,132,956</b>
<b>Ending Cash</b>	<b>\$ 2,770,135</b>	<b>\$ 3,096,458</b>	<b>\$ 3,417,511</b>	<b>\$ 3,440,005</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>301 - Developer Contributions</b>	<b>As of YE 2013</b>	<b>2014 Amended Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Budget REQUESTS</b>
<b>Beginning Balance</b>	\$ 2,371,754	\$ 2,884,286	\$ 2,884,286	\$ 3,627,182
<b>Revenues</b>				
Local Trans Act - Impact Fee	\$ 50,528	\$ -	\$ -	
Traffic Mitigation - GMA County Area	\$ 289,732	\$ 137,100	\$ 407,471	\$ 200,000
Traffic Mit - TIZ 1	\$ 21,288	\$ -	\$ 9,235	\$ 10,000
Traffic Mit - TIZ 2-3	\$ 17,502	\$ 19,300	\$ 11,091	\$ -
Traffic Mitigation - SEPA	\$ -	\$ -	\$ -	\$ -
Park Mitigation	\$ 168,896	\$ 74,000	\$ 314,055	\$ 100,000
Traffic GMA ( WSDOT)	\$ 408	\$ -	\$ -	\$ 3,000
Investment Interest	\$ 3,635	\$ 1,500	\$ 3,045	\$ 1,500
<b>Total Revenue</b>	<b>\$ 551,989</b>	<b>\$ 231,900</b>	<b>\$ 744,896</b>	<b>\$ 314,500</b>
<b>Expenses</b>				
Park Mitigation Funds Expended		\$ -		\$ 190,388
Street Op - Planning	\$ 188	\$ 2,000	\$ 2,000	\$ -
Street Op - 204/91st	\$ 38,650	\$ -	\$ -	\$ -
Park Capital - Eagle Ridge Parking Lot	\$ 619	\$ -	\$ -	
<b>Total Expenses</b>	<b>\$ 39,457</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 190,388</b>
<b>Ending Balance</b>	<b>\$ 2,884,286</b>	<b>\$ 3,116,186</b>	<b>\$ 3,627,182</b>	<b>\$ 3,751,294</b>
<b>309 - Sidewalk Capital Project</b>	<b>As of YE 2013</b>	<b>2014 Current Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 Budget REQUESTS</b>
<b>Beginning Balance</b>	\$ 592,513	\$ 302,317	\$ 302,317	\$ 507,541
<b>Revenues</b>				
TIB Sidewalk Grant	\$ -	\$ 204,750	\$ 204,750	
Investment Interest	\$ 770	\$ 800	\$ 474	\$ 500
Transfer In	\$ -		\$ -	
<b>Total Revenue</b>	<b>\$ 770</b>	<b>\$ 205,550</b>	<b>\$ 205,224</b>	<b>\$ 500</b>
<b>Expenses</b>				
Sidewalk Construction	\$ 290,966	\$ -		\$ 223,000
<b>Total Expenses</b>	<b>\$ 290,966</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 223,000</b>
<b>Ending Balance</b>	<b>\$ 302,317</b>	<b>\$ 507,867</b>	<b>\$ 507,541</b>	<b>\$ 285,041</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	1,310,290
Misc revenue	0			
<b>Total Miscellaneous Revenue</b>	<b>1,327,335</b>	<b>1,320,714</b>	<b>1,320,464</b>	<b>1,310,650</b>
<b>Total Operating Revenues</b>	<b>1,437,315</b>	<b>1,430,694</b>	<b>1,406,064</b>	<b>1,387,690</b>
<b>Total Resources</b>	<b>1,747,788</b>	<b>1,725,088</b>	<b>1,700,458</b>	<b>1,656,524</b>
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			200
Sewer Fund - Professional Services	274			
<b>Total Services &amp; Charges</b>	<b>9,630</b>	<b>9,736</b>	<b>9,736</b>	<b>9,936</b>
PWTF 2002- Principal				85,691
PWTF 2002- Interest				3,428
PWTF 2005 - Principal				52,632
PWTF 2005 - Interest				11,579
PWTF 2006 - Principal				409,539
PWTF 2006 - Interest				24,572
PWTF 2008 - Principal				553,180
PWTF 2008 - Interest				38,723
<b>Total Debt Service Expenditures</b>				<b>1,179,344</b>
PWTF Debt Service Transfer	1,189,784	1,185,638	1,185,638	
2008 LTGO Bond Transfer	136,976	134,116	134,116	130,946
<b>Total Other Expenditures</b>	<b>1,326,760</b>	<b>1,319,754</b>	<b>1,319,754</b>	<b>130,946</b>
<b>Total Operating Expenditures</b>	<b>1,453,393</b>	<b>1,432,564</b>	<b>1,431,624</b>	<b>1,388,226</b>
<b>Operating Net Income</b>	<b>294,394</b>	<b>292,524</b>	<b>268,834</b>	<b>268,298</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>

<b>510 Computer Equipment</b>	<b>YE 2013</b>	<b>2014 Amended Budget</b>	<b>Estimated Ending 2014</b>	<b>2015 EXEC REQUESTS</b>
<b>Beginning Balance</b>	<b>\$ 87,193</b>	<b>\$ 95,956</b>	<b>\$ 95,956</b>	<b>\$ 89,544</b>
<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>	<b>\$ 41,100</b>	<b>\$ 82,317</b>	<b>\$ 82,317</b>	<b>\$ 272,317</b>
<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>	<b>\$ 32,337</b>	<b>\$ 89,398</b>	<b>\$ 88,729</b>	<b>\$ 297,483</b>
<b>Ending Balance</b>	<b>\$ 95,956</b>	<b>\$ 88,875</b>	<b>\$ 89,544</b>	<b>\$ 64,378</b>

<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>

# Memo

**To: City Council**  
**From: Mayor Little**  
**Date: November 24, 2014**  
**RE: Planning Commission Reappointments**

I am recommending reappointment of Janice Huxford and Gary Petershagen to the Planning Commission for a four-year term beginning January 1, 2015 and ending December 31, 2019.

With these reappointments the Planning Commission will continue with full membership.

**City of Lake Stevens**

# Memo

**To: City Council**  
**From: Mayor Little**  
**Date: November 24, 2014**  
**RE: Arts Commission Reappointments**

I am recommending reappointment of Robert Cruickshank, Eileen Tietze and Kristin Hunt to the Arts Commission for a four-year term beginning January 1, 2015 and ending December 31, 2019.

With these reappointments the Arts Commission will continue with full membership.

**City of Lake Stevens**

# Memo

**To: City Council**  
**From: Mayor Little**  
**Date: November 24, 2014**  
**RE: Library Board Reappointments**

I am recommending reappointment of Shaelynn Charvet Bates, Janice Stepp and Andrew Powers for a four-year term beginning January 1, 2015 and ending December 31, 2019.

With these reappointments the Library Board will have one vacancy which **was** advertised, **and an interview is scheduled for Friday, November 21, 2014.**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 24, 2014

**Subject:** Frontier Heights Park Community Development Block Grant Application

**Contact Person/Department:** Sally Payne, Planning & Community Development      **Budget Impact:** none

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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Approve Resolution 2014-9 endorsing the City's submittal of a 2015 Community Development Block Grant Application to Snohomish County for funds to make improvements to Frontier Heights Park.

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**SUMMARY:**

City Council's endorsement is needed for submittal of a 2015 Community Development Block Grant (CDBG) application to Snohomish County for funds in the amount of \$190,842 for improvements to Frontier Heights Park. Snohomish County Office of Housing, and Community Development requires a Resolution be approved by the local jurisdiction as part of the CDBG application process, and that an individual be authorized to negotiate and contractually bid the City if funds are awarded. At the October 27, 2014 City Council meeting, Council directed staff to move forward with preparing the CDBG application which was submitted to the County November 10, 2014.

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**BACKGROUND/HISTORY:**

The Frontier Heights development was part of a pilot project developed under the 1960s Federal Housing Administration (FHA) Cost-Effective Home Ownership and Improved Contemporary Environment (CHOICE) program which was intended to increase the supply of homes for families of modest incomes through economical land development and simplified housing construction. According to the U.S. Census Bureau and Snohomish County Department of Housing and Community Development, the neighborhood is considered to be low-to-moderate income with 44.77% of residents meeting the income guidelines for low-to-moderate households.

Frontier Heights was developed as a Planned Unit Development and recorded with Snohomish County in 1968. The development is incorporated as the Frontier Heights Homes Association and is managed by an HOA made up of all homeowners represented by a Board of directors. The parcel where Frontier Heights Park is located is indicated on the original plat map as being a common area for use by HOA residents and not for public use. It was developed as a private park as part of the development of the Frontier Heights No. 1 neighborhood.

The park currently consists of a tot-lot, basketball court, tennis courts, open play field, and four square play area. Given the fact that Frontier Heights is a low-to-moderate income neighborhood, the residents have not had the financial means to maintain and update the original park and it has for several years been in a state of disrepair.

For the past few years there have been discussions between the City and the HOA regarding the City taking ownership of the park since the HOA is not able to maintain it. The HOA has supported this idea even knowing that the park would become a public park if the City were to take ownership. A potentially complicating factor is that per the Covenants and By Laws of the HOA, two-thirds of the residents would

need to sign documentation in approval of the transfer of the park to the City. City staff has been in communication with the City Attorney's office on this issue and while it does present a challenge, with outreach efforts by the HOA and support from the City, it could be feasible to obtain the required number of signatures.

While the City could potentially take possession of the park through dedication or a minimal fee, the City does not have the funds to undertake improvements needed to bring the park up to City safety standards. The CDBG grant if awarded could provide the needed monies to make improvements to the park. The City taking possession of the park would be contingent upon the City being awarded the CDBG funds from the County. The Public Works Director would be designated to negotiate and contractually bind the City upon the granting of any funds.

The western area of the City where the park is located is identified in the City's Comprehensive Plan as an area in need of a neighborhood-level park. The City taking possession of the park would meet this identified need for additional park land in this portion of the City. Being awarded the CDBG funds would allow the City to make needed improvements to the park, and allow for additional activities to be added. This would provide a safe, functional play area for residents of the Frontier Heights neighborhood who have limited means for providing recreational opportunities for their families. In addition, it would be in the overall best interest of this low-to-moderate income community and the general public to have a City presence to maintain the park in a safe manner and to provide safety monitoring of the park.

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**APPLICABLE CITY POLICIES:**

The City's Parks, Recreation and Open Space Element of the Comprehensive Plan identifies this area of the City west of SR-9 as a priority for an additional neighborhood-level park.

Specific Parks, Recreation and Open Space Goals and Policies which are consistent with the intent of this project include:

GOAL 5.1 Provide a high-quality, diversified parks, recreation and open space system that provides recreation and cultural opportunities for all ages and interest groups.

Policy 5.1.1 Provide a system of multi-purpose neighborhood and community parks throughout the community accessible to all residents that meet certain levels of service including a neighborhood park within a one-mile radius of all residential areas.

GOAL 5.6 The City recognizes that land is in high demand and that acquisitions must be pursued as quickly as possible to implement the community's vision concurrently with developing and improving existing facilities to achieve a high-quality and balanced park and recreation system.

Policy 5.6.5 Prioritization for new park and recreation facilities shall take into consideration areas within the community, which are under-represented by parks, types of desired facilities not presently available, availability of properties appropriate for a particular type of park, and availability and opportunities for grants and other funding sources.

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**BUDGET IMPACT:** None.

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**ATTACHMENTS:**

Attachment A – 2015 Snohomish County CDBG Application

**SNOHOMISH COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
2015 PUBLIC FACILITIES & INFRASTRUCTURE**

**APPLICANT AUTHORIZATION**

This application is available on the Snohomish County website in Microsoft Word at:  
<https://wa-snohomishcounty.civicplus.com/684/Applications-for-Available-Funds>

1. **Title of Proposed Project:**  
City of Lake Stevens Frontier Heights Park Improvement Project
  
2. **Project Location** (street address or nearest intersection and applicable zip code):  
The Park site is located near the intersection of Frontier Circle West and 88<sup>th</sup> Ave. NE.  
The zip code is 98258.
  
3. **Proposed Use of CDBG Funds** (Summarize in one or two sentences the planned project and what costs CDBG funds would be used for i.e. professional services costs, soft costs, construction costs, etc.):  
The CDBG funds will be used to make improvements to the existing park amenities that are in poor condition due to their age. The funds would be used for the construction costs of replacing a tot-lot structure, repairing play courts, adding security lighting and providing benches and picnic tables.
  
4. **Project Cost**
  - a) CDBG Funds Requested: \$ 190,842.00    b) Total Project Cost \$ 245,581.00

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION INCLUDED IN THIS APPLICATION HAS BEEN CAREFULLY EXAMINED. THE APPLICANT UNDERSTANDS AND AGREES TO COMPLY WITH THE POLICIES, RULES AND REGULATIONS REFERENCED IN THE APPLICATION IF FUNDING IS AWARDED.**

**Organization's Name and Mailing Address:**

City of Lake Stevens  
1812 Main St.  
P.O. Box 257  
Lake Stevens, WA 98258

**Authorized Signature of Organization:**

  
\_\_\_\_\_  
**Signature**  
Kim Daughtry, Council President  
\_\_\_\_\_  
**Name and Title**  
kdaughtry@lakestevenswa.gov  
\_\_\_\_\_  
**E-mail Address**

Applicants must submit a copy of their Board or City Council minutes authorizing submittal of this application or make other arrangements by calling 425-388-3264  
Copy of Authorization is Attached.

Yes  No

If applying for more than one project, what priority is this project?

Organizations Federal Taxpayer ID No.  
91-601-8875

**Contact person: (list person responsible for answering questions about the application)**

Mick Monken, Public Works Director

**Name**  
425-377-3237

**Telephone Number with Area Code**  
mmonken@lakestevenswa.gov

**E-mail Address**

## APPLICATION QUESTIONS

### Complete Sections 1 through 4

#### 1. Organizational Capacity (A - J)

##### A. Please complete the following:

Organization's Executive Director:

Name/Title: Jan Berg, City Administrator  
E-Mail: jberg@lakestevenswa.gov  
Phone and Fax: 425-377-3230  
425-334-0835 FAX

Financial Contact:

Name/Title: Barb Stevens  
E-Mail: bstevens@lakestevenswa.gov  
Phone and Fax: 425-212-3311  
425-334-0835 FAX

Designated Project Manager:

Name/Title: Mick Monken, Public Works  
Director  
E-Mail: mmonken@lakestevenswa.gov  
Phone and Fax: 425-377-3237  
425-212-3327

##### B. Indicate the organization's corporate status (non-profit, Municipal Corporation, local government).

- Non-profit agency  
 Municipality Corporation  
 Other local government: indicate type \_\_\_\_\_.

##### C. Describe the ability and experience of the organization's staff in government contract administration, level of staffing available for this project, and include knowledge of each of the following topics:

- i. Procurement
- ii. Davis Bacon and State Prevailing Wage Requirements
- iii. Section 3 and MBE

*The Public Works Department has two staff, a Civil Engineer and a Technician, that oversee and manage state and local contracts. This includes Professional Services, Construction and Grant Administration. The Public Works Director has experience in overseeing and managing federal contracts including CDBG. Public Works staff is currently in the process of a professional service contract for federal transportation grant funding which will be performed in accordance with Washington State Local Agency Guidelines. The Public Works Department and Finance Department staff perform*

*procurement under city and state guidelines for state grants, city contracts, and as part of daily field operations. On federally funded projects, Davis Bacon, and on local and state funded projects, State Prevailing wages are standard requirements for Public Works contracts with several contracts executed each year and administered by the Public Works Administrative Assistant, Public Works Director and Finance Department. Department staff is familiar with the requirements of Section 3 and MBE in managing these requirements under past federal grant contracts.*

- D. Describe experience with other federally funded projects. Provide specific examples including, type(s) of projects, funding amounts, applicable federal regulations, etc.

*The Police Department receives federal grant funding annually for Department equipment and programs and Public Works has received federal transportation funds. In 2010 the City received a \$449,869 USDOT ARRA grant for an intersection improvement project. The grants are managed by the department receiving the funds and the Finance Department which handle tracking of expenditures, collecting of invoices, obtaining certified payrolls and grant reimbursement requests according to city, state and federal guidelines.*

- E. Provide a list of the policies and procedures for each of the following:

- i. Personnel Management – *Attached to Application.*
- ii. Financial Management – *Attached to Application.*

- F. Non-profit Organizations please **complete i through iv, public agencies skip to part G:**

- i. What is the Board’s knowledge and level of involvement with the proposed project?
- ii. What are the major sources of support for the organization?
- iii. Describe the organization’s program and development goals for the next two to three years.
- iv. What licenses does the organization need in order to operate, if any, and are they current?

- G. Identify all of the organization’s CDBG funded projects awarded in the past five years and the status of each:

*The City has not been awarded CDBG funds for any new projects in the past five years. The City received CDBG funds from Snohomish County first in 2006 for a two Phased Senior Center Rehab project. The work for the project was completed in 2009 with the final reimbursement payment from the County in 2010.*

(1)	(2)	(3)	(4)	(5)
Project Name	Project Number	Amount of Award	Completed in time originally	Completed within original

			specified in contract?		budget?	
			Yes	No	Yes	No

H. If any answers to (4) or (5) above are no, please explain.

I. Has the organization received any audit findings in the past three years? If yes, what were they and how were they resolved?

*No, the City has received no audit findings in the past three years.*

J. Describe your organization's experience with financial management of federal funds.

*Federal grants received by the City are managed by the department receiving the funds and the Finance Department. This includes tracking of expenditures, collecting of invoices, obtaining certified payrolls, and grant reimbursement requests according to the applicable federal guidelines.*

## 2. Project Soundness (A - H)

A. Specify the approximate size of the project in square feet or lineal feet. Describe all contemplated actions which logically are either geographically or functionally part of the project **regardless of the source of funding.**

*Frontier Heights Park is approximately 269,500 square feet (6.2 acres). Actions which are part of the project include replacing degraded playground equipment and surfaces, sealing and upgrading the basketball court, replacing the tether ball court, installing a new volleyball court, resurfacing the walking paths and installing entrance lighting in the park.*

i. List the specific activities the CDBG funds are to be used for and describe the need for the CDBG dollars to make the project work financially.

*CDBG funds would be used for purchase of material and equipment, some construction costs, permit fees and professional fees for the park improvements identified above. CDBG funds are needed to make the project financially feasible because the City does not have the funds in its General Fund to pay for the needed improvements to bring the park up to City safety standards. Other sources of funding include City Park Impact Mitigation Fees and in-kind volunteer time to assist with construction.*

- ii. Describe what will happen if the County is unable to provide financing at this time. Include the impact on any funds committed and on site control.

*If the City were not awarded CDBG funds, the needed park improvements would not be performed. This is a low- to – moderate income area of the City which has been identified in the Parks Master Plan as lacking a needed neighborhood park. There have been discussions between the City and the Frontier Heights HOA for several years regarding the City taking ownership of the park land and making it available to the public to meet the identified need. Park Impact Mitigation Fees would be retained for work required on other sites.*

- iii. Describe how your organization is prepared to deal with unanticipated project costs (e.g. cost overruns, change orders, etc.).

*The City has included a contingency in the requested CDBG budget. If warranted the City could scale back on the level of improvements being planned for the park.*

- iv. How can the proposed project be phased? Provide a detailed summary of each phase, in priority order, including the cost of each. If the project cannot be phased, provide a thorough explanation of why.

*The project is a series of standalone tasks as shown in the attached Cost Estimate. Each of the tasks are described below and are listed in priority order. The prices shown includes the in-kind service and Park Impact Mitigation Fees and assumes that the contingency would be shared proportionately with each.*

*Path and Professional Services:*

*Details - The path is a combination of soft gravels and hard asphalt paved trails. The trails provide a connection between on-street parking and some of the park activities. Professional Services would be necessary at the start of any task of this project. This would be an enhancement and addition to the parks trail system.*

*Costs - \$62,811*

*Playground Equipment:*

*Details – Installation of new code compliant playground equipment and placement of ADA level ground cover in the play area. This would be an upgrade to the existing feature that is in disrepair.*

*Costs - \$98,960*

*Basketball Court:*

*Details – Repair and preservation work to the existing basketball court including crack repairs, surface sealing, striping, and new basketball hoops.*

*Costs - \$28,432*

*Lighting:*

*Details – Installation of low level security entrance lights around the playground equipment site which would be a new feature to the park.*

*Costs - \$24,820*

Volleyball and Tether Ball Courts:

*Details – Construction of a new soft surface volleyball court and the replacement and upgrade to an existing hard surface tether ball court.*

*Costs - \$27,180*

- v. Total CDBG dollars requested                   \$ 190,842
- Total dollar value of other resources       \$ 54,739
- Total project costs                           \$ 245,581

B. In the table below, identify each source and amount of funding to be used for the project. Indicate whether funds are pending or committed by placing the amount in the appropriate column. Provide documentation for committed funds.

<b>Development Budget Sources</b>	<b>Pending</b>	<b>Committed</b>	<b>Total</b>
2015 Snohomish County CDBG	\$ 190,842	\$	\$ 190,842
	\$	\$	\$
Local funds (specify): Parks Mitigation	\$	\$ 21,800	\$ 21,800
	\$	\$	\$
State funds (specify):	\$	\$	\$
	\$	\$	\$
Federal funds (specify):	\$	\$	\$
	\$	\$	\$
Private financing (specify):	\$	\$	\$
	\$	\$	\$
Other (specify):	\$	\$	\$
	\$	\$	\$
In Kind*	\$ 7,269	\$ 25,670	\$ 32,939
<b>TOTAL</b>	<b>\$ 198,111</b>	<b>\$ 47,470</b>	<b>\$ 245,581</b>

\*In-kind costs may include consultant fees (architect, environmental studies, engineering, and surveyors), donated land or buildings, publications and printing necessary for the project, and donated construction materials.

C. Explain how you arrived at the total cost of the project and why you consider your costs to be reasonable (Attach copies of cost estimates, etc.).

*Material and contracted services were developed based on specific line item quantities with costs based on information researched on line. The in-kind estimated hours are based on estimates of required time using staff and volunteer resources.*

*Professional services are based on the best estimate of the anticipated time to perform the necessary services.*

D. If applicable, are there any community objections to the project?

*The City is not aware of any community objections to this project. The Frontier Heights residents are very supportive of the City taking possession of the park as the park has been in disrepair for some time. An informal vote of residents was done with 71 voting in favor of transferring the park to the City and 17 opposing transferring.*

E. Describe how your project is consistent with each of the following plans:

i. Consistency with the Snohomish County Consolidated Plan (see Attachment A):

*This project is consistent with Strategy CD-1, Objective PFO-4: Support acquisition, construction and/or rehabilitation of up to four public facilities to principally benefit low- and moderate-income neighborhoods including but not limited to parks and recreation, health centers, fire stations and other neighborhood facilities.*

ii. Consistent with the County Planning Policies (See attachment B):

*DP-32 Jurisdictions should design public buildings and spaces, transportation facilities, and infrastructure so they contribute to livability, a desirable sense of place and community identity.*

*HO-6 The County and cities should implement policies and programs that encourage the upgrading of neighborhoods, and the rehabilitation and preservation of existing legally established, affordable housing, including but not limited to mobile/manufactured housing and single – room occupancy (SRO) housing.*

iii. Consistency with local plans in the vicinity of the project:

*The City of Lake Stevens Parks, Recreation and Open Space Element of the Comprehensive Plan identifies this area of the City west of SR-9 as a priority for an additional neighborhood level park.*

*Specific Parks, Recreation and Open Space Goals and Policies which are consistent with the intent of this project include:*

**GOAL 5.1 PROVIDE A HIGH-QUALITY, DIVERSIFIED PARKS, RECREATION AND OPEN SPACE SYSTEM THAT PROVIDES RECREATIONAL AND CULTURAL OPPORTUNITIES FOR ALL AGES AND INTEREST GROUPS.**

*Policies:*

*5.1.1 Provide a system of multi-purpose neighborhood and community parks throughout the community accessible to all residents that meet the following levels of service:*

*a. Neighborhood Parks – one park within a one-mile radius of all residential areas.*

**GOAL 5.5 MAINTAIN PARK FACILITIES TO MAXIMIZE THE LIFE OF THE FACILITIES AND TO PROVIDE AN ATTRACTIVE AND PLEASING ENVIRONMENT FOR USERS.**

*Policies:*

*5.5.8 Ensure that all park and recreation facilities owned and operated by the City comply with ADA accessibility requirements.*

**GOALD 5.6 THE CITY RECOGNIZES THAT LAND IS IN HIGH DEMAND AND THAT ACQUISITIONS MUST BE PURSUED AS QUICKLY AS POSSIBLE TO IMPLEMENT THE COMMUNITY'S VISION CONCURRENTLY WITH DEVELOPING AND IMPROVING EXISTING FACILITIES TO ACHIEVE A HIGH-QUALITY AND BALANCED PARK AND RECREATION SYSTEM.**

*Policies:*

*5.6.5 Prioritization for new park and recreation facilities shall take into consideration areas within the community, which are under-represented by parks, types of desired facilities not presently available, availability of properties appropriate for a particular type of park, and availability and opportunities for grants and other funding sources.*

If the project is within a structure (not a street or sidewalk), answer the following i through iii, if not, skip to Part G:

- i. Describe how the organization complies with the Americans with Disabilities Act (ADA) requirements regarding accessibility.
- ii. Will the facility serve as a house of worship or be will it be used by a religious organization?
- iii. Was the structure constructed prior to 1978? If yes, will the structure be occupied by children age six (6) and under?

F. Will the project include the "acquisition" of a structure, land, or easements (permanent or temporary)? If yes, complete the following i through iv. If no, skip to Part H.

- i. Describe all acquisitions required for the project.

*The City would acquire Frontier Heights Park which is currently a private park for residents of the Frontier Heights HOA only. In acquiring the park, it would become a public park open to all residents living in this low-to-moderate income area of the City as well as open to the general public.*

- ii. Does the project involve the demolition of housing units?

*No housing units would be demolished for this project.*

- iii. Are there people or businesses currently occupying the site? If yes, will they be required to move either temporarily or permanently?

*There are no people or businesses that currently occupy the site.*

iv. For each real property parcel previously acquired for the project, or identified and intended to be acquired, provide all of the following:

a. Street address and physical description: *The Park currently does not have an assigned property address per Snohomish County Assessor Office records. The property is located in the 8600 block of Frontier Circle West. The park is a wide, open space park on generally level ground planted in turf grass. The Park currently has a playground, basketball court, an asphalt surface for tennis courts and an open space ball field.*

b. List the following dates per parcel:

	Date	Property Occupied?	By Tenant or Owner?
Date acquired (title vested):	_____	_____	_____
Closing date stated in Purchase and Sale Agreement:	_____	_____	_____
Date Purchase and Sale Agreement was fully executed:	_____	_____	_____
Date of first formal offer to Purchase:	_____	_____	_____
Date of first written notice of interest to owner/seller:	_____	_____	_____

G. If your project is located within the City limits of Everett, Marysville, or the King County area of Bothell, please answer the following:

- i. Describe how the project will benefit Snohomish County citizens who live outside of the City limits.
- ii. What percentage of the clientele served by the organization, are from Snohomish County outside of the City limits? (provide supporting documentation).

### 3. Community Need, Benefit & Public Safety (A - E)

A. Describe how your Organization determined the need for this project.

*The Parks, Recreation and Open Space Element of the Comprehensive Plan identified this area of the City as in need of additional neighborhood park space. In addition, the Frontier Heights HOA has contacted the City in the past in regards to the City potentially taking ownership of the park due to their inability to maintain the park and its amenities. The Park in its current condition does not meet safety standards for a public park.*

B. Community Development Block Grant Eligibility

All activities funded with CDBG must meet one of the three broad National Objectives:

- **Benefit to low- and moderate-income persons**
- **Aid in the prevention or elimination of slums or blight, or**
- **Meet a community development need having a particular urgency**

Indicate below, which of the three National Objectives (i through iii) your project is eligible under, then answer the questions and provide the documentation for the chosen National Objective (See page #7 under "Project Eligibility/CDBG National Objective" for further detailed information):

*i. Benefit to low- and moderate-income persons*

Please indicate below how your proposed project qualifies under benefit to low- and moderate income persons by **checking one** of the four **following categories a through d**, and, provide the listed "Documentation Required" under that category.

*a. \_\_\_\_\_ Limited Clientele Presumed Benefit Activity*

(Project is limited exclusively to populations assumed by HUD to be low- and moderate-income, including: abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS and migrant farm workers)

**Information/Documentation required:**

- 1) Indicate which category of persons presumed by HUD to predominately low- and moderate-income, the proposed project will exclusively serve, and
- 2) Describe how the organization will document the presumed benefit.

*b. \_\_\_\_\_ Limited Clientele Direct Benefit Activity*

(At least 51% of clientele served by the project must be low- and moderate-income persons)

**Information/Documentation Required:**

- 1) Indicate the total number of clients served in the past year;
- 2) Indicate what percentage of those clients were low- and moderate-income;
- 3) Indicate what income eligibility criteria was used to determine the percentages of low- and moderate-income persons;
- 4) Describe the process the organization will use to document income eligibility; and
- 5) Attach a copy of the client intake form.

c. \_\_\_\_\_ *Limited Clientele Nature and Location*

**Information/Documentation Required:**

Describe how the proposed project is of such a nature and location that it may reasonably be concluded that the activity's clientele will be primarily low- and moderate-income persons. **Please contact OHCD for technical assistance before applying under this category.**

d.  X  *Area Benefit Activity*

(Service area must be at least 44.77% or more low- and moderate-income)

**Information/Documentation Required:**

- 1) Define the boundaries of your claimed service area;

*The boundaries of the service area are the Frontier Heights neighborhood and adjoining residential areas including a modular home park. The boundaries are generally Frontier Circle East to the east, Lundeen Parkway to the north and west and Vernon Rd. to the south.*

- 2) Provide the basis for determining the boundaries;

*This is a low- to-moderate income area meeting the required 44.77% or more low-and-moderate income residents per Snohomish County census data and County maps as presented at the October 6, 2014 PF&I Workshop.*

- 3) Attach a map of the service area and list the census tracts/block groups in your service area; and

*A service area map is attached. The Park is located in census tract 527.06.*

- 4) Provide the percentage of residents in the service area that are low- and moderate-income based on Census data or OHCD-approved survey. **Please contact OHCD with questions regarding area benefit activities.**

*Based on Snohomish County census data and maps as presented at the October 6, 2014 PF&I Workshop, 100% of the residents in the identified service area are low-and moderate income.*

ii. \_\_\_\_\_ *Aid in the Prevention or Elimination of Slum and Blight*

Please indicate below how your proposed project qualifies under slum and blight by **checking one** of the two following categories, then answer the questions and provide the documentation requested under that category.

a. \_\_\_\_\_ *Area Basis*

**Information/Documentation Required:**

- 1) Identify the boundaries of the area;
- 2) Describe how the condition of the area meet the definition of a slum, blighted, deteriorated or deteriorating area under State/local law;
- 3) If state law does not specifically indicate the percentage of deteriorated or deteriorating buildings required to qualify the area, are at least  $\frac{1}{4}$  of the buildings in the area deteriorated or deteriorating?;
- 4) Attach a description of the conditions which qualify the area;
- 5) Are public improvements as a whole throughout the area in a general state of deterioration?; and
- 6) Identify the specific activity that addresses one or more of the conditions which contributed to the deterioration of the area.

b. \_\_\_\_\_ Spot Basis

The proposed project activity is which of the following:

- Acquisition    Historic Preservation    Clearance    Relocation
- None of the above (stop, the project is not eligible under this category)

**Information/Documentation Required:**

Describe how the project activity will eliminate specific conditions of blight or physical decay on a spot basis.

iii. \_\_\_\_\_ *Meet a community development need having a particular urgency*

**Information/Documentation Required:**

- 1) Describe how the existing condition(s) pose a serious and immediate threat to the health or welfare of the community.
  - 2) Explain when the existing condition developed or became critical.
  - 3) State other sources of funds that have been applied for and/or explain why no other funds are available.
- C. Describe how the proposed project will improve, enhance, and/or contribute to public safety (i.e. water flow for firefighting and fire hydrants, fire houses, shelters for disaster victims, etc.)

*The existing park equipment currently does not meet City park safety standards. In its current condition, it is dangerous to existing users which most likely includes the general public as the use of the park is not monitored for HOA members only. New lighting will be installed which will enhance the security of the park.*

- D. Describe any special circumstances that would help us better understand your project and/or the need you're trying to meet.

*The HOA members that currently hold ownership do not have disposable funding to perform needed repairs or perform improvements to the park. The current condition of the park has left the HOA with an open space with very limited function for recreation. There are low-to-moderate income homes surrounding this park that currently do not have access to a nearby public park. This project would create a public park for the surrounding area and make the existing park activity areas functional and add new activities.*

*Many homes in the neighborhoods surrounding the park are generally in disrepair. The homes are in need of painting and repairs, and in some cases structural improvements. The yards and streets are narrow leaving little space for children to play or ride bicycles safely. The condition of the neighborhood makes it even more imperative for the residents to have a safe, functional park for children to play. The residents have little disposable income for upkeep to their homes or to pursue outside recreational activities for their families.*

*It is in the overall best interest of this low-and-moderate community and the general public to have a City presence to maintain the park in a safe manner and to provide safety monitoring of the park.*

- E. Attach copies of all data collection tools which will be used to verify achievement of HUD program goals and objectives. Indicate who in your organization will be responsible for monitoring the progress and reporting data in the CDBG Annual Report, required if your project is chosen for CDBG funding.

*Data collection tools that would be used to verify achievement of HUD program goals and objectives would include regular site observation and monitoring to track the park usage. In addition, the City would survey neighborhood residents annually for a period of five years to estimate the number of residents using the park and to determine if the park features and amenities are meeting of the needs of this low-and-moderate area. City staff would attend HOA Board meetings to obtain any feedback and concerns with usage of the park that would not be meeting HUD program goals and objectives.*

#### **4. Readiness to Proceed (A - E)**

- A. Explain any possible environmental issues, including those identified during completion of the Environmental Supplement, that have the potential to delay your project and describe steps that have been taken, or will be taken, to address those issues. (Any

"Yes" responses on the Environmental Review Supplemental Overview may cause project delays and should be described here).

*The Park is located in a Seattle City Light right of way easement which is owned by the Frontier Heights HOA. Utility transmission lines run overhead through the park. According to City of Seattle – City Light Department, incidental uses may be permitted in right-of-way easements provided they do not interfere with the primary use of the property for Department purposes, do not create hazardous conditions or obstruct the operation and maintenance of the utility system or limit the Department's ability to serve its customers. A park has existed at this location in the utility easement since the neighborhood was platted in 1968. The City will work with the Seattle City Light Department to ensure agreements are in place to allow use of the park for public purposes.*

- B. Describe any other issues that have the potential to delay your project and describe steps that have been taken, or will be taken, to address them (land use issues, site control, acquisition requirements, including temporary or permanent easements, funding commitments, etc.).

*Frontier Heights Park is currently privately owned by the Frontier Heights HOA for use by HOA members. The City and Frontier Heights HOA would like the City to take possession of the park to enable the City to make investments in improving the condition of the park since the HOA does not have the financial ability to do so. The HOA is aware and accepts that the park would become a City park for use by the general public.*

*The Frontier Heights Declaration of Covenants state that the transfer of property requires the signature of two-thirds of all 265 residents of the HOA agreeing to such transfer of property. On November 4, 2014, the HOA Board met to discuss the possible transfer of the park to the City and agreed they will do whatever is necessary within their means to support the transfer of the park. This included providing free dues to a certain number of members to encourage residents to vote regarding the transfer of the park. The City would also provide support to the HOA in gaining the required number of signatures and would dedicate Park Impact Mitigation Fees to pay for needed legal and other professional fees associated with the transfer of the property once required clearances and approval had been obtained from the County. City staff would work support the HOA in outreach efforts to residents.*

- C. Projects awarded funding are expected to be "shovel ready" and completed within 12 months of receiving a contract. Once the County Council approves the funding awards, project sponsors will receive an official "Letter of Award" and can begin providing the necessary environmental review information to the County so that the environmental review can be completed and a contract issued.

In general, contracts may be executed after July 1<sup>st</sup> of the funding year. Snohomish County is required to adhere to strict spending timelines and CDBG funds must be spent in a timely manner. Based on the estimated funding schedule, please complete

the following chart, paying close attention to the existing desired beginning and end dates:

	<b>Projected Date</b>
The Organization provides necessary information to OHCD to allow staff to complete the environmental review:	May 15, 2015 to July 15, 2015
All project financing committed:	July 2015
Contract with Snohomish County Office of Housing & Community Development:	July 1, 2015 to October 1, 2015
Design and Complete bid specifications:	July - August 2015
Obtain all needed permits:	August 2015
Project out to bid:	September 2015
Bid award:	September 2015
Project start date:	October 2015
Project 50% complete:	April 2016
Project Complete	August 2016
Final Project Closeout	October 1, 2016

D. Describe other funding sources that have been considered and/or applied for. Indicate the dates all project funding will be committed and available. If no other funds are being utilized, explain why.

*City Park Impact Mitigation Fees would be used for expenses related to the transfer of the property such as the payment of legal and property recording fees. These funds are currently available and could be used as soon as the project receives environmental review clearance and a potential approval by the County to incur costs for the project.*

E. Complete the Project Budget on the following page.

**PROJECT BUDGET**

		Total Project Costs	CDBG Funds Requested	Other Funds and/or In-kind Contributions	Sources of Other Funds and In-kind Contributions
<b>I.</b>	<b>Environmental Review, Reports or Studies</b>				
	<i>Subtotal Environmental Review Costs</i>				
<b>II.</b>	<b>Property Acquisition Costs</b>				
	Purchase Price				
	Closing Costs				
	Other Acquisition Costs				
	<i>Subtotal Property Acquisition Costs</i>				
<b>III.</b>	<b>Construction Costs</b>				
	Site Improvements				
	Construction	\$196,774	\$152,914	\$43,860	In-kind
	Construction Contingency	\$31,807	\$24,717	\$7,090	In-kind
	Sales Tax (if applicable)				
	Permits	\$1,000	\$777	\$223	Park Mitigation
	Other Construction Costs				
	<i>Subtotal Construction Costs</i>	\$229,581	\$178,408	\$51,173	
<b>IV.</b>	<b>Professional Fees</b>				
	Architect/Engineer/Surveyor	In-house			
	Hazardous Materials Survey				
	Appraisal				
	Legal	\$10,000	\$7,771	\$2,229	Park Mitigation
	Other Professional Fees	\$6,000	\$4,663	\$1,337	Park Mitigation
	<i>Subtotal Professional Fees</i>	\$16,000	\$12,434	\$3,566	
<b>V.</b>	<b>Other Development Costs</b>				
	Relocation Costs				
	Financing Costs				
	Other				
	<i>Subtotal Other Development Costs</i>				
<b>I.</b>	<b>Environmental Review Costs</b>				
<b>II.</b>	<b>Property Acquisition Costs</b>				
<b>III.</b>	<b>Construction Costs</b>	\$229,581	\$178,408	\$51,173	In-kind/Park Mitigation Fees
<b>IV.</b>	<b>Professional Fees</b>	\$16,000	\$12,434	\$3,566	Park Mitigation
<b>V.</b>	<b>Other Development Costs</b>				
	<b>TOTAL COSTS:</b>	\$245,581	\$190,842	\$54,739	In-kind/Park Mitigation Fees

## ENVIRONMENTAL REVIEW SUPPLEMENTAL OVERVIEW

Federally funded County projects are subject to the National Environmental Policy Act (NEPA) and numerous other state and federal environmental laws. All environmental laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts on any development assisted with public funds. Applicants must be sensitive to any possible environmental impacts and concerns while their projects are first being planned to avoid problems, which can create uncontrollable delays, add unplanned construction or pre-development costs or even prevent a project from being funded or implemented in a timely manner.

It is the applicant's responsibility to submit a Supplemental Application that is both complete and complies with the application specifications and fully discloses any potential environmental concerns. The Snohomish County Office of Housing and Community Development (OHCD) is responsible for assuring compliance with state and federal regulations and seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with county managed funds.

All applicants must recognize and document potential environmental issues during the project planning process. OHCD, the Technical Advisory Committee and the Policy Advisory Board (citizen and elected review boards) can make better decisions by fully understanding and carefully considering the potential environmental consequences. Incomplete applications that do not include the required information necessary to fully evaluate the applicant's project and/or ignore potential environmental issues may result in diminished project competitiveness, and decreased overall application scoring.

**Please contact the Environmental Specialist, Dee White, at 425-388-3260 or [dee.white@snoco.org](mailto:dee.white@snoco.org) if you have any questions related to environmental issues or if you need assistance completing the Environmental Supplement appropriately.**

The Environmental Review Supplemental Application includes a listing of subject areas relating to potential impacts on the physical or human environment. In most cases, applicants will be able to simply provide a brief response to the categories listed. Environmental information and assistance in preparing the environmental section can be obtained from a wide variety of sources including those listed which are cited as appropriate. Other possible sources of information include local comprehensive plans, preliminary engineering studies, state and federal reports, local agencies such as the planning or environmental health office, federal agencies and the internet.

## ENVIRONMENTAL REVIEW SUPPLEMENTAL APPLICATION

### PART I

**Project Name:** City of Lake Stevens Frontier Heights Park Improvement Project

**Describe all planned project / construction activities, regardless of what funding will be used (please limit to space provided):**

Installation/replacement of new code compliant playground equipment and placement of ADA ground cover. Surface repairs and upgrades to existing basketball court. Installation of new security lights around playground equipment area. Upgrading of existing tether ball court and installation of a new volleyball court. Resurface existing paths and walking trails.

**YOUR SUBMISSION OF THIS APPLICATION TRIGGERS FEDERAL ENVIRONMENTAL REVIEW REQUIREMENTS. FEDERAL REQUIREMENTS MANDATE THAT THE COUNTY COMPLETE AN ENVIRONMENTAL REVIEW PRIOR TO ANY "CHOICE LIMITING ACTIONS" (i.e. contract execution, acquisition, demolition, construction) BEING INITIATED ON A PROJECT RECEIVING FEDERAL FUNDING.**

**Is your project currently underway?**

- Yes, acquisition and / or construction has begun.  
If yes, was a legally binding contract or agreement signed prior to your intent to apply for federal funds?
- Yes (If yes, attach a copy of the contract/agreement with this environmental supplement)
  - No

**If you do not have a legally binding contract/agreement in place and dated prior to the submission date of your application, all parties must cease all choice limiting activities (contract execution, acquisition, demolition, construction) immediately until environmental compliance has been reviewed and approved by Snohomish County. Failure to comply will prohibit the use of federal funds for the project.**

- No, acquisition or construction activities will not begin prior to authorization from Snohomish County.

**Project Location:**

Identify location by completing ALL of the following location identifiers:

Township: Township 29 North

Range: Range 5 East

Section: Section 12

Assessor Parcel Number of Project Site: 00451800005600

Parcel Size: 6.2 acres

Complete Street Address: \_\_\_\_\_

City: Lake Stevens Zip Code: 98258

Current Zoning Classification: Urban Residential

Proposed land Use: Public park

Current Property Owner: Frontier Heights HOA

Is project consistent with current Zoning designation?  Yes  No

Is project consistent with future Zoning designation?  Yes  No

Is the proposed project's land use consistent with the jurisdiction's Comprehensive Plan or Area Plan?  Yes  No

**Existing Structures on Proposed Site**

If the site has any existing structures, complete the following:

Building(s) Size: \_\_\_\_\_ Square footage

Year building(s) were built: \_\_\_\_\_ (attach Assessor's Record)

*(To determine, go to <http://www.snohomishcountywa.gov/assessor> and provide a copy with this application)*

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Landmark Classification: \_\_\_\_\_

Has this specific project previously received a NEPA environmental clearance from Snohomish County for CDBG or HOME funds?  Yes  No

If so, what year? \_\_\_\_\_

**PART II**

For the following questions, answer by checking box Yes or No. Provide all required explanations by inserting answers following each question directly in the Supplemental document. **Attach additional requested documentation to the back of the environmental section, marking the appropriate section and number on the top.**

**A "Yes" response to any of the following questions may cause additional delays in the review process and requires careful consideration by the applicant.**

**A. Historic Preservation**

1. Is the proposed site or any project activity listed on, or within a district listed on, the National Register of Historic Places, or any State or local listing of historic places, or Tribal land?

Yes                       No                       Unknown

**Attach all documentation used to make the determination.**

*The Park is part of a housing development that was platted and built in the late 1960s.*

2. Is any structure(s) on proposed site of project activity 45 years old or older?

Yes                       No

a) If yes, list all structure(s) over 45 years, by street address and year of construction.

3. Provide a complete, detailed history of the property and all prior uses.

*The property where the park is located is part of Frontier Heights No. 1 which was a Planned Unit Development recorded with Snohomish County in 1968. The parcel where the park is located was indicated on the original plat maps as being a common area for use by HOA residents. It was developed as park as part of the development of the Frontier Heights No. 1 neighborhood.*

**B. Floodplain Management & Flood Insurance**

1. Is the proposed property located in a flood hazard area? **Print and attach the appropriate flood map and indicate the proposed site on the flood map.** State whether any part of the project site is within the flood hazard area. To determine, go to: <https://msc.fema.gov/portal/search>. **For step-by-step directions on how to download the correct map, please refer to Attachment E-1 at the end of this environmental supplement.**

Yes                       No

a) If Yes, is the local general government jurisdiction in which each project site is situated currently participating in, and in good standing with FEMA under, the National Flood Insurance Program? ***To determine, consult each local Planning / Building Department . Attach documentation used to make determination.***

Yes                       No

*No part of the project site is located within the flood hazard area per attached FEMA map.*

**C. Wetlands Protection**

1. Are there any wetlands on any part of the project site, or within 300 feet of the proposed project site and, if so, will the proposed project activity encroach or impact in any

way upon any such on-site or adjacent wetland? Describe how your determination was made.

Yes  No

*This determination was made based on the City of Lake Stevens Critical Areas Inventory.*

#### D. Air Quality

1. Is the ambient air quality at proposed project site presently degraded by proximity to significant pollution generators or conditions (e.g. heavy motor traffic; dusty or noxious odor producing commercial or industrial operations; etc?) Describe how your determination was made.

Yes  No

*The project site and immediate area are zoned residential with existing residential development. Commercial development is located within a few blocks which contains primarily retail establishments.*

2. Will the project contribute any pollution to the ambient air at project site?

a) During project development?  Yes  No

b) By its use or operation after completion?  Yes  No

c) If yes to either or both, describe how your determination was made.

#### E. Noise

1. Is the proposed project within 1,000 feet of a major roadway?  Yes  No

2. Is the proposed project within 3,000 feet of a railway?  Yes  No

3. Is the proposed project within 15 miles of a civil airport or military airfield?  
 Yes  No

4. Are there any other potential noise sources in the project vicinity that could produce a noise level above HUD's acceptable range including but not limited to concert halls, night clubs, event facilities, etc.? Describe how your determination was made.

Yes  No

*Field inspection and review of aerial photography inspection. Measurements via Google Earth.*

#### F. Hazardous Conditions

1. Thermal & Explosive Hazards: Are there any visible above ground storage vessels, of more than approximately 200 gallons volume, with the exception of household propane storage tanks within a six block radius of proposed project site? Describe how your determination was made.

Yes  No

a) If yes, describe and list location(s):

*Determination made via field and aerial photography inspection.*

2. Toxic Chemicals and Radioactive Materials: Is the property or surrounding neighborhood listed on an EPA Superfund National Priorities or CERCLA List, or equivalent State list? **Attach a copy of the each of the two maps found at: <http://www.epa.gov/enviro/> and <http://www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html>. For step-by-step directions on how to download the correct maps, please refer to Attachment E-1 at the end of this environmental supplement.**

Yes       No

a) If Yes, list and describe location(s) physical proximity to project site.

3. Are there any toxic or hazardous concerns at the project? (i.e. asbestos, lead based paint, former site uses such as gas stations, manufacturing plants, factories, dry cleaners, etc. usually identified in a Phase I report, site history, or other sources) **Describe how your determination was made.**

Yes       No

*Through visual inspection, there are overhead utility transmission lines that run above the park project site.*

4. Are there any commercial or industrial facilities with large above-ground storage of any hazardous materials, (such as a petroleum tank farm or wholesale facility, or a factory producing or using hazardous materials within a 1/2 mile radius of project site? **Describe how your determination was made.**

Yes       No

*Field and aerial photography inspection.*

5. Airport Hazard Zones: Is proposed project site within 1/4 mile of the perimeter or boundary of any military or civil airport or air field? **Describe how your determination was made.**

Yes       No

a) If yes, identify the airport; and attach a copy of an accurate, scaled map delineating the airport fly zone and the proposed project location.

*Determined through field and aerial photography inspection.*

## **G. Other Environmental Resources**

1. Farmland Preservation: Will proposed project site involve conversion of any existing farmland to another use? **Describe how your determination was made.**

Yes       No

*Determination made through field and aerial photography inspection.*

2. Coastal Zone Management: Is proposed project site situated within a shoreline zone regulated under the Snohomish County Shoreline Management Master Program, or a

municipality's shoreline regulations under the State Shorelines Management Act?  
**Describe how your determination was made.**

Yes  No

a) If yes, is the project permitted under those regulations?  Yes  No

*Determination made by review of the Lake Stevens Critical Area Inventory –  
Shoreline Designation Map.*

3. Adjacent Property Uses: Are there any adjacent or nearby property uses that may have an adverse impact or potentially be harmful to the people using and/or surrounding the project? **Describe how your determination was made.**

Yes  No

*Determination made through field and aerial photography inspection.*

### **PART III**

#### **Attach the following documents with the application FOR ALL PROJECTS:**

- ◆ Copy of the *Thomas Brothers Guide* page, with the site location marked.
- ◆ Site plans and drawings (no larger than 11 x 17). If the project consists of new construction or rehabilitation include the original total square footage of the site plus square footage of new impervious surface to be added.
- ◆ A detailed history of prior uses of the proposed project location.
- ◆ Submit one or more photos or aerial map identifying the location of the project site.
- ◆ Attach all available environmental project and site studies, investigations, reports, and project plans; including Environmental Site Assessments, wetlands or other biological investigations, hazardous materials investigations, soils and other geotechnical studies, planning reports, engineering reports, noise studies, traffic studies, etc.
- ◆ **If the project requires a zoning change**, attach a signed zoning confirmation letter from the project site jurisdiction's planning department. The letter must include sufficient detail to confirm the approval is for the specific proposed use of the site.

### **PART IV**

Acquisition of land, whether vacant or occupied by buildings, new construction or substantial rehabilitation projects require a Phase I Environmental Site Assessment (Phase I). A Phase I is a professionally written assessment evaluating any hazards that may be on the land or in buildings (asbestos, lead based paint, etc.), historical use of the property or building (gas stations, factories, dry cleaners, etc.), and any other possible

hazards in the vicinity of the property. In order to meet the all appropriate inquiry standard, the Phase I must be conducted or updated within one year prior to date of acquisition and the interviews, record reviews, site inspection, and lien search must be conducted or updated within 180 days prior to the date of acquisition. The Phase I should be written so that it meets HUD standards to ensure that the property does not impact the health and safety of the community. **This assessment is helpful at application time, but is not required until funding is approved.**

### APPLICATION CHECKLIST

(This document is required as part of a complete PF&I application for funding)

1.  Applicant Authorization and completed application Sections 1 through 4
2.  Project Budget form
3.  Copy of Board/City Council minutes or Board/City Council Resolution approving the application for funding and designating authorized individual to negotiate and contractually bind agency
4.  Non Profit Organizations submit the following documents electronically, on a separate CD or USB drive:
  - a. Proof of 501 (c) (3) Status with IRS
  - b. Current Articles of Incorporation & Amendments
  - c. Current By-Laws, as amended
  - d. Organizational mission statement and length of time in existence
  - e. Current Board of Directors information or other governing body; include name, occupation, or affiliation of each member and identify the principal officers of the governing body
  - f. Current Organizational Chart, including related or subsidiary entities and to-be-established entities
  - g. Current Management Team information, including resumes of executive Director, Chief Fiscal Officer and Chief Program Administrator
  - h. Current year operating budget
  - i. Most recent two years of Audits, with management letter, or financial statements
  - j. Tax return 990 for last two years
  - k. Signed Organizational Document Certification form
5.  Service area map (for area benefit projects)
6.  Evidence of site control (if applicable)
7.  Client intake form (applicable to direct benefit projects)
8.  Letters of funding commitment (if applicable)
9.  Architectural drawings (if available)
10.  Construction specifications (if available)
11.  Title Report (if applicable)
12.  Appraisals (if applicable and available)

- 13.  Letters of Support (if applicable)
- 14.  Cost estimates (if available)
- 15.  Relocation Plan (if applicable)
- 16.  List of policies and procedures (Section 1, E)

**Environmental Supplement Attachments**

- 17.  Copy of Thomas Guide page with site location marked
- 18.  County Assessor Property Record  
(<http://www.snohomishcountywa.gov/assessor>)
- 19.  FEMA Flood Map with site location marked  
(<https://msc.fema.gov/portal/search>)
- 20.  Environmental Protection Agency Map with site location marked  
([www.epa.gov/enviro/](http://www.epa.gov/enviro/))
- 21.  Department of Ecology Map with site location marked  
([www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html](http://www.ecy.wa.gov/programs/tcp/ust-lust/tanks.html))
- 22.  Site Plans and drawings (no larger than 11 x 17). If the project consists of new construction or rehabilitation, include the original total square footage of the site plus square footage of new impervious surface to be added
- 23.  Signed zoning confirmation letter (if the project requires a zoning change)
- 24.  Detailed history of the property use
- 25.  All available project and site studies
- 26.  Photographs or aerial photos of existing site
- 27.  If available, Phase I Environmental Site Assessment for acquisition of land, new construction, or substantial rehabilitation. If not available, OHCD staff will advise if required
- 28.  Completed Environmental Review Supplemental Application with the supporting documentation for questions in Part II, sections A through G
- 29.  Hazardous materials survey/assessment summary (if applicable)

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

**RESOLUTION 2014-9**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE STEVENS,  
WASHINGTON, ENDORSING THE SUBMITTAL OF A 2015 COMMUNITY  
DEVELOPMENT BLOCK GRANT APPLICATION TO SNOHOMISH COUNTY FOR  
FUNDING FOR IMPROVEMENTS TO FRONTIER HEIGHTS PARK, THE CITY  
TAKING POSSESSION OF THE CURRENTLY PRIVATELY OWNED HOA PARK  
CONTINGENT UPON THE CITY BEING AWARDED GRANT FUNDS, AND  
AUTHORIZING AN INDIVIDUAL TO NEGOTIATE AND CONTRACTUALLY BIND  
THE CITY IF FUNDS ARE AWARDED**

WHEREAS, the City of Lake Stevens Comprehensive Plan contains goals and policies directing the City to provide adequate parks, open spaces and recreation services to its citizens; and

WHEREAS, the Comprehensive Plan goals identify the need for a neighborhood level park in the western portion of the City and the need for acquisition of land in this area for a public park: and

WHEREAS, the Comprehensive Plan goals and policies recognize that the prioritization of acquisition for new park facilities shall take into consideration areas which are underrepresented by parks, and opportunities for grants and other funding sources to assist in achieving the identified needs; and

WHEREAS, Frontier Heights Park, currently a privately owned HOA park, being located in the western portion of the City qualifies if acquired to meet the identified need and that City possession of the park is contingent on acquisition and on the receipt of 2015 Community Development Block Grant (CDBG) funds as applied for to Snohomish County for improvements to the park to meet City park safety standards; and

WHEREAS, the City being eligible to apply for Snohomish County CDBG funds for Public Facilities and Infrastructure Projects; and

WHEREAS, authorizing the Public Works Director to negotiate and contractually bind the City if CDBG funds are awarded.

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

**Section 1.** The City Council hereby endorses the submittal of a 2015 CDBG application to Snohomish County for funding for improvements to Frontier Heights Park as set forth in Exhibit 1.

PASSED by the City Council of the City of Lake Stevens this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

---

Barbara Stevens, City Clerk

APPROVED AS TO FORM:

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Grant K. Weed, City Attorney



LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

Council Agenda Date: 11/24/14

Subject: Property Disposition Services Agreement (PropertyRoom.com, Inc)

Contact Person/Department: Chief Dan Lorentzen Budget Impact: \_\_\_\_\_

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**SUMMARY:**

The Police Department maintains an evidence and property room to store items collected during arrests, investigations, surrendered, and found property. Once cases are closed or adjudicated by the courts, the police department releases the property in accordance with State law, the Lake Stevens Municipal Code and our policies and procedures that govern the disposal of property.

PropertyRoom.com, Inc. is a web-based auction company that auctions excess property collected by law enforcement agencies. The cost to utilize their service for our agency is a 3% processing fee plus 50% -85% of the final sales price, depending on the item sold and other fees associated with handling the item(s). The city has been using PropertyRoom.com, Inc. since 2005 and has a good history with the company and no issues. They pick up the property from our department and handle everything associated with the transaction of the items with the third party.

Our property disposal agreement with PropertyRoom.com, Inc., expired in 2009. Attached is a copy of the agreement for our renewal. While the agreement allows us to make a term between 1-5 years, we are asking for authorization of a three year agreement with PropertyRoom.com, Inc.

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**ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to sign the new Property Disposition Services Agreement with PropertyRoom.com, Inc.

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**APPLICABLE CITY POLICIES:** Lake Stevens Municipal Codes 2.92, 2.94, & 2.96.

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**BUDGET IMPACT:** The City has received approximately \$1131.00 dollars in revenue from unclaimed/forfeited property in 2014 from PropertyRoom.com, Inc.

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**RECOMMENDATION(S):** Authorize the Mayor to sign the new Property Disposition Services Agreement with PropertyRoom.com, Inc.

---

**COUNCIL PROCESS/ACTION:**

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

**ATTACHMENTS:**

- ▶ Exhibit A: Asset Disposition Services Agreement
  - ▶ Exhibit B: Standard Fees Services Addendum
- 

U:\MY DOCUMENTS\STAFF REPORTS\BOILER PLATE.DOT

This Asset Services Disposition Agreement ("Agreement") is made by and between PropertyRoom.com, Inc., a Delaware corporation ("Contractor") and \_\_\_\_\_ ("Owner"). The Agreement is effective upon Owner's signature date ("Effective Date").

**Whereas** Contractor's business involves surplus asset management, selling, disposition and related services ("Services"); and

**Whereas** Contractor desires to provide Services to Owner and Owner desires Contractor to provide Services subject to this Agreement.

**Now therefore**, in consideration of premises above and mutual covenants and agreements set forth herein, Contractor and Owner agree as follows.

Any other municipal, county, or state government agency located within the same state as Owner may also procure Services under this Agreement under the same terms and conditions stated in this Agreement by executing an adoption agreement with Contractor based upon this Agreement.

1. **Items Requiring Services.** Owner will identify items ("Assets") it desires to provide to Contractor for Services. Contractor retains the right to accept or reject certain Assets in its sole discretion.
2. **Title to Assets.** Owner shall retain, at all times, legal title to Assets unless and until Assets are purchased or otherwise disposed of according to the Agreement, at which time Owner will be deemed to have transferred title directly to an Asset purchaser or other acquirer ("Buyer") identified by Contractor. Owner appoints Contractor as its representative and instrumentality to hold and offer Assets for sale, on Owner's behalf, in accordance with the Agreement. Owner appoints Contractor as its attorney-in-fact to sign any and all documents necessary to assign to Buyers all of Owner's rights, title and interest in and to Assets sold or disposed. Cash receipts, accounts receivable, contract rights, notes, general intangibles, and other rights to payment of any kind arising out of Asset sales ("Proceeds") belong to Owner. Contractor may withhold from Proceeds amounts owed to Contractor and any third parties in connection with Services, which amounts shall be disbursed by Contractor on Owner's behalf. Contractor will remit remaining balances to Owner ("Owner Net Proceeds").
3. **Term and Termination**
  - a. The Agreement remains in effect starting on the Effective Date and for an amount of time ("Term") selected by Owner as follows:

- (1) An initial Term of 1-year from the Effective Date and thereafter automatically renewed for consecutive 1-year Terms; or
  - (2) An initial Term of 1 to 5 years, as specified by Owner. Owner may elect to extend the Term by providing Contractor written notice prior to expiration of the then current Term.
- b. Either Owner or Contractor (the "Party" or "Parties") may terminate the Agreement upon 30 days prior written notice to the other Party.
  - c. The rights of the Parties to terminate the Agreement are not exclusive of any other rights and remedies available at law or in equity, and such rights will be cumulative. Exercising any such right or remedy will not preclude exercising these or any other rights and remedies.
  - d. Upon any termination or expiration, Contractor may continue to provide Services for any unsold Assets then in the possession of Contractor. Alternatively, Owner may, at Owner's expense, arrange for the return of Owner Assets.
4. **Payment for Services**
- a. **Fees.** Fees for Contractor Services appear in signed addendums to this Agreement.
  - b. **Remittance of Proceeds.** Once a month, Contractor will remit Owner Net Proceeds from sales completed the prior month. Sales are deemed completed when all items from an asset list line-item are sold, paid for and shipped. Contractor may defer payment of any amount less than \$250 until such time as the amount owed Owner equals or exceeds \$250.
  - c. **Balance Carry-Forwards.** In the event monthly Owner Net Proceeds do not exceed amounts owed to Contractor, Owner agrees to make all reasonable and good faith efforts to provide Contractor with additional Assets to liquidate. Proceeds from the liquidation of additional Assets will first be used to pay any carry-over unpaid balances owed to Contractor and then to cover current Contractor fees. Any amounts remaining will be sent to Owner in accordance with Section 4.b.
  - d. **Reporting.** Each month, Contractor will publish a standard online report containing information related to Owner Assets, Services provided, fees and Owner Net Proceeds.
5. **Contractor Obligations.** Contractor may utilize subcontractors in its performance of Services, provided Contractor shall be responsible for any breach of this Agreement by such subcontractors. With respect to delivering Services:

- a. Contractor shall maintain insurance covering Assets against fire, theft, and extended coverage risks ordinarily included in similar policies.
  - b. For auction Services, Contractor will use organic marketing techniques (“OMT”) to increase bidding on Owner Assets. OMT may include, but not be limited to, email, publicity related to this Agreement, and facilitation of clickable links on Owner website(s) to websites used by Contractor for Asset sales.
6. **Asset Lists**
- a. **Manifest & Asset Lists.** Owner will complete paperwork reasonably necessary to convey custodial possession of Assets to Contractor, such as written manifests or Asset lists (the “Asset Lists”) describing items in sufficient detail for proper identification. Contractor owns exclusive rights to sell Assets described in Asset Lists provided by Owner for a period of 90 days from the date Owner releases an Asset to Contractor for sale and Owner will not grant any such rights to any third party (or itself sell the applicable Assets).
  - b. **Excluded Assets.** Owner agrees it will not knowingly provide illegal or hazardous Assets or Assets that infringe intellectual property rights of any third party (“Excluded Assets”). In the event Contractor identifies any item as an Excluded Asset, Contractor shall have the right to suspend, cancel, or unwind any sale or disposal of such Excluded Asset.
7. **Salability of Assets.**
- a. Owner states Assets subject to Services are legally available for sale to the general public; and
  - b. If required, Owner has taken necessary actions for transfer of Asset title(s) to Buyers.
8. **Books and Records.** Contractor will keep complete and accurate books of account, records, and other documents with respect to the Agreement (“Books and Records”) for at least 3 years following Agreement expiration or termination. Upon reasonable notice, Books and Records will be available for inspection by Owner, at Owner’s expense, at the location where Books and Records are regularly maintained, during Contractor’s normal business hours.
9. **Assignment.** This Agreement shall be binding upon and inure to the benefit of the Parties named herein and their respective successors and assigns. Neither Party may assign any of its obligations under this Agreement without the prior written consent of the other Party, such consent
- not to be unreasonably withheld or delayed, provided that Contractor may assign this Agreement without such consent to a successor in interest by way of a merger, consolidation, or sale of all or substantially all of Contractor’s assets.
10. **Notices.** Any notice or other communication given under the Agreement will be in writing and delivered by hand, sent by facsimile (provided acknowledgment of receipt thereof is delivered to the sender), sent by certified, registered mail or sent by any nationally recognized overnight courier service to the addresses provided in the Owner information section. Notices sent by registered mail or national overnight carrier shall be effective upon delivery. The Parties may, from time to time and at any time, change their respective addresses and each will have the right to specify as its address any other address by written notice to the other Party. A change of address will take effect upon receipt of notice unless a later date is otherwise specified.
11. **Interpretation.** Whenever possible, each provision of the Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of the Agreement is held to be prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of the Agreement. The Agreement headings are inserted for convenience of reference only and shall not constitute a part hereof.
12. **Governing Law.** The internal law, and not the law of conflicts, of the state in which Owner is located will govern all questions concerning construction, validity and interpretation of the Agreement and the performance of the obligations imposed by the Agreement. The proper venue for any proceeding at law or in equity will be the state and county in which the Owner is located, and the Parties waive any right to object to the venue.
13. **Further Assurances.** Contractor and Owner will each sign such other documents and take such actions as the other may reasonably request in order to effect the relationships, Services and activities contemplated by the Agreement and to account for and document those activities.
14. **Relationship of the Parties.** No representations or assertions will be made or actions taken by either Party that could imply or establish any joint venture, partnership, employment or trust relationship between the Parties with respect to

the subject matter of the Agreement. Except as expressly provided in the Agreement, neither Party will have any authority or power whatsoever to enter into any agreement, contract or commitment on behalf of the other, or to create any liability or obligation whatsoever on behalf of the other, to any person or entity.

is due to acts of God, public enemy, war, strikes or labor disputes, or any other cause beyond the Parties' reasonable control (each a "Force Majeure"), it being understood that lack of financial resources will not to be deemed a cause beyond a Party's control. Each Party will notify the other Party promptly of any Force Majeure occurrence and carry out the Agreement as promptly as practicable after such Force Majeure is terminated. The existence of any Force Majeure will not extend the term of the Agreement.

15. **Force Majeure.** Neither Party will be liable for any failure of or delay in performance of the Agreement for the period that such failure or delay

This Agreement, together with one or more signed addendums attached hereto, comprises the entire agreement between Contractor and Owner relating to Services and supersedes any prior understandings, agreements, or representations by or between the parties, whether written or oral.

<b>OWNER</b>	
<b>Signature</b>	_____
<b>Name</b>	_____
<b>Title</b>	_____
<b>Date</b>	_____

<b>CONTRACTOR</b>	
<b>Signature</b>	_____
<b>Name</b>	_____
<b>Title</b>	_____
<b>Date</b>	_____

.....  
**OWNER INFORMATION & CONTRACT OPTIONS SELECTED**

<b>Owner Name:</b>	<b>Signature Date:</b>
<b>Street Address:</b>	<b>Automatic Renewal Term Option:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>City, State/Province, Postal Code, Country:</b>	<b>Expiration Date Term Option (if "No" auto-renew):</b>
<b>Telephone:</b>	<b>National Joint Powers Assoc (NJPA) Agreement:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Fax:</b>	<b>NJPA Member #:</b>
<b>Primary Contact</b>	<b>Secondary Contact</b>
Name _____	Name _____
Work _____	Work _____
Mobile _____	Mobile _____
Email _____	Email _____

1. This addendum (“Addendum”) is attached to and made part of the Asset Disposition Services Agreement dated \_\_\_\_\_ (“Agreement”) between Contractor and Owner. In the event of a conflict between the provisions of the Agreement, this Addendum and any prior agreement or Agreement addendum, this Addendum will govern.
2. **Services Offered.** Contractor provides a suite of Services referenced herein. Upon mutual agreement of Owner and Contractor, Contractor may provide all or any combination of Services. Contractor will use commercially reasonable efforts to deliver Services.
  - a. **Portable Auction Service (“Portable”).**  
 Applying to Assets small enough for pick-up by Contractor via box truck or common carrier shipment, excluding firearms, Contractor will transport, test (if applicable and practicable), erase or destroy memory media (in the case of electronics), image, store, list and sell Assets via public internet auction on one or more Contractor selected websites.
  - b. **In-Place Auction Service (“In-Place”).**  
 Applying to Assets that Owner and Contractor mutually agree to auction-in-place, Contractor will sell In-Place Assets via public internet auction on one or more Contractor selected websites using descriptions and digital images supplied by Owner. For clarity, Owner will maintain physical control of In-Place Assets and transfer possession to Buyers after sale.
  - c. **Impound Storage & Auction Service (“Impound”).** Applying to citizen vehicles seized and or impounded by Owner, Contractor will receive tows of Impound Assets at tow yard facilities (“Yards”), storing Assets while Owner decides whether to release to a citizen or auction. For release-to-citizen vehicles (“Released Vehicles”), Contractor will process and collect fees from citizens. For auctioned vehicles, Contractor will store, image, describe and sell Impound Assets via public internet auction on one or more Contractor selected websites. Contractor may work with one or more sub-contractors (“Subcontractor”) for storage and processing of Assets at Yards.
  - d. **Haul-Away Auction Service (“Haul-Away”).** Applying to fleet vehicles and equipment, Contractor will tow Assets to, or take delivery at, Yards. Contractor will store, image, describe, list and sell Haul-Away Assets via public internet auction on one or more Contractor selected websites.

3. **Fees for Services.**
  - a. **Winning Bid.** “Winning Bid” means the highest amount committed and paid by a Buyer of a sold Asset. Winning Bid does not include shipping & handling, buyer premiums, or other fees, if any, nor does Winning Bid include an amount a Buyer commits but fails to pay.
  - b. **Sales Price.** “Sales Price” equals the Winning Bid plus shipping & handling, shipping insurance and sales tax paid by a Buyer.
  - c. **Payment Processing Costs.** Payment processing costs equal 3% of Sales Price (“PP Costs”).
  - d. **Success Fee.** For sold Assets, Owner will pay Contractor a Services fee equal to a percent of profits or Winning Bids as specified below (“Success Fee”).
  - e. **Buyer Premiums.** Notwithstanding anything to the contrary herein, Contractor may collect a Winning Bid percent fee from a Buyer, typically referred to as a “Buyer’s Premium”.
  - f. **Portable Service.** Owner will pay Contractor a Success Fee as described below.
    - (1) **Non-bicycle Asset Success Fee.** For non-bicycle assets, Success Fee equals 50% of the Winning Bid.
    - (2) **Bicycle Asset Success Fee.** For bicycle assets, Success Fee equals 85% of the Winning Bid.
    - (3) **Net Proceeds.** For each Portable Asset, Owner Net Proceeds equals Winning Bid less Success Fee less PP Costs.
    - (4) **Sales Unit.** A “Sales Unit” equals one or more Owner assets grouped into a single auction lot and resulting in a single Winning Bid.
    - (5) **Warehouse Processing Cost.** The “Warehouse Processing Cost” equals \$4.99 per Sales Unit. The product of total Sales Units times the Warehouse Processing Cost will be deducted from Owner Net Proceeds.
    - (6) **Fuel Surcharge.** If quarterly retail diesel prices, as published by the U.S. Energy Information Administration, rise above the level shown in the table below, a fuel surcharge (“Fuel Surcharge”) will be deducted from Owner Net Proceeds for each Portable Manifest.

Retail Diesel (per gal)	Fuel Surcharge
< \$ 2.50	\$ 0.00
\$ 2.50 to \$ 2.99	\$ 12.40
\$ 3.00 to \$ 3.49	\$ 24.80
\$ 3.50 to \$ 3.99	\$ 37.20*

\* Table continues at same rate of \$12.40 increments per \$0.50 per gal change in Retail Diesel.

- g. **In-Place Auction.** Owner will pay Contractor a Success Fee as described below.
  - (1) **Success Fee.** For each In-Place Asset, Success Fee equals 5% of Winning Bid.
  - (2) **Net Proceeds.** For each In-Place Asset sold at auction, Winning Bid less Success Fee less PP Costs equals Owner Net Proceeds.
- h. **Impound Service.** Owner will pay Contractor a Success Fee as well as other fees as specified below.
  - (1) **Success Fee.** For each Impound Asset sold at auction, Success Fee equals 12.5% of the Winning Bid.
  - (2) **Tow & Misc Fees.** Contractor and Owner will mutually agree on tow and miscellaneous Service fees in a separate addendum that specifies tow processes and related fees for Client-specific needs ("Tow & Misc Fee Schedule"). The Tow & Misc Fee Schedule will distinguish between Assets that can be hauled-away on a standard vehicle transporter (such as automobiles and light trucks) from over-sized Assets (e.g., cranes, buses, backhoes). Miscellaneous fees required by Owner, such as de-identification (e.g., decal removal) or removal of special equipment (e.g., police radios or light bars), will also be listed on the schedule along with associated pricing.
  - (3) **Storage Fees.** For Assets sold at auction, daily storage fees ("Owner Storage Fees") equal \$7.50 per Asset per day. For Released Vehicles, daily storage fees ("Citizen Storage Fees") equal

\$15.00 per vehicle per day. Owner retains rights to charge citizens higher storage fees for Released Vehicles and Contractor will collect those storage fees along with other citizen fees set by Owner, such as tow charges, administrative charges, court processing fees, etc. ("Citizen Payments"). In the event that Assets are stored for an extended period of time without being released by Owner for auction, Owner agrees to reimburse Contractor for such storage fees in a manner to be mutually agreed upon.

- (4) **Net Proceeds.** For each Impound Asset, the sum of Winning Bid and Citizen Payments less the sum of Success Fee, Tow & Misc Fees, Owner/Citizen Storage Fees and PP Costs equals Owner Net Proceeds.
- i. **Haul-Away Service.** Owner will pay Contractor a Success Fee and Tow & Misc Fees as specified below.
  - (1) **Success Fee.** For each Haul-Away Asset, Success Fee equals 12.5% of Winning Bid.
  - (2) **Net Proceeds.** For each Haul-Away Asset, Winning Bid less the sum of Success Fee, Tow & Misc Fees, and PP Costs equals Owner Net Proceeds.
- j. **Modifications.** Contractor may, from time to time, modify Service fees. To effect a fee change, Contractor will provide Owner advance written notice which will include an update to this Addendum "Fees for Services" paragraph.

<b>OWNER</b>	
<b>Signature</b>	_____
<b>Name</b>	_____
<b>Title</b>	_____
<b>Date</b>	_____

<b>CONTRACTOR</b>	
<b>Signature</b>	_____
<b>Name</b>	_____
<b>Title</b>	_____
<b>Date</b>	_____



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council**      **Agenda** 11/24/2014  
**Date:** \_\_\_\_\_

**Subject:** Interlocal Agreement with Snohomish County Department of Information Services

**Contact**                      Troy Stevens, Information Services      **Budget**                      \$600/year for  
**Person/Department:** \_\_\_\_\_      **Impact:**                      5 Years

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

Approve a 5 year ILA with Snohomish County's Department of Information Services

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**SUMMARY/BACKGROUND:**

This ILA will allow the City to install networking gear in the County's Data Center. This will allow the City to connect directly into the Public Safety Answering Point (PSAP) Network or SNOPAC/SNOCOM. The two primary reasons for this connection are to connect to the Inter-Government Network for the Police Department to submit finger prints, and for NWS (New World Systems). The new system requires a more reliable and faster network connection than public broadband services.

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**APPLICABLE CITY POLICIES:**

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**BUDGET IMPACT:**  
**For Fiscal Year 2015: \$600.**

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**ATTACHMENTS:**

- ▶ Exhibit A: Interlocal Agreement

After recording return to

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COUNTY DEPARTMENT: Information Services

CONTACT PERSON: J.D. Braathen

ADDRESS: 3000 Rockefeller Ave. Everett, WA 98201

TELEPHONE/FAX NUMBER: (425) 388-7171 / (425) 388-3999

PUBLIC AGENCY: City of Lake Stevens

AGENCY CONTACT PERSON: City Clerk

ADDRESS: Post Office Box 257, 1812 Main St,

Lake Stevens WA 98258

TELEPHONE/ FAX: 425-334-1012

PROJECT: Information Technology Services

AMOUNT: Not to Exceed \$3,000 for 5 YR contract term

CONTRACT DURATION: Five (5) Years from date of Contract

Execution

**INTERLOCAL AGREEMENT**  
**BETWEEN CITY OF LAKE STEVENS**  
**AND SNOHOMISH COUNTY**  
**CONCERNING PROVISION OF INFORMATION TECHNOLOGY SERVICES**

THIS INTERLOCAL AGREEMENT BETWEEN CITY OF LAKE STEVENS AND SNOHOMISH COUNTY CONCERNING PROVISION OF INFORMATION TECHNOLOGY SERVICES (this "Agreement") is made and entered into as of this 1st day of January, 2015, by and between Snohomish County, a political subdivision of the State of Washington, through it's Department of Information Services (the "SCDIS"), and the City of Lake Stevens ("the City")

**Recitals**

WHEREAS, this Agreement is made pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act.

WHEREAS, Chapter 2.350.030(5) of the Snohomish County Code (SCC) authorizes SCDIS to provide information services, information processing, proprietary software and purchased services to public agencies and cash-on-delivery customers; and

WHEREAS, the City is a "public agency" as that term is defined in SCC 2.350.020(13) and RCW 39.34.020; and

WHEREAS, the City requires supplemental information technology services in order to connect to Washington State regional information systems and may, in the future, require specific, yet to be identified information processing systems and services.

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 SCDIS and the City agree as follows;

1. Scope of Information Services.

- a SCDIS will provide information technology goods and information processing services to the City according to Supplemental Work Orders ("SWO"). Each SWO

shall be executed by the County Executive, or his designee, and an authorized agent for the City, and subject to the general terms and conditions of this Agreement. Each SWO will include a description of the specific services to be provided, the term, and the costs of such service from quotation or from the published rate or fee schedule, and any other terms or conditions applicable to that service. The scope of information technology goods and information services to be provided under the initial SWO are limited to the following:

- i. Provide one unit space in the Meet-Me-Room to mount the City network equipment in the SCDIS datacenter.
  - ii. Provide for four cross-connects to connect to other agencies or services located in the SCDIS datacenter.
2. Treatment of Assets. Computer application programs and other software systems furnished to the City by SCDIS are furnished on an "as is" basis with no representations or warranties regarding use or results including any warranties of merchantability or fitness for a particular purpose, unless indicated in an SWO for service. Title to all property furnished by SCDIS shall remain in SCDIS. Title to all property purchased by the the City for which the City is not reimbursed by SCDIS shall remain in the City. Title to all property purchased by the City for which the City is reimbursed by SCDIS and is used as component of services provided under this Agreement shall pass to and vest in SCDIS upon completion, termination, or cancellation of the relevant SWO or this Agreement. Any property of SCDIS furnished to the City shall, unless otherwise provided in this Agreement, or approved by SCDIS, be used only for the performance of this Agreement or SWO.

The City shall be responsible for any loss or damage to SCDIS property that SCDIS furnishes to the City. If SCDIS property is lost, destroyed, or damaged, the City shall immediately notify the SCDIS and shall take all reasonable steps to protect the property from further damage.

3. Exclusions. This initial contract and initial SWO does not include any services offered by

SCDIS other than those stated in paragraph 1a (i and ii). Any additional services will require a separate SWO to add those services and an amendment to this ILA in order to increase the authorized ILA amount.

4. Surrender of Property. The City shall surrender to SCDIS all property of SCDIS upon completion, termination, or cancellation of this Agreement. Conversely, SCDIS shall surrender to the City all property of the City upon completion, termination, or cancellation of this Agreement.
5. Time of Performance. This Agreement shall become effective upon signature by both parties and recording of the same with the Snohomish County Auditor as required by RCW 39.34.040 and shall remain in force for a period up to five (5) years, unless terminated earlier by either party upon ninety (90) days prior written notice.
6. Compensation. The City may request an estimate or quotation of cost for proposed information technology goods or information processing services from SCDIS. Specific agreements addressing costs, term, schedules, and other factors will be described in an associated SWO developed from initial estimates or quotations.

The City will pay SCDIS for services provided hereunder and as set out in SWO's. Charges for information technology, goods and information processing services under this agreement shall be based on the current published rate or fee schedule of the SCDIS in effect on the date of execution of this agreement, unless the specific quotation described in the SWO provides otherwise. Unless, the SWO provides for a fixed rate or a different methodology to change a specific rate and/or fee, Rate and Fee schedules are subject to change at the discretion of the SCDIS, and shall be effective ninety (90) days after written notice of change is provided to the the City postage paid in the US mail.

SCDIS will submit an invoice, or advice of charge, to the City monthly, or as defined in a SWO, detailing charges for services rendered during the preceding month. Payment is due in full upon receipt of the invoice by the City and becomes delinquent thirty (30) days thereafter.

A late payment fee may be applied to any remaining balance sixty (60) days after invoice. Late payment charges, if any, will be imposed on the unpaid balance at a rate of one percent (1%) per month. Invoices related to SWO's with balances more than ninety (90) days past due may be terminated and services discontinued. Amounts disputed by the the City under the Section 7 of this Agreement are not subject to late payment charges.

7. Obligations of the City are as follows: As to all new City acquisitions of any information technology equipment, software or systems to be serviced by SCDIS under this agreement, the City shall undertake such acquisitions in accordance with guidelines, standards or procedures established by SCDIS and shall secure written concurrence for any such procurement from the County Executive or his designee. Payment to SCDIS of all submitted invoices or advices of charge pursuant to the preceding section.
8. Mutual Covenants. The City will promptly notify the SCDIS in writing of issues regarding invoices, or of services which the City believes do not conform with the agreed upon terms of this Agreement and/or SWO, within thirty (30) days of discovery that services are not adequate or invoice is not accurate whichever occurs later. Failure to give written notice within thirty (30) days of discovery that services are not adequate or invoice is not accurate constitutes waiver of any objection to services or invoices.

The parties shall attempt to resolve any issues arising under this Agreement and/or any applicable SWO through negotiation and consultations. If that fails, the parties will seek to resolve disputes through the aid of a mutually selected, independent third party.

This Agreement may only be modified by a written amendment effective upon execution by both the City and SCDIS. SWO's may only be modified by written agreement of the parties.

Both parties understand that SCDIS retains discretion regarding the operation and allocation of the aggregate Information Processing capacity at its disposal, including the capacity covered by this Agreement. SCDIS agrees to allocate sufficient capacity to meet the existing processing requirements of the City.

9. SCDIS Review/Approval: Upon submittal of any request to execute a SWO or to perform optional services under any executed SWO, SCDIS may, following review by the SCDIS, agree to perform such work or reject it, or request such modification or additions as it deems appropriate.

At the outset of performance of each SWO, or during performance of the SWO to the extent the same is modified by the Parties, SCDIS will either accept or reject the City systems and services as listed in the SWO. SCDIS will not bill the City until SCDIS has accepted service and/or system delivery responsibility. The City is not required to pay for services or systems until SCDIS accepts delivery responsibility for those services and/or systems.

10. Access to Books/Records: Each party may, at reasonable times, and upon prior notification inspect the records of the other party relating to performance of this agreement. SCDIS and the City shall keep all records required by this contract in accordance with statutory archival requirements.
11. Indemnification and Hold Harmless. Subject to the liability limitations stated in Section 12 of this Agreement, the City shall hold harmless, indemnify, and defend, at its own expense, SCDIS, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of the City's performance of this Agreement, including claims by the City's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of SCDIS, its elected and appointed officials, officers, employees or agents. Subject to the liability limitations stated in section 12 of this Agreement, SCDIS shall hold harmless, indemnify, and defend, at its own expense the City, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of SCDIS's performance of this Agreement, including claims by SCDIS employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the City, its elected and appointed officials, officers, employees or agents.

Subject to the liability limitations stated in section 12 of this Agreement, in the event of liability for damages of any nature whatsoever arising out of the performance of this Agreement by the City and SCDIS, including claims by the City's and SCDIS's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of the City and SCDIS, their officers, officials, employees, agents and volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

12. Limitation of Liability. In no event will SCDIS or the City be liable for any special, consequential, indirect, punitive or incidental damages, including but not limited to loss of data, loss of revenue, or loss of profits, arising out of or in connection with the performance of SCDIS or the City under the Intergovernmental Services Agreement or any SWO hereunder, even if SCDIS or the City has been advised of the possibility of such damages.
13. Compliance with Laws. SCDIS and the City shall comply with all applicable federal, state and local laws, rules, and regulations in performing this contract. The City will comply with SCDIS procedures and policies related to technology management and use of applicable County systems, applications and services.
14. Non-assignment. SCDIS and the City shall not assign any of the rights, duties, or obligations covered by this Agreement without the prior express written request and consent of each Party.
15. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or SWO and the text of this Agreement, the text of this Agreement shall prevail.
16. Interlocal Cooperation Act (Chapter 39.34 RCW). The purpose of this Agreement is to allow SCDIS to provide a variety of information technology services to the City as needed over a five (5) year term. SWO's will be executed by both parties as necessary and will describe the work to be done and their associated costs. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. The parties agree that it is not necessary to appoint an administrator or joint board to oversee the



## **Supplemental Work Order (Appendix A)**

### **Fiber Connectivity between The City of Lake Stevens (COLS) and Snohomish County Department of Information Services (SCDIS)**

This Supplemental Work Order (SWO) is executed by the Snohomish County, a political subdivision of the State of Washington, through its Department of Information Services (SCDIS) and the City of Lake Stevens, a municipal corporation of the State of Washington (COLS) pursuant to the terms and conditions of the Intergovernmental Services Agreement to Provide Information Technology Services signed \_\_\_\_\_ and filed under Snohomish County Auditor's number \_\_\_\_\_ (ISA). The parties acknowledge they have read and understand the terms and conditions therein. All rights and obligations of the parties shall be subject to and governed by the terms of the ISA. This SWO sets forth the obligations of the parties with respect to SCDIS's provision of services to COLS. This SWO also serves as the Service Level Agreement between COLS and SCDIS.

#### **1. Purpose and Scope of Work**

##### **Purpose:**

SCDIS will provide COLS 1 RU space within Snohomish County's data center for the purpose of cross connections to State, County, and other participating agencies.

##### **Scope of Work:**

SCDIS will facilitate access and interconnection support of fiber connectivity provided by COLS between COLS's facility and SCDIS data center for the purposes stated above.

The specific services covered by this SWO includes the "Primary" items listed in **Appendix A – Services Listing** and any item directly "associated" with the primary item after acceptance by **SCDIS** per terms of Section 5 (ACCEPTANCE OF WORK).

#### **2. Term and Termination**

The term of this SWO is effective upon the date of execution by both parties for the period of five (5) years unless extended or terminated upon written notification to the other party.

Either party may cancel or terminate this SWO upon ninety (90) day's written notification to the other party. In the event the ISA is terminated, this SWO shall also terminate on the ISA termination date.

#### **3. Liability**

Neither party shall be liable to the other for claims, actions or damages, including direct, consequential, special or otherwise, for failure to comply with the terms and conditions of this SWO.

#### **4. Designated Points of Contact and Escalation Points.**

SCDIS's designated point of contact for COLS to request Support Services, contact Service personnel, request problem status updates, and receive problem resolutions is via the SCDIS Help Desk at (425) 388-3378, Monday – Friday, 7:30 a.m. – 5:00 p.m. Schedule is subject to change by written notice from SCDIS.

##### SCDIS Contacts and Escalation Points:

Service Desk	425-388-3378
Client Services Supervisor	425-388-3938
Networking / Telecom Supervisor (Secondary)	425-388-7171
Systems Manager (Primary)	425-388-3212
Technology Coordinator	425-388-3904
Director:	425-388-3730
FAX:	425-388-3999

COLS's designated point of contact for SCDIS to send invoices, address issues, and otherwise conduct business shall be:

##### COLS Contacts and Escalation Points:

Troy Stevens	425-737-7103
Secondary Contact:	xxx-xxx-xxxx

#### **5. Acceptance of Work**

SCDIS will invoice COLS for this work; and subsequently on a yearly basis for the monthly recurring costs of the Network / Integration services deliverables as specified in Appendix A of this SWO. Payment of invoices will indicate to SCDIS acceptance of work and services performed for COLS.

#### **6. Declined Equipment**

**NO** equipment is provided by this SWO. All equipment maintenance is the responsibility of COLS.

#### **7. Pricing and Service Fees**

The pricing and fee schedule for services provided by SCDIS are outlined in Appendix A of this SWO.

## **8. Billing and Invoicing**

Billing and invoicing will be in accordance with procedures outlined in the ISA. Customer will be billed yearly for services rendered. Customer will be billed in full for services rendered up to and including the date DIS receives Customer's cancellation or change request.

## **9. Modifications / Changes**

This SWO may be modified at any time upon mutual written agreement of the parties. All such modifications will be made as an amendment to this SWO and will take precedence over the original SWO.

## **10. Order of Precedence**

If there is a conflict between this SWO and the ISA, the conflict will be resolved by giving precedence first to this SWO and then to the ISA.

## **11. Assignment**

This SWO may not be assigned by either party to a third party without the prior written consent of COLS or SCDIS.

## **12. Responsibilities and Service Level Expectations**

### **SCDIS Responsibilities:**

1. Provide COLS's fiber vendor a termination point for a single pair of single mode fiber.
2. Provide COLS 1U of rack space and UPS power in SCDIS's Data Center for an Ethernet switch.
3. Provide path for fiber or single mode fiber between termination point and COLS's equipment.
4. Provide COLS access to the SCDIS Data Center during normal business hours (M-F, 8:00 AM – 5:00 PM).
5. Provide emergency access to the SCDIS Data Center.
6. Complete the work authorized under each SWO and described in Appendix A and B.

**COLS Responsibilities:**

1. Provide fiber connectivity between COLS and SCDIS data facilities.
2. Provide Ethernet Switching equipment for 1RU rack space within Snohomish County Data Center.
3. Maintenance of Ethernet Switching equipment.

SCDIS takes no ownership when it comes to the repair of COLS owned equipment, SCDIS will provide escorted access to the Snohomish County Data Center between the hours of 6:00 AM and 7:00 PM Monday through Friday and 7:00 AM to 3:00 PM Saturdays. Access to Network Operations center after hours or on Sundays will result in a three (3) hour charge at \$100.00 per hour. Contact 425.388.3378 for access to the facility.

- a) Emergency Response:** Network outage, multi-user outage/critical event, COLS is unable to conduct business.

***Response Time***

***2 Hours***

The assigned primary response contact will make contact within 1 hour of receiving notification from either the Help Desk or Management. If contact is not made within ½ hour the call receiver will contact the secondary support contact. If still unable to contact, the appropriate supervisor will be contacted. The assigned response contact will schedule network operations access as necessary.

- b) Priority Problem Response:** Network is impaired, COLS is still able to conduct business; no practical workaround exists.

***Response Time***

***3 Hours***

The primary response contact will make contact with the customer. If contact is not made within 2 hours the call receiver will contact the secondary response contact. If still unable to contact, the appropriate supervisor will be contacted. The assigned response contact will schedule network operations access as necessary.

- c) Routine Response:** User is inconvenienced, or non-mission-critical application is impaired. Practical workaround exists.

***Response Time***

***3 Days (Maximum)***

The primary response contact will respond to this category of call when all other service requests of higher priority have been answered. Every effort will be made to respond within 3 business days. This category of call includes but is not limited to, training issues, minor operational issues, and minor system inconveniences.

**SWO Management**

Unless otherwise indicated, all correspondence regarding this SWO should be directed to:

Primary COLS Contact  
Troy Stevens Information Systems Manager  
tstevens@lakestevenswa.gov  
425-737-7103  
1812 Main Street  
Lake Stevens, WA 98258

Primary SCDIS Contact  
JD Braathen, Systems Engineering Supervisor  
3000 Rockefeller Ave.  
Everett, WA 98201  
Ph: (425) 388.7171  
Jd.braathen@snoco.org

By their signatures, SCDIS and COLS hereby acknowledge and accept the terms and conditions of this SWO.

**Approved**

**City of Lake Stevens**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**Approved**

**Snohomish County  
Department of Information Services.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

## Appendix A - COLS Services List

SCDIS will provide the following services at the prepaid support rate identified below. Each after hours request has a 3 hours minimum. An additional \$300.00 per incident will be charged for each after hours incident management/access. (Access to Data Center/SCDIS Assistance after hours).

Note: Access during normal business hours will be covered under the Net Equipment Hosting service (no additional charge).

### Network Services:

Services		Function and Identification	Qty	Date of Activation	LOC	Monthly Charge	Annual charge
Net Equipment Hosting 1 Rack Unit Space, first 4 cross connects		Connectivity/Equipment hosting	12	01/01/2015	SCDIS	\$50.00	\$600.00

**Recurring Charges:                      \$50.00                      \$600.00**

## Appendix B - Basic Services

Basic Services include: Co-location of COLS equipment within the Snohomish County Data Center. Co-location space has been established for Ethernet switching equipment, and consists of 1 rack unit.

Hours of Service:

**Interactive:** Monday through Friday 8:00AM through 5:00PM

**Maintenance:** Monday-Friday \*8:00AM through 5:00PM

**\*Note:** Saturday, Sunday, & Holidays Not Applicable. Resources may not always be available due to emergency and/or other contingencies.

**Scheduled Outage for Maintenance:** Each Saturday between 7:00 AM and Noon and Wednesday between 5:30 PM and Midnight are scheduled for regular maintenance. This is essential to network health. These windows will not impact COLS owned equipment unless previously agreed upon.

### A. Net Services Infrastructure

#### Support Services and Maintenance

SCDIS will provide services on SCDIS owned equipment as needed for standard transport services to include all time and materials necessary to return this service and its associated equipment to working condition upon failure. These devices and transport infrastructure will be owned, operated and configured by Snohomish County SCDIS.

SCDIS will provide Data Center Net Equipment Hosting of COLS owned equipment and transports in order to access SCDIS standard Transport Services: It will be incumbent on COLS to return this service and its associated equipment to working condition upon failure. These devices, and transports will be owned, operated and configured by COLS.

#### Purchase, Delivery and Installation

COLS will purchase, own, prepare and deliver mutually agreed upon Ethernet Switching equipment for placement in the Snohomish County Data Center.

#### Warranty Repair Assistance

Warranty and Repair of COLS electronics is solely the responsibility of COLS.

### **Help-Desk Dispatch and Telephone Support**

SCDIS will provide a single-point service to report suspected SCDIS problems which might involve SCDIS owned equipment and transports and to assist with Data Center access and escort arrangements.

- Logging calls and dispatching the appropriate resources as necessary for on-site resolution/escort.
- Provide telephone support to assist COLS in the restoration of SCDIS Contracted Services.

COLS agrees to utilize this service to help insure that requests for assistance are proactively tracked and managed consistent with County practices.

### **Basic Assistance**

Basic assistance is limited to efforts deemed reasonable by SCDIS to encourage and promote the sharing of knowledge and information consistent with building cooperative services of interest to both COLS and SCDIS.

In the event that SCDIS deems requests for assistance are beyond the scope of this SWO, SCDIS will work with COLS to develop and recommend approaches to meet COLS requirements.



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** November 24, 2014

**Subject:** Approval of 2015 Legislative Priority List

**Contact Person/Department:** Jan Berg, City Administrator      **Budget Impact:** None

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

Approve 2015 Legislative Priority List for the City of Lake Stevens.

**SUMMARY/BACKGROUND:**

In preparation for the upcoming 2015 Legislative session, the previous year's priority list has been reviewed and updated for the City Council's consideration. This list includes funding requests for capital investments along with statements of support and opposition on many legislative issues of concern. The list includes items in common with the priorities also set with the Economic Alliance of Snohomish County. The priority list will be used by City Officials, City Staff and the City's lobbyist to meet with Legislators during the 2015 session.

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**APPLICABLE CITY POLICIES:**

N/A

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**BUDGET IMPACT:**

None

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**ATTACHMENTS:**

- ▶ Exhibit A: 2015 Legislative Priority List

## 2015 Legislative Priority List

**Seek state partnership funding for key capital investments** -- Lake Stevens will work with area lawmakers and key players on the Senate Ways & Means and House Capital Budget committees to secure partnership funding for capital projects that are vital for the local community – one of them a local project and one of them a State Department of Fish & Wildlife project:

- **\*\***The City will seek \$500,000 in the “local/community project” section of the 2015-17 Capital Budget for funding towards the Cavalero Park project being jointly planned with Snohomish County. Improvements to the park would include a skate park, youth playground, walking trails, off-leash dog park, open space enhancements, and possibly a BMX bike course within a 40-acre site;
- In collaboration with the Washington Department of Fish & Wildlife (WDFW), the City is seeking \$544,000 in the Boating Facilities Program (BFP) section of the 2015-17 Capital Budget for renovation of the shared boat launch at the North Cove access to Lake Stevens.

**Enact a Transportation Package/Complete the SR 9/SR 204 Interchange** -- The City of Lake Stevens urges lawmakers to enact a comprehensive transportation investment package. A top priority in that package must be \$58 million for the completion of State Route 9/State Route 204, a key SR 9 corridor project for safety, job creation, economic sustainability and growth, and congestion relief.

Additionally, Lake Stevens urges legislators to include the following in any transportation package:

- Dedicating a portion of new fuel tax revenue to direct distributions to cities and counties for their local road maintenance needs;
- Local transportation financing options for cities and counties to use in their own communities;
- Preserve and enhance funding for grant programs, such as the Transportation Improvement Board (TIB), Freight Mobility Strategic Investment Board (FMSIB), Safe Routes to Schools, and “Complete Streets” to address corridor needs, freight movements, safety, and multi-modal issues.

**Establish, protect and restore state revenues critical to the Operating and Capital needs of local government** – Lake Stevens will strongly support and participate in coalition efforts to establish and restore key revenues critical to helping local governments provide services and address infrastructure needs. In particular, the City will support legislation designed to re-establish growth in **liquor revolving account revenues**; a budget request to return 100 percent of **liquor excise tax distributions** to local governments; legislation to establish a distribution formula to share Initiative 502 marijuana excise tax revenues associated with I-502 retail, production, and processing activities; funding to help cities offset the costs of a new court rule on **public defense** caseloads; and protecting \$200 million in proposed 2015-17 Capital funding for the highly successful **Public Works Assistance Account (PWAA)** while also seeking to end funding diversions from the PWAA.

**Provide new authority and tools to assist local governments with fiscal needs** – In addition to prioritizing direct revenue sharing for cities and counties, Lake Stevens also will strongly support legislative actions to provide cities and counties with new revenue tools and authorities to address their fiscal needs in the event direct “state-shared revenues” cannot be restored.

**Cost recovery for public records requests**– Lake Stevens strongly supports the ‘sunshine’ and transparency objectives behind the Public Records Act. However, given growing cost burdens for certain types of requests, the City hopes to initiate legislation to help provide cost recovery for local agencies on the growing area of electronic records requests; and support a bill to allow cost recovery for public records that are clearly for a commercial purpose and used for sale/resale purposes.

### 2015 Support/Oppose Positions

**SUPPORT -- Provide additional economic development and infrastructure investment tools for cities –** Lake Stevens will strongly support a bill similar to **2SSB 6096** from the 2014 Session to provide cities with local property tax exemption tools for recruiting industrial and manufacturing businesses. Lake Stevens also supports initiatives to establish new Tax Increment Financing (TIF)-like tools in the State of Washington, or at the very least to authorize additional funding for the existing “Local Revitalization Financing” (LRR) program. These programs are critical to helping local communities bring infrastructure investments to help major developments happen sooner and more substantially and to attract economic development to our state vs. losing industrial recruiting battles to neighboring states.

**SUPPORT – Continue and expand REET flexibility –** Lake Stevens will strongly support a bill promoted by cities and counties that would extend the authority for local governments, at their discretion, to use REET II for operations and maintenance needs. The City also would like to see the REET flexibility legislation give cities the authority (which was previously granted to counties) to use REET II proceeds toward debt service payments. Ideally, the City also believes that REET II proceeds should be allowed to be applied to the same broad mix of infrastructure needs for which REET I dollars can already be deployed..

**SUPPORT – Capital investment and grant program funding for cities –** Along with supporting the Public Works Assistance Account and specific capital requests, Lake Stevens also will strongly support continued funding for established grant programs within the Capital Budget that invest in local communities. These include the Washington Wildlife, Recreation, and Parks Program (WWRP); the Youth Athletic Facilities (YAF) program; and the Housing Trust Fund.

**OPPOSE – Measures that undermine local control, local authority --** Lake Stevens joins other cities and local governments in opposing legislative initiatives that would undermine local control or impose new mandates. Legislation the City will keep a particularly close eye on includes:

- Legislation that would mandate deferring single-family home **impact fee collections** to the point of sale or point of occupancy. This would impose significant cost burdens on many cities;
- Legislation that would **undermine annexation tools** available to cities;
- Legislation that would **require cities to collect fire impact fees** for fire districts;
- Legislation that would **mandate residential fire sprinkler construction in residences**. The City prefers to retain the current flexibility through the State Building Code Council;
- Legislation putting **new voter approval requirements around water-sewer district ‘assumptions’**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda** November 24,  
**Date:** 2014

**Subject:** 2015 Comprehensive Plan Update

**Contact** Russ Wright / **Budget Impact:** None  
**Person/Department:** Planning & Community Devel.

**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** No action requested at this time.

**BACKGROUND:**

The Growth Management Act (GMA), Chapter 36.70A of the Revised Code of Washington (RCW), mandates counties and cities develop comprehensive plans to accommodate the jurisdiction's projected growth for the next 20 years. Comprehensive plans must include the following mandatory elements:

1. Land Use
2. Housing
3. Capital Facilities
4. Utilities
5. Rural Element (counties)
6. Transportation
7. Economic Development
8. Park and Recreation

Comprehensive plans may also include Conservation, Solar Energy, Recreation and Subarea Plans as optional elements. These planning elements create the framework for local development regulations. Over the past months, staff has held a public open house, conducted a visioning workshop with the Planning Commission and distributed a survey for community preferences.

Staff and Planning Commissioners discussed the city's primary vision statement, secondary vision statements and the process for developing a vision. Initial Planning Commission comments suggested the staff might re-categorize how it describes the city in the Comprehensive Plan i.e., is it appropriate to still define Lake Stevens as "small town." The Commissioners felt strongly that the unique features of the city should be expressed, especially the lake, schools and neighborhoods. The Commissioners agreed the vision should put a greater emphasis on employment growth along with population growth. Planning Commissioners also suggested staff revisit the subarea vision and incorporate portions of these into the city vision. The new vision statement should highlight past successes and accomplishments and define future growth positively to the city and its residents. A draft 2035 Vision Statement and individual element visions are included, as Attachment A that have incorporated the Planning Commission comments.

Staff prepared a survey to solicit public input on the 2015 Comprehensive Plan and issues that will affect the city over the next 20 years. The survey contained questions related to demographics, housing preferences by type and location, employment preferences by type and location, transportation preferences, public services, growth, community desires and satisfaction. The city

posted the survey on the city's website, distributed it at Aquafest and presented it at an Open House. The survey has been available electronically, by paper and through interactive polling. The survey results will help form goals, policies and financing priorities as staff update individual chapters. Selected results are summarized below and included as Attachment B:

1. 88 percent of participants live in the city with approximately 33 percent live in SW Lake Stevens;
2. Cottage housing and townhouses are the most popular non-single-family housing options;
3. 26 percent of participants believe new population should be in SW Lake Stevens;
4. 70 percent of participants do not work in Lake Stevens of those who do 38 percent work in the Town Center;
5. Retail, High-tech industry and professional offices were identified as the most important employment sectors each around 22 percent;
6. 28 percent of participants believe new employment should be concentrated in the 20<sup>th</sup> Street SE Corridor, followed by Lake Stevens Center and the Hartford Industrial Area
7. Participants indicated an increased sense of community and residential opportunities were the most positive changes over the last 10 years, while increased traffic was identified as the greatest challenge
8. Participants identified schools and neighborhoods (both approximately 37 percent) as the city's greatest strength;
9. Approximately 28 to 30 percent of participants are attracted to other cities for shopping and dining;
10. 25 percent of participants felt economic development should be a priority, followed by public services over the next 20 years;
11. 26 percent of participants believe shopping could be improved followed by employment over the next 20 years;
12. Over 38 percent of participants identified adding more sidewalks and pedestrian paths as the most important transportation improvement followed by more vehicle capacity; and
13. 37 percent of participants indicated parks and open spaces are the most important public facilities followed closely by roads and sidewalks.

**APPLICABLE CITY POLICIES:** Lake Stevens Comprehensive Plan and Municipal Code

**BUDGET IMPACT:** No budget impact.

**ATTACHMENTS:**

- A. Draft Visions
- B. Survey Results

## Attachment A

# DRAFT 20-Year Comprehensive Plan Vision Statements

### 2035 Lake Stevens Vision

The city of Lake Stevens is a dynamic community blessed with a defining feature – a central lake. There are other lakeside communities in the Puget Sound; however, Lake Stevens is unique because the city and its Urban Growth Area encompass the entire perimeter of the lake. The community remains affordable to families and the lake is an accessible amenity to all residents. The presence of Lake Stevens directly affects the identity of the community and its residents, which contributes to a positive reputation regionally for its excellent schools and neighborhoods. The lake, eastern lowlands and the western plateau have largely influenced physical land development patterns within the city.

As the city contemplates the next 20 years, it must embrace its position as a growing city. Lake Stevens will be a vibrant sustainable community that provides a positive development atmosphere and maintains a strong community image. Sustainability will be manifest through environmental protection, conscientious community development and sound economic policy. The city will continue emphasizing the role of local growth centers and subarea planning as the primary locations for new development – specifically as essential pockets for economic development and focal points for new neighborhood and commercial areas. The city will ensure that the city’s infrastructure and public services will meet the demands of the community as it grows in an economically feasible manner. Development will be sensitive to the lake, environment and existing neighborhoods. The community will become a balanced community with sufficient and affordable housing, family-wage jobs and a variety of shopping and service options to meet the needs of Lake Stevens’ residents.

### Planning Context

The city will integrate the Growth Management Act principles as an essential planning framework to help direct community, regional, and statewide efforts to enhance quality of life, environmental protection, and economic vitality for the city, its residents and its interests in and around the Lake Stevens Urban Growth Area and Rural Transition Area.

### Environment

The city of Lake Stevens will provide effective environmental stewardship for current and future generations by protecting fish and wildlife habitat, critical areas and open space corridors; conserving land, air, water and energy resources; and integrating the shoreline management of Lake Stevens into land use decisions.

### Land Use

As Lake Stevens continues to grow in population and area, the city will strive to create balanced opportunities for residential growth, varied housing types, employment, commercial endeavors and public services for all people to live, work, learn and play throughout the community.

## Attachment A

### **Housing**

The city will provide varied, high-quality housing options (single-family houses, townhomes and apartments) within a range of densities, which implement community design preferences and are affordable to all community members across the city

### **Parks and Recreation**

The city of Lake Stevens will create diverse recreational opportunities for all ages to enjoy community parks, trails and activities and local events.

### **Capital Facilities**

The city will develop a realistic and achievable capital facilities plan that ensures an effective use of taxpayer and ratepayer dollars that prioritizes capital investments to maintain adopted levels of service; responds to project urgency and feasibility; and provides a clear community benefit.

### **Utilities and Service**

Lake Stevens will strive to provide excellent public services & utilities to meet the health and safety needs of the community in proportion to future population growth and will continue to coordinate with local service providers such as the Lake Steven Sewer District, Lake Stevens Fire, and the Lake Stevens School District to ensure service continuity as the community grows.

### **Transportation**

The city will develop an effective multimodal transportation system that emphasizes access, direct circulation and safety for vehicles, freight, public transportation, cyclists and pedestrians.

### **Economic Development**

Lake Stevens will create a sustainable local economy by providing a predictable development atmosphere, fostering accountable government oversight of public funds, promoting excellent shopping and service options, and supporting a varied job sector for residents.

**Session Name**

Combined Results

**Date Created**

11/20/2014 11:00:00 AM

**Total Participants**

300

**Questions**

17

**Results by Question**

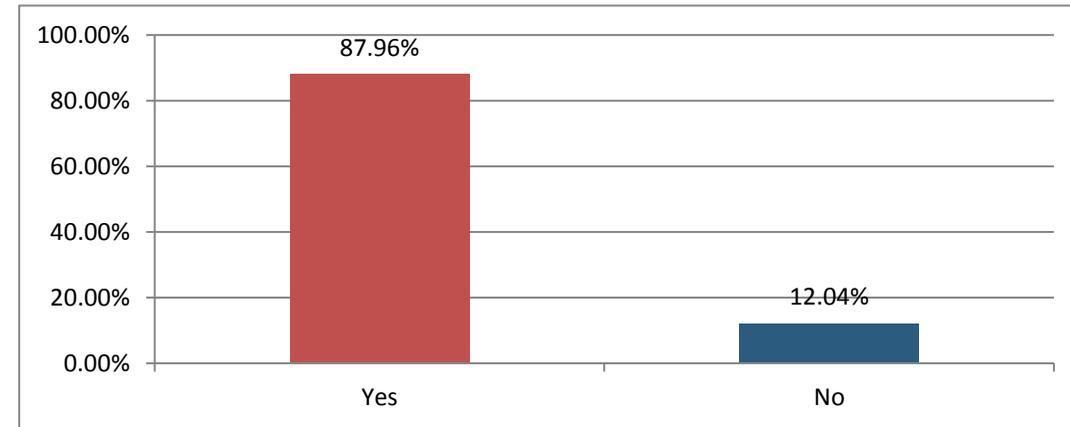
**1. Do you live in Lake Stevens? (Multiple Choice)**

Yes

No

**Totals**

Responses	
Percent	Count
87.96%	212
12.04%	29
<b>100%</b>	<b>241</b>



**2. If you live in the City, what part? (Multiple Choice)**

Northeast Lake Stevens (Town Center)

North Lake

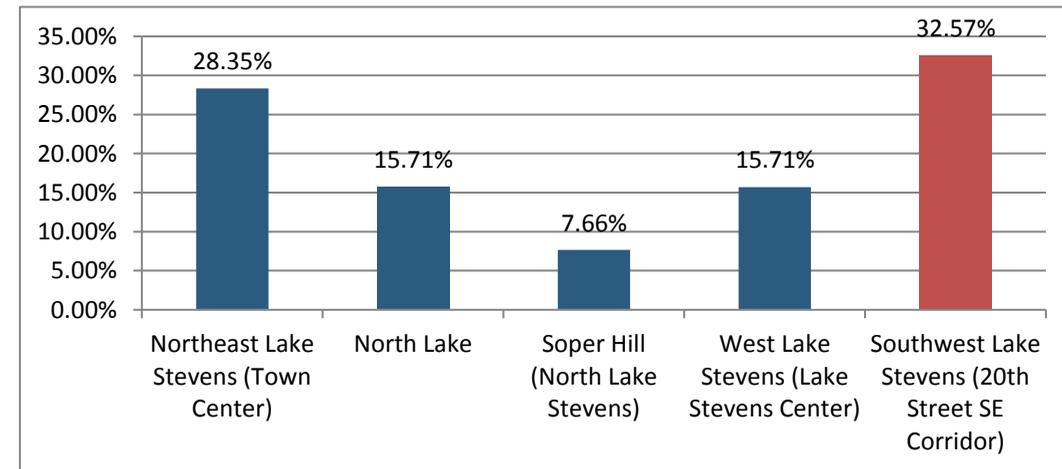
Soper Hill (North Lake Stevens)

West Lake Stevens (Lake Stevens Center)

Southwest Lake Stevens (20th Street SE Corridor)

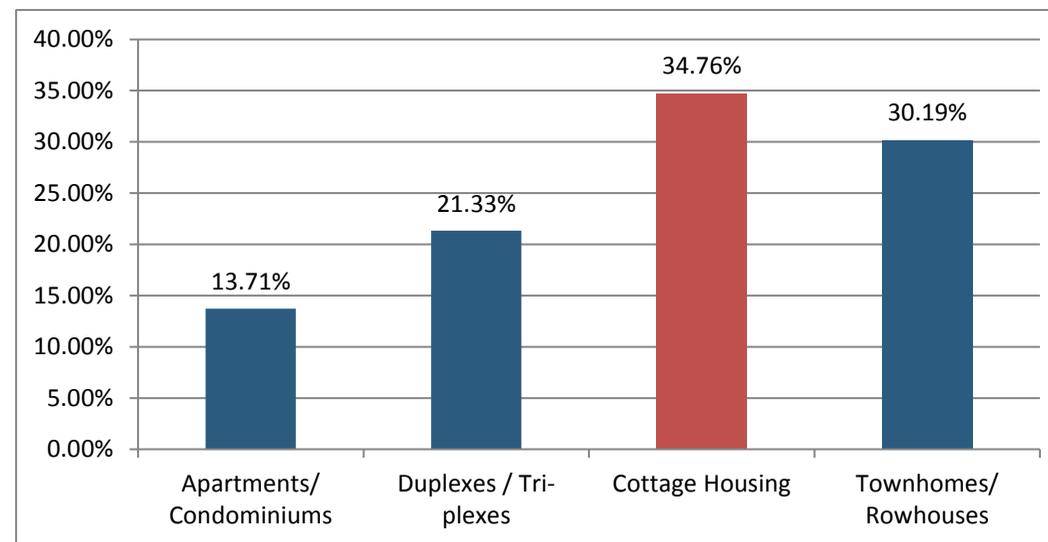
**Totals**

Responses	
Percent	Count
28.35%	74
15.71%	41
7.66%	20
15.71%	41
32.57%	85
<b>100%</b>	<b>261</b>



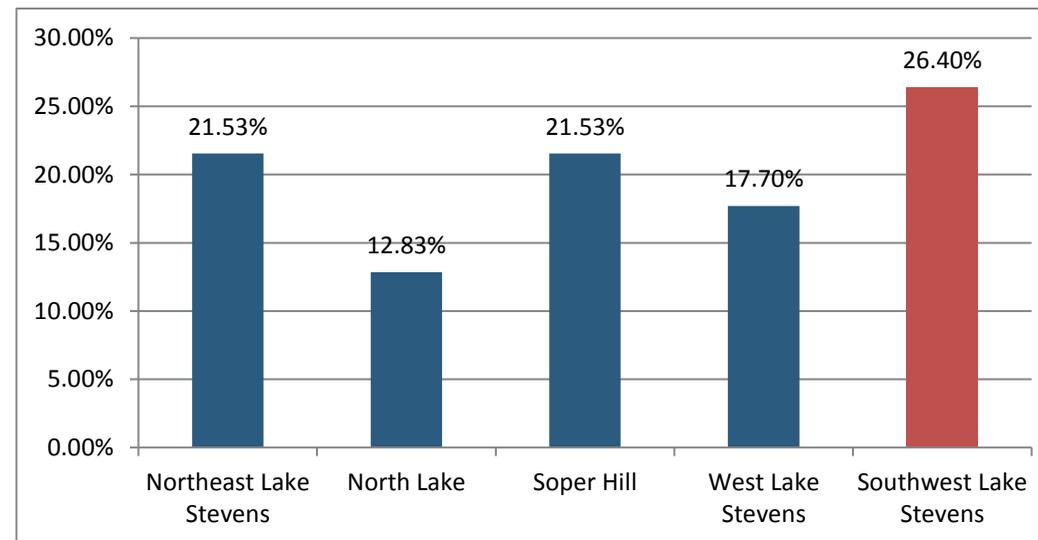
**3. Pick your top 3 preferences for new housing options in Lake Stevens over the next 20 years (Multiple Choice - Multiple Response)**

	Responses	
	Percent	Count
Apartments/ Condominiums	13.71%	99
Duplexes / Tri-plexes	21.33%	154
Cottage Housing	34.76%	251
Townhomes/ Rowhouses	30.19%	218
<b>Totals</b>	<b>100%</b>	<b>722</b>



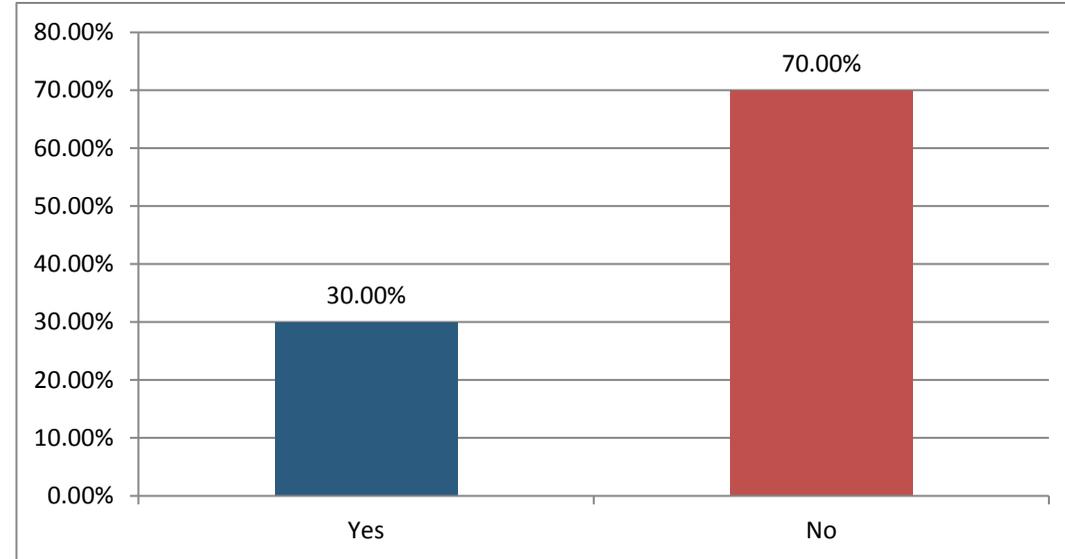
**4. If Lake Stevens & surrounding areas add 13,000 more people by 2035 – Pick 3 areas where you believe people should go. (Multiple Choice - Multiple Response)**

	Responses	
	Percent	Count
Northeast Lake Stevens	21.53%	146
North Lake	12.83%	87
Soper Hill	21.53%	146
West Lake Stevens	17.70%	120
Southwest Lake Stevens	26.40%	179
<b>Totals</b>	<b>100%</b>	<b>678</b>



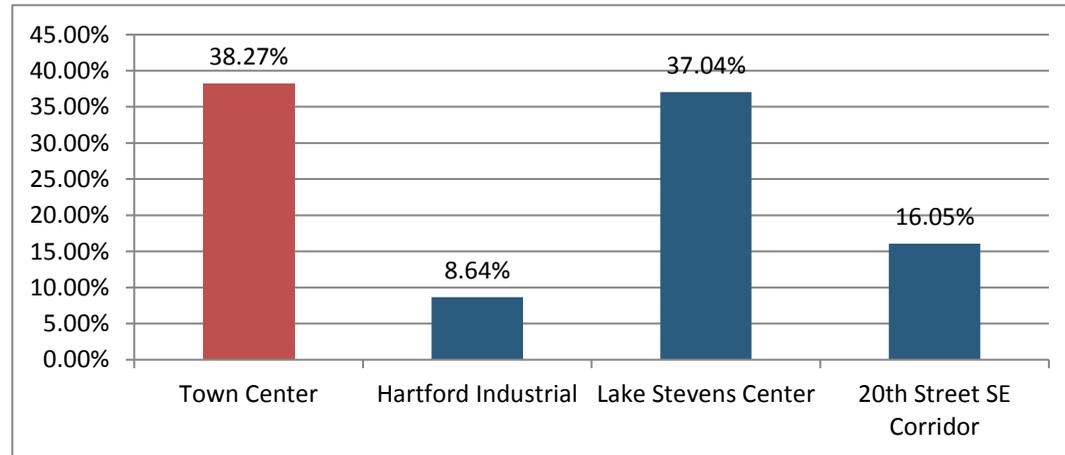
**5. Do you work in Lake Stevens? (Multiple Choice)**

		Responses	
		Percent	Count
Yes		30.00%	90
No		70.00%	210
<b>Totals</b>		<b>100%</b>	<b>300</b>



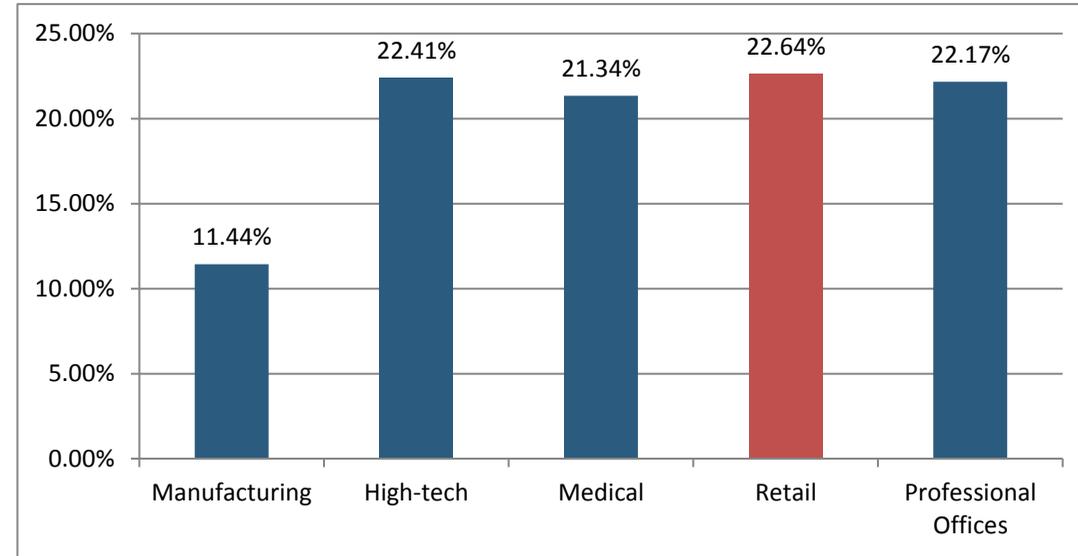
**6. If you work in Lake Stevens, what part? (Multiple Choice)**

		Responses	
		Percent	Count
Town Center		38.27%	31
Hartford Industrial		8.64%	7
Lake Stevens Center		37.04%	30
20th Street SE Corridor		16.05%	13
<b>Totals</b>		<b>100%</b>	<b>81</b>



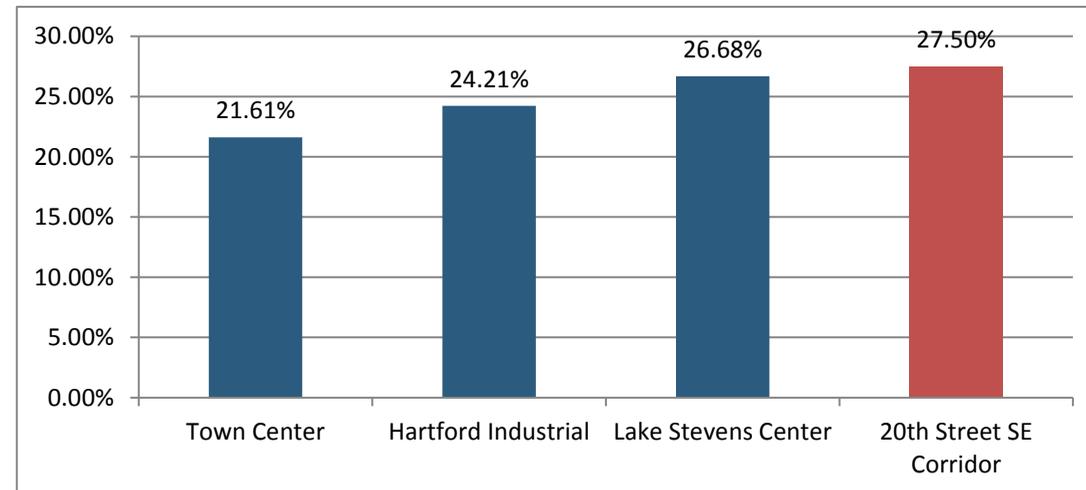
**7. Pick 3 industries that would be the most important for new employment in Lake Stevens over the next 20 years. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
Manufacturing	11.44%	97
High-tech	22.41%	190
Medical	21.34%	181
Retail	22.64%	192
Professional Offices	22.17%	188
<b>Totals</b>	<b>100%</b>	<b>848</b>



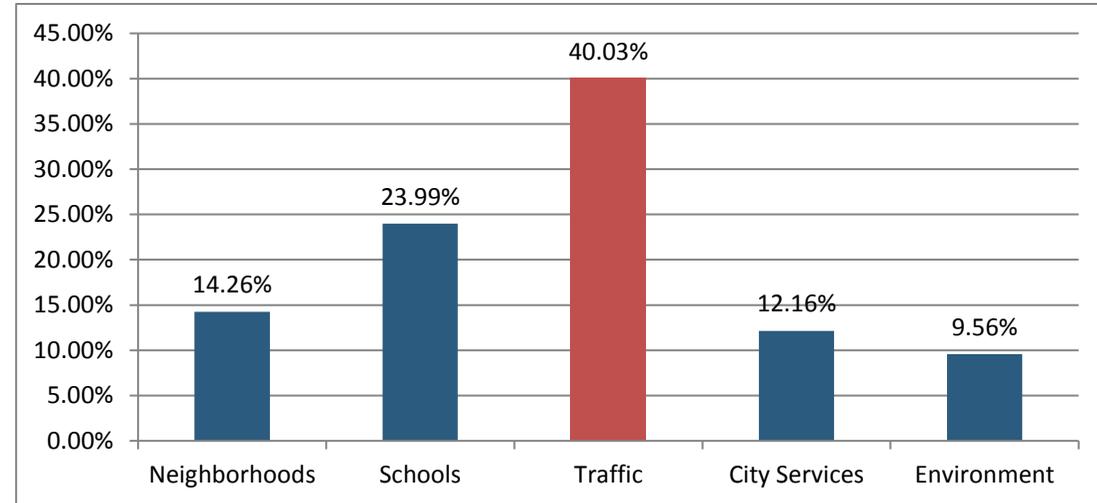
**8. If Lake Stevens & surrounding areas add 3,800 more jobs by 2035 – Pick 3 locations where you think jobs should locate. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
Town Center	21.61%	158
Hartford Industrial	24.21%	177
Lake Stevens Center	26.68%	195
20th Street SE Corridor	27.50%	201
<b>Totals</b>	<b>100%</b>	<b>731</b>



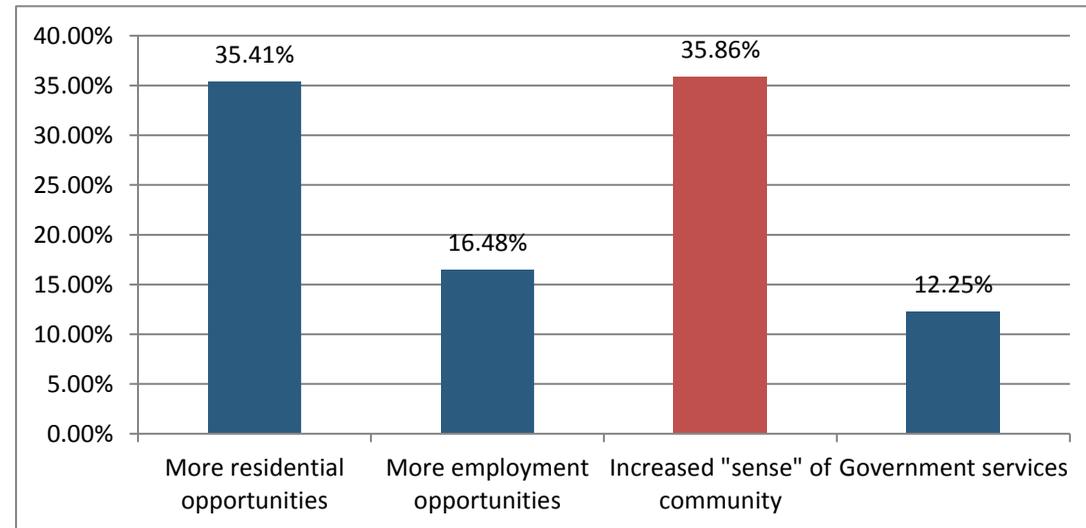
**9. Pick 2 items that you believe growth in Lake Stevens will affect the most over the next 20 years. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
Neighborhoods	14.26%	88
Schools	23.99%	148
Traffic	40.03%	247
City Services	12.16%	75
Environment	9.56%	59
<b>Totals</b>	<b>100%</b>	<b>617</b>



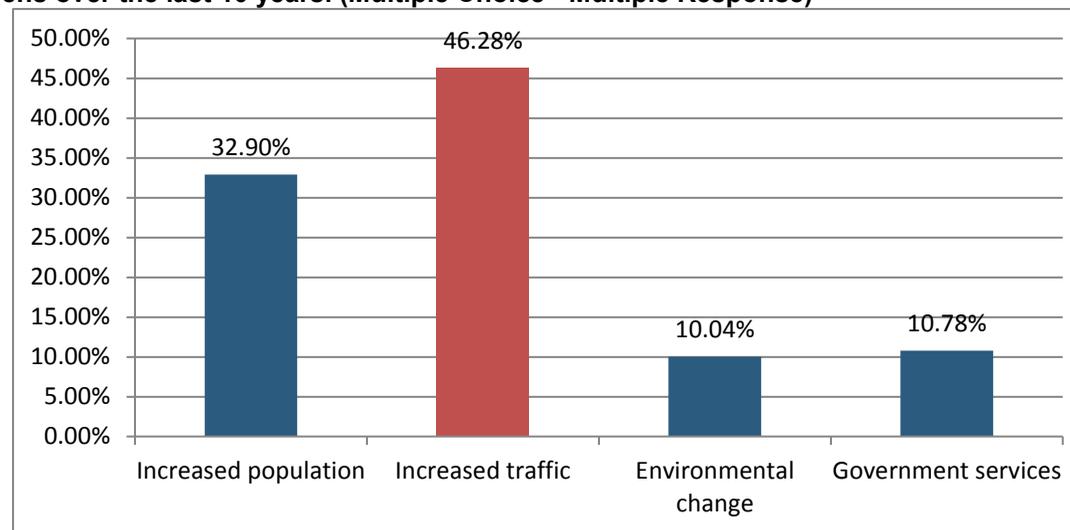
**10. Pick 2 statements that best describe the most positive changes to occur in Lake Stevens in the last 10 years. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
More residential opportunities	35.41%	159
More employment opportunities	16.48%	74
Increased "sense" of community	35.86%	161
Government services	12.25%	55
<b>Totals</b>	<b>100%</b>	<b>449</b>



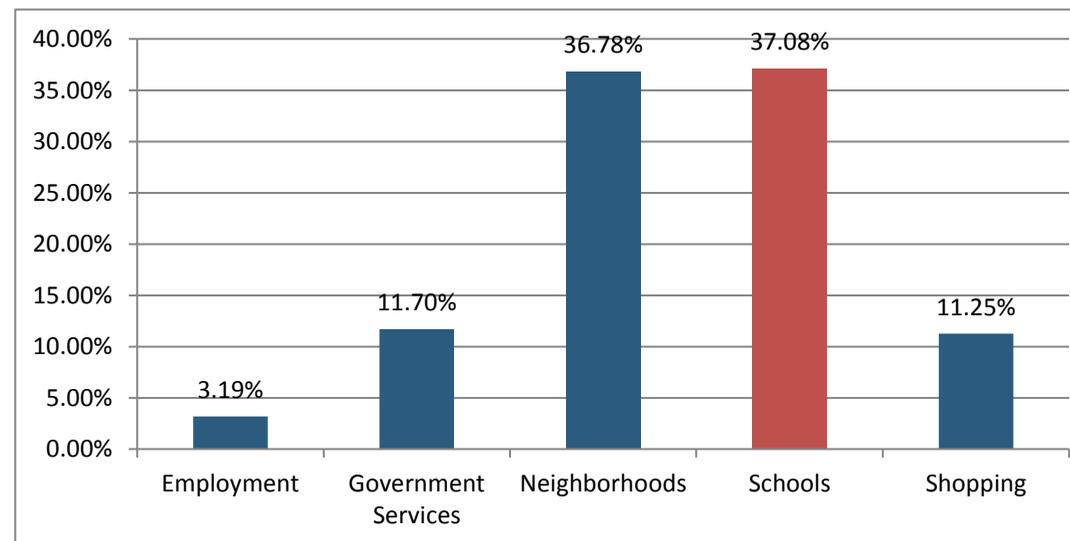
**11. Pick 2 statements that best describe significant growth-related challenges in Lake Stevens over the last 10 years. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
Increased population	32.90%	177
Increased traffic	46.28%	249
Environmental change	10.04%	54
Government services	10.78%	58
<b>Totals</b>	<b>100%</b>	<b>538</b>



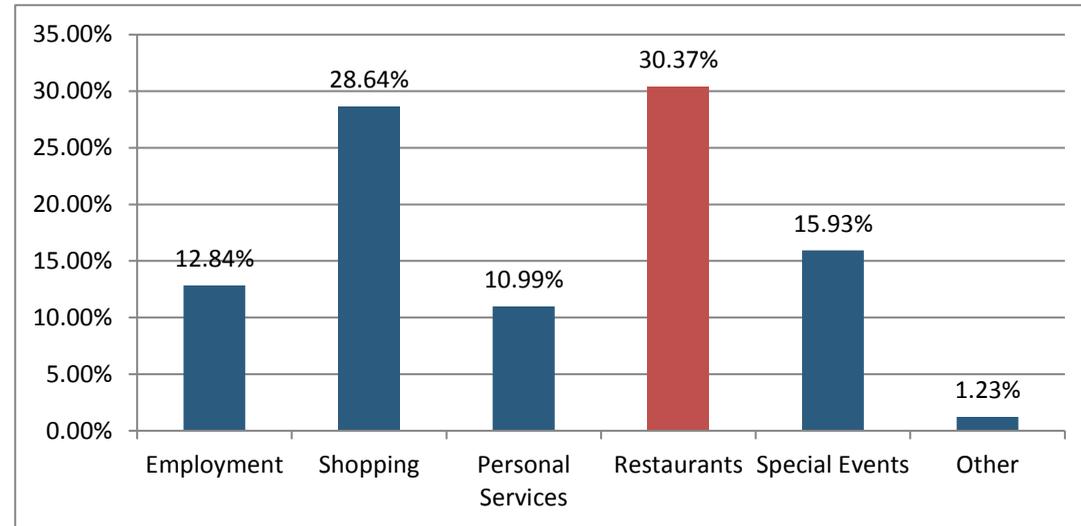
**12. Pick 3 items that best describe Lake Stevens' greatest strengths. (Multiple Choice - Multiple Response)**

Responses		
	Percent	Count
Employment	3.19%	21
Government Services	11.70%	77
Neighborhoods	36.78%	242
Schools	37.08%	244
Shopping	11.25%	74
<b>Totals</b>	<b>100%</b>	<b>658</b>



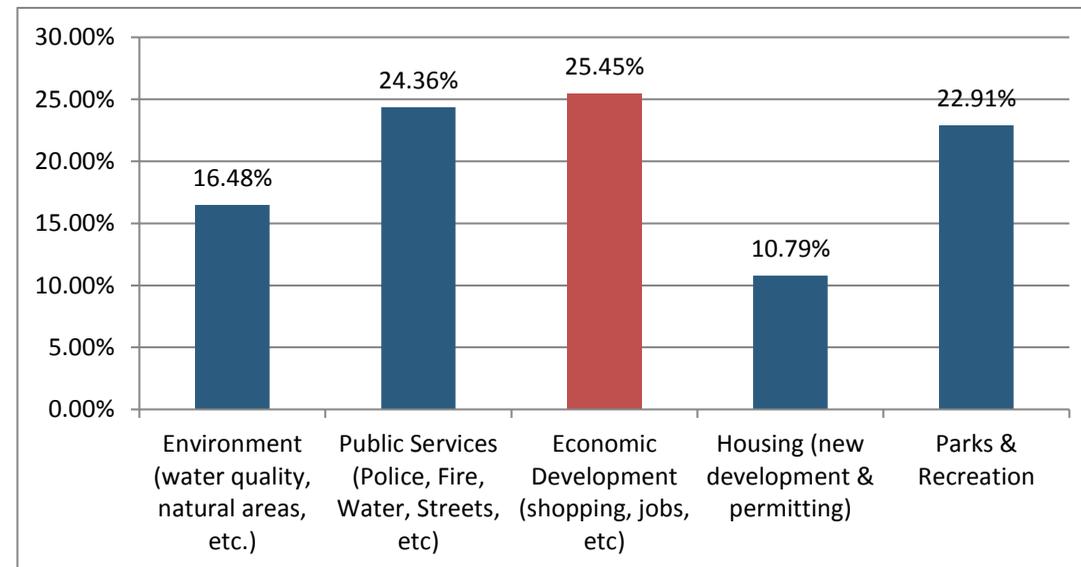
**13. If you visit other cities, pick 3 items that attract you most to these communities (Multiple Choice - Multiple Response)**

	Responses	
	Percent	Count
Employment	12.84%	104
Shopping	28.64%	232
Personal Services	10.99%	89
Restaurants	30.37%	246
Special Events	15.93%	129
Other	1.23%	10
<b>Totals</b>	<b>100%</b>	<b>810</b>



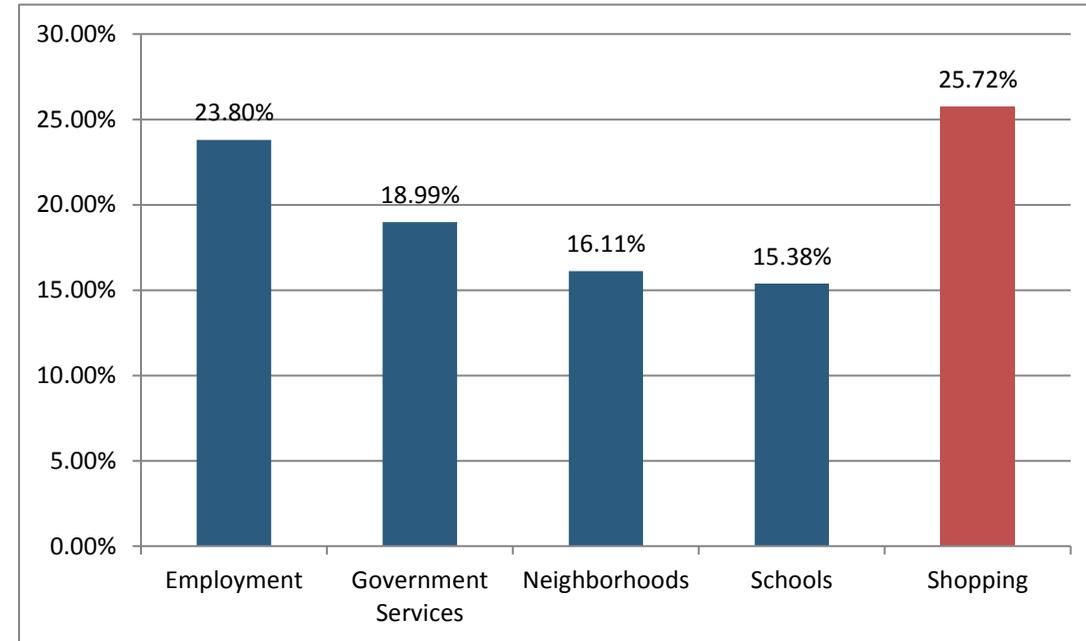
**14. Pick 3 issues that are the most important for the city to address in the next 20 years. (Multiple Choice - Multiple Response)**

	Responses	
	Percent	Count
Environment (water quality, natural areas, etc.)	16.48%	136
Public Services (Police, Fire, Water, Streets, etc)	24.36%	201
Economic Development (shopping, jobs, etc)	25.45%	210
Housing (new development & permitting)	10.79%	89
Parks & Recreation	22.91%	189
<b>Totals</b>	<b>100%</b>	<b>825</b>



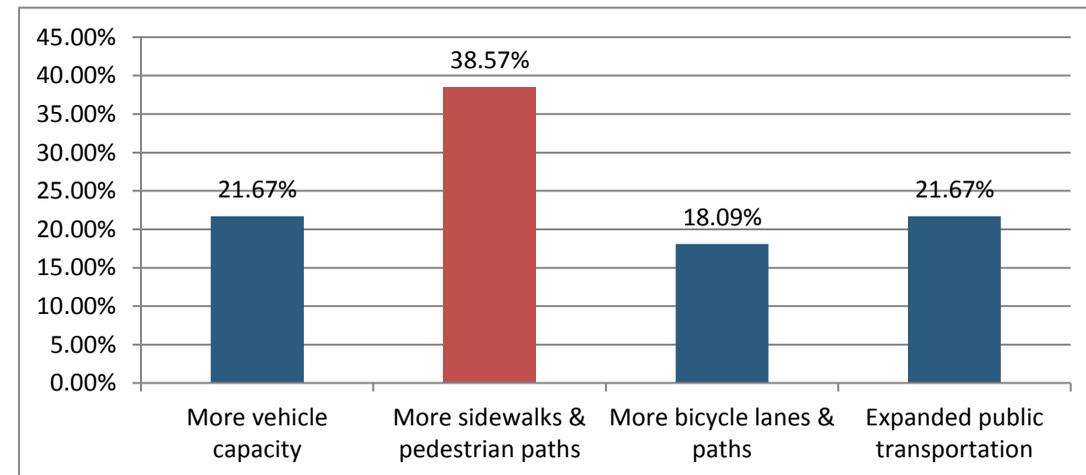
15. Pick 3 areas that Lake Stevens can improve in the next 20 years. (Multiple Choice - Multiple Response)

Responses		
	Percent	Count
Employment	23.80%	198
Government Services	18.99%	158
Neighborhoods	16.11%	134
Schools	15.38%	128
Shopping	25.72%	214
<b>Totals</b>	<b>100%</b>	<b>832</b>



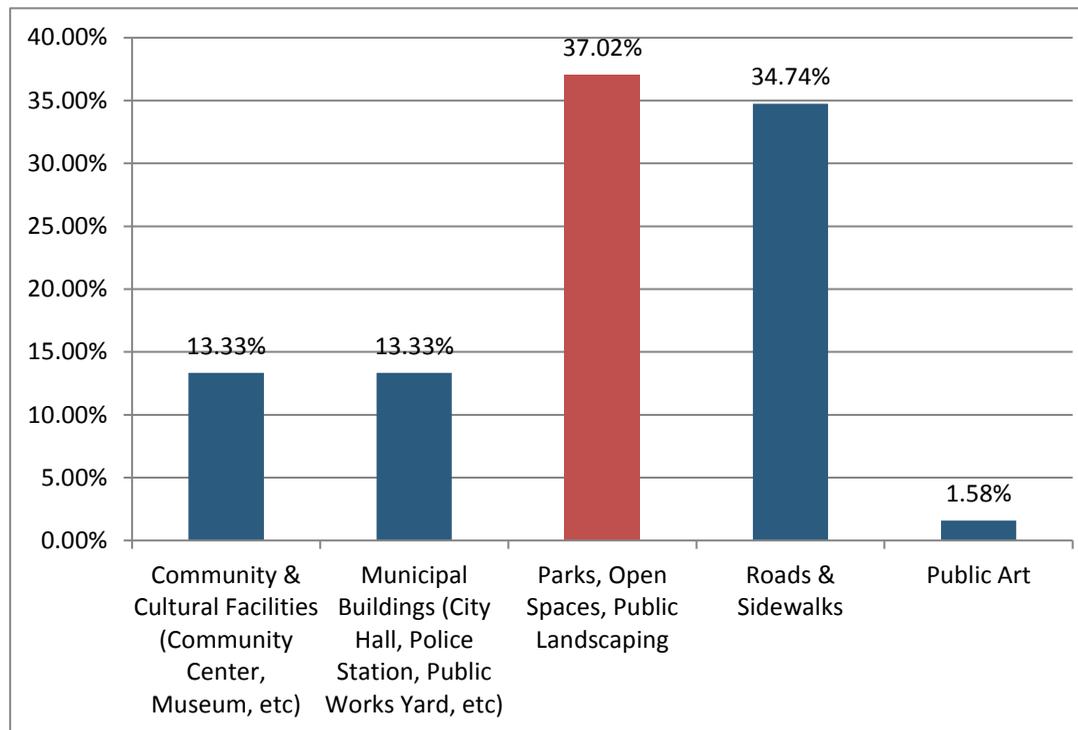
16. Pick 2 transportation issues that you believe will improve the local street system the most. (Multiple Choice - Multiple Response)

Responses		
	Percent	Count
More vehicle capacity	21.67%	127
More sidewalks & pedestrian paths	38.57%	226
More bicycle lanes & paths	18.09%	106
Expanded public transportation	21.67%	127
<b>Totals</b>	<b>100%</b>	<b>586</b>



17. Pick 2 city facilities that you believe are the most important to Lake Stevens. (Multiple Choice - Multiple Response)

		Responses	
		Percent	Count
Community & Cultural Facilities (Community Center, Museum, etc)		13.33%	76
Municipal Buildings (City Hall, Police Station, Public Works Yard, etc)		13.33%	76
Parks, Open Spaces, Public Landscaping		37.02%	211
Roads & Sidewalks		34.74%	198
Public Art		1.58%	9
<b>Totals</b>		<b>100%</b>	<b>570</b>





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