

City of Lake Stevens Mission Statement



The City of Lake Stevens' mission is not only to preserve the natural beauty that attracted so many of its citizens, but to enhance and harmonize with the environment to accommodate new people who desire to live here. Through shared, active participation among Citizen, Mayor, Council, and City Staff, we commit ourselves to quality living for this and future generations.

Growth in our community is inevitable. The City will pursue an active plan on how, when, and where it shall occur to properly plan for needed services, ensure public safety, and maintain the unique ambience that is Lake Stevens.



REGULAR CITY COUNCIL MEETING AGENDA
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street NE, Lake Stevens
Monday, February 28, 2011 - 7:00 p.m.

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

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

ROLL CALL:

GUEST BUSINESS: A. Music on the Lake wine tasting.

CONSENT AGENDA: *A. Approve February 2011 vouchers. Barb

ACTION ITEMS:

- *A. Approve minutes of February 14, 2011 regular meeting. Norma
- *B. Approve street sweeping plan. Mick
- C. Approve extension of Allied Waste garbage/recycling contract. Jan
- *D. Approve Professional Services Agreement with Leland Consulting Group for Business Recruitment Services. Jan
- *E. Adopt first and final reading of Ordinance No. 847, 2011 budget amendment. Barb

DISCUSSION ITEMS: *A. Year-end financials. Barb

COUNCIL PERSON'S BUSINESS:

MAYOR'S BUSINESS:

STAFF REPORTS:

Lake Stevens City Council Regular Meeting Agenda

February 28, 2011

**INFORMATION
ITEMS:**

**EXECUTIVE
SESSION:**

ADJOURN:

* ITEMS ATTACHED
** ITEMS PREVIOUSLY DISTRIBUTED
ITEMS TO BE DISTRIBUTED

THE PUBLIC IS INVITED TO ATTEND

Special Needs

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact 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.

**BLANKET VOUCHER APPROVAL
 2011**

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	903886-903943	\$121,258.88
Payroll Checks	31374-31377	\$8,128.44
Claims	31378-31441	\$94,198.93
Electronic Funds Transfers	301-303	\$4,931.43
Void Checks	31297, 31358	(\$822.80)
Tax Deposit(s)	2/15/2011	\$45,887.56
Total Vouchers Approved:		\$273,582.44

This 28th day of February 2011:

 Mayor

 Councilmember

 Finance Director

 Councilmember

 Councilmember

 Councilmember



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Direct Deposit Register

14-Feb-2011

Wells Fargo - AP

Lake Stevens

Direct Deposits to Accounts

14-Feb-2011	<u>Vendor</u>	<u>Source</u>	<u>Amount</u>	<u>Draft#</u>	<u>Bank Name</u>	<u>Transit</u>	<u>Account</u>
9407	Department of Retirement (Pers	C	\$3,733.50	301	Wells Fargo	121000248	4159656917
9408	NATIONWIDE RETIREMENT SOL	C	\$795.47	302	Wells Fargo	121000248	4159656917
9405	Wash State Support Registry	C	\$402.46	303	Wells Fargo	121000248	4159656917
Total:			\$4,931.43		Count:	3.00	

Direct Deposit Summary

<i>Type</i>	<i>Count</i>	<i>Total</i>
C	3	\$4,931.43

Pre-Note Transactions

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
31378	28-Feb-11	12540	ALLIED WASTE SERVICES #197		\$331.74
0197-001309070			Dumpster services	\$331.74	\$0.00
			101016542003102 Street Fund Operating Costs	\$320.73	
			101016542004500 Street Fund - Rentals/Leases	\$11.01	
31379	28-Feb-11	12540	ALLIED WASTE SERVICES #197		\$238.30
0197-001308799			Dumpster services	\$238.30	\$0.00
			001010576803103 Parks-Lundeen-Operating Costs	\$238.30	
31380	28-Feb-11	12540	ALLIED WASTE SERVICES #197		\$99.73
0197-001309392			Dumpster services	\$99.73	\$0.00
			001013519903100 General Government - Operating	\$87.40	
			001013519904500 General Government-Equip Renta	\$12.33	
31381	28-Feb-11	13820	Aquatest Inc		\$209.32
30325			Sample collection and lab fee	\$209.32	\$0.00
			001013555506400 New Senior Center	\$209.32	
31382	28-Feb-11	12070	Aramark Uniform Services		\$119.42
655-5365025			Uniform cleaning	\$38.44	\$0.00
			001010576803100 Parks - Operating Costs	\$5.38	
			101016542002600 Street Fund - Clothing	\$19.99	
			410016542402600 Storm Water-Clothing	\$13.07	
655-5377324			Uniform cleaning	\$40.49	\$0.00
			001010576803100 Parks - Operating Costs	\$5.67	
			101016542002600 Street Fund - Clothing	\$21.05	
			410016542402600 Storm Water-Clothing	\$13.77	
655-5389798			Uniform cleaning	\$40.49	\$0.00
			001010576803100 Parks - Operating Costs	\$5.67	
			101016542002600 Street Fund - Clothing	\$21.05	
			410016542402600 Storm Water-Clothing	\$13.77	
31383	28-Feb-11	12713	AWARDS OF PRAISE		\$134.32
286			Plaques	\$134.32	\$0.00
			001008521003100 Law Enforcement - Office Suppl	\$134.32	
31384	28-Feb-11	13596	Big Trees		\$749.34
9778			replacement of damaged tree (vehic	\$749.34	\$0.00
			101016542004800 Street Fund - Repair & Mainten	\$749.34	
31385	28-Feb-11	174	Bills Blueprint		\$164.42
433246			laminating zoning maps	\$48.87	\$0.00

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001007558003200			Planning-Operating Costs	\$48.87	
433473			Invasive report publication	\$115.55	\$0.00
410016531501111			INVALID - G0800092 DOE Grant	\$115.55	
31386	28-Feb-11	969	Business Card		\$2,644.32
02/11 4949			Travel/Repair	\$377.32	\$0.00
001008521004300			Law Enforce - Travel & Mtgs	\$59.33	
001008521004800			Law Enforcement - Repair & Mai	\$317.99	
02/11 5242			Adv/Hard Drive/Prof dev	\$811.00	\$0.00
001001511604901			Legislative - Prof. Developmen	\$270.00	
001003516104900			Human Resources-Miscellaneous	\$49.00	
001007558004400			Planning - Advertising	\$300.00	
510013519606400			Purchase Computer Equipment	\$192.00	
02/11 6202			Travel/Staff Dev	\$519.95	\$0.00
001001511604901			Legislative - Prof. Developmen	\$135.00	
001003511104901			Executive - Prof. Development	\$135.00	
001003513104101			Administration - Staff Develop	\$135.00	
001003513104300			Administration - Travel & Mtgs	\$13.30	
101016542004300			Street Fund - Travel & Mtgs	\$101.65	
02/11 7750			Travel	\$9.00	\$0.00
101016542004300			Street Fund - Travel & Mtgs	\$9.00	
02/11 8109			Transcriptions/Postage scale	\$835.99	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$39.99	
001008521003104			Law Enforcement-Operating Cost	\$796.00	
02/11 9127			Travel/Comm	\$91.06	\$0.00
001007558004200			Planning - Communication	\$82.06	
001007558004300			Planning - Travel & Mtgs	\$9.00	
31387	28-Feb-11	11952	Carquest Auto Parts Store		\$251.85
2421-152973			auto battery	(\$13.03)	\$0.00
101016542004800			Street Fund - Repair & Mainten	(\$13.03)	
2421-153789			hanger/fuel pump assembly	\$519.40	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$519.40	
2421-153823			fuel line tools	\$27.93	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$27.93	
2421-153834			pump assembly	(\$282.45)	\$0.00

Detail Check Register

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Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
101016542004800			Street Fund - Repair & Mainten	(\$282.45)	
31388	28-Feb-11	274	City of Everett		\$350.00
111000377			Lab Analysis	\$350.00	\$0.00 \$350.00
410016542404101			Storm Water - Professional Ser	\$350.00	
31389	28-Feb-11	12004	CITY OF MARYSVILLE		\$11,384.55
5760			Prof services - Hwy 9	\$457.88	\$0.00 \$457.88
001013519904100			General Government - Professio	\$457.88	
POLIN11-0005			Prisoner Housing Jan 2011	\$10,926.67	\$0.00 \$10,926.67
001008523005100			Law Enforcement - Jail	\$10,926.67	
31390	28-Feb-11	284	City Of Snohomish		\$24.95
139			Channel 21 - Feb 2011	\$24.95	\$0.00 \$24.95
001013519904200			General Government - Communica	\$24.95	
31391	28-Feb-11	13047	Code 4		\$254.12
37380			Municipal Code Publishing	\$254.12	\$0.00 \$254.12
001003514104100			City Clerks-Professional Servi	\$254.12	
31392	28-Feb-11	13030	COMCAST		\$109.90
01/11 0827887			signal cam	\$109.90	\$0.00 \$109.90
101016542640000			Street Fund - Traffic Control	\$109.90	
31393	28-Feb-11	13030	COMCAST		\$106.94
02/04/11			Internet service	\$106.94	\$0.00 \$106.94
001003513104200			Administration-Communications	\$2.14	
001003514104200			City Clerks-Communications	\$2.14	
001003516104200			Human Resources-Communications	\$6.42	
001003518104200			IT Dept-Communications	\$4.28	
001004514234200			Finance - Communications	\$4.28	
001007558004200			Planning - Communication	\$17.11	
001008521004200			Law Enforcement - Communicatio	\$62.03	
001010576804200			Parks - Communication	\$2.85	
101016542004200			Street Fund - Communications	\$2.85	
410016542404200			Storm Water - Communications	\$2.84	
31394	28-Feb-11	13757	Comdata Corporation		\$11,596.64
20137207			Fuel	\$8,728.67	\$0.00 \$8,728.67
001008521003200			Law Enforcement - Fuel	\$8,728.67	
20137208			Fuel	\$2,867.97	\$0.00 \$2,867.97

Detail Check Register

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Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001003518104300			IT Dept-Travel & Mtgs	\$46.39	
001007559003101			Building Department - Operatin	\$87.33	
101016542003200			Street Fund - Fuel	\$2,734.25	
31395	28-Feb-11	322	Concrete NorWest		\$1,303.36
719799			Outside gravel	\$246.84	\$0.00
101016595616441			Main St. Emergency Repair	\$246.84	
719800			Crushed rock	\$587.37	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$293.69	
410016542404800			Storm Water - Repairs & Maint.	\$293.68	
720689			Basketball Court and Road repair -	\$469.15	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$469.15	
31396	28-Feb-11	91	Corporate Office Supply		\$338.16
113111			Certificate holder	\$28.64	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$28.64	
113158i			page markers	\$7.15	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$7.15	
114095i			Supplies	\$3.89	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$3.89	
114242i			papers and shred bins.	\$175.54	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$175.54	
114284i			Supplies	\$122.94	\$0.00
001003514103100			City Clerks-Office Supplies	\$88.75	
001013519903100			General Government - Operating	\$34.19	
31397	28-Feb-11	9386	Crystal and Sierra Springs		\$65.29
10156188012011			Bottled water	\$65.29	\$0.00
001008521003104			Law Enforcement-Operating Cost	\$65.29	
31398	28-Feb-11	13027	DEPARTMENT OF LICENSING		\$144.00
949379-387			Weapons permits	\$144.00	\$0.00
633008586000000			Gun Permit - State Remittance	\$144.00	
31399	28-Feb-11	13027	DEPARTMENT OF LICENSING		\$129.00
949368-378			Weapons permits	\$129.00	\$0.00

Detail Check Register

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Check No	Check Date	VendorNo	Vendor	Check Amount	
633008586000000			Gun Permit - State Remittance	\$129.00	
31400	28-Feb-11	13027	DEPARTMENT OF LICENSING		\$129.00
949372-8			Weapons permits	\$129.00	\$0.00
633008586000000			Gun Permit - State Remittance	\$129.00	
31401	28-Feb-11	12800	DEPT OF CORRECTIONS		\$443.45
MCC4591 0111			Maint	\$443.45	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$443.45	
31402	28-Feb-11	13811	Electromark Co.		\$238.03
9314095529			Natural gas tags	\$238.03	\$0.00
001007559003100			Building Department - Office S	\$238.03	
31403	28-Feb-11	473	Electronic Business Machines		\$380.76
062563			copier maint	\$187.45	\$0.00
001008521004800			Law Enforcement - Repair & Mai	\$187.45	
37232A			toner	\$193.31	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$193.31	
31404	28-Feb-11	12393	GLENS RENTAL SALES & SERVICE		\$319.38
S1232			Saw rental	\$319.38	\$0.00
101016595616441			Main St. Emergency Repair	\$319.38	
31405	28-Feb-11	13010	Grainger		\$453.83
9450858130			pump shop (septic system)	\$391.48	\$0.00
101016543504802			Facilities R&M (City Shop)	\$391.48	
9457538446			spotlight	\$62.35	\$0.00
101016595616441			Main St. Emergency Repair	\$62.35	
31406	28-Feb-11	13086	Gregs Custom Fishing Rods		\$65.14
2012011.1			Chest Wader	\$65.14	\$0.00
101016595616441			Main St. Emergency Repair	\$65.14	
31407	28-Feb-11	13773	Herrera Environmental Consult		\$1,123.86
23939			Professional services	\$1,123.86	\$0.00
410016531503103			DOE-G1000533- Aquatic Weed Grt	\$1,123.86	
31408	28-Feb-11	723	INTOXIMETERS, INC.		\$176.90
324515			PBT Repair	\$176.90	\$0.00

Detail Check Register

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Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001008521004800			Law Enforcement - Repair & Mai	\$176.90	
31409	28-Feb-11	11777	Lake Stevens Fire		\$105.00
5296			Annual Inspection	\$105.00	\$0.00
001013551503100			Community Center - Operations	\$105.00	
31410	28-Feb-11	852	Lake Stevens Journal		\$202.45
69095			Advertising legal	\$60.30	\$0.00
001007558004400			Planning - Advertising	\$60.30	
73615			Advertising legal	\$30.15	\$0.00
001013514304400			General Government - Advertisin	\$30.15	
74318			Advertising - help wanted	\$112.00	\$0.00
001007558004400			Planning - Advertising	\$112.00	
31411	28-Feb-11	12751	LAKE STEVENS POLICE GUILD		\$880.00
02/15/11			Union Dues	\$880.00	\$0.00
001000281000000			Payroll Liabilities	\$880.00	
31412	28-Feb-11	860	Lake Stevens Sewer District		\$585.00
02/11			Utilities - sewer	\$585.00	\$0.00
001008521004700			Law Enforcement - Utilities	\$65.00	
001010576804700			Parks - Utilities	\$130.00	
001012572504700			Library - Utilities	\$65.00	
001013519904700			General Government - Utilities	\$260.00	
101016542004700			Street Fund - Utilities	\$32.50	
410016542404700			Storm Water-Aerat. Utilities	\$32.50	
31413	28-Feb-11	13774	Maltby Container & Recycling		\$97.50
18813			Dump fees	\$97.50	\$0.00
101016542004800			Street Fund - Repair & Mainten	\$73.50	
101016595616441			Main St. Emergency Repair	\$24.00	
31414	28-Feb-11	12498	MARYSVILLE PRINTING		\$115.66
8621			Violation Notice labels	\$115.66	\$0.00
001008521003100			Law Enforcement - Office Suppl	\$115.66	
31415	28-Feb-11	13819	Mick Monken		\$5.00
020911			Parking	\$5.00	\$0.00
101016542004300			Street Fund - Travel & Mtgs	\$5.00	
31416	28-Feb-11	13711	New Chapter Cleaning		\$608.95

Detail Check Register

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Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount
877			Janitorial services	\$608.95	\$608.95
001007558004100			Planning - Professional Servic	\$21.85	
001007559004100			Building Department - Professi	\$21.85	
001008521004100			Law Enforcement - Professional	\$324.90	
001013519904100			General Government - Professio	\$109.25	
001013555504100			Community Center - Cleaning	\$87.40	
101016542004100			Street Fund - Professional Ser	\$21.85	
410016542404101			Storm Water - Professional Ser	\$21.85	
31417	28-Feb-11	12684	NORTHWEST CASCADE INC.		\$215.40
1-249079			Equip rental	\$215.40	\$215.40
001010576804500			Parks - Equipment Rental	\$215.40	
31418	28-Feb-11	13818	NW Roofing LLC		\$736.15
11023			Roof repair city shop	\$736.15	\$736.15
101016543504802			Facilities R&M (City Shop)	\$736.15	
31419	28-Feb-11	1091	Office Of The State Treasurer		\$18,229.92
Jan 2011			Jan 2011 State Court Fees	\$18,229.92	\$18,229.92
633008559005100			Building Department - State Bl	\$90.00	
633008589000003			Public Safety And Ed. (1986 As	\$8,216.82	
633008589000004			Public Safety And Education	\$5,183.51	
633008589000005			Judicial Information System-Ci	\$2,281.47	
633008589000007			Crime Laboratory Analysis Fee	\$257.96	
633008589000008			Trauma Care	\$818.63	
633008589000009			school zone safety	\$283.10	
633008589000010			Public Safety Ed #3	\$190.26	
633008589000011			Auto Theft Prevention	\$908.17	
31420	28-Feb-11	1066	PERTEET ENGINEERING, INC.		\$540.00
20080052.002-16			Professional Svcs	\$540.00	\$540.00
001007558004110			Planning - GIS Mapping	\$540.00	
31421	28-Feb-11	12450	PITNEY BOWES		\$176.00
2815967-FB11			Postage machine rental	\$176.00	\$176.00
001013519904500			General Government-Equip Renta	\$176.00	
31422	28-Feb-11	1140	PLATT ELECTRIC SUPPLY		\$429.79
9072206			library outside lights	\$429.79	\$429.79
001012572504800			Library - Repair & Maint.	\$429.79	
31423	28-Feb-11	1151	Postmaster		\$50.00
Q1 & Q2 2011			PO Box rental 1st half 2011	\$50.00	\$50.00

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount
001008521004200			Law Enforcement - Communicatio	\$50.00
31424	28-Feb-11	13812	Professional Equipment	\$186.20
1016787890		48	Smart Level	\$186.20
				\$0.00
410016542403103			Tools	\$186.20
31425	28-Feb-11	11869	PUGET SOUND ENERGY	\$458.22
02/11 1294748676			Utiliteis - gas	\$247.68
				\$0.00
001010576804700			Parks - Utilities	\$82.56
101016542004700			Street Fund - Utilities	\$82.56
410016542404701			Storm Water Utilities	\$82.56
02/11 8866053005			Utiliteis - gas	\$210.54
				\$0.00
001010576804700			Parks - Utilities	\$70.18
101016542004700			Street Fund - Utilities	\$70.18
410016542404701			Storm Water Utilities	\$70.18
31426	28-Feb-11	13385	Rod Pena	\$60.00
Q4.2010			Communication	\$60.00
				\$0.00
001003518104200			IT Dept-Communications	\$60.00
31427	28-Feb-11	11879	ROGERS MACHINERY CO, INC.	\$2,989.13
812137			aerator repair coil	\$2,989.13
				\$0.00
410016542406200			Storm Water - Aerator Repairs	\$2,989.13
31428	28-Feb-11	13715	Sno Co Sherrifs Office	\$7,226.58
2011-564			Prisoner Housing Jan 2011	\$7,226.58
				\$0.00
001008523005100			Law Enforcement - Jail	\$7,226.58
31429	28-Feb-11	1382	Snohomish County Public Works	\$7,354.81
I000266628			Monitoring & Gaging	\$7,354.81
				\$0.00
410016531501111			INVALID - G0800092 DOE Grant	\$7,354.81
31430	28-Feb-11	12961	SNOHOMISH COUNTY PUD	\$14,883.46
103688491			Utilities - electric	\$542.57
				\$0.00
001013519904700			General Government - Utilities	\$542.57
107007002			Utilities - electric	\$646.71
				\$0.00
001013519904700			General Government - Utilities	\$646.71
130251308			Utilities - electric	\$870.92
				\$0.00
00101355504700			Community Center - Utilities	\$870.92

Detail Check Register

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Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount
130251861			Utilities - electric	\$1,152.30	\$0.00 \$1,152.30
001012572504700			Library - Utilities	\$1,121.56	
001013519904700			General Government - Utilities	\$30.74	
133564224			Utilities - electric	\$686.03	\$0.00 \$686.03
001013519904700			General Government - Utilities	\$686.03	
136797965			Utilities - electric	\$9,086.87	\$0.00 \$9,086.87
101016542630000			Street Fund - Street Lighting	\$9,086.87	
136797966			Utilities - electric	\$796.95	\$0.00 \$796.95
101016542630000			Street Fund - Street Lighting	\$796.95	
136797967			Utilities - electric	\$1,101.11	\$0.00 \$1,101.11
101016542630000			Street Fund - Street Lighting	\$1,101.11	
31431	28-Feb-11	12961	SNOHOMISH COUNTY PUD		\$1,880.25
113648785			Utilities - electric	\$292.12	\$0.00 \$292.12
001013519904700			General Government - Utilities	\$292.12	
120296691			Utilities - electric	\$157.49	\$0.00 \$157.49
101016542630000			Street Fund - Street Lighting	\$157.49	
123616495			Utiliteis - electric	\$158.75	\$0.00 \$158.75
101016542630000			Street Fund - Street Lighting	\$158.75	
126931745			Utilities - electric	\$340.96	\$0.00 \$340.96
101016542630000			Street Fund - Street Lighting	\$340.96	
126936356			Utiliteis - electric	\$430.10	\$0.00 \$430.10
101016542630000			Street Fund - Street Lighting	\$430.10	
140124316			Utilities - electric	\$112.83	\$0.00 \$112.83
101016542630000			Street Fund - Street Lighting	\$112.83	
143444363			Utilities - electric	\$297.78	\$0.00 \$297.78
101016542630000			Street Fund - Street Lighting	\$297.78	
153409133			Utilities - electric	\$90.22	\$0.00 \$90.22

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor	Check Amount	
001010576804700			Parks - Utilities	\$30.07	
101016542004700			Street Fund - Utilities	\$30.07	
410016542404701			Storm Water Utilities	\$30.08	
31432	28-Feb-11	12961	SNOHOMISH COUNTY PUD		\$232.87
103689176			Utilities - electric	\$68.33	\$0.00
001010576804700			Parks - Utilities	\$68.33	
113648786			Utilities - electric	\$46.91	\$0.00
001013519904700			General Government - Utilities	\$46.91	
120293630			Utilities - electric	\$56.15	\$0.00
101016542630000			Street Fund - Street Lighting	\$56.15	
120294785			Utilities - electric	\$30.74	\$0.00
001010576804700			Parks - Utilities	\$30.74	
126933129			Utilities - electric	\$30.74	\$0.00
001010576804700			Parks - Utilities	\$30.74	
31433	28-Feb-11	1388	Snohomish County Treasurer		\$326.37
Jan 2011			Jan 2011 Crime Victims Comp	\$326.37	\$0.00
633008589000001			Crime Victims Compensation	\$326.37	
31434	28-Feb-11	13045	UPS		\$28.55
74Y42051			Evidence shipping	\$16.18	\$0.00
001008521004200			Law Enforcement - Communicatio	\$16.18	
74Y42061			Evidence shipping	\$12.37	\$0.00
001008521004200			Law Enforcement - Communicatio	\$12.37	
31435	28-Feb-11	13714	US HealthWorks Medical Group		\$34.00
0348349-WA			Audiogram	\$34.00	\$0.00
001008521004100			Law Enforcement - Professional	\$34.00	
31436	28-Feb-11	1579	VILLAGE ACE HARDWARE		\$732.11
28042			self taping screws	\$51.02	\$0.00
101016542640000			Street Fund - Traffic Control	\$51.02	
28081			angle iron/pliers	\$42.88	\$0.00
101016542003102			Street Fund Operating Costs	\$42.88	

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor		Check Amount	
28112			Flood light	\$97.72	\$0.00	\$97.72
		101016595616441	Main St. Emergency Repair	\$97.72		
28129			pipe	\$54.31	\$0.00	\$54.31
		101016595616441	Main St. Emergency Repair	\$54.31		
28137			rope/cable	\$92.73	\$0.00	\$92.73
		101016595616441	Main St. Emergency Repair	\$92.73		
28143			Plywood/flashing	\$109.63	\$0.00	\$109.63
		101016595616441	Main St. Emergency Repair	\$109.63		
28151			Propane/masonry nails/torch	\$101.60	\$0.00	\$101.60
		101016542640000	Street Fund - Traffic Control	\$101.60		
28153			Rebar	\$182.22	\$0.00	\$182.22
		101016595616441	Main St. Emergency Repair	\$182.22		
31437	28-Feb-11	1579	VILLAGE ACE HARDWARE			\$199.61
27985			Cemet/Saw blades	\$38.30	\$0.00	\$38.30
		101016595616441	Main St. Emergency Repair	\$38.30		
28028			sewer piping supplies	\$37.01	\$0.00	\$37.01
		101016543504802	Facilities R&M (City Shop)	\$37.01		
28058			sewer pipe	\$20.70	\$0.00	\$20.70
		101016543504802	Facilities R&M (City Shop)	\$20.70		
28076			Diesel can	\$32.57	\$0.00	\$32.57
		101016542003102	Street Fund Operating Costs	\$32.57		
28145			lumber	\$24.24	\$0.00	\$24.24
		101016595616441	Main St. Emergency Repair	\$24.24		
28160			supplies	\$21.71	\$0.00	\$21.71
		001013519904800	General Government - Repair/Ma	\$21.71		
28175			toilet seat	\$9.76	\$0.00	\$9.76
		001013519904800	General Government - Repair/Ma	\$9.76		
28209			Street sign hardware	\$15.32	\$0.00	\$15.32

Detail Check Register

23-Feb-11

Lake Stevens

Check No	Check Date	VendorNo	Vendor			Check Amount
101016542640000			Street Fund - Traffic Control			\$15.32
31438	28-Feb-11	1579	VILLAGE ACE HARDWARE			\$40.41
27947			wallplate	\$0.60	\$0.00	\$0.60
001008521004800			Law Enforcement - Repair & Mai	\$0.60		
28078			Tubing	\$9.71	\$0.00	\$9.71
101016542003102			Street Fund Operating Costs	\$9.71		
28122			Fasteners	\$8.44	\$0.00	\$8.44
101016542004800			Street Fund - Repair & Mainten	\$8.44		
28144			Spray paint/stencil	\$7.58	\$0.00	\$7.58
001008521003104			Law Enforcement-Operating Cost	\$7.58		
28146			lumber	\$4.34	\$0.00	\$4.34
101016595616441			Main St. Emergency Repair	\$4.34		
28174			Concrete mix	\$9.74	\$0.00	\$9.74
101016542004800			Street Fund - Repair & Mainten	\$9.74		
31439	28-Feb-11	1604	WASHINGTON AUDIOLOGY SERVICES			\$80.50
35111			Prof svcs	\$80.50	\$0.00	\$80.50
001003516104100			Human Resources-Professional S	\$80.50		
31440	28-Feb-11	13055	Washington St. Dept of Printin			\$82.52
43094			ref. RO 3519-printing of business ca	\$82.52	\$0.00	\$82.52
001008521003100			Law Enforcement - Office Suppl	\$82.52		
31441	28-Feb-11	12761	WASHINGTON STATE PATROL			\$346.50
i11006473			Weapons permit background cks	\$346.50	\$0.00	\$346.50
633008589000006			Gun Permit - FBI Remittance	\$346.50		
Total Of Checks:						\$94,198.93



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

Monday, February 14, 2011
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

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

COUNCILMEMBERS PRESENT: Mark Somers, Kim Daughtry, Marcus Tageant, Suzanne Quigley, and John Spencer (arrived at 7:13 p.m.)

COUNCILMEMBERS ABSENT: Neal Dooley and Kathy Holder

STAFF MEMBERS PRESENT: Planning Director Becky Ableman, City Administrator Jan Berg, City Attorney Cheryl Beyer, Public Works Director/City Engineer Mick Monken, Finance Director/Treasurer Barb Lowe, Human Resource Director Steve Edin, Police Chief Randy Celori, Principal Planner Karen Watkins, and City Clerk/Admin. Asst. Norma Scott

OTHERS: Dan Bushnell and DECA students

Excused absence. Councilmember Quigley moved to excuse Kathy and Neal, seconded by Councilmember Somers; motion carried unanimously. (4-0-0-3)

Guest Business. None

Consent Agenda. Councilmember Daughtry moved to approve February 2011 vouchers (Payroll Direct Deposits 903820-903885 for \$118,228.66, payroll Checks 31263-31273 for \$11,744.37, Claims 31274-31373 for \$160,539.90, Electronic Funds Transfers 293-300 for \$155,117.01, Void Checks 31263-31267 for -0-, Tax Deposit 2/1/11 for \$45,240.32 for total vouchers approved of \$490,870.26), seconded by Councilmember Tageant; motion carried unanimously. (4-0-0-3)

Approve minutes of January 24, 2011 regular meeting. Councilmember Tageant moved to approve minutes of January 24, 2011 regular meeting, seconded by Councilmember Somers; motion carried with Councilmember Quigley abstaining. (3-0-1-3)

Approve minutes of February 7, 2011 special and workshop meeting. Councilmember Tageant moved to approve minutes of February 7, 2011 special and workshop meeting, seconded by Councilmember Somers; motion carried unanimously. (4-0-0-3)

Proclamation – February Career and Technical Education Month. Mayor Little read the proclamation and members of DECA spoke about their involvement in business and marketing, student store, and entering State competition, which will hopefully lead to Nationals.

Councilmember Spencer arrived at 7:13 p.m.

Approve first and final reading of Ordinance No. 849, Police vehicle impound amendment. Police Chief Celori reported the current code requires a Hearing Officer and this ordinance designates Marysville Municipal Court as Hearing Officer.

MOTION: Councilmember Somers moved to approve first and final reading of Ordinance No. 849, Police vehicle impound amendment, seconded by Councilmember Tageant; motion carried unanimously. (5-0-0-2)

Approve Resolution No. 2011-2 establishing a Sidewalk Capital Projects Fund 309. Finance Director/Treasurer Lowe noted this resolution sets up a special fund for sidewalk capital projects to account for revenues and expenditures.

MOTION: Councilmember Quigley moved to approve Resolution 2011-2, establishing a capital project fund to be designated as the Sidewalk Capital Project Fund, seconded by Councilmember Spencer; motion carried unanimously. (5-0-0-2)

Approve Resolution No. 2011-3, Southwest annexation sales tax incentive. Finance Director/Treasurer Lowe reported this resolution establishes the threshold amount of projected costs that exceed projected revenues, creates a new threshold each year, and establishes a maximum amount. This will not increase the amount of sales tax that consumers pay but temporarily diverts revenue from the State's General Fund to annexing cities, which was created as a sales tax incentive from the State for City annexations.

MOTION: Councilmember Spencer moved to approve Resolution No. 2011-3 Southwest annexation sales tax incentive, seconded by Councilmember Daughtry; motion carried unanimously. (5-0-0-2)

Approve first and final reading of Ordinance No. 848, amending the card room regulations. City Administrator Berg reported that in September 2009 the City passed an ordinance prohibiting social card games as a commercial stimulant. This ordinance allows card playing related to charitable organizations but prohibited both house banked and non-house banked card playing. There are currently two establishments which have licenses from the State Gambling Commission to host non-house banked card playing, which is prohibited by the City's current ordinance. Money exchanges are between players and not the restaurant, but the restaurant is making money from the food and beverages, which becomes a commercial stimulus. This new ordinance allows non-house banked card rooms and not house-banked card rooms. Buzz Inn and O'Reilly's are the only non-house banked card rooms.

Councilmember Somers commented the second Whereas includes the word "chartable" which should read "charitable".

Councilmember Spencer requested staff watch for any issues.

MOTION: Councilmember Daughtry moved for Ordinance No 848 (first and final reading) non-banked card rooms, seconded by Councilmember Spencer; motion carried unanimously. (5-0-0-2)

Approve Professional Services Agreement with Weinman Consulting LLC to complete Planned Action EIS/Ordinances for Lake Stevens Center and 20th Street SE Corridor.

Lake Stevens City Council Regular Meeting Minutes

February 14, 2011

Planning Director Ableman reported the following: interviewed two of the four applicants, Weinman is an attorney, who provided a technical group, and called two of his references.

MOTION: Councilmember Spencer moved for Professional Services Agreement with Weinman Consulting LLC to complete Planned Action EIS/Ordinances for Lake Stevens Center and 20th Street SE Corridor, seconded by Councilmember Tageant; motion carried unanimously. (5-0-0-2)

Shoreline Master Program Review. Principal Planner Karen Watkins reviewed the following: Chapter 5 - Shoreline Uses, Chapter 6 - Definitions, Chapter 7 – Administrative Provisions, boat and Jet Ski lifts - whether they should be limited possibly not beyond the dock and within property line, and discussed residential incentives. Planning Commission will hold their public hearing on April 6.

Ordinance No. 847, 2011 Budget amendment. Finance Director/Treasurer Lowe reviewed the budget amendment changes which included mostly changing the 2011 beginning fund balances to reflect ending balances in 2010.

Council Person's Business: Councilmembers reported on the following: Tageant – Chamber meeting today; Somers – AWC conference this week and Arts Commission update; and Daughtry – attended High School US Government AP class last week and Chamber today.

Mayor's Business: Mayor Little reported on the following: Chamber today and AWC conference this week.

Staff Reports: Staff reported on the following: City Administrator Berg – attended Senior Board meeting last week; Public Works Director/Engineer Monken – City may qualify for FEMA funds for the Main Street project and DOE Aquatic weed plan was approved; and Human Resource Director Edin – Senior Planner recruitment started and Associate Planner interviews are next week

Adjourn. Councilmember Quigley moved to adjourn at 8:24 p.m., seconded by Councilmember Daughtry; motion carried unanimously. (5-0-0-2)

Vern Little, Mayor

Norma J. Scott, City Clerk/Admin. Asst.



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: 28 February 2011

Subject: Street Sweeping Plan - 2011

Contact Mick Monken **Budget Impact:** NA
Person/Department: Public Works

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL: Approve the Street Sweeping Plan

SUMMARY/BACKGROUND: The Street Sweeping Plan consists of the policies and intent of the City of Lake Stevens for the performance of its street sweeping service maintenance program. The plan serves as a guide document and is considered a living document subject to changes and revisions.

This will provide the document that will set the level of service. The plan establishes priority routes for the entire community with a emphasis on those roads that drain directly into Lake Stevens and for storm and emergency and special events. The plan helps to maintain efficiencies by providing pre-designated routes and establishing priority of sweeping services are determined.

Under the City's past practice all streets were sweep at the same level. This resulted in approximately 4 sweeping of all streets per year with additional sweepings for storm events, special events, and emergencies. Under this proposed plan, higher levels of sweeping would be performed on routes that drain directly into the lake, high traffic volume roads, and in retail areas. These are classified as First Priority routes. It is expected that this will result in approximately 8 to 10 scheduled sweeping per year. Second Priority routes, which include school routes and connector routes, are scheduled to have the same level of services as First Priority routes but would be dependent on the First Priority routes having been completed first. All remaining streets (Third Priority routes) would have 2 scheduled sweeping per year with an estimate 2 additional sweeping for storm event cleaning.

Hours of operation for annual street sweeping are expected to see no change with this plan over the current level of service. The proposed change will focus the emphasis to the potential higher water quality pollutant generating roads. While this is not expected to have any cost saving for the sweeping operations, it is anticipated this plan will result in lower levels of materials entering into the storm system and the lake. This in turn is expected to have cost savings in both storm system maintenance and impacts on the lake.

APPLICABLE CITY POLICIES: NA

BUDGET IMPACT: NA

ATTACHMENTS:

- ▶ Exhibit A: Proposed Street Sweeping Plan

EXHIBIT A



STREET SWEEPING PLAN



Revision: 3 February 2011

City of Lake Stevens Street Sweeping Plan Revision 2011

Purpose

This street sweeping plan consists of the policies and intent of the City of Lake Stevens for the performance of its street sweeping program and establishes a plan for communications, operations, and procedures. The plan serves as a guide document and is considered a living document subject to changes and revisions. The plan reflects the expectations of City management and maintains flexibility for modifications.

Background

Street sweeping is one of the most visible aspects of the Public Works Department for the community. Clean streets and gutters give the City an overall clean appearance and aids in helping reduce traffic accidents, pollution and flooding. These efforts are vital in maintaining compliance with the National Pollutant Discharge Elimination System (NPDES) provisions of the Clean Water Act.

This plan was developed by first considering a level of service that is acceptable to meet environmental regulations. Other considerations include budget impacts and aesthetic to provide the most cost effective and efficient delivery of service.

Sweeping the entire City road system for non-weather event takes approximately 300 sweeper hours. This time is increased during leaf pickup, winter sand removal, and following a storm event. For every 1 ½ hours sweeping, it requires approximately 1 hour for dumping, travel time, cleaning, and maintenance. A typical leaf pickup event can take over 400 sweeper hours. During normal condition sweeping, only one unit is used. The second sweeper is used to cover during down time of the other sweeper unit. Both sweeper units are operated during the same period during leaf pickup, sand removal, and storm event cleanup.

Route Priorities for Sweeping

The City has identified sweeping routes based on the street function, traffic volumes, and type of usage. Priority is given to routes with direct discharge into Lake Stevens and higher volume roads which connect major sections of the City and routes located in commercial areas. Paved streets within the City Right of Way will be swept. There are three classifications of routes: First Priority, Second Priority, and Third Priority for each of the following levels. Routes can be found on the Street Sweeping Plan map.

Levels

The following defines the four levels of street sweeping that are considered in this Plan

and will be used for identification:

- Level 1 – Spring/Summer sweeping performed by priority as established in this plan.
- Level 2 – Fall sweeping with a focus on leaf debris and other tree material.
- Level 3 – Snow/icing event sweeping with focus on sand pickup.
- Level 4 – Area sweeping - Special event, spills, or accident.

Sweeping Schedule

Level 1 sweeping will be performed on the following schedule

- First Priority Routes – Once per month
- Second Priority Routes - Once per month
- Third Priority Routes - 2 times per year (typical: April/May and July/Aug)

Level 2 sweeping will be performed on all streets starting with First, then Second, and last Third priority routes. City wide sweeping is planned for two sweeping per year. This can be changed to address drainage and safety problem areas.

Level 3 sweeping will be performed on snow route streets in order of priority as designated by the Snow and Ice Route map as included in the current City Snow and Ice Plan.

Level 4 sweeping will be performed as determined by an event needs.

Street Sweeping Equipment

The following are City street sweeping vehicles:

- PW 11 - 2007 Elgin Sweeper – vacuum type
- PW 28 – 2002 GMS Sweeper – vacuum type

Command Overview

Each Level will have a designated command person. For Level 1, Level 2, and Level 3 this will be performed by the Public Works Superintendent or designated Public Works Lead. This person will be in charge of all activities performed for the operations including making any changes to the sweeping plan. Level 4 will be designated for each event, but will default to the Public Works Superintendent or designated Public Works Lead.

The public will be allowed direct contact with the command person under Levels 1, 2, and 3. Under Level 4, the general public will typically not have direct access to the command person. Initial contact to the command person will be directed to the street sweeping service designated web-page phone number.

The following are some key expectations during operation:

- Emergency request for sweeping services made by the Police Department will be made to the standby phone.
- All other emergency request for sweeping services shall be reported to 911 during regular and non-regular business hours.
- Non emergency requests for services made outside of regular business hours will be reviewed on the first day following regular working week.
- A street sweeping phone hotline and e-mail will be operational throughout the year.
- The Street Sweeping plan will be posted on the City's web site.
- A news release will be provided to the public informing them of the Street Sweeping plan.
- Time frames for street sweeping for designated routes should only be given out as an estimated time frame. This is due to the unpredictability of conditions and possible variations for service calls.

Field Operations Overview

Each street sweeping vehicle will be maintained at a state of readiness at the end of each day of operation. This includes removal of collected materials, servicing, and performing safety inspections.

Policy Statement

In developing the policies for the street sweeping activities, the City considered a number of factors including:

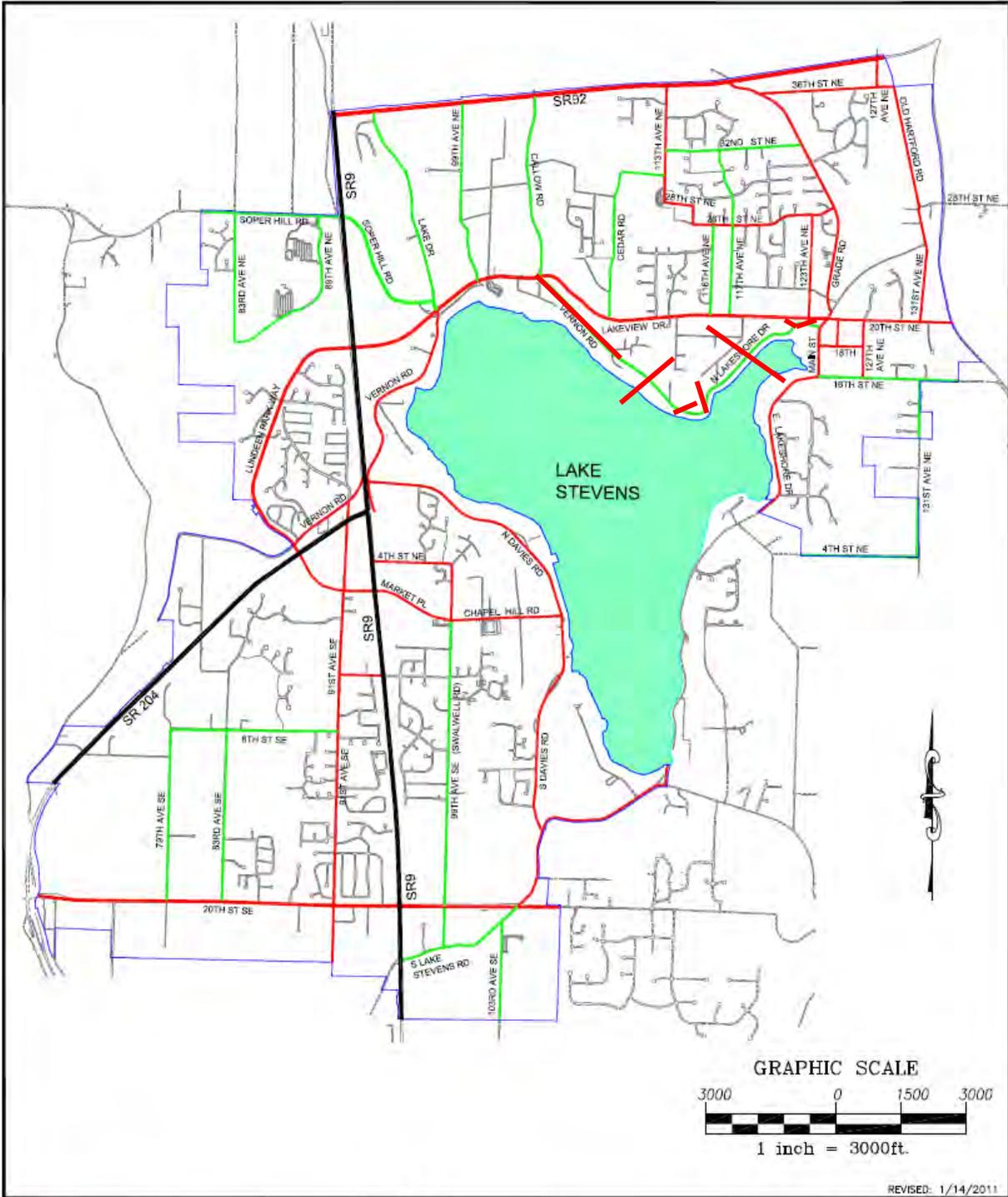
- Public health, safety, and welfare
- Ability to deliver emergency services
- Protection of water quality
- Desire to maintain an efficient transportation system
- Available resources that includes: staffing, equipment, and funds
- Safety of City staff

The objectives of the City are to:

- Ensure the public safety
- Provide cost effective street sweeping services
- Reduce the pollutants entering the storm water system

- Policy 1 - All Levels of service delivery shall have a single designated command person. This position will be responsible for gathering information, directing operations, and implementing policies.
- Policy 2 - The command person shall be the Public Works Superintendant or a designated Public Works Lead. During non-regular working hours, the on-call person shall be the designated command person.
- Policy 3 - Street sweeping services may be directed under the command of the Incident Commander during a Level 4 event.
- Policy 4 - Field staff will perform Level 1 services for sweeping in accordance with the identified routes in the order of priority with the Street Sweeping Plan route map unless directed otherwise by the command person.
- Policy 5 - Priority is given to those roads that discharge directly into Lake Stevens.
- Policy 6 - When Level 2 is activated, order of priority may be altered by the command person to address areas with high volumes of leaf debris and other vegetation material.
- Policy 7 - When Level 3 is activated, Level 1 or Level 2 will be delayed until the roadways are considered clear of sand material. Exceptions to this may be made in the event that the exception is for public safety and at the direction of the command person.
- Policy 8 - Level 4 shall be considered a top priority.
- Policy 9 - Emergency service needs as determined by the Incident Commander will be treated as top priority.
- Policy 10 - When sweeping equipment is traveling outside the assigned sweeping route, streets sweeping will not be performed.
- Policy 11 - City facilities (ie: City Hall, Police Station, Library) shall be considered as a Level 4 and scheduled by the command person as deemed necessary.

Designated Sweeping Route Map



LEGEND

- HIGH (FIRST PRIORITY)
- MEDIUM (SECOND PRIORITY)
- LOW (THIRD PRIORITY)
- NOTE: NOT ALL PUBLIC RESIDENTIAL ROADS ARE SHOWN
- CITY LIMITS

**STREET SWEEPING
 PLAN 2011**



REVISED: 1/14/2011



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LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 28, 2011

Subject: Economic Development
Professional Services Agreement – On-Call Business Recruitment Services – Leland
Consulting Group

Contact Jan Berg **Budget** \$15,000
Person/Department: City Administrator **Impact:** _____

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

The action requested of Council is to approve the Professional Services Agreement with Leland Consulting Group (LCG) for On-Call Business Recruitment Services (Attachment 1).

SUMMARY:

The Subarea Planning scheduled for this year will poise the City for economic development through land use opportunities. Additional efforts such as Business Recruitment are also necessary to ensure the City entices the businesses it desires. The proposed small contract with Leland Consulting Group will allow the City to respond to interim prospects and until the City is ready to initiate a more permanent economic development staff/contract position.

BACKGROUND:

The City's focus last year and the coming years is economic vitality. Council's support of this important goal is reflected in the approval of the subarea planning projects including the accompanying Planned Action EIS work. As information about the direction of the City is learned, businesses can take interest even at an early planning stage and early recruitment efforts can help secure complementary retailers and employers to the area.

Business recruitment services include facilitating public/private partnerships, working with private parties on land acquisition, intermediary communications, and general match up of business to community interests.

DISCUSSION:

Leland Consulting Group has been assisting City staff over the past year with preliminary business recruitment support. This contract will provide the necessary capability should an interim opportunity arise in advance of the subarea planning and the hiring of an economic development specialist. LCG has many years and successful projects that demonstrate their ability to give the City a good chance of securing an appropriate retailer and/or employer.

APPLICABLE CITY POLICIES:

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

BUDGET IMPACT:

The budget impact is \$15,000. The remaining balance targeted for Economic Development in the budget is approximately \$50,000. This item is directly related to Economic Development and would be a qualifying budget expense.

ATTACHMENTS:

- 1- Professional Services Agreement – On-Call Business Recruitment Services – Leland Consulting Group

Attachment 1

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS AND LELAND CONSULTING GROUP FOR BUSINESS RECRUITMENT ON-CALL SERVICES

THIS AGREEMENT, made and entered into in Snohomish County, Washington, by and between CITY OF LAKE STEVENS, hereinafter called the "City," and Leland Consulting Group, an Oregon corporation, hereinafter called the "Consultant."

WHEREAS, the Consultant has represented, and by entering into this Agreement now represents, that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this agreement are fully qualified and properly licensed to perform the work to which they will be assigned.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein below, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this agreement is to provide the City with consulting services to engage in business recruitment as needed for economic development and as described in Article II. The general terms and conditions of relationships between the City and the Consultant are specified in this agreement.

ARTICLE II. SCOPE OF WORK

The scope of work is set out in the attached Estimate of Professional Services for the business recruitment services, hereinafter referred to as the "scope of services," **Exhibit A**. All services and materials necessary to accomplish the tasks outlined in **Exhibit A** shall be provided by the Consultant unless noted otherwise in the scope of services or this agreement.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 **MINOR CHANGES IN SCOPE.** The Consultant shall accept minor changes, amendments, or revision in the detail of the work as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services

Attachment 1

in connection with each project in addition to or other than work provided for by the expressed intent of the scope of work in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents listed in the scope of services shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this agreement or in the event that this contract shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work done to date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this contract. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of these documents or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TIME OF PERFORMANCE. The Consultant shall be authorized to begin work under the terms of this agreement upon signing of both the scope of services and this agreement and shall complete the work within 180 days, unless a mutual written agreement is signed to change the schedule. An extension of the time for completion may be given by the City due to conditions not expected or anticipated at the time of execution of this agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

III.6 INDEMNITY.

- a. Consultant shall defend, indemnify and hold the City, its officers, officials,

Attachment 1

employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

b. Should a court of competent jurisdiction determine that this agreement is subject to RCW 4.24.115, then, in the event of liability for damaging arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Engineer and the City, its members, officers, employees and agents, the Engineer's liability to the City, by way of indemnification, shall be only to the extent of the Engineer's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage to be kept in force continuously during this agreement, and during all work performed pursuant to all short form agreements, in a form acceptable to the City. Said certificates shall name the City as an additional named insured with respect to all coverages except professional liability insurance. The minimum insurance requirements shall be as follows:

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate;

(2) Automobile Liability. \$300,000 combined single limit per accident for bodily injury and property damage;

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington;

(4) Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

b. **Endorsement.** Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

c. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

Attachment 1

d. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 AFFIRMATIVE ACTION. Affirmative action shall be implemented by the Consultant to ensure that applicants for employment and all employees are treated without regard to race, creed, color, sex, age, marital status, national origin or the presence of any sensory, mental or physical handicap, unless based on a bona fide occupational qualification. The Consultant agrees to take affirmative action to ensure that all of its employees and agent adhere to this provision.

III.11 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this agreement. This contract shall be interpreted and construed in accordance with the laws of Washington. Venue for any action commenced relating to the interpretation, breach or enforcement of this agreement shall be in Snohomish County Superior Court.

III.12 INDEPENDENT CONTRACTOR. The Consultant's relation to the City shall at all times be as an independent contractor.

III.13 CONFLICTS OF INTEREST. While this is a non-exclusive agreement the Consultant agrees to and will notify the City of any potential conflicts of interest in Consultant's client base and will seek and obtain written permission from the City prior to providing services to third parties where a conflict of interest is apparent. If a conflict is irreconcilable, the City reserves the right to terminate this agreement.

III.14 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding

Attachment 1

the City or services provided to the City.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 **PAYMENTS.** The Consultant shall be paid by the City for completed work for services rendered under this agreement and as detailed in the scope of services as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. Payment shall be on a time and expense basis, provided, however, in no event shall total payment under this agreement exceed Fifteen Thousand Dollars (\$15,000). In the event the City elects to expand the scope of services from that set forth in **Exhibit A**, the City shall pay Consultant an additional amount based on a time and expense basis, based upon Consultant's current schedule of hourly rates.

a. Invoices shall be submitted by the Consultant to the City for payment pursuant to the terms of the scope of services. The invoice will state the time expended, the hourly rate, a detailed description of the work performed, and the expenses incurred during the preceding month. Invoices must be submitted by the 20th day of the month to be paid by the 15th day of the next calendar month.

b. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 **CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this contract must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the scope of work and City requirements.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

CITY OF LAKE STEVENS
C/O Jan Berg, City Administrator
PO Box 257
LAKE STEVENS, WA 98258-0257

Notices to the Consultant shall be sent to the following address:

Leland Consulting Group
C/O Dave Leland
610 SW Alder St. Suite 1008
Portland, OR 97205-3611

Receipt of any notice shall be deemed effective three (3) days after deposit of written

Attachment 1

notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this agreement in whole or in part at any time upon ten (10) days' written notice to the Consultant.

If this agreement is terminated in its entirety by the City for its convenience, a final payment shall be made to the Consultant which, when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination applied to the total work required for the project.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this contract may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **NONWAIVER.** Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.

DATED this _____ day of _____, 2011.

CITY OF LAKE STEVENS

_____, CONSULTANT

By _____
VERN LITTLE, MAYOR

By _____

APPROVED AS TO FORM:

GRANT K. WEED, CITY ATTORNEY

Attachment 1
EXHIBIT A

EXHIBIT A
Leland Consulting Group
2011 Business Recruitment Services

General Business Recruitment Services to include:

1. Consultation with City on potential prospects.
2. Discussions with prospects (by phone and in person, if necessary).
3. Keep the City informed and facilitate mutual discussions between prospects and the City.
4. Identify problems or barriers that may be in the way of making a deal, and work with the City and prospects to identify ways to resolve the problems.
5. Help to inform the other parties involved in the process in order to facilitate the sale of property by another party as applicable.
6. Advise the City on next steps, the need for additional professional services, and other issues that will protect recruitment efforts.

These tasks will help to advance the due diligence process—generally a process during which both parties are identifying opportunities and barriers and then methodically removing or mitigating those barriers.



LAKE STEVENS CITY COUNCIL
STAFF REPORT

Council Agenda Date: February 28, 2011

Subject: 2011 Budget Amendment #1

Contact Person/Department: Barb Lowe/ Finance **Budget Impact:** Yes

RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:

Adopt Ordinance No. 847 Amending Ordinance No. 841

SUMMARY/BACKGROUND:

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

The only change made to Ordinance No. 847 since presented to Council on February 14th, was made to the title at the recommendation of the City Attorney.

Detailed explanations of the changes requested are described below:

General Fund - 001

The change in beginning fund balance reflects the actual 2010 ending fund balance. The increase in expenditures is partially due to a carry-forward of the remaining 2010 budgeted expenditure for Economic Development (\$16,288), and the remainder of the Arts Commission budget (\$386). The ending fund balance reflects these changes.

Street Fund - 101

The change in beginning fund balance reflects the actual 2010 ending fund balance. The increase in expenditures is partially due to a carry-forward of the remaining 2010 budgeted expenditures for repairs and additions to the new City Shop (\$43,946), repairs to the PW Shop (\$22,134), and the 36th Street Bridge repair (\$13,548). In addition, the Safer Routes funds will be rolled forward and transferred to the Sidewalk Capital Project fund (\$157,958). The ending fund balance reflects these changes.

Sidewalk Capital Project Fund - 309

This is a newly established fund to account for revenues and expenditures related to sidewalk projects. The increased revenue reflects the transfer-in of budgeted Sidewalk and Safer Routes funds from the Street fund in the amounts of \$157,958 and \$432,780 respectively. The increase in expenditures reflects the budgeting of these funds in the new fund.

Storm & Surface Water Fund – 410

The change in beginning fund balance reflects the actual 2010 ending fund balance. The increase in expenditures reflects the City's additional contribution to the Aerator Replacement Fund now at 89.3%. The ending fund balance reflects these changes.

Equipment Fund – Computer – 510

The change in beginning fund balance reflects the actual 2010 ending fund balance. The increased revenues reflect the Fire District's portion of the email archive system. The increase in expenditures reflects the full cost of the archive system including the District's portion.

The following funds are being amended due to changes in beginning and ending fund balances only, which reflect the actual 2010 ending fund balances:

- Street Reserve – 103
- Capital Project – Developer Contributions – 301
- Capital Improvements – REET I – 303
- Capital Improvements – REET II – 304
- Sewer – 401
- Equipment Fund – Police – 520
- Equipment Fund – PW – 530
- Aerator Replacement Fund – 540
- Refundable Deposits Fund – 621

APPLICABLE CITY POLICIES:

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

BUDGET IMPACT:

The budget ordinance will amend the revenues and expenditures in the funds set forth in the ordinance.

ATTACHMENTS:

- ▶ Exhibit A: Ordinance No. 847

**CITY OF LAKE STEVENS
LAKE STEVENS, WASHINGTON
ORDINANCE NO. 847**

AN ORDINANCE OF THE CITY OF LAKE STEVENS, WASHINGTON, AMENDING THE 2011 BUDGET AS SET FORTH IN ORDINANCE NO. 841 CONCERNING FUND BALANCES AND EXPENDITURES FOR VARIOUS FUND BALANCES FOR THE YEAR 2011.

WHEREAS, the City of Lake Stevens adopted the 2011 budget pursuant to Ordinance No. 841; and

WHEREAS, the City of Lake Stevens will incur expenditures in categories and amounts other than anticipated in the adopted 2011 budget;

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

SECTION 1. The 2011 budget, as adopted in Ordinance No. 841, is hereby amended as follows:

<i>Fund</i>	<i>Description</i>	<i>Current Budget</i>	<i>Amended Budget</i>	<i>Amount of Inc/(Dec)</i>	<i>ExpRev</i>
001 - General	Beginning Fund Balance	\$755,676	\$1,233,432	\$477,756	BegBal.
001 - General	Expenditures	\$8,104,371	\$8,121,045	\$16,674	Exp.
001 - General	Ending Fund Balance	\$957,086	\$1,418,168	\$461,082	EndBal.
101 - Street	Beginning Fund Balance	\$1,277,468	\$1,937,737	\$660,269	BegBal.
101 - Street	Expenditures	\$1,973,364	\$2,250,735	\$277,371	Exp.
101 - Street	Ending Fund Balance	\$1,007,615	\$1,390,513	\$382,898	EndBal.
103 - Street Reserve	Beginning Fund Balance	\$1,310	\$1,515	\$205	BegBal.
103 - Street Reserve	Ending Fund Balance	\$1,320	\$1,525	\$205	EndBal.
301 - Cap. Proj - Dev. Contrib.	Beginning Fund Balance	\$1,188,300	\$1,189,014	\$714	BegBal.
301 - Cap. Proj - Dev. Contrib.	Ending Fund Balance	\$1,212,300	\$1,213,014	\$714	EndBal.
303 - Cap. Imp. - REET I	Beginning Fund Balance	\$916,668	\$912,648	(\$4,020)	BegBal.
303 - Cap. Imp. - REET I	Ending Fund Balance	\$730,596	\$726,576	(\$4,020)	EndBal.
304 - Cap. Imp. - REET II	Beginning Fund Balance	\$768,246	\$761,456	(\$6,790)	BegBal.
304 - Cap. Imp. - REET II	Ending Fund Balance	\$519,999	\$513,209	(\$6,790)	EndBal.
309 - Sidewalk Capital Projects	Revenue	\$0	\$590,738	\$590,738	Rev.
309 - Sidewalk Capital Projects	Expenditures	\$0	\$590,738	\$590,738	Exp.
401 - Sewer	Beginning Fund Balance	\$309,950	\$305,188	(\$4,762)	BegBal.
401 - Sewer	Ending Fund Balance	\$311,382	\$306,620	(\$4,762)	EndBal.
410 - Storm & Surface Water	Beginning Fund Balance	\$298,245	\$332,103	\$33,858	BegBal.
410 - Storm & Surface Water	Expenditures	\$1,329,241	\$1,330,841	\$1,600	Exp.
410 - Storm & Surface Water	Ending Fund Balance	\$196,102	\$228,360	\$32,258	EndBal.
510 - Equip Fund - Computer	Beginning Fund Balance	\$61,012	\$60,951	(\$61)	BegBal.

510 - Equip Fund - Computer	Revenue	\$47,160	\$53,160	\$6,000	Rev.
510 - Equip Fund - Computer	Expenditures	\$38,000	\$44,000	\$6,000	Exp.
510 - Equip Fund - Computer	Ending Fund Balance	\$70,172	\$70,111	(\$61)	EndBal.
520 - Equip Fund - Police	Beginning Fund Balance	\$32,718	\$75,589	\$42,871	BegBal.
520 - Equip Fund - Police	Ending Fund Balance	\$33,018	\$75,889	\$42,871	EndBal.
530 - Equip Fund - PW	Beginning Fund Balance	\$156,919	\$158,666	\$1,747	BegBal.
530 - Equip Fund - PW	Ending Fund Balance	\$96,744	\$98,491	\$1,747	EndBal.
540 - Aerator Replacement	Beginning Fund Balance	\$36,821	\$37,784	\$963	BegBal.
540 - Aerator Replacement	Ending Fund Balance	\$77,321	\$78,284	\$963	EndBal.
621 - Refundable Deposits	Beginning Fund Balance	\$128,581	\$126,227	(\$2,354)	BegBal.
621 - Refundable Deposits	Ending Fund Balance	\$108,581	\$106,227	(\$2,354)	EndBal.

SECTION 2. Except as set forth above, all other provisions of Ordinance No. 841 shall remain in full force, unchanged.

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

PASSED by the City Council of the City of Lake Stevens this 28th day of February, 2011.

Vern Little, Mayor

ATTEST/AUTHENTICATION:

Norma J. Scott, City Clerk/Admin Asst

APPROVED AS TO FORM:

First and Final Reading:
 Published:
 Effective:

Grant Weed, City Attorney

CITY OF LAKE STEVENS
 TREASURERS REPORT
 2010 Year End Summary

All Funds

- At close of 2010 the City was in compliance with budgetary requirements and remained within the final budgeted expenditures in all funds.
- All funds closed with the expected positive or zero fund balance.

General Fund - Summary

Description	Amended Budget	YE 2010	Percent +/- of 2010 Budget
Beginning Fund Balance	\$ 1,405,967	\$ 1,405,967	100.0%
Revenues	\$ 7,868,691	\$ 7,568,012	96.2%
Expenditures	\$ 8,441,841	\$ 7,740,544	91.7%
Ending Fund Balance	\$ 832,817	\$ 1,233,435	148.1%

- The general fund ended the year with a fund balance of \$1,233,105 (*Unaudited*), due to lower than expected Jail and Court costs and Capital Projects moved to 2011. The year end general fund reserve is 16%.
- Total revenues were approximately 96% of budget, approximately 3% increase over 2009.
- Total expenditures were approximately 92% of budget. This is an increase of 16% over 2009.

General Fund - Revenues

Revenue Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Taxes	\$ 5,989,836	\$ 5,821,471	97.2%	\$ 5,472,944	6.4%
Licenses & Permits	\$ 320,405	\$ 480,107	149.8%	\$ 811,097	-40.8%
Intergovernmental	\$ 485,952	\$ 502,549	103.4%	\$ 398,833	26.0%
Charges for Services	\$ 308,519	\$ 324,562	105.2%	\$ 300,424	8.0%
Fines and Forfeits	\$ 419,481	\$ 311,891	74.4%	\$ 274,074	13.8%
Miscellaneous	\$ 58,044	\$ 85,840	147.9%	\$ 69,876	22.8%
Non-Revenue/Other	\$ 286,454	\$ 41,592	14.5%	\$ 24,206	71.8%
Total	\$ 7,868,691	\$ 7,568,012	96.2%	\$ 7,351,454	2.9%

Total Receipts are approximately 96% of the amended budget. This is a 3% increase over 2009.

- Taxes are 97% of the amended budgeted revenues. This is a 6% increase over prior year due to receiving the Annexation Sales Tax Incentive. Utility and Property Taxes were slightly higher while Sales Tax decreased in 2010
- Licenses & Permits are at 150% of budgeted revenues. The largest portion is from an increase in building permit activity during the fourth quarter of 2010. Even with the increase over budget permits have decreased approximately 44% since the previous year.
- The largest contributor to Intergovernmental revenues are liquor profits and excise taxes which are in line with budget expectations. Additionally, the City received unanticipated "City Assistance" allocation funds of \$12,819 for 2010 and anticipate to receive the remaining amount of \$51,182 in 2011.
- Service Charges are at 105% of budget revenues, which is an 8% increase over the prior year. The increase is related to having an additional School Resource Officer, as well as increased tracking of Developer Reimbursement receipts for work performed by planning.
- Fines and Forfeit revenues are down and came in at 74% of budget expectations. The corresponding court related expenditures have decreased as well.
- Miscellaneous Revenues are higher than expected due to a reimbursement made by Snohomish County for tourism activities related to Ironman, as well as rent received for the new City Shop.
- The majority of the Non-Revenue budget included an interfund loan for annexation which wasn't needed to be taken.

General Fund - Expenditures

Expenditure Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Legislative	\$ 60,400	\$ 48,626	80.5%	\$ 36,577	32.9%
Executive	\$ 19,875	\$ 17,893	90.0%	\$ 18,601	-3.8%
Administration	\$ 79,860	\$ 81,338	101.9%	\$ 81,866	-0.6%
City Clerk	\$ 82,040	\$ 86,113	105.0%	\$ 74,343	15.8%
Human Resources/Civil Service	\$ 63,590	\$ 64,394	101.3%	\$ 60,279	6.8%
IT Services	\$ 158,540	\$ 158,137	99.7%	\$ 146,495	7.9%
Finance	\$ 99,325	\$ 90,857	91.5%	\$ 108,584	-16.3%
Legal	\$ 55,000	\$ 41,951	76.3%	\$ 45,282	-7.4%
Planning	\$ 719,005	\$ 644,122	89.6%	\$ 672,822	-4.3%
Building	\$ 204,438	\$ 194,276	95.0%	\$ 169,520	14.6%
Law Enforcement	\$ 5,127,648	\$ 4,759,531	92.8%	\$ 3,791,080	25.5%
Parks	\$ 281,565	\$ 235,498	83.6%	\$ 257,180	-8.4%
Library	\$ 14,845	\$ 6,511	43.9%	\$ 10,783	-39.6%
General Government	\$ 634,591	\$ 491,561	77.5%	\$ 485,519	1.2%
Community	\$ 32,822	\$ 13,299	40.5%	\$ 24,386	-45.5%
Refunds & Non Oper	\$ 808,297	\$ 806,437	99.8%	\$ 703,658	14.6%
Total	\$ 8,441,841	\$ 7,740,544	91.7%	\$ 6,686,975	15.8%

Total Expenditures are approximately 92% of the amended budget. This is a 16% increase from prior year.

- Majority of Departments are within the amended budget expectations
- The Legislatvie Department increased 33% due to the capital purchase of laptops and the Council retreat, neither of which occurred in the prior year.
- The Clerk Department increased by 16% over the prior year. This is due to the publishing costs related to the numerous code changes executed this year.
- The Finance Department decreased by 16% from the prior year as the City is on a 2-year State audit cycle which was not required in 2010.
- The Building Department increased by 15% due to the additional expenditures for building inspector services needed for increased permit activity for a portion of the 2010.
- The Law Enforcement Department expenditures increased in 2010 by 26% over 2009 relating to hiring of additional personnel. The total expenditures were lower than budget due to lower than expected jail and dispatch costs in 2010.
- Library expenditures decreased as Snolsle began contracting for their own cleaning services and few repairs were needed in 2010.

Street Fund - Revenues

Revenue Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Taxes	\$ 2,029,568	\$ 2,269,983	111.8%	\$ 780,340	190.9%
Intergovernmental	\$ 802,701	\$ 983,957	122.6%	\$ 393,080	150.3%
Charges for Service	\$ 1,000	\$ 2,560	256.0%	\$ 1,210	0.0%
Miscellaneous	\$ 135,888	\$ 207,751	152.9%	\$ 19,954	941.1%
Other Financing	\$ 1,035,934	\$ 967,679	93.4%	\$ 1,407,941	-31.3%
Total	\$ 4,005,091	\$ 4,431,930	110.7%	\$ 2,602,525	70.3%

Total Receipts are approximately 111% of the amended budget. This is an 70% increase over the same period in 2009.

- Taxes are at 112% of budget. The largest contributor is the one-time County Road taxes of \$1,251,828 related to the annexation.
- Intergovernmental Revenues are at 123% of budget. This is mostly due to grant revenues received. In addition, fuel tax receipts were higher than anticipated.
- Miscellaneous revenue includes the insurance recovery funds for the PW building repair.
- Other Financing is made up of Library Annexation funds transfer, and the transfer-in of bond proceeds used for the City Shop purchase and bridge repair. The prior year balance included mitigation fees transferred for sidewalk construction.

Street Fund - Expenditures

Expenditure Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Salaries & Benefits	\$ 1,099,258	\$ 973,017	88.5%	\$ 803,188	21.1%
Supplies	\$ 28,900	\$ 31,767	109.9%	\$ 15,832	100.7%
Services	\$ 306,163	\$ 223,434	73.0%	\$ 189,715	17.8%
Transportation	\$ 431,902	\$ 343,750	79.6%	\$ 251,576	36.6%
Other Expenses	\$ 418,536	\$ 169,036	40.4%	\$ 38,500	339.1%
Capital Projects	\$ 2,999,262	\$ 3,257,614	108.6%	\$ 531,205	513.2%
Total	\$ 5,284,021	\$ 4,998,618	94.6%	\$ 1,830,016	173.1%

Total Expenditures are approximately 95% of the amended budget, a significant increase over the prior year.

- Salaries & Benefits are 89% of budget due to the allocation of salaries & benefits to grants line items in other funds. The 21% increase over the same period in 2009 is due to the inclusion of two new Crew Workers employees in 2010.
- Service Charges include increased R&M and street sweeping expenditures related to annexation. Transportation expenditures are at 80% of budget since a charge for the repair of the Sweeper was an allowable expenditure for grant reimbursement in another fund.
- Transportation includes expenditures related to the PW Building repair which correlate with the insurance recovery revenues as well as expenditures related to the new City Shop neither of which are complete. The remaining 2010 budgets for these projects will be rolled forward into 2011.
- Other Expenses are made up of the budgeted quarterly contributions as well as the interfund loan to general fund which was not necessary in 2010 to remain in balance. The contribution budgets were increased due to annexation related capital needs.
- Capital Projects increased significantly over the prior year due to the Safer Routes and Roundabout project expenditures. The remaining sidewalk and "safer routes" budgets will be rolled forward into 2011 and held for future projects.

Surface/Storm Water Fund Revenues

Revenue Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Intergovernmental	\$ 77,000	\$ 10,027	13.0%	\$ 86,528	-88.4%
Charges for Service	\$ 772,698	\$ 734,486	95.1%	\$ 780,943	-5.9%
Miscellaneous/Transfers	\$ 548	\$ 1,944	354.7%	\$ 564	244.7%
Total	\$ 850,246	\$ 746,457	87.8%	\$ 868,035	-14.0%

Total Receipts are 88% of budget, a 14% decrease over the prior year.

- Intergovernmental Revenues are made up primarily of grant funding reimbursement which were not requested until late in 2010. Grant revenues will increase in 2011 due to these reimbursements.
- Charges for Services is at 95% of budget, a 6% decrease over the same period in 2009. The City received one less payment for SWM fees in 2010 as in 2009 and will receive the payment in 2011.

Surface/Storm Water Fund Expenditures

Expenditure Category	Amended Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Salaries & Benefits	\$ 447,770	\$ 403,216	90.0%	\$ 409,965	-1.6%
Operating	\$ 54,120	\$ 16,233	30.0%	\$ 19,995	-18.8%
Services	\$ 86,253	\$ 70,794	82.1%	\$ 64,094	10.5%
Intergovernmental	\$ 33,125	\$ 87,558	264.3%	\$ 50,756	72.5%
Aerator Expenses	\$ 110,360	\$ 69,758	63.2%	\$ 80,979	-13.9%
Capital Projects	\$ 60,700	\$ 11,582	19.1%	\$ 47,249	-75.5%
Operating Transfers	\$ 55,286	\$ 54,950	99.4%	\$ 34,349	60.0%
Total	\$ 847,614	\$ 714,091	84.2%	707,387	0.9%

Total Expenditures are approximately 84% of the budgeted amount which is within expectations for the period. This is consistent with the prior year expenditures.

- Service Charges increased by 11% due to a 2009 excise tax payment being made in 2010.
- Intergovernmental includes the SW Billing ILA with Snohomish County as well as storm water grant expenditures which are reimbursed after funds are spent.
- Aerator Expenses have decreased 14% from 2009. Much of the Aerator expenditures in 2010 were major repairs and were paid for from the Aerator Repair & Replacement Fund.
- Capital Projects budget includes 2 projects not performed in 2010. A portion of the budget will be rolled forward into 2011 for project completion.

REET - Revenues

Revenue Category	Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Taxes	\$ 425,928	\$ 705,781	165.7%	\$ 452,130	56.1%
Miscellaneous	\$ 17,071	\$ 5,685	33.3%	\$ 15,254	-62.7%
Total	\$ 442,999	\$ 711,466	160.6%	\$ 467,384	52.2%

Total Receipts are approximately 160% of budget.

- Excise taxes are above expectations which is a significant increase over the same period in 2009 due to the receipt of REET from the annexation area as well as a one time payment for a change in ownership for a large commercial property inside the City.
- Decrease in investment interest correlates with decreased rates.

REET - Expenditures

Expenditure Category	Budget	YE 2010	Percent +/- of 2010 Budget	YE 2009	% Change from 2009-2010
Public Safety	\$ 23,000	\$ 22,618	100.0%	\$ 22,618	>100%
Operating Transfers	\$ 853,172	\$ 840,273	98.5%	\$ 867,188	-3.1%
Total	\$ 876,172	\$ 862,891	98.5%	\$ 889,806	-3.0%

Total Expenditures are approximately 98% of budget.

- The operating expenditures budgeted in this fund include debt service payments which are generally made twice per year (June and December) as well as a payment to the County for the 20th Street ILA

2/24/2011

**GENERAL FUND
 CURRENT STATUS**

GENERAL FUND	2010 Year End	2011 Budget	2012 year 2	2013 year 3	2014 year 4	2015 year 5	2016 year 6
Estimated Beginning Fund Balance	\$ 1,405,967	\$ 1,233,436	\$ 1,380,339	\$ 804,795	\$ (142,676)	\$ (1,308,138)	\$ (2,699,611)
Revenues:							
Total Taxes	\$ 5,736,565	\$ 6,741,907	\$ 6,073,585	\$ 6,175,430	\$ 6,279,402	\$ 6,385,553	\$ 6,493,935
Total Licenses and Permits	\$ 480,107	\$ 156,946	\$ 280,355	\$ 243,580	\$ 244,421	\$ 245,278	\$ 246,153
Total Intergovernmental Revenue	\$ 502,549	\$ 512,498	\$ 434,879	\$ 439,436	\$ 444,054	\$ 448,736	\$ 453,482
Total Charges For Services	\$ 324,562	\$ 345,489	\$ 348,421	\$ 355,415	\$ 363,105	\$ 371,014	\$ 379,149
Total Fines And Forfeits	\$ 311,891	\$ 300,048	\$ 303,449	\$ 306,893	\$ 310,378	\$ 313,908	\$ 317,480
Total Miscellaneous Revenue	\$ 85,840	\$ 56,741	\$ 59,126	\$ 57,478	\$ 54,715	\$ 51,298	\$ 47,205
Total Non- Revenue	\$ 41,592	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200	\$ 2,200
<u>Sales Tax Incentive</u>	<u>\$ 84,906</u>	<u>\$ 249,156</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Revenue	\$ 7,568,012	\$ 8,364,985	\$ 7,622,016	\$ 7,580,432	\$ 7,698,275	\$ 7,817,987	\$ 7,939,604
TOTAL RESOURCES	\$ 8,973,979	\$ 9,598,421	\$ 9,002,355	\$ 8,385,227	\$ 7,555,600	\$ 6,509,849	\$ 5,239,993
Department Expenditures:							
Legislative	\$ 48,626	\$ 51,000	\$ 51,086	\$ 51,195	\$ 51,309	\$ 51,427	\$ 51,551
Executive	\$ 17,893	\$ 19,450	\$ 19,526	\$ 19,633	\$ 19,746	\$ 19,864	\$ 19,989
Administration	\$ 81,338	\$ 84,780	\$ 89,413	\$ 93,778	\$ 98,464	\$ 103,510	\$ 108,020
Clerk	\$ 86,113	\$ 98,325	\$ 101,179	\$ 105,584	\$ 110,054	\$ 114,755	\$ 119,803
HR	\$ 62,314	\$ 66,260	\$ 69,316	\$ 71,933	\$ 74,705	\$ 77,649	\$ 80,784
Civil Service	\$ 2,080	\$ 1,400	\$ 1,428	\$ 1,457	\$ 1,486	\$ 1,515	\$ 1,546
IT	\$ 158,137	\$ 163,835	\$ 167,970	\$ 176,037	\$ 184,781	\$ 194,280	\$ 204,623
Finance	\$ 90,857	\$ 126,275	\$ 110,943	\$ 144,812	\$ 124,714	\$ 159,679	\$ 137,265
Planning	\$ 644,122	\$ 850,833	\$ 797,407	\$ 820,335	\$ 844,918	\$ 871,403	\$ 900,045
Building	\$ 194,276	\$ 200,625	\$ 206,343	\$ 216,547	\$ 227,625	\$ 239,681	\$ 252,836
Police	\$ 4,759,861	\$ 4,780,832	\$ 5,006,908	\$ 5,249,410	\$ 5,489,419	\$ 5,741,405	\$ 6,014,494
Parks	\$ 235,498	\$ 159,170	\$ 163,333	\$ 168,881	\$ 204,612	\$ 180,643	\$ 187,165
<u>General Government</u>	<u>\$ 1,359,759</u>	<u>\$ 1,615,297</u>	<u>\$ 1,412,709</u>	<u>\$ 1,408,301</u>	<u>\$ 1,431,905</u>	<u>\$ 1,453,648</u>	<u>\$ 1,475,990</u>
Total Expenditures	\$ 7,740,874	\$ 8,218,082	\$ 8,197,560	\$ 8,527,903	\$ 8,863,738	\$ 9,209,460	\$ 9,554,112
Ending Balance	\$ 1,233,105	\$ 1,380,339	\$ 804,795	\$ (142,676)	\$ (1,308,138)	\$ (2,699,611)	\$ (4,314,119)
10 % of total revenues =	\$ 756,801	\$ 836,499	\$ 762,202	\$ 758,043	\$ 769,828	\$ 781,799	\$ 793,960
actual % of total revenues	16%	17%	11%	-2%	-17%	-35%	-54%
Amount over (under) fund balance	\$ 476,304	\$ 543,841	\$ 42,594	\$ (900,719)	\$ (2,077,966)	\$ (3,481,410)	\$ (5,108,080)

2/24/2011

STREET FUND - CURRENT

	2010 Actual	2011 Budget	2012 year 2	2013 year 3	2014 year 4	2015 year 5	2016 year 6
Estimated Beginning Fund Balance	\$ 1,913,177	\$ 1,937,737	\$ 1,124,659	\$ 1,378,618	\$ 1,618,771	\$ 1,823,757	\$ 1,989,805
Revenues							
Total Taxes	\$ 2,269,983	\$ 1,037,256	\$ 1,338,508	\$ 1,356,922	\$ 1,375,662	\$ 1,394,733	\$ 1,414,144
Total Intergovernmental Revenue	\$ 983,957	\$ 540,000	\$ 550,800	\$ 561,816	\$ 573,052	\$ 584,513	\$ 596,204
Total Charges for Services	\$ 2,560	\$ 3,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Miscellaneous Revenue	\$ 1,175,430	\$ 73,255	\$ 4,374	\$ 5,136	\$ 5,856	\$ 6,471	\$ 6,969
Total Revenues	\$ 4,431,930	\$ 1,653,511	\$ 1,895,682	\$ 1,925,874	\$ 1,956,570	\$ 1,987,717	\$ 2,019,317
TOTAL RESOURCES	\$ 6,345,107	\$ 3,591,248	\$ 3,020,341	\$ 3,304,493	\$ 3,575,341	\$ 3,811,475	\$ 4,009,121
Expenses							
Total Salaries & Benefits	\$ 973,017	\$ 800,885	\$ 829,562	\$ 856,695	\$ 905,221	\$ 957,487	\$ 1,013,909
Total Supplies	\$ 31,767	\$ 28,600	\$ 29,401	\$ 30,224	\$ 31,070	\$ 31,940	\$ 32,835
Total Services and Charges	\$ 223,434	\$ 259,263	\$ 257,270	\$ 264,474	\$ 271,879	\$ 279,492	\$ 287,318
Total Transportation	\$ 343,750	\$ 497,360	\$ 442,756	\$ 449,413	\$ 456,257	\$ 463,292	\$ 470,524
Total Other Expenditures	\$ 169,036	\$ 81,810	\$ 82,734	\$ 84,915	\$ 87,156	\$ 89,459	\$ 91,824
Total Operations & Maintenance Expens	\$ 1,741,005	\$ 1,667,918	\$ 1,641,723	\$ 1,685,722	\$ 1,751,584	\$ 1,821,670	\$ 1,896,408
Capital Expenditures							
36th Street Bridge	\$ 9,452	\$ 70,848					
Capital - Fiber	\$ 882	\$ 300					
PW Building Acquisition	\$ 890,667						
Sidewalks		\$ 432,780					
Sidewalks (Safer Routes)	\$ 227,126	\$ 197,743					
Hartford road repair (FEMA)	\$ 75						
Vernon/ Lundeen/ Soper round about	\$ 1,538,675						
Hwy 9/204 Interchange Feasibility		\$ 25,000					
20th Street Traffic Study		\$ 67,000					
Guard Rails	\$ -	\$ 5,000					
Sidewalk Repairs	\$ -						
Secure Yard and Bldg							
Total Capital Expenditures	\$ 2,666,877	\$ 798,671	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 4,407,882	\$ 2,466,589	\$ 1,641,723	\$ 1,685,722	\$ 1,751,584	\$ 1,821,670	\$ 1,896,408
ENDING FUND BALANCE	\$ 1,937,225	\$ 1,124,659	\$ 1,378,618	\$ 1,618,771	\$ 1,823,757	\$ 1,989,805	\$ 2,112,713

NOTES:

No capital included yet for years after 2011

2/24/2011

SURFACE WATER FUND - CURRENT

	<u>2010</u> <u>Actual</u>	<u>2011</u> <u>Budget</u>	<u>2012</u> <u>Year 2</u>	<u>2013</u> <u>Year 3</u>	<u>2014</u> <u>Year 4</u>	<u>2015</u> <u>Year 5</u>	<u>2016</u> <u>Year 6</u>
Estimated Beginning Fund Balance	\$ 299,743	\$ 332,103	\$ 237,545	\$ 214,365	\$ 159,213	\$ 73,844	\$ (45,108)
Revenues:							
Total Charges for service	\$ 734,486	\$ 1,113,268	\$ 1,135,533	\$ 1,158,244	\$ 1,181,409	\$ 1,205,037	\$ 1,229,138
Total Intergovernmental	\$ 10,027	\$ 113,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<u>Total Miscellaneous Revenue</u>	<u>\$ 1,944</u>	<u>\$ 830</u>	<u>\$ 713</u>	<u>\$ 643</u>	<u>\$ 478</u>	<u>\$ 222</u>	<u>\$ -</u>
Total Revenues	\$ 746,458	\$ 1,227,098	\$ 1,139,246	\$ 1,161,887	\$ 1,184,887	\$ 1,208,259	\$ 1,232,138
TOTAL RESOURCES	\$ 1,046,201	\$ 1,559,201	\$ 1,376,791	\$ 1,376,252	\$ 1,344,100	\$ 1,282,103	\$ 1,187,030
Expenditures:							
Total Salaries & Benefits	\$ 403,216	\$ 722,740	\$ 749,168	\$ 794,287	\$ 840,502	\$ 889,090	\$ 938,398
Total Operating	\$ 16,233	\$ 52,620	\$ 54,093	\$ 55,608	\$ 57,165	\$ 58,766	\$ 60,411
Total Services & Charges	\$ 70,794	\$ 120,480	\$ 124,409	\$ 128,487	\$ 132,721	\$ 137,118	\$ 141,685
Total Intergovernmental	\$ 82,558	\$ 64,960	\$ 30,559	\$ 31,170	\$ 31,794	\$ 32,430	\$ 33,078
Total Aerator Expenses	\$ 69,758	\$ 94,200	\$ 95,796	\$ 97,437	\$ 99,123	\$ 100,857	\$ 102,640
<u>Total Operating Transfers</u>	<u>\$ 54,950</u>	<u>\$ 63,856</u>	<u>\$ 97,700</u>	<u>\$ 99,350</u>	<u>\$ 98,250</u>	<u>\$ 98,250</u>	<u>\$ 98,250</u>
Total Operating Expenses	\$ 697,509	\$ 1,118,856	\$ 1,151,726	\$ 1,206,339	\$ 1,259,556	\$ 1,316,510	\$ 1,374,463
Capital Outlay							
Capital - Fiber	\$ 882	\$ 300					
Milfoil Solution	\$ -	\$ 185,000					
Boys & Girls Club 16th & Main	\$ -	\$ 6,000					
Alder Road Pond	\$ -	\$ 800					
Secure Yard and Bldg	\$ -						
Parkway Crossing Det Pond	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
Total Capital projects	\$ 11,582	\$ 202,800	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700	\$ 10,700
TOTAL EXPENSES	\$ 709,091	\$ 1,321,656	\$ 1,162,426	\$ 1,217,039	\$ 1,270,256	\$ 1,327,210	\$ 1,385,163
ENDING FUND BALANCE	\$ 337,109	\$ 237,545	\$ 214,365	\$ 159,213	\$ 73,844	\$ (45,108)	\$ (198,132)
Reserve Percentage	45%	19%	19%	14%	6%	-4%	-16%
Council Policy Target	10%	10%	10%	10%	10%	10%	10%
Amount \$ Over/(Under)	262,464	114,835	100,441	43,024	(44,644)	(165,933)	(321,346)

2/24/2011

Real Estate Excise Tax
 Funds 303 & 304 Combined

	2010 Actual	2011 Budget	2012 Forecast	2013 Forecast	2014 Forecast	2015 Forecast	2016 Forecast	2017 Forecast	2018 Forecast
Beginning Balance	1,825,530	1,674,105	1,739,956	1,805,991	1,868,617	1,938,396	1,576,420	1,682,025	1,796,370
Revenues									
Real Estate Excise Taxes	705,781	498,712	503,699	508,736	513,823	518,962	524,151	529,393	534,687
Investment Interest	5,685	5,421	3,480	3,612	3,737	3,877	3,153	3,364	3,593
Total Revenue	711,466	504,133	507,179	512,348	517,561	522,838	527,304	532,757	538,280
Total Resources	2,536,996	2,178,238	2,247,135	2,318,339	2,386,178	2,461,235	2,103,724	2,214,782	2,334,649
Uses									
800 Mhz Capital	22,618	22,618	22,618	22,618	22,618	22,618	22,618	22,618	22,618
Debt Pymt-Permit Prop 1995 Lease	7,002	-	-	-	-	-	-	-	-
New Police Station Debt 2004	105,272	103,179	105,619	103,019	105,419	102,531	104,644	101,550	103,456
Grd Rd Non Taxable 2008 Debt	227,999	217,263	217,995	229,173	224,833	220,128	220,273	220,080	209,905
Grd Rd Taxable 2008 Debt		-	-						
City Shop Bond (2010 A)		74,164	74,164	74,164	74,164	74,164	74,164	74,164	37,082
Refund Grd Rd Taxable (2010 B)		21,058	20,748	20,748	20,748	465,374			
20th Street SE - Road Project	500,000	-							
Total Uses	862,891	438,282	441,144	449,722	447,782	884,815	421,699	418,412	373,061
Ending Balance	1,674,105	1,739,956	1,805,991	1,868,617	1,938,396	1,576,420	1,682,025	1,796,370	1,961,588

CITY OF LAKE STEVENS
 TREASURERS REPORT
 INTERFUND LOAN ACTIVITY

Repair & Demolition Fund Loan

Terms of Loan	Resolution/ Ordinance	Date of Loan	Loan Fund	Borrow Fund	Loan Amount
To be reimbursed by lien payment on personal property (Res 2010-4)	1994-15	12/15/2009 001		110	\$ 5,000.00
		2/8/2010 001		110	\$ 7,500.00
		2/22/2010 001		110	\$ 9,700.00
		3/22/2010 001		110	\$ 5,750.00
Investment Interest % (LGIP)	0.02%	0.02%	0.02%	0.02%	0.03%
Month	Feb-10	Mar-10	Apr-10	May-10	Jun-10
Principal Paid Current Month	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds Loaned	\$ 17,200.00	\$ 5,750.00	\$ -	\$ -	\$ -
Principal Remaining	\$ 22,200.00	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00
Interest Due Current Month	\$ 5.04	\$ 5.23	\$ 5.58	\$ 6.31	\$ 7.02
Total Due	\$ 22,205.04	\$ 27,955.23	\$ 27,955.58	\$ 27,961.89	\$ 27,968.91

Investment Interest % (LGIP)	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%
Month	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10
Principal Paid Current Month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additional Funds Loaned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Principal Remaining	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00	\$ 27,950.00
Interest Due Current Month	\$ 6.44	\$ 6.25	\$ 6.99	\$ 5.98	\$ 5.03	\$ 6.17
Total Due	\$ 27,987.51	\$ 27,993.76	\$ 28,000.75	\$ 28,006.74	\$ 28,011.76	\$ 28,017.94

The Repair & Demolition Fund Loan was authorized based on Resolution 1994-15 which allows the Finance Director to make transfers as necessary. The final amount of the loan principal is \$27,950. Council passed Resolution 2010-4 confirming the assessment of charges on the property to be collected in the same manner as property tax. As payment is collected by the County and remitted to the City, the General Fund will be reimbursed the amount of the loan plus interest.

CITY OF LAKE STEVENS
TREASURERS REPORT
12/31/10

GENERAL FUND	2010	As of	2010	As of
Line Item Description	Amended Budget	12/31/10	% of Budget	YE 2009
Estimated Beginning Fund Balance	1,405,967	1,405,967		738,795
Real and Personal Property Tax	1,874,774	1,950,067	104%	1,835,839
Local Retail Sales and Use Tax	2,084,700	2,057,068	99%	2,177,383
State Law & Justice	220,560	296,844	135%	188,391
Sales Tax Incentive	249,156	84,906	34%	
B & O Electric	247,284	259,639	105%	200,602
B & O Gas	311,890	254,272	82%	253,782
Franchise Tax - Television Cable	227,051	287,145	126%	284,579
B & O Telephone and Telegraph	759,921	617,419	81%	507,754
Leasehold Excise Tax	-	478	>100%	
Gambling Tax	14,500	13,634	94%	24,614
TOTAL Taxes	5,989,836	5,821,471	97%	5,472,944
Business Licenses and Permits	30,644	41,233	135%	36,208
Building Permits	284,000	430,854	152%	769,787
Animal Licenses	3,922	4,864	124%	2,932
Other Non-Business Licenses & Permits	1,839	3,155	172%	2,171
TOTAL Licenses and Permits	320,405	480,107	150%	811,097
DOJ Grant	-	3,884	>100%	3,849
JAG Grant		-		
Misc. Police Grants	8,600	13,142	153%	30,248
Safer Boating Grant	14,000	17,529	125%	18,239
Boating (VRF)	9,000	14,365	160%	14,613
Parks grant - Recycle	-	7,436	0%	-
Shoreline Master Program Grant/or CTED	38,000	49,249	130%	65,000
Housing Authority Pay. In Lieu of Taxes	135	135	100%	-
PUD Privilege Tax	70,542	61,181	87%	59,454
Criminal Justice-Low Population	5,572	5,117	92%	3,140
Criminal Justice-Special Programs	20,194	19,376	96%	11,989
Criminal Justice High Crime	16,201	-	0%	16201
DUI Distribution	4,861	4,251	87%	4,763
Liquor Excise Tax	120,797	113,929	94%	71,150
Liquor Board Profits	178,050	180,137	101%	100,188
City Assistance	-	12,819	>100%	
TOTAL Intergovernmental Revenue	485,952	502,549	103%	398,834
IT Services	87,906	87,906	100%	49,203
LE - Intergovernmental Services (Prisoner Extradit)	-	1,137	>100%	
Sale of Map/ Publications & Photocopies	2,000	2,385	119%	2,110
Passports	45,000	34,510	77%	46,209
Passport Photos	14,000	11,740	84%	15,614
Law Enforcement Services	2,000	4,760	238%	-
Law Enforcement Off-duty	13,000	14,792	114%	20,974
Law Enforcement Services-High School	63,000	63,574	101%	65,871
Fire Inspection Fee	2,700	996	37%	3,231
Zoning and Subdivision Fees	50,000	37,725	75%	87,865
Planning - Developer Reimbursement	20,000	56,813	>100%	-
Boat Launch Parking	8,413	6,709	80%	8,896
Boat Launch Closure Fee	-	1,200	>100%	
Boating Safety Classes	500	315	63%	450
TOTAL Charges For Services	308,519	324,562	105%	300,423
Evergreen & Marysville Courts	382,480	270,000	71%	252,459
Violations	35,000	37,797	108%	20,234
Evidence Confiscations	1,245	3,269	263%	1,021
Impound Fees	756	825	109%	359
TOTAL Fines And Forfeits	419,481	311,891	74%	274,074

GENERAL FUND Line Item Description	2010 Amended Budget	As of 12/31/10	2010 % of Budget	As of YE 2009
Investment Interest	2,105	2,669	127%	7,598
Real & Pers. Prop. Tax Interest	657	50	8%	617
Sales & Use Tax Interest	7,049	3,354	48%	6,035
Facilities Rental	6,500	6,790	104%	17,205
Special Event - Rental Reimb	-	6,839	>100%	990
Lease (LT) Lundeen House	8,500	8,472	100%	-
Lease (LT) City Shop	-	9,759	>100%	-
Arts sidewalk chalk/ Arts Commission Donation	-	690	>100%	165
Private grants/donations- HR (parks)	700	930	133%	21,763
Donations - Police Dept.	1,000	500	50%	1,500
Sale of Scrap & Junk	-	653	>100%	-
Sale of confiscated property	-	844	>100%	948
Misc. judgments & settlements	-	7,223	>100%	139
Reimbursement - Snolsle Library	8,085	8,085	100%	8,209
Employee Reimbursement - Gun purchase	2,448	3,266	133%	3,342
Miscellaneous Revenue	21,000	20,024	95%	1,365
TOTAL Miscellaneous Revenue	58,044	80,149	138%	69,875
Cable - Capital Contributions	-	5,691	>100%	-
TOTAL Capital Contributions	-	5,691	>100%	-
Loan for Annexation	250,000	-	0%	-
Interfund Loan Repayment	35,454	35,454	100%	-
Refundable Customer Deposit	-	-	-	-
Refunds or Overpayments	1,000	439	44%	9,131
TOTAL Non- Revenue	286,454	35,893	13%	9,131
Insurance Recoveries	-	5,199	>100%	-
Sale of Capital	-	500	>100%	-
Interfund Transfers	-	-	0%	15,075
Total Other Financing Sources	-	5,699	>100%	15,075
TOTAL REVENUES	7,868,691	7,568,012	96%	7,351,453
TOTAL RESOURCES	9,274,658	8,973,980	97%	8,090,248
Legislative - Salaries	42,000	32,700	78%	30,250
Legislative - Benefits	3,395	2,502	74%	2,314
Legislative - Operating Sup	800	700	87%	1,444
Legislative - Travel	1,500	1,021	68%	1,734
Legislative - Prof. Development	1,000	-	0%	835
Legislative - Capital	9,220	9,219	>100%	-
Legislative - Retreat	2,485	2,484	100%	-
TOTAL LEGISLATIVE	60,400	48,626	81%	36,577
Executive - Salaries	14,400	14,400	100%	14,400
Executive - Benefits	1,375	1,103	80%	1,102
Executive - Communications	1,250	726	58%	1,083
Executive - Travel	1,500	1,114	74%	1,389
Executive - Miscellaneous	400	250	62%	305
Executive - Board appreciation	200	-	0%	-
Executive - Prof. Development	750	300	40%	322
TOTAL EXECUTIVE	19,875	17,893	90%	18,601
Administration - Salaries	58,795	61,924	105%	59,821
Administration - Benefits	16,365	16,518	101%	18,609
Administration - Office Supply	400	437	109%	331
Administration - Staff Development	1,100	580	53%	546
Administration - Communications	800	710	89%	710
Administration - Travel	1,800	994	55%	1,599
Administration - Miscellaneous	100	175	175%	250
Administration - Capital	500	-	0%	-

GENERAL FUND Line Item Description	2010 Amended Budget	As of 12/31/10	2010 % of Budget	As of YE 2009
Total Administration	79,860	81,338	102%	81,866
Clerk - Salaries	54,325	55,473	102%	53,766
Clerk - Benefits	17,395	17,151	99%	13,246
Clerk -Office supplies	650	825	127%	1,158
Clerk - Professional Services	6,300	10,270	163%	3,994
Clerk - Staff Development	1,050	403	38%	242
Clerk- Communications	600	571	95%	556
Clerk - Travel	1,020	238	23%	75
Clerk - R&M	-	46	>100%	-
Clerk- Misc DOL CC fees	700	738	105%	543
Clerk - Capital	-	397	0%	763
Total Clerk	82,040	86,113	105%	74,343
HR - Salaries	46,115	46,362	101%	43,698
HR - Benefits	11,375	11,616	102%	11,298
HR- Office supplies	600	518	86%	399
HR- Professional services	200	295	148%	133
HR Staff development	600	427	71%	632
HR Communications	700	690	99%	763
HR- Travel	400	268	67%	269
HR - Miscellaneous	300	120	40%	165
HR Wellness program	1,000	884	88%	1,077
HR Safety program	1,250	1,133	91%	1,045
Total HR	62,540	62,314	100%	59,479
Civil Service - Professional Service	400	1,000	250%	650
Civil Service - Travel	400	-	0%	150
Civil Service - Supplies	-	1,080	>100%	-
Civil Service - Advertising/Misc.	250	-	0%	-
TOTAL CIVIL SERVICE	1,050	2,080	198%	800
IT- Salaries	107,340	107,871	100%	107,131
IT - Overtime	5,000	2,615	52%	-
IT - Benefits	36,075	38,127	106%	34,588
IT- Office supplies	1,700	1,896	112%	1,960
IT- Antivirus Renewal	1,000	-	0%	-
IT- Staff development	1,500	-	0%	50
IT- Communications	1,900	1,216	64%	1,794
IT- Travel	500	222	44%	597
IT - Repair & Maintenance	2,825	6,115	>100%	190
IT - Miscellaneous	100	75	75%	75
IT- Capita/Computer Supplies	600	-	0%	111
Total IT	158,540	158,137	100%	146,495
Finance - Salaries	66,025	65,584	99%	57,741
Finance - Benefits	19,250	18,044	94%	16,380
Finance - Office Supplies	2,000	1,635	82%	2,211
Finance - Professional Service	5,000	-	0%	26,481
Finance - Communications	360	214	59%	386
Finance - Travel	700	1,014	145%	522
Finance - Insurance	90	111	123%	80
Finance - Financial Software Maint	4,000	3,500	88%	3,938
Finance - Miscellaneous	700	279	40%	487
Finance - Staff Development	1,200	475	40%	360
Total FINANCE	99,325	90,857	91%	108,584
Legal - Professional Service	55,000	41,951	76%	45,282
TOTAL LEGAL	55,000	41,951	76%	45,282
Planning - Salaries	323,350	311,000	96%	327,671

GENERAL FUND	2010	As of	2010	As of
Line Item Description	Amended Budget	12/31/10	% of Budget	YE 2009
Planning - Benefits	114,700	93,938	82%	94,863
Planning - Office Supplies	6,398	4,130	65%	4,755
Planning - Annexation Expenses	32,000	29,870	93%	55,522
Planning - Operating Supplies	6,893	1,209	18%	1,648
Planning - Tools & Equipment	150	-	0%	-
Planning - Professional Services	2,500	2,215	89%	4,906
Planning - Prof. Serv. UGA/RUTA	15,000	1,134	8%	32,096
Planning - Engineering - Biologist	2,000	-	0%	16,925
Planning - Prof. Serv. Hear. Exam.	4,800	-	0%	(588)
Planning - CA - Developer Reimb	8,000	27,450	343%	-
Planning - Prof Serv Eagle Ridge Graphics	5,000	3,820	76%	-
Planning - GIS mapping	4,000	1,776	44%	8,339
Planning - Communication	10,517	3,952	38%	8,173
Planning - Travel	2,117	1,295	61%	1,363
Planning - Advertising	8,000	6,096	76%	9,214
Planning - Repair & Maint.	1,000	1,025	102%	870
Planning - Miscellaneous	1,129	51	5%	920
Planning - Printing and Binding	1,000	711	71%	-
Planning - Permit Tracking System Upgrade	5,000	4,567	91%	-
Planning - Capital Outlay	1,234	-	0%	-
Planning - Staff Development	2,117	796	38%	1,213
Planning -Shoreline grant (incl sal&ben) (CTED)	42,000	45,339	108%	104,914
Planning - Economic Development	120,000	103,712	86%	-
Planning Commission - Miscellaneous	100	36	36%	15
TOTAL PLANNING	719,005	644,122	90%	672,821
Building Department - Salaries	127,500	121,498	95%	120,148
Building Department - Benefits	47,250	43,036	91%	42,568
Building Department - Office Supplies	664	85	13%	678
Building Department - Operating Supply	2,487	2,011	81%	1,042
Building Department - Professional	17,920	25,381	142%	2,757
Building Department - Communications	2,507	479	19%	1,241
Building Department - Travel	382	208	54%	-
Building Department - Advertising	-	649	>100%	-
Building Department - Repair & Maintenance	1,000	-	0%	866
Building Department - Miscellaneous	1,035	120	12%	75
Building Department - Staff Development	726	810	112%	145
Building - Capital Outlay	2,967	-	0%	-
TOTAL BUILDING	204,438	194,276	95%	169,520
Law Enforcement - Salaries	2,218,615	2,183,731	98%	1,821,464
Law Enforcement - Reserve/Cadet Sal/Ben	20,000	16,723	84%	39,924
Law Enforcement - Extra Duty Salaries	20,490	14,623	71%	12,785
Law Enforcement - Overtime	435,803	472,419	108%	162,482
Law Enforcement - Benefits	852,795	849,522	100%	623,999
Law Enforcement - Clothing	84,000	64,151	76%	44,629
Law Enforcement - Reserves Eqpt. & Clothing	6,000	870	15%	3,567
Law Enforcement - Office Supplies	32,100	28,602	89%	22,850
Law Enforcement - Operating	62,000	26,962	43%	36,937
Law Enforcement - New Employee Equip	45,600	26,585	58%	-
Law Enforcement - Staff Purchases - union	5,500	4,456	81%	1,335
Law Enforcement - Emergency Mangement	1,500	-	0%	-
Law Enforcement - Fuel	73,450	84,516	115%	48,604
Law Enforcement - Professional Services	3,000	4,198	140%	23,276
Law Enforcement - Prof Svc - New Hires	22,000	21,539	98%	-
Law Enforcement - Prof Serv Lexipol	2,000	2,450	123%	5,950
Law Enforcement - Communication	23,880	19,733	83%	20,801
Law Enforcement - Travel	20,200	12,799	63%	11,166
Law Enforcement - Insurance	115,646	115,646	100%	103,657
Law Enforcement - Utilities	11,000	8,591	78%	12,309
Law Enforcement - Repair & Maintenance	99,270	114,168	115%	73,897

GENERAL FUND	2010	As of	2010	As of
Line Item Description	Amended Budget	12/31/10	% of Budget	YE 2009
Law Enforcement - Miscellaneous	3,090	2,369	77%	2,462
Law Enforcement - Staff Development	17,000	9,199	54%	15,327
Law Enforcement - Drug Task Force	6,625	6,152	93%	3,425
Law Enforcement - Grants	8,600	3,818	44%	4,545
Law Enforcement - Advertising	1,500	510	34%	-
Law Enforcement - Alarm Costs	1,000	624	62%	2,588
Law Enforcement - Drug Investigations	1,000	-	0%	-
Law Enforcement - Jail	527,200	330,553	63%	407,283
Law Enforcement - Snopac Dispatch	306,507	237,686	78%	241,932
Law Enforcement - Boating Salaries	20,000	50,645	253%	-
Law Enforcement - Boating Benefits	3,600	9,122	253%	-
Law Enforcement - Clothing - Boating	500	80	16%	-
Law Enforcement - Boating Operating Supplies	15,900	3,036	19%	25,646
Law Enforcement - R&M Boating	5,000	7,011	140%	-
Law Enforcement - Capital Outlay - (NW)	24,702	2,702	11%	4,343
LE - Seizure & Forfeiture State Remit	-	72	>100%	-
Code Enforcement - Professional Service	30,575	23,633	77%	13,897
Code Enforcement - Miscellaneous	-	35	>100%	-
TOTAL LAW ENFORCEMENT	5,127,648	4,759,531	93%	3,791,080
Parks - Salaries	120,715	112,881	94%	128,355
Parks - Overtime	-	187	>100%	-
Parks - Benefits	56,305	50,218	89%	56,732
Parks - Clothing	1,000	980	98%	876
Parks - Operating Supplies	8,500	3,689	43%	4,997
Parks - Eagle Ridge Park/Soper Hill Operating	5,000	547	11%	4,672
Parks - Lundeen Op	12,000	9,280	77%	5,785
Parks - Boat Launch Expenses	16,000	-	0%	-
Parks - Fuel	3,500	1,346	38%	2,817
Parks - Professional Services	1,000	467	47%	802
Parks - Communications	2,500	2,849	114%	2,707
Parks - Travel	200	264	132%	111
Parks - Equipment Rental	10,000	5,557	56%	6,668
Parks - PW Lot Rental	495	495	100%	-
Parks - Insurance	6,400	6,436	101%	5,932
Parks - Utilities	9,249	9,338	101%	8,360
Parks - Repair & Maintenance	7,051	6,931	98%	9,165
Parks - Repair & Maintenance - Lundeen	-	686	>100%	-
Parks - Miscellaneous	250	259	104%	99
Parks - Staff Development	1,200	45	4%	533
Parks - Capital Outlay	20,000	12,693	63%	18,570
Park Board - Miscellaneous	200	-	0%	-
Parks- DOE grant (Recycle)	-	10,350	0%	-
TOTAL PARKS	281,565	235,498	84%	257,181
Library - Operating	1,800	706	39%	1,272
Library - Professional Service	4,000	185	5%	3,404
Library - Utilities	5,955	5,263	88%	4,916
Library - Repairs & Maintenance	3,090	357	12%	1,190
TOTAL LIBRARY	14,845	6,511	44%	10,783
General Gov't - Facilities Salaries	13,895	13,437	97%	17,337
General Gov't - Facilities Benefits	8,050	6,158	76%	8,018
General Government - Municipal Court Fees	214,490	135,914	63%	112,496
General Government - Court Appt. Attorney	71,084	65,480	92%	63,000
General Gov't - Prosecutor fees	68,648	81,900	119%	69,891
General Government - Election Costs	10,000	-	0%	4,686
General Government - Voters Registration	22,725	22,725	100%	26,195
General Government - Fire Marshall	8,468	644	8%	2,473
General Government - Advertising	500	596	119%	16,457
General Government - Public Record Req - Print&C	-	311	0%	-
General Government - P.S.R.C.	10,606	7,123	67%	4,977

GENERAL FUND	2010 Amended Budget	As of 12/31/10	2010 % of Budget	As of YE 2009
Line Item Description				
General Government - Operating Supply	28,793	10,970	38%	14,448
General Government - Fuel	350	480	137%	427
General Government - Professional Serv	650	4,593	707%	664
General Government - Communications	7,500	7,210	96%	5,895
General Government - Equipment rental	2,300	2,260	98%	2,260
General Government - Special Event Equip	1,030	3,252	316%	992
General Government - Insurance	52,000	52,011	100%	46,978
General Government - Utilities	13,000	11,943	92%	11,909
General Government - Repair/Maintenance	5,500	7,409	135%	7,770
General Government - Miscellaneous	3,000	2,668	89%	3,460
General Government - Economic Develop. Council	4,000	3,000	75%	3,000
General Government - Visitor Center	700	735	105%	700
General Government - A.W.C.	13,221	8,957	68%	8,957
General Government - Snohomish Co. Tomorrow	5,039	2,464	49%	3,732
General Government - Excise Tax	2,320	1,519	65%	1,823
General Government - Capital Expenditure	-	7,056	>100%	16,158
General Government - Protect Insp - Reg Enforce	25,000	818	3%	-
General Government - Emergency Service	21,102	15,629	74%	15,259
General Government - Earth Day Clean Up	4,000	182	5%	2,824
General Government - Aquafest	2,000	1,358	68%	1,200
General Government - Air Pollution	9,513	7,436	78%	7,186
General Government - Liquor Board to State	5,107	5,322	104%	4,345
TOTAL GENERAL GOVERNMENT	634,591	491,561	77%	485,518
Historical Museum	1,400	950	68%	1,219
Arts Commission	3,115	3,258	105%	4,019
Grimm House Electricl	450	316	70%	334
Human Services	15,000	-	0%	10,000
Community Center - Operating & R&M	3,456	1,251	36%	1,601
Community Center- Cleaning	700	1,012	145%	813
Community Center- Communication	893	479	54%	885
Community Center- Utilities	6,308	3,890	62%	4,508
New Senior Center	1,500	2,144	143%	1,007
TOTAL COMMUNITY	32,822	13,299	41%	24,386
Refunds	5,000	4,223	84%	161
TOTAL NON-EXPENDITURES	5,000	4,223	84%	161
Interfund Loan / Transfer	25,000	22,950	92%	41,074
Contribution To Cap Equip (Police)	206,631	206,631	100%	111,043
Contribution To Unemployment Fund	17,098	16,918	99%	2,705
Operating Trans to 633 (Trs. Trust)	15,000	16,147	108%	18,256
Contribution To Computer Equip Fund	39,568	39,568	100%	30,418
Transfer Library Annex Funds to Street	500,000	500,000	100%	500,000
TOTAL OPERATING-TRANSFERS OUT	803,297	802,214	100%	703,496
TOTAL EXPENDITURES	8,441,841	7,740,544	92%	6,686,974
ENDING FUND BALANCE	832,817	1,233,436	0	1,403,274
Total Reserve %	11%	16%		
Council Reserve Policy 10%				
Amount in excess of policy 10%	45,948	476,634		

CITY OF LAKE STEVENS
TREASURERS REPORT
STREET FUND

STREET FUND <u>Line Item Description</u>	2010 Amended Budget	As of 12/31/10	2010 % of Budget	As of YE 2009
Street Fund				
Estimated Beginning Fund Balance	1,913,690	1,913,690		1,140,657
County Road Tax	1,049,839	1,251,828	119%	-
Real and Personal Property Tax	729,079	758,516	104%	579,739
B & O Electric	250,650	259,639	104%	200,602
Total Taxes	2,029,568	2,269,983	112%	780,341
Grants				33,916
FEMA grant - Hartford Rd Proj	-	30,219	>100%	
FEMA grant - Storm Assistance	100	100	>100%	38,393
Street Fuel Tax	349,170	500,207	143%	316,747
ARRA Grant	453,431	453,431	100%	
Street Repair Reimb - PUD				4,024
Total Intergovernmental Revenue	802,701	983,957	123%	393,080
PW Services - Reimbursement	1,000	2,560	0	1,210
Total Charges for Services	1,000	2,560	100%	1,210
Investment Interest	4,832	3,801	79%	8,789
Sale of Scrap & Junk	-	3,177	>100%	
Insurance Recovery	131,056	133,760	102%	11,034
Miscellaneous Revenue	-	67,013	>100%	131
Total Miscellaneous Revenue	135,888	207,751	153%	19,954
Transfers - Mitigation/REET				907,941
Transfer of Library Annex Funds	500,000	500,000	100%	500,000
Transfer in from Bond Fund	455,634	455,634	0%	
Transfer in from PWTF Loan	80,300	12,045	0%	
Total Other Financing Sources	1,035,934	967,679	93%	1,407,941
TOTAL REVENUES	4,005,091	4,431,930	111%	2,602,526
TOTAL RESOURCES	5,918,781	6,345,620	107%	3,743,183
Street Fund - Salaries	740,855	682,689	92%	578,962
Street Fund - Overtime	40,663	20,099	49%	14,878
Street Fund - Benefits	305,740	265,048	87%	205,105
Street Fund - Clothing	12,000	5,182	43%	4,244
Total Salaries & Benefits	1,099,258	973,017	89%	803,188
Street Fund - Office Supplies	1,800	1,670	93%	1,415
Street Fund - Operating Supplies	7,000	8,169	117%	4,791
Street Fund - Fuel	20,100	21,928	109%	9,626
Total Supplies	28,900	31,767	110%	15,832
Street Fund - Safety program	2,757	2,482	90%	1,705
Street Fund - Staff Development	4,544	1,567	34%	964
Street Fund - Professional Services	45,000	24,990	56%	39,668
SR9 Safety Corridor Study (204/9)	20,000	9,500	48%	10,000
Street Fund - Prof Serv Trans Model	-	-	0%	22,000
Street Fund - Street Sweeping	44,000	28,353	64%	16,832
Street Fund - Communications	6,500	4,680	72%	5,924
Street Fund - Travel	1,243	945	76%	998
Street Fund - Advertising	870	886	102%	1,827
Street Fund - Rentals/Leases	5,472	3,010	55%	1,765
Street Fund - Insurance	28,124	28,124	100%	25,183
Street Fund - Utilities	3,800	3,863	102%	2,236
Street Fund - Repair & Maintenance	142,791	114,677	80%	60,478
Street Fund - Miscellaneous	1,062	358	34%	135
Total Services and Charges	306,163	223,434	73%	189,715
Street Fund - Storm Drainage	1,985	2,928	147%	1,802
Overlays	-	-	0%	108,143
Sidewalk Repairs	-	-	0%	3,823
Street Fund - Street Lighting	145,804	148,493	102%	101,839
Street Fund - Traffic Control Devices	59,710	48,886	82%	30,855
Street Fund - Snow & Ice Control	14,384	8,510	59%	3,084
Street Fund - Shoulders	9,005	-	0%	2,029
Street Fund - PW Lot Rental/Lease	990	990	0%	
Street - Facilities R&M (PW Shop)	135,056	112,922	84%	

STREET FUND	2010 Amended Budget	As of 12/31/10	2010 % of Budget	As of YE 2009
<u>Line Item Description</u>				
Street - Facilities R&M (City Shop)	64,968	21,022	32%	
Total Transportation	431,902	343,750	80%	251,575
Contribution to Municipal Arts	10,700	10,700	100%	
Interfund Loan to GF Annexation	250,000	-	0%	
Contribution to Unemployment Fund	11,886	11,781	99%	3,500
Contribution to Equipment Fund	134,900	135,505	100%	25,000
Contribution to Computer Repl	11,050	11,050	100%	10,000
Total Other Expenditures/Expense	418,536	169,036	40%	38,500
Total O & M Expenditures	2,284,759	1,741,005	76%	1,298,811
Capital Expenditures				
36th Street Bridge Repair	80,300	9,452	0%	(476)
Capital purchase	-	882	0%	
PW Building Construction/Acquisition	890,667	890,667	0%	
Hartford road repair (FEMA)	-	75	>100	24,228
Lundeen Bridge Repair	-	-	0%	34,210
Guardrails	-	-	0%	49,404
Sidewalks (Safer Routes)	266,911	227,126	85%	141,030
Sidewalks Cap Project (Lakeview)	160,000	-	0%	9,263
Sidewalk Grant Match 2010 Safer Rts	-	157,958		
Sidewalk Fund Balance		432,779		
Hwy 9/204 Feasibility	20,000	-	0%	
Secure Yard and Bldg	37,190	-	0%	7,810
Vernon/ Lundeen/ Soper round about	1,544,194	1,538,675	100%	265,737
Capital Expenditures	2,999,262	3,257,614	109%	531,206
TOTAL EXPENDITURES	5,284,021	4,998,619	95%	1,830,017
ENDING FUND BALANCE	634,760	1,347,000		1,913,166
Total Reserve %	16%	30%		
Council Reserve Policy 10%				
Amount in excess of policy 10%	42,882	712,438		

CITY OF LAKE STEVENS
TREASURERS REPORT
STORM/SURFACE WATER FUND
12/31/10

Storm Water Fund	2010	As of	2010	As of
Line Item Description	Budget	12/31/2010	% of Budget	YE 2009
Surface Water Utility Fund				
Estimated Beginning Fund Balance	299,743	299,743	100%	139,095
Dept. of Ecology Grants	50,000	215	0%	76,524
County Areator O& M	27,000	9,812	36%	10,004
TOTAL Intergovernmental	77,000	10,027	13%	86,528
Storm Service Charges	772,698	734,486	95%	780,943
TOTAL Charges for service	772,698	734,486	95%	780,943
Investment Interest	548	881	161%	564
Miscellaneous (Sale of Scrap)	0	85	0%	0
Insurance Recoveries	0	977	>100%	0
TOTAL Miscellaneous Revenue	548	1,944	355%	564
TOTAL REVENUES	850,246	746,458	88%	868,035
TOTAL RESOURCES	1,149,989	1,046,200	91%	1,007,130
Storm Fund - Salaries	318,160	292,815	92%	300,527
Storm Fund - Overtime	2,500	414	17%	(205)
Storm Fund - Benefits	123,610	107,829	87%	107,198
Storm Fund - Clothing	3,500	2,159	62%	2,445
Total Salaries & Benefits	447,770	403,216	90%	409,965
Storm Fund - Office Supplies	5,000	998	20%	1,304
Storm Fund - Operating Supplies	4,120	1,780	43%	3,274
Storm Fund - Tools	2,000	-	0%	0
Storm Fund - DOE annual permit	7,000	6,556	94%	6,444
Storm Fund - Fuel	11,000	6,899	63%	8,973
Storm Fund - Decant Facility	25,000	0	0%	
Total Operating	54,120	16,233	30%	19,995
Storm Fund - Safety program	1,930	1,779	92%	1,584
Storm Fund - Utilities	1,616	3,503	217%	1,407
Storm Fund - Professional Services	12,000	11,169	93%	23,447
Storm Fund - Communications	4,500	4,752	106%	5,678
Storm Fund - Travel	1,600	-	0%	248
Storm Fund - Advertising	400	698	175%	1,343
Storm Fund - Equipment Rental	1,440	(40)	-3%	884
Storm Fund - Rentals/Leases	720	-	0%	-
Storm Fund - PW Lot Rental/Lease	990	990	100%	-
Storm Fund - Insurance (WCIA)	12,527	12,527	100%	11,142
Storm Fund - Repair & Maintenance	31,930	10,715	34%	11,721
Storm Fund - Excise Tax / Misc.	11,500	24,463	213%	5,305
Storm Fund - Misc	100	20	20%	333
Storm Fund - Staff Development	5,000	217	4%	1,003
Total Services & Charges	86,253	70,794	82%	64,095

Storm Water Fund	2010	As of	2010	As of
Line Item Description	Budget	12/31/2010	% of Budget	YE 2009
DOE Grant - G1000229	15,000	14,626	98%	32,801
DOE Grant - G1100060 Capacity	0	13,031	>100%	
DOE Aquatic Weeds	0	32,027	>100%	
DOE M/TAC Grant (inc sal/ben)	0	8,688	>100%	
Storm Fund - Billing Cost to County	18,125	19,185	106%	17,955
Total Intergovernmental	33,125	87,558	264%	50,756
Storm Fund -Aerator Utilities	29,000	30,711	106%	34,386
Storm Fund -Aerator O & M	36,000	432	1%	19,457
Storm Fund -Aerator Monitoring	0	3,731	>100%	0
Storm Fund -Aerator Repairs	15,000	3,636	24%	3,136
Storm Fund - Aerator Salaries	3,700	4,532	122%	0
Storm Fund - Aerator Benefits	1,500	1,555	104%	0
Contrib Aert. to Equipment Replace	25,160	25,160	100%	24,000
Total Aerator Expenses	110,360	69,758	63%	80,979
Capital Outlay	25,000	882	4%	36,549
Secure Yard and Bldg	25,000	0	0%	
Parkway Crossing Det Pond Pymt to SnoCo	10,700	10,700	100%	10,700
total Capital projects	60,700	11,582	19%	47,249
Repayment of gen. fund loan	22,995	22,995	100%	
Storm Fund -Refunds	258	0	0%	
Contribution to Equipment Fund	12,000	12,000	100%	12,000
Contribution to Computer Equi Fund	5,000	5,000	100%	5,000
Contribution to Unemployment Fund	6,496	6,418	99%	275
Annual Diking District Contribution	8,537	8,537	100%	17,074
Total Operating Transfers	55,286	54,950	99%	34,349
TOTAL USES	847,614	714,091	84%	707,387
Ending Fund Balance	302,375	332,109	0	299,743
Reserve Percentage	36%	44%		
Council Policy Target	10%	10%		
Amount \$ Over/(Under)	187,376	227,489		

CITY OF LAKE STEVENS
TREASURERS REPORT
SEWER FUND

Sewer Fund	2010	As of	2010	As of
Line Item Description	Budget	Year End	% of Budget	YE 2009
Sewer Fund - Operating				
Estimated Operating Beginning Fund Balance	310,222	310,222	100%	275,333
Operating Agreement with District	109,980	100,815	92%	137,475
Total Charges for service	109,980	100,815	92%	137,475
Investment Interest-Operating	2,079	954	46%	1,974
Lease (LT) WWTP Property	0	30	>100	0
Reimb from Sewer Dist Debt Service	590,671	590,671	100%	477,891
Misc revenue	400	0	0%	
Total Miscellaneous Revenue	593,150	591,654	100%	479,865
Total Operating Revenues	703,130	692,469	98%	617,340
Total Resources	1,013,352	1,002,691	99%	892,673
Operating Expenditures:				
Sewer Fund - Salaries	80,100	78,790	98%	78,031
Sewer Fund - Benefits	25,800	25,213	98%	22,709
Total Salaries & Benefits	105,900	104,004	98%	100,740
Sewer Fund - Professional Services	5,750	4,359	76%	3,750
Total Services & Charges	5,750	4,359	76%	3,750
Contribution to unemployemnt fund	70	70	100%	70
Misc.	150	0	0%	
Refunds	0	0	0%	
2008 Debt Service Transfer	134,791	134,791	100%	132,104
PWTF Debt Service	455,880	455,880	100%	345,788
Total Other Expenditures	590,891	590,741	100%	477,962
Total Operating Expenditures	702,541	699,103	100%	582,452
Operating Net Income	310,811	303,588		310,221
Total Reserve%	44%	44%		
Council Reserve Policy	10%	10%		
Amount Over Reserve Requir.	240,498	234,341		

CITY OF LAKE STEVENS
TREASURERS REPORT
REET FUND

REET Funds	2010	As of	2010	As of
Line Item Description	Budget	12/31/2010	% of Budget	YE 2009
REET Funds				
Estimated Beginning Fund Balance	1,825,529	1,825,529	100%	2,247,951
Real Estate Excise Taxes	425,928	705,781	166%	451,050
Grade Road Basin Charge	-	-	0%	1,080
TOTAL Charges for service	425,928	705,781	166%	452,130
Investment Interest	17,071	5,685	33%	15,254
TOTAL Miscellaneous Revenue	17,071	5,685	33%	15,254
TOTAL REVENUES	442,999	711,466	161%	467,384
TOTAL RESOURCES	2,268,528	2,536,995	112%	2,715,335
800 Mhz Capital	23,000	22,618	98%	22,618
Total Public Safety	23,000	22,618	100%	22,618
20th St ILA	500,000	500,000	100%	
Debt Payment - Prop Purchase 1995	7,002	7,002	100%	21,005
Police Station Debt - 2004	105,274	105,272	100%	102,060
Debt Pmt - Prop Purch 2008 (1997 ref)	240,896	227,999	95%	239,124
Transfer to 101 - Roundabout	-	-	0%	500,000
Transfer to 308 - Civic Center	-	-	0%	4,999
Total Operating Transfers	853,172	840,273	98%	867,188
TOTAL USES	876,172	862,891	98%	889,806
Ending Fund Balance	1,392,356	1,674,105		1,825,529
Reserve Percentage		66%		